

### CT Birth to Three Prior Authorization (PA)

This spreadsheet contains the circumstances when an approved PA is needed from the Lead Agency (LA). PA requests with supporting details are to be sent to ctbirth23@ct.gov. When PA is not required, supporting documentation detailing the criteria met, must be included in a child's record. This list overrides the PA procedures on birth23.org.

Description	Requirement	Guiding Authority	Criteria	PA Needed		Monitored by:
				Yes	No	
<b>Town outside of catchment</b>	PA to support a child in a town not included in their approved programs list of contracted towns.	OEC	Program is currently serving child who is over 24 months who moves outside their catchment . All other reasons, including family reason, must seek PA.		x	Data System; Self-Assessment/ Monitoring
<b>Interpreter services</b>	interpreting services should not be performed by an individual who is a staff member or a sub-contractor of the EIS	OEC	Agency staff member has interpreting credentials from an accrediting program		x	Invoice & fiscal audit; Self-Assessment/ Monitoring
	PA requests for extraordinary interpretation circumstances with details about the reasons and the period of time for the approval must be submitted to the Part C Coordinator	OEC	Must meet extraordinary interpretation circumstances		x	Invoice & fiscal audit; Self-Assessment/ Monitoring
<b>AT</b>	For Medicaid, commercial insurance, or no insurance	OEC	Meets IDEA criteria; B23 procedures, supported on IFSP; and listed service on the IFSP		x	Invoice & fiscal audit; Self-Assessment/ Monitoring
	requests for approval for reimbursement of modifications to previously-approved devices.	OEC	Meets IDEA criteria; supported on IFSP; listed service on the IFSP		x	Invoice & fiscal audit- expense report; Self-Assessment/ Monitoring
<b>Assessment</b>	PA for more than 32 units per year is only for OEC Escrow payments as Medicaid will not cover any units over the annual limit	DSS	1. Must include reason. 2. Less than 8 units	x		Data System
	When it is determined that there is a need to exceed the limit of 16 units per day, a PA request must be submitted	DSS	1. Must include reason. 2. Less than 8 units	x		Data System
<b>Evaluation</b>	PA for more than 4 units per year is only for OEC Escrow payments as Medicaid will not cover any units over the annual limit.	DSS	1. Must include reason. and evaluation is more than 1 month or previous evaluation	x		Data System
	completing an evaluation within one month of previous evaluation	DSS & OEC	Reason needs to include new circumstances or diagnosis	x		Data System
<b>IFSP</b>	PA for more than 40 units per year is only for OEC Escrow payments as Medicaid will not cover any units over the annual limit.	DSS	Must include reason.	x		Data System
<b>EITS</b>	visits with more than 2 practitioners at the same time	OEC	Must include reason.		x	Invoice & fiscal audit
<b>Remote EI</b>	Prior written approval from the OEC on Form 5-2 to provide EIS via Remote EI is required when the IFSP indicates that a discipline will only be providing supports remotely.	DSS	All must be requested using form 5-2; for EI Visits- IFSP must be submitted; For Evaluations, Assessments & IFSP's- reason why it must be remote	x		Data System
<b>Aversive Technique</b>	Meet guidelines in Use of Aversive Techniques Procedure	OEC	Committee approved	x		Data System; Self-Assessment/ Monitoring
<b>Technical Assistance</b>	Peer Supported TA	OEC	1. The Lead Agency requested the TA of the program or agrees with the need. 2. Lead Agency agrees with outcomes and measures to support the need.3. Lead Agency has funding	x		Data System; Self-Assessment/ Monitoring