Kansas
Department for Aging
and Disability Services

TCM Prior Authorization Request

Instructions

October 15, 2013

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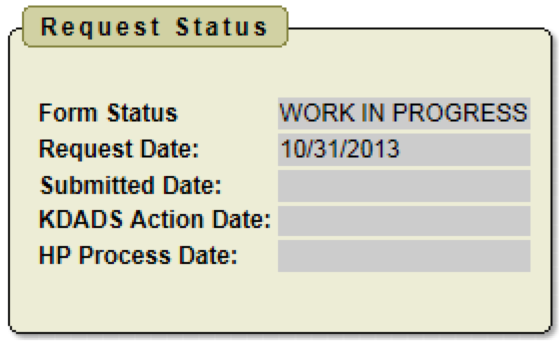
Important

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.



Prior to Creating the Request

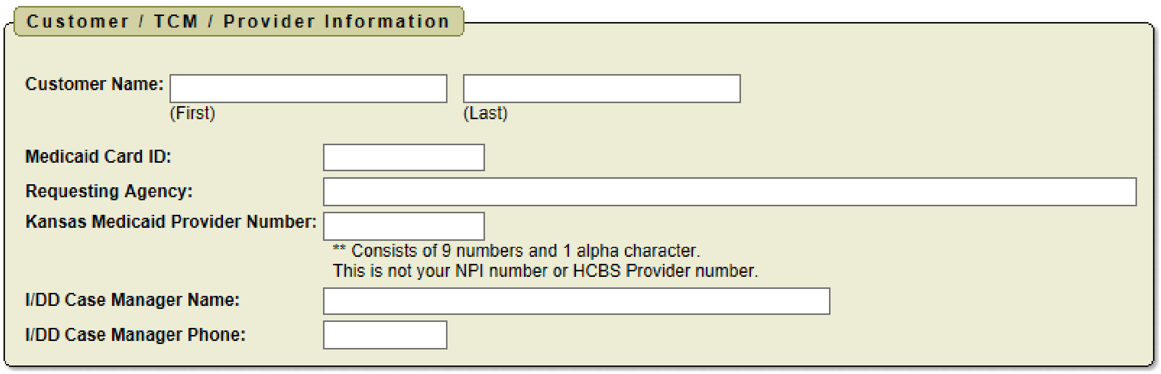
After the Request is Created – Action Buttons as displayed

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.

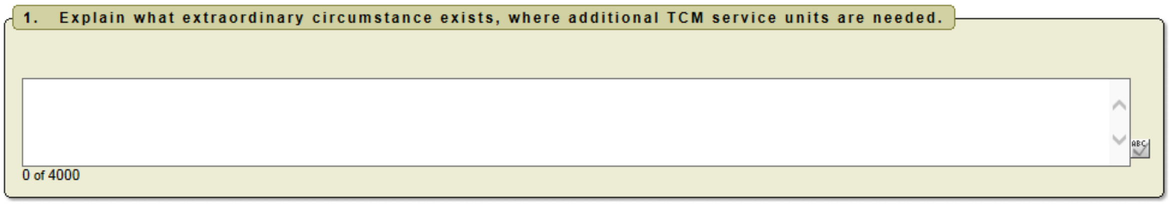


Information Required Region

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

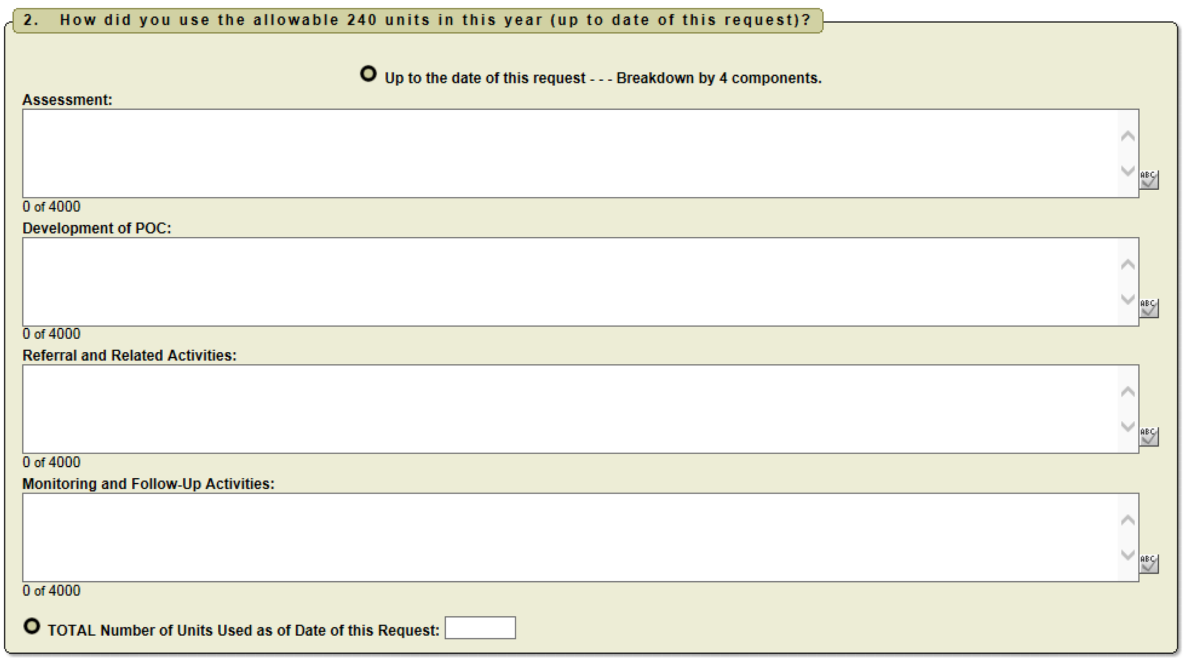

1. Explain what extraordinary circumstance exists, where additional TCM service units are needed.

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:

0 of 4000

Development of POC:

0 of 4000

Referral and Related Activities:

0 of 4000

Monitoring and Follow-Up Activities:

0 of 4000

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

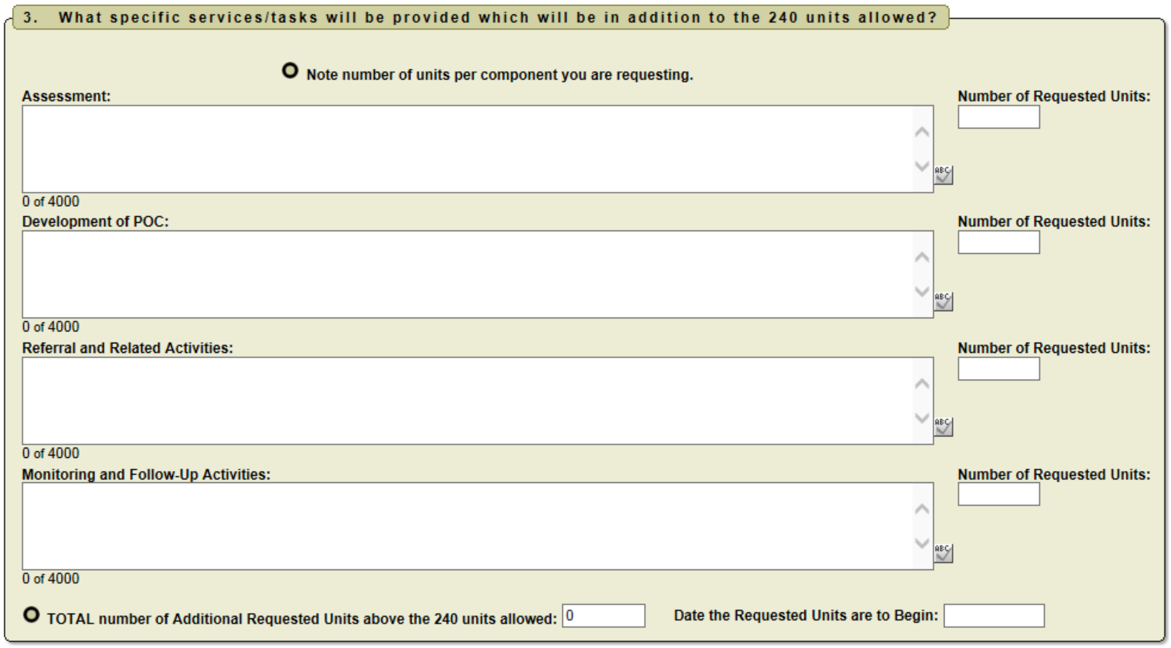
Required Information

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: Number of Requested Units:

0 of 4000

Development of POC: Number of Requested Units:

0 of 4000

Referral and Related Activities: Number of Requested Units:

0 of 4000

Monitoring and Follow-Up Activities: Number of Requested Units:

0 of 4000

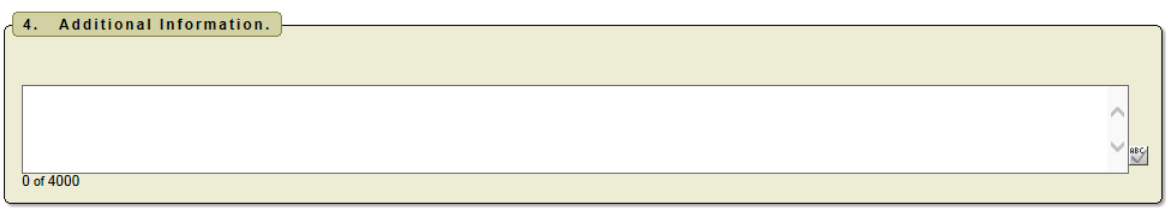
TOTAL number of Additional Requested Units above the 240 units allowed: 0 Date the Requested Units are to Begin:

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.

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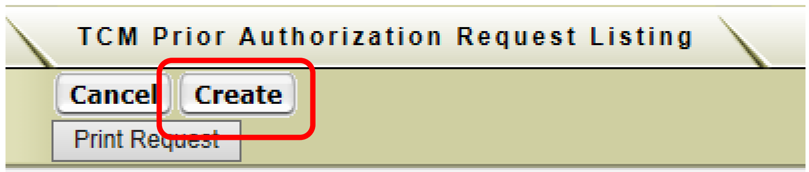
Required Information

This region is optional.

Creating the Request

Purpose

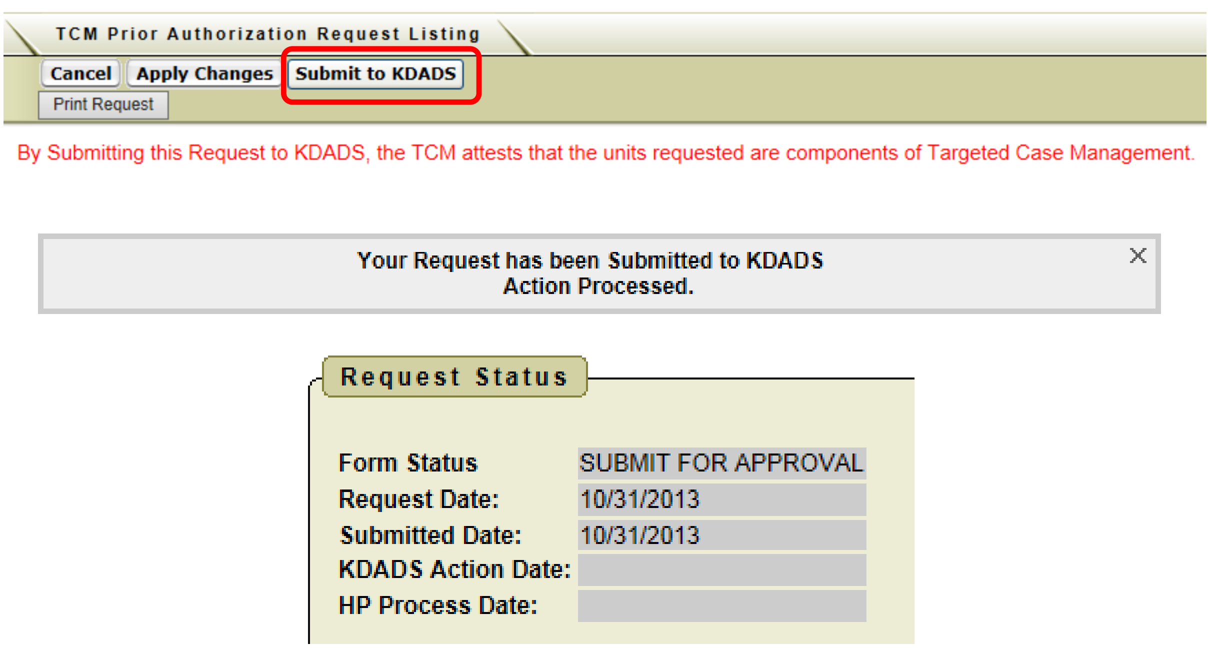
Once the information is entered on the request, click on the “Create” button at the top of the page. The status will be remain as Work in Progress.



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.



Step	Action	Result
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.

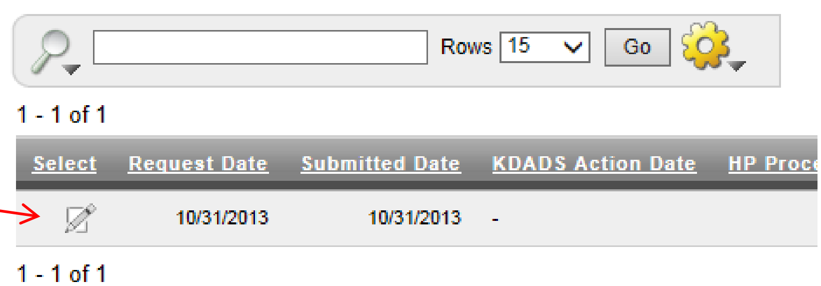
How To

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

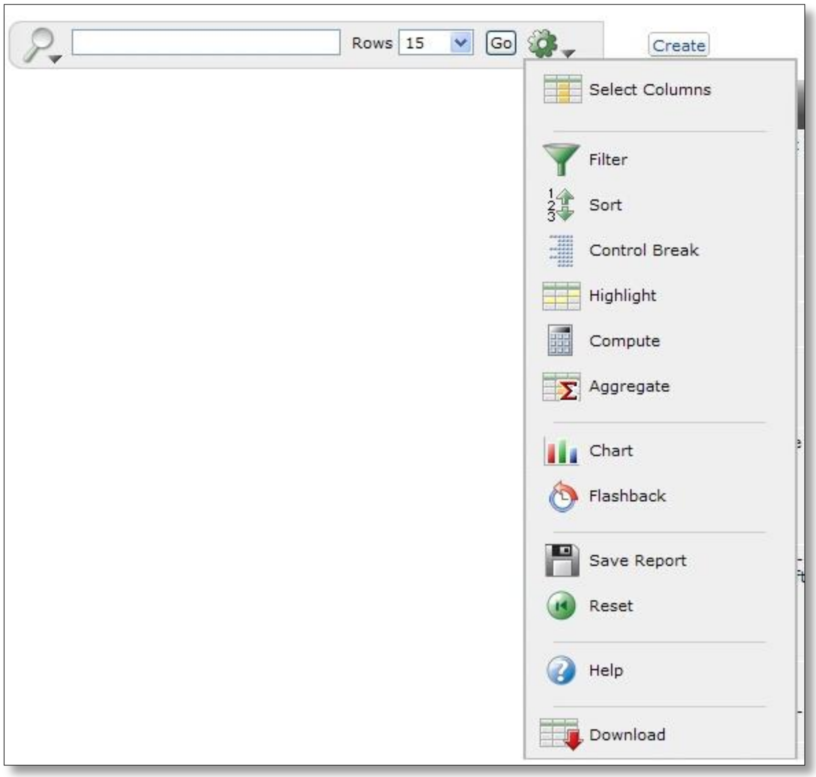
TCM Prior Authorization Request Listing – Interactive Report Functions

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.

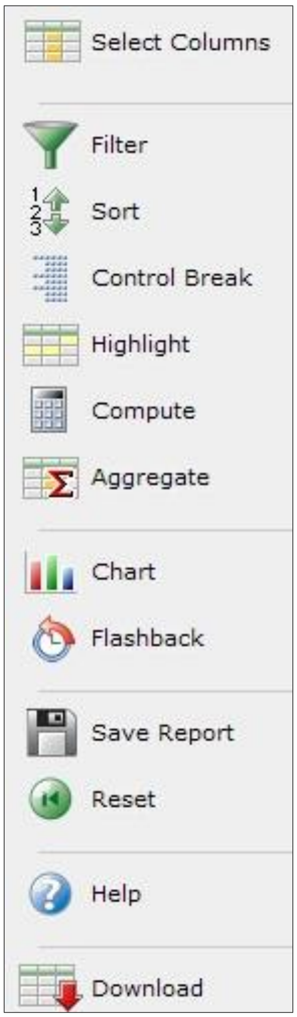


Functions Covered

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

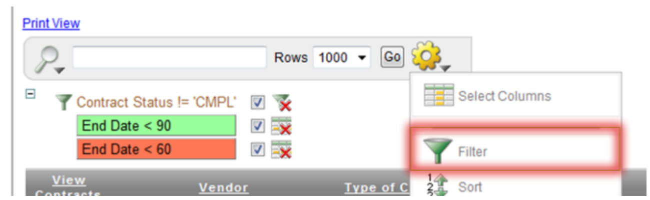
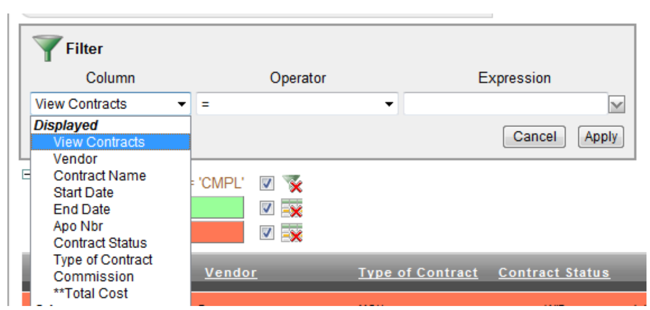
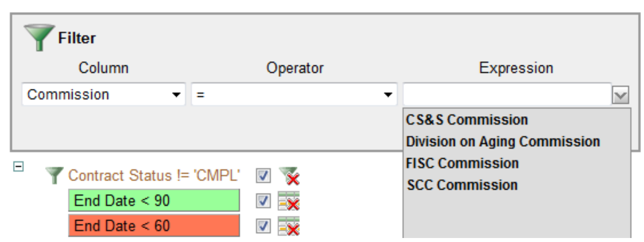
TCM Prior Authorization Request Listing – Descriptions

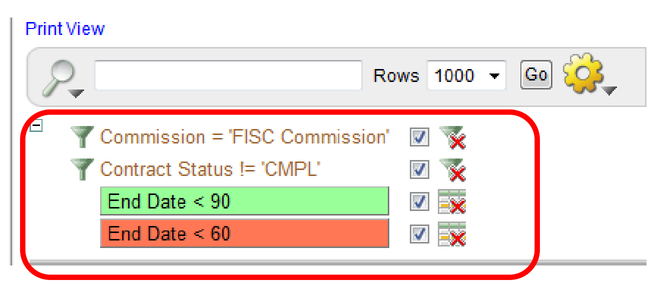
Functions Below is the description of the functions available in an interactive report.

Reporting Control List	Action
	**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 **.
	Filter – Used to filter data for a more detailed view of information.
	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.
	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.
	Highlight – Highlighting allows you to define a filter. The rows that meet the filter are highlighted using the characteristics associated with the filter.
	Compute – Computations allow you to add computed columns to your report. These can be mathematical.
	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.
	Chart – You can include one chart per Interactive Report. Depending upon the data in the report, the chart function may not be useful.
	Flashback – Not available.
	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.
	Reset – Restores report to the default settings.
	Help – On-line Help on report functions.
	Download – Allows the current report to be downloaded. The download formats is CSV which can be opened through Excel.

TCM Prior Authorization Request Listing – Filter

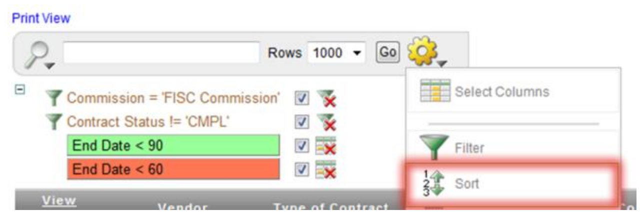
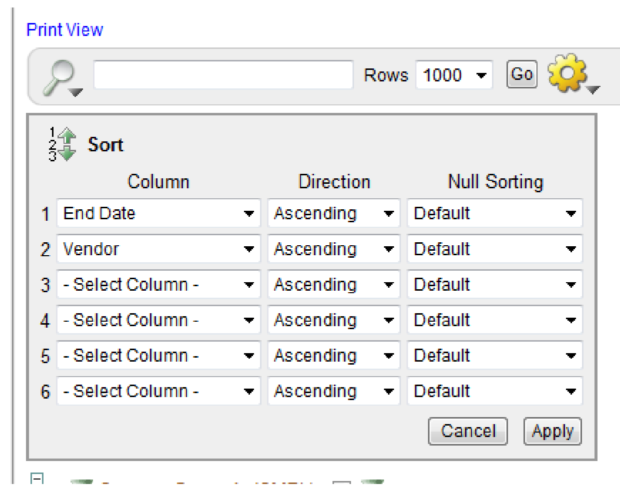
How To Follow the steps in the table below to filter a Report.

<table>
<tr><th>Step</th><th colspan="2">Action</th></tr>
<tr><td>1.</td><td>Select Filter from the Control list.</td><td>
</td></tr>
<tr><td>2.</td><td>Select the Column to filter
Select the Operator</td><td>
</td></tr>
<tr><td>3.</td><td>Select the Expression.
• By clicking on the drop down arrow at the end of the express field, options will appear if appropriate.</td><td>
</td></tr>
<tr><td>4.</td><td>Click on the "Go" button.
Report will display.

The filter criteria will display at the top of the report.</td><td>
</td></tr>
</table>

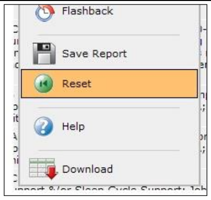
TCM Prior Authorization Request Listing – Sorting

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

Step	Action	
1.	Select **Sort** from the Control list.	
2.	Select the **Column**(s) to be sorted. Select the **Direction** (Ascending or Descending) Select how the **Blank Fields** (nulls)should be displayed.	
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.	
2.	Click on the **Apply** button to reset the report.