

**Children's PNMI Admission, Prior Authorization
APS CareConnection Requirements for 7/1/09**

Effective 7/1/09, all Children's PNMI Services (except for Crisis Units) must be prior authorized for admission by DHHS-OCFS UR Staff.

Please see the DHHS-OCFS website for instructions about the ITRT process.

PNMI providers no longer submit a Registration in APS CareConnection to obtain an authorization to begin service. Instead, OCFS Utilization Specialists enter a Prior Authorization Request into APS CareConnection when a child is approved and admitted to a facility.

Process and entry changes in APS CareConnection are as follows:

1. The OCFS Utilization Specialist will notify the treatment agency of final approval of admission.
2. The designated residential treatment provider will contact the OCFS Utilization Review Specialist on the day of admission to the facility to request that the Prior Authorization be entered into the APS CareConnection system. The Utilization Review Specialist will acquire the correct MaineCare Provider billing ID(s) from the provider at this time.
3. OCFS staff are responsible for entering the correct MaineCare Provider Billing ID(s), procedure code, the BR code when appropriate, facility location, and relevant clinical information into the PA submission using APS CareConnection.
4. The OCFS Utilization Review Specialist will submit the Prior Authorization request into APS CareConnection for that child's admission within 1 business day of being informed of the admission date to the residential facility.
5. The APS Healthcare Care Manager will confirm the OCFS Prior Authorization, will process the request and will issue the authorization number to the provider in the download notification.