



# Tips for Distribution of Approved Units of Behavior Analysis Services

## INFORMATION ABOUT AUTHORIZATION OF BEHAVIORAL SERVICES

- Services are authorized for a preset period of time- behavioral services have a maximum authorization of 270 days within a plan year and an extension of services requires a separate prior authorization and demonstration of continued medical necessity.
- The support team and behavioral service provider have flexibility in the use of those units during a month according to the need of the individual.

## INFORMATION ABOUT HOW THESE UNITS CAN BE USED DURING THE AUTHORIZATION PERIOD

The following are tips to help Targeted Case Management, Individual Support Teams and Utilization Review Committees review and plan for the use of such services across the authorization period.

- The total number of units provided during an authorization period can not exceed the total number of units authorized for that period.
- The proposed schedule for use of the units should be provided by the service provider (behavioral professional) and should be included in the request for services information.
- This planned use of units is subject to modifications as needed and the changes should be developed with and provided to the TCM and Support Team by the behavioral professional.
- Generally the number of units used during the initial months of an authorization period will be more intense and then will taper to minimal units towards the end of the authorization period.
- Unused units can roll over to subsequent months without changes in the authorization, until the end of the authorization period, if the original authorization period is more than one month.
- The most likely situation is that the units will vary month to month depending on many circumstances including availability of the individual, situations that temporarily require more intense services, holidays, etc.

