

Department of Health Developmental Disabilities Supports Division POLICY	Policy Number: Supersedes: Regional Office Role in Utilization Review Policy 1-9-04; Regional Office Role in Utilization Review Policy, 12-1-98
Policy Title: Regional Office Role in Utilization Review	
Effective Date: February 12, 2010	
Approved: Signature on File	Date: February 11, 2010

I. PURPOSE

The purpose of this policy is to establish the role of Developmental Disabilities Supports Division (DDSD) Regional Offices in the approval of services provided to individuals served by the Developmental Disabilities Medicaid Waiver Program. This policy applies to situations in which the Utilization Review (UR) contractor for the Medical Assistance Division (MAD), Human Services Department, denies a service or an amount of a service recommended by the Interdisciplinary Team (IDT) and submitted on the Waiver Review Form (budget) for the Individual Service Plan.

II. POLICY STATEMENT

- A. The DDSD Regional Office has authority to approve services submitted for Utilization Review within the applicable region to the individual served.

The Regional Office may consider and set aside or change a decision made by the Medicaid Utilization Review contractor to deny a service or service amount for an Individual Service Plan budget. Any member of the IDT may make a request for Regional Office re-consideration of the UR decision on behalf of the individual.

The DDSD Regional Office has the final authority to change the UR decision in its approval capacity regarding the type of service, the amount, duration and frequency of services on an Individual Service Plan budget, based upon professional judgment.

- B. The authority vested in the DDS Regional Office through this policy does not replace or supercede the right to appeal an action taken by the Utilization Review contractor through the MAD re-review or reconsideration process. The Regional Office shall exercise their authority to consider approval of a service denied by UR only after the re-review and reconsideration process has been exhausted.

The decision of the Regional Office shall be in compliance with regulations and policies governing the Home and Community Based Waiver for Developmental Disabilities and with reimbursement requirements set forth by the Department of Health and the Human Service Department.

III. APPLICABILITY

Developmental Disabilities Waiver Program

IV. DEFINITIONS

Applicable region: means the region in which the individual resides.

V. REFERENCE

MAD Policy Manual, Sec. 953, Reconsideration of Utilization Review Decisions.