

Frequently Asked Questions – One Time Process

- **Who should One-Time requests be submitted to?**

One Time requests for POS Contracts should be sent to Regional Resource Managers and reviewed by Resource Administrators before they are forwarded to the regional PRAT to be put on the PRAT agenda. One time requests for individuals on IP6 Budgets should be sent to the individuals' Case Manager, who then forwards them to the regional PRAT to be put on the PRAT agenda. All requests for 1X payments need to be submitted on the 1X form. For individual budgets, the 1X form must be accompanied by a PRAT request.

- **Once I have submitted a One-Time request when should I expect to get approval?**

Provider should receive a copy of request with written response from Resource Administrator or ARD within 14 days of submission of request.

- **What forms are required for payment?**

The provider should submit the Supplemental Information for One Time Requests after supports are provided with the actual costs. Regions may ask for additional information or clarification if there is a question as to if the actual documentation is in line with what was approved.

- **How are One-Time requests handled for Respite?**

If a Respite is placed using One Time funding, then they would require the same request and invoice forms as any other One Time Requests.

- **What documentation is required to request a CLA/CRS Transitional One- Time Authorization?**

If the situation meets the requirements for a CLA/CRS Transitional One -Time this is an automatic authorization that the region calculates and issues. Once a provider receives a transitional one time authorization from the region, the Provider is responsible to submit the monthly CLA/CRS Transition One Time Authorization Invoice. This should be done at the end of each month after the supports are provided.

- **Can I start providing additional services before I have an authorization?**

All requests for emergency or non-emergency authorization must be preauthorized by the Assistant Regional Director for Private Services or his/her designee in conjunction with the PRAT Manager prior to additional supports being provided. If the request meets the established parameters, the Assistant Regional Director or designee preauthorizes the request for non-annualized funding within fourteen days of the request. Priority is given to those requests necessary to meet the health and safety needs of individuals supported by the department. If the request is denied, the provider will be notified and informed as to the reason for the denial within fourteen days.

- **Will I get paid for services AFTER they have been provided, and they were not pre-approved/authorized?**

*DDS is unable to pay providers AFTER a service was provided, if it wasn't pre-authorized/ approved by the region. It is imperative that 1X requests for non-emergency 1Xs be submitted and approved by the regional Resource Administrator in conjunction with the PRAT Manager, **BEFORE** the service is delivered.*

- **Should my actual costs be rounded or the real actual cost including cents if applicable?**

Supplemental information for One Time Requests forms should contain the actual cost for supports, within amounts approved, including cents if applicable.

- **An agency is receiving one-time funds under CLA transition to maintain staffing levels in a home during a vacancy. If they take in a respite who has less funding, can they receive a one-time for the difference in the two amounts?**

If a Respite enters a home during a period where transitional funding is being received they would only be eligible for the difference between the Transitional One time and funding being received for the person at the home on respite.