

Application for JCM Clinical Exception - Budget Request Process

Rationale: This document is to be completed by a Jackson Class Member's (JCM) therapist (OT/PT/SLP) when requesting more than 58 hours of ongoing therapy services per year to implement the corresponding Therapy Intervention Plan. Note that requests over 72 hours become "Super Exception Requests" and undergo the additional step of being reviewed by a DDSD Deputy Director. The same application is submitted for JCM Clinical Exceptions and Super Exception Requests.

Required Attachments: The Therapy Documentation Form as well as the current Initial Therapy Evaluation or the Annual Therapy Re-Evaluation are required. Other documents may be attached if the therapist elects to include them for additional justification.

Criteria: Budget requests for JCM of over 58 hours of ongoing therapy services per ISP budget year should demonstrate that the individual has critical health and safety needs and/or has had unexpected changes in medical or living conditions that require additional therapy intervention to meet identified exceptional needs.

Each request will be reviewed to assure that services are provided in compliance with the current DD Waiver Standards for Therapy applicable to Jackson Class Members (JCM). Reviewers recognize that individuals with DD are unique and require a unique plan for implementing therapy.

When due: Within the ISP year, as needed. The Case Manager (CM) can submit the first 58 hours per current JCM budget procedures. It is strongly advised that the Clinical Exception Request be submitted by the therapist *at least* eight weeks before additional hours are needed.

Distribution to: The Therapist is responsible for completing the JCM Clinical Exception form and distributing the form to Felicia Vidro, CSB Therapy Services Coordinator; the Therapy Services Consultant for the discipline that is applying for the Clinical Exception; and the CM. Distribution should be via mail, Therap SCOMM, or fax. Current contact information may be found on the Clinical Exception application form.

Approval/Denial: This section of the Clinical Exception Form outlines total budget hours approved and will be completed by the reviewer and provided to the requesting therapist AND the CM within 30-calendar days via fax or Therap SCOMM.

Clinical Exception Review Comments: This section will be completed by the reviewer if there is a denial or partial denial of the request. The review will outline the rationale for a denial or a partial denial. Review comments may be included even if the request is fully approved for technical assistance or comments related to therapy intervention and/or therapy documentation as related to DD Waiver Standards.

Budget Development: The CM is responsible for developing a budget as approved on the Clinical Exception Request form. The CM will submit the budget request per current JCM budget procedures and retain the Clinical Exception Request form in client records.
Note: There is not a separate billing code for Clinical Exceptions.

Further Information: Please contact the CSB Clinical Consultant for your discipline for further information.