

## Process for 270 day review of request for extension of behavioral services

1. As early as possible and at least by 30 days prior to the end of the period for which behavioral services have been approved, (i.e. 60 days of the 90 day extension are completed and it is anticipated that behavioral services may need to continue beyond the 90 day period) the Support Coordinator will gather the required information and documentation listed on the Requests for Behavioral Services Beyond 270 Days Tracking and Documentation Checklist. This information should be provided by the behavioral services provider if not already part of the individual's records maintained by the support coordinator.
2. The Support Coordinator will send the complete extension request packet to the DD Regional Utilization Committee Chairperson.
3. The UR Chairperson or designee will review the extension request packet for completeness; if items are missing these will be requested from the support coordinator.
4. The UR Chairperson will send the complete packet to the DD Region Behavior Analyst (or designee) for review of materials to confirm medical necessity and appropriateness of services.
5. The Behavior Analyst (or if none assigned to region, Director's designee) will review the packet to determine effectiveness of services and medical necessity for extension and make a recommendation for extension or suspension of behavioral services.
6. The UR committee will review the recommendation and packet and make the determination regarding the request.
7. The Chief Behavior Analyst in central office will receive the decision of the UR Committee via email with extension form and will support or reverse the decision and return via email to regional office designee.