



TCM Prior Authorization Request



Instructions

October 15, 2013

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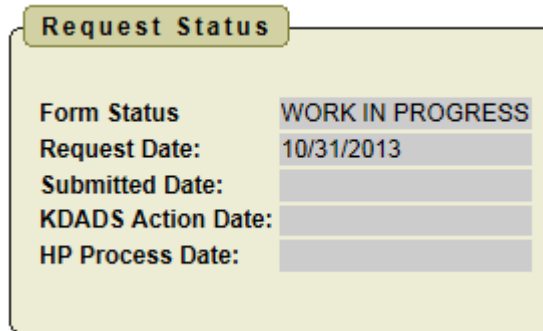
Important

The required fields, indicated by a red star (*), referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved. The information that is required due to policy may be different from those that are system required.

Request Status Region\

Purpose

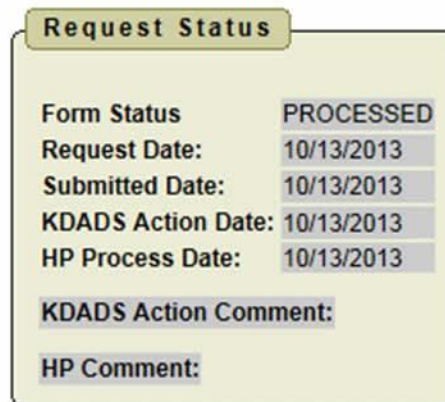
The Request Status Region will display the form status and after the form has been created the **Submit Request to KDADS** action button will display.



A screenshot of a 'Request Status' form. The form has a title bar 'Request Status' in a yellow box. Below the title bar, there are five rows of data. The first row shows 'Form Status' as 'WORK IN PROGRESS'. The second row shows 'Request Date' as '10/31/2013'. The third, fourth, and fifth rows show 'Submitted Date:', 'KDADS Action Date:', and 'HP Process Date:' respectively, but they are all empty.

Form Status	WORK IN PROGRESS
Request Date:	10/31/2013
Submitted Date:	
KDADS Action Date:	
HP Process Date:	

Prior to Creating the Request



A screenshot of a 'Request Status' form. The form has a title bar 'Request Status' in a yellow box. Below the title bar, there are five rows of data. The first row shows 'Form Status' as 'PROCESSED'. The second row shows 'Request Date' as '10/13/2013'. The third row shows 'Submitted Date' as '10/13/2013'. The fourth row shows 'KDADS Action Date' as '10/13/2013'. The fifth row shows 'HP Process Date' as '10/13/2013'. Below these rows, there are two more rows: 'KDADS Action Comment:' and 'HP Comment:', both of which are empty.

Form Status	PROCESSED
Request Date:	10/13/2013
Submitted Date:	10/13/2013
KDADS Action Date:	10/13/2013
HP Process Date:	10/13/2013
KDADS Action Comment:	
HP Comment:	

After the Request is Created – Action Buttons as displayed

Customer / TCM / Provider Information Region

**Purpose /
Required Fields**

The region contains additional information regarding the customers' condition.

All fields displayed in this region are required in order to save the request as work in progress.

Customer / TCM / Provider Information

Customer Name:
(First) (Last)

Medicaid Card ID:

Requesting Agency:

Kansas Medicaid Provider Number:
** Consists of 9 numbers and 1 alpha character.
This is not your NPI number or HCBS Provider number.

I/DD Case Manager Name:

I/DD Case Manager Phone:

Information Required Region

Purpose

This region contains four questions that will be used in the decision to approve the request, approve the request with recommendations or to deny the request.

Question 1 Region

1. Explain what extraordinary circumstance exists, where additional TCM service units are needed.

REC

0 of 4000

Required Information

This region is required to be completed.

Question 2 Region.

2. How did you use the allowable 240 units in this year (up to date of this request)?

Up to the date of this request - - Breakdown by 4 components.

Assessment:

REC

0 of 4000

Development of POC:

REC

0 of 4000

Referral and Related Activities:

REC

0 of 4000

Monitoring and Follow-Up Activities:

REC

0 of 4000

TOTAL Number of Units Used as of Date of this Request:

Required Information

At least one of the four **components** needs to be completed.

Total Number of Units Used as of Date of this Request.

Information Required Region (Continued)

Question 3 Region.

3. What specific services/tasks will be provided which will be in addition to the 240 units allowed?

Note number of units per component you are requesting.

Assessment: <input type="text"/> 0 of 4000	Number of Requested Units: <input type="text"/>
Development of POC: <input type="text"/> 0 of 4000	Number of Requested Units: <input type="text"/>
Referral and Related Activities: <input type="text"/> 0 of 4000	Number of Requested Units: <input type="text"/>
Monitoring and Follow-Up Activities: <input type="text"/> 0 of 4000	Number of Requested Units: <input type="text"/>

TOTAL number of Additional Requested Units above the 240 units allowed: Date the Requested Units are to Begin:

Required Information

At least one of the four **components** needs to be completed. The **Number of Requested Units** field that corresponds with the completed component.

Date the Requested Units are to Begin.

Question 4 Region.

4. Additional Information.

0 of 4000

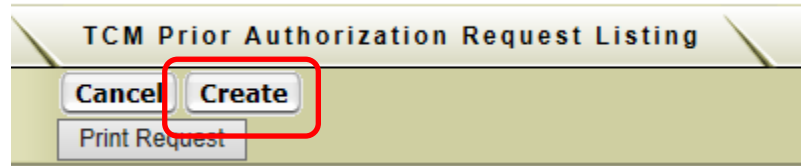
Required Information

This region is optional.

Creating the Request

Purpose

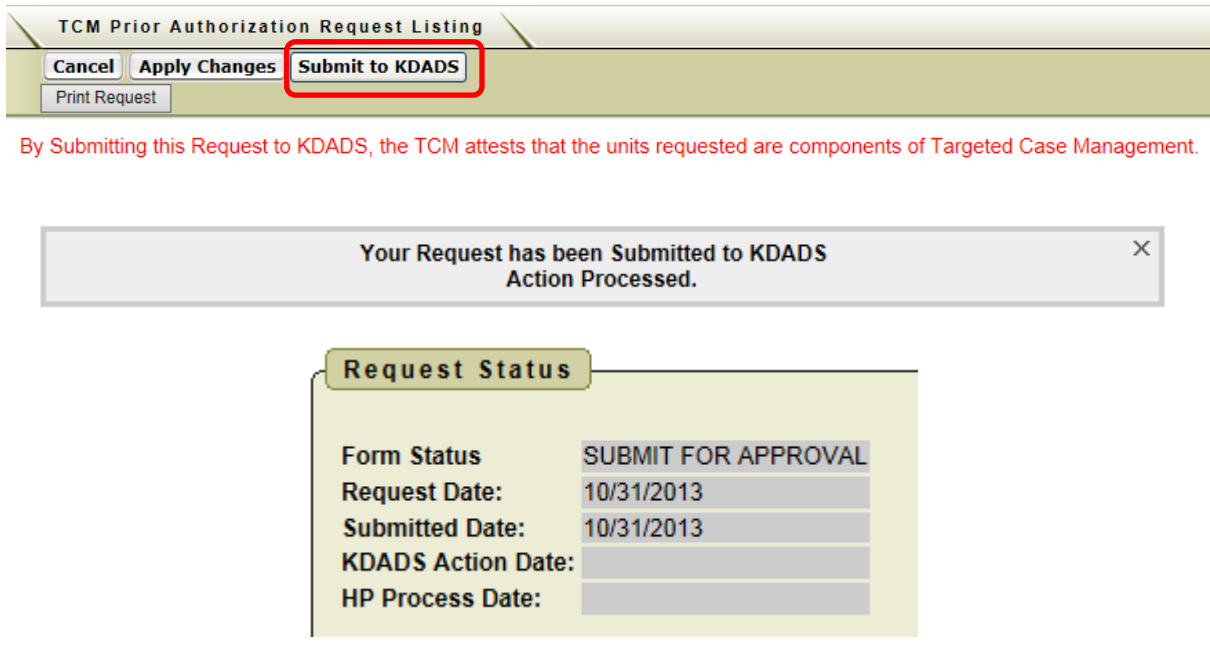
Once the information is entered on the request, click on the “Create” button at the top of the page. The status will be remain as Work in Progress.



Submitting Request to KDADS

How To

Follow the steps in the table below to submit the request to KDADS for action.

Step	Action	Result
1.	Once the request is created. The Apply Changes and the Submit to KDADS buttons will display.	
2.	Changes to the request can be made until the request is submitted. Once information is added or changed, click on the Apply Changes button to save the changes.	
3.	Click on the Submit to KDADS button once all information is entered.	Message of submission will display in the page heading and All form fields become disabled.
 <p>TCM Prior Authorization Request Listing</p> <p>Cancel Apply Changes Submit to KDADS</p> <p>Print Request</p> <p>By Submitting this Request to KDADS, the TCM attests that the units requested are components of Targeted Case Management.</p> <p>Your Request has been Submitted to KDADS Action Processed.</p> <p>Request Status</p> <p>Form Status: SUBMIT FOR APPROVAL Request Date: 10/31/2013 Submitted Date: 10/31/2013 KDADS Action Date: HP Process Date:</p>		
4.	The date will populate in the Submitted Date field.	
5.	The request will be available for action by the KDADS.	
6.	If desired, click on the Print button to print the request.	
7.	Click on the Cancel button.	Returns to the Request Listing page.

TCM Prior Authorization Request Listing

Introduction

The TCM Prior Authorization Request Listing page is where all requests are listed. The list is in an Interactive Report format, which gives the user a table view then allows the user to utilize filters and other reporting tools to create custom views of the data.

Security installed on the workload allows only the customers that are associated with the users' organization to display. It will also give the organization one area to review statuses of requests submitted.

Quick Steps to select information:

- Click on the pencil/paper icon under the Open column to open the request.
- Click on any column heading for a quick sort or filter of the information.

How To

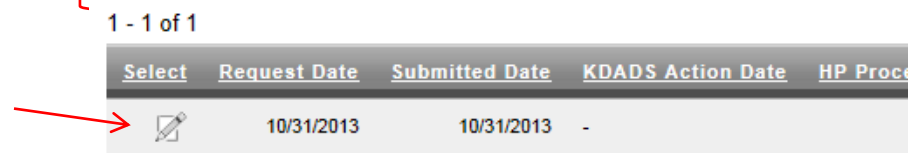
Follow the steps in the table below to access the TCM Prior Authorization Request Listing. This is the workload where KDADS will access all requests submitted.

Step	Action	Result
1.	To access the listing, click on the TCM Prior Authorization Request Listing menu item.	Listing displays.

Search Criteria Fields



Search Results



Columns

- Select – Will open the request
- Request Date
- Submitted Date
- KDADS Action Date
- HP Process Date
- Customers First Name
- Customers Last Name
- Medicaid Card ID
- Requesting Agency
- Provider Number
- I/DD Case Manager
- I/DD CM Phone
- Total Units Used
- Total Units Requested
- Requested Units
- Form Status –
 - Work in Progress
 - Submitted to KDADS
 - Approved
 - Approved with Recommendations
 - Denied
 - Processed – Prior Authorization has been entered into MMIS

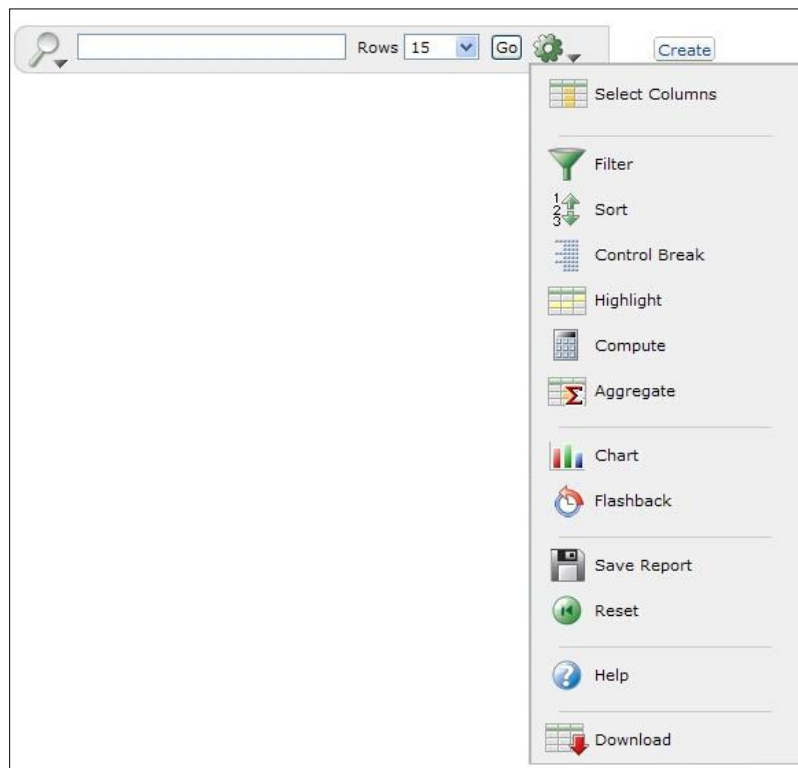
TCM Prior Authorization Request Listing – Interactive Report Functions

Features

Below are the more commonly used reporting tools features offered by an interactive report.

How to

1. Open the Web Application at the Interactive Report view.
2. Click on the gear icon.
3. Report Control List will display.



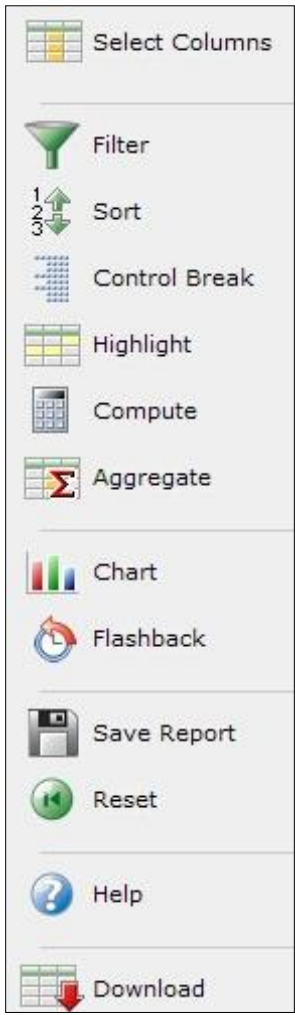
Functions Covered

This instruction guide will cover only the most commonly used report functions. Those functions are Filter, Sort, Reset.

TCM Prior Authorization Request Listing – Descriptions

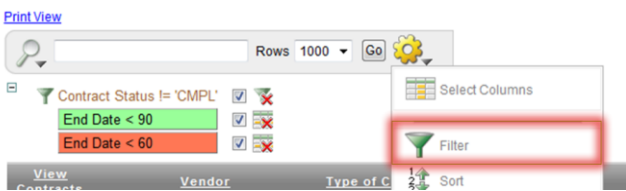
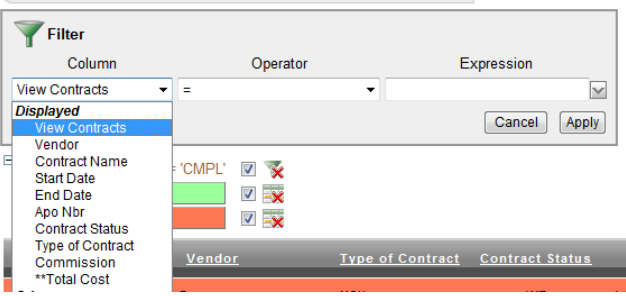
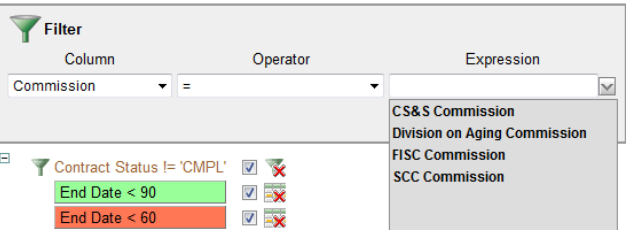
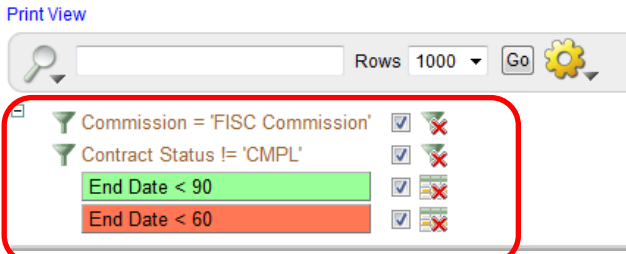
Functions

Below is the description of the functions available in an interactive report.

Reporting Control List	Action
	<p>Select Columns – Used to modify the columns displayed. The columns on the right are displayed. The columns on the left are hidden. You can reorder the displayed columns using the arrows on the far right. Computed columns are prefixed with **.</p>
	<p>Filter – Used to filter data for a more detailed view of information.</p>
	<p>Sort – Used to change the column(s) to sort on and whether to sort ascending or descending. You can also specify how to handle nulls (use the default setting, always display them last or always display them first). The resulting sorting is displayed to the right of column headings in the report.</p>
	<p>Control Break – Used to create a break group on one or several columns. This pulls the columns out of the Interactive Report and displays them as a master record.</p>
	<p>Highlight – Highlighting allows you to define a filter. The rows that meet the filter are highlighted using the characteristics associated with the filter.</p>
	<p>Compute – Computations allow you to add computed columns to your report. These can be mathematical.</p>
	<p>Aggregate – Aggregates are mathematical computations performed against a column. Aggregates are displayed after each control break and at the end of the report within the column they are defined. Only numeric columns will be displayed.</p>
	<p>Chart – You can include one chart per Interactive Report. Depending upon the data in the report, the chart function may not be useful.</p>
	<p>Flashback – Not available.</p>
	<p>Save Report – Saves the customized report for future use. You provide a name and an optional description. A tab will be displayed for each report saved.</p>
	<p>Reset – Restores report to the default settings.</p>
	<p>Help – On-line Help on report functions.</p>
<p>Download – Allows the current report to be downloaded. The download format is CSV which can be opened through Excel.</p>	


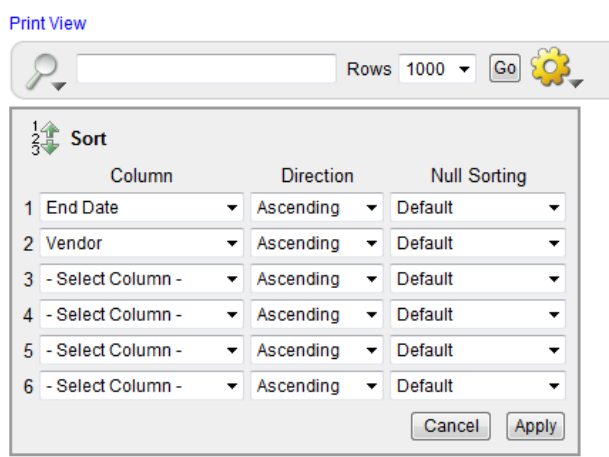
TCM Prior Authorization Request Listing – Filter

How To Follow the steps in the table below to filter a Report.

Step	Action	
1.	Select Filter from the Control list.	 <p>The screenshot shows a report control panel with a search bar, 'Rows 1000', and a 'Go' button. Below these are filter criteria: 'Contract Status != 'CMPL'', 'End Date < 90', and 'End Date < 60'. A 'Filter' button is highlighted with a red box.</p>
2.	Select the Column to filter Select the Operator	 <p>The screenshot shows the 'Filter' dialog box. The 'Column' dropdown menu is open, showing options like 'View Contracts', 'Vendor', 'Contract Name', 'Start Date', 'End Date', 'Apo Nbr', 'Contract Status', 'Type of Contract', 'Commission', and '**Total Cost'. The 'Operator' dropdown is set to '='.</p>
3.	Select the Expression . <ul style="list-style-type: none"> By clicking on the drop down arrow at the end of the express field, options will appear if appropriate. 	 <p>The screenshot shows the 'Filter' dialog box. The 'Expression' dropdown menu is open, showing options like 'CS&S Commission', 'Division on Aging Commission', 'FISC Commission', and 'SCC Commission'. The 'Column' is set to 'Commission' and the 'Operator' is set to '='.</p>
4.	Click on the "Go" button. Report will display. The filter criteria will display at the top of the report.	 <p>The screenshot shows the report control panel after clicking 'Go'. The filter criteria are now displayed at the top of the report: 'Commission = 'FISC Commission'', 'Contract Status != 'CMPL'', 'End Date < 90', and 'End Date < 60'. These criteria are highlighted with a red box.</p>

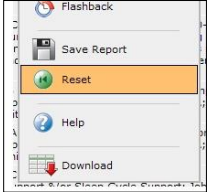

TCM Prior Authorization Request Listing – Sorting

How To Follow the steps in the table below to sort a Report.

Step	Action																													
1.	Select Sort from the Control list.	 <p>The screenshot shows a report control panel with a search bar, 'Rows 1000', and a 'Go' button. Below are filter criteria: 'Commission = 'FISC Commission'', 'Contract Status != 'CMPL'', 'End Date < 90', and 'End Date < 60'. A 'Sort' button is highlighted with a red box.</p>																												
2.	Select the Column(s) to be sorted. Select the Direction (Ascending or Descending) Select how the Blank Fields (nulls) should be displayed.	 <p>The screenshot shows a 'Sort' dialog box with a table for configuring sorting. The table has three columns: 'Column', 'Direction', and 'Null Sorting'. The first two rows are pre-filled with 'End Date' and 'Vendor', both set to 'Ascending' and 'Default'. The remaining four rows are empty for selection.</p> <table border="1" data-bbox="901 808 1469 1144"> <thead> <tr> <th></th> <th>Column</th> <th>Direction</th> <th>Null Sorting</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>End Date</td> <td>Ascending</td> <td>Default</td> </tr> <tr> <td>2</td> <td>Vendor</td> <td>Ascending</td> <td>Default</td> </tr> <tr> <td>3</td> <td>- Select Column -</td> <td>Ascending</td> <td>Default</td> </tr> <tr> <td>4</td> <td>- Select Column -</td> <td>Ascending</td> <td>Default</td> </tr> <tr> <td>5</td> <td>- Select Column -</td> <td>Ascending</td> <td>Default</td> </tr> <tr> <td>6</td> <td>- Select Column -</td> <td>Ascending</td> <td>Default</td> </tr> </tbody> </table>		Column	Direction	Null Sorting	1	End Date	Ascending	Default	2	Vendor	Ascending	Default	3	- Select Column -	Ascending	Default	4	- Select Column -	Ascending	Default	5	- Select Column -	Ascending	Default	6	- Select Column -	Ascending	Default
	Column	Direction	Null Sorting																											
1	End Date	Ascending	Default																											
2	Vendor	Ascending	Default																											
3	- Select Column -	Ascending	Default																											
4	- Select Column -	Ascending	Default																											
5	- Select Column -	Ascending	Default																											
6	- Select Column -	Ascending	Default																											
3.	Click on Apply . Report will display.																													

TCM Prior Authorization Request Listing – Reset Report

How To Follow the steps in the table below to reset the Report back to default.

Step	Action	
1.	Select Reset from the Control list.	 A screenshot of a software control menu. The menu is a vertical list of options: 'Flashback' (with a circular arrow icon), 'Save Report' (with a floppy disk icon), 'Reset' (with a circular arrow icon and highlighted in orange), 'Help' (with a question mark icon), and 'Download' (with a download icon).
2.	Click on the Apply button to reset the report.	 A screenshot of a 'Reset' dialog box. At the top, there is a search icon, a search input field, and a 'Rows' dropdown menu set to '15', followed by a 'Go' button and a gear icon. Below this, the dialog has a title 'Reset' with a green circular arrow icon. The main text reads 'Restore report to the default settings.' At the bottom, there are two buttons: 'Cancel' and 'Apply'.