

ORGANIZATIONAL PROCEDURE

PROCEDURE # 13.2a	EFFECTIVE DATE	REVISED DATE
TITLE: PRIOR REVIEW AND APPROVAL REQUEST	9/2021	
ATTACHMENT TO	REVIEW DATES	
POLICY #: 13.2	5/1/26	
POLICY TITLE: CHILDREN'S WAIVER PROGRAM		
CHAPTER: SERVICE DELIVERY		

I. PURPOSE

To establish a process for prior review and approval request for beneficiaries of the Children's Home and Community Based Waiver (CWP).

II. PROCEDURES

- A. Specific services as part of the Children's Home and Community-Based Services Waiver (CWP) program require prior authorization. These services include:
 1. Environmental Accessibility Adaptations (EAAs)
 2. Fencing
 3. Specialized Medical Equipment and Supplies

- B. The CMHSP must complete and submit an original Prior Review and Approval Request (PRAR) form and the following documentation for each prior authorization request:
 1. Original current (within 365 days) prescription signed by a physician.
 2. Narrative justification of need completed by an appropriate professional.
 3. Documentation that the requested item, device, or modification is essential to the implementation of the child's individual plan of services and is of direct medical or remedial benefit to the child.
 4. A copy of the habilitation program (i.e., goals, objectives, and methodologies) as related to the request and identified in the individual plan of services (IPOS).
 5. Written denial of funding from other sources, including private insurance, Medicaid, or Children's Special Health Care Services (CSHCS) when applicable, charitable or community organizations, and housing grant programs. If the private insurance carrier requires prior authorization to determine coverage, a request for prior authorization must be submitted to the carrier before submitting the PRAR.
 6. Three similar bids for requests costing equal to or more than \$1,000; only one bid is required for requests less than \$1,000. If fewer than three bids are obtained for requests costing equal to or more than \$1,000, documentation must describe what efforts were made to secure the bids, and why fewer than three bids were obtained.

- C. The completed PRAR and supporting documentation must be submitted by the CMHSP to Lakeshore Regional Entity (LRE) for review and submission to Michigan Department

of Health and Human Services (MDHHS). Decision will be communicated to the CMHSP via the Waiver Support Application (WSA).

III. CHANGE LOG

Date of Change	Description of Change	Responsible Party
9/2021	NEW Procedure	LRE COO or Designee