

One Time Approval Process Revisions 1/1/13

Type of One Time	Description	Reason Code	Priority
Benchmark	Initial and 3 month	Benchmark	Continue as is
Career Plan	Authorizations to do Career Plan	CareerPlan	Continue as is
Career Plan Completed	Completed Plans	CareerPLCmpl	Continue as is
Cash Advance	CLA Cash Advance	CashAdvCLA	Continue as is
CLA/CRS Transition	CLA CRS transition funding for vacancies	CLACRSTrans	Continue as is
Equipment Capitol	Over \$5,000 and only if there is documented that there is no other funding source. DDS is last option for funding.	EquipCap	Only with Regional Director or designee Prior Approval and justification for need.
Equipment	Under \$5,000 Dentures Personal items-only for medical or behavioral necessity.	Equip	Only with Regional Director Prior Approval and justification for need and pursuit of other sources of funding.
Job Pursuit		Job Pursuit	Continue as is
Other	Repairs Hotel Stay Furniture replacement  Provider covers first\$1,000 per person, per event.	OTHER	Only with Regional Director or designee Prior Approval and justification for need and pursuit of alternate funding sources.  After \$ 1000 of provider expenses and only with justification that it is medically necessary and there is no other avenue for payment.

One Time Approval Process Revisions 1/1/13

Behavioral Assessment		StaffSupBeh	<p><b>For Day</b> Will pay up to 15 hours for assessment, plan development and staff training to implement plan. After this any additional staff will require regional prior approval.</p> <p><b>For Res</b> The provider will be expected to assume the cost of the first 40 hours of the behavioral, neuro-psych, psycho-sexual and risk assessments for each individual.</p>
General Staff Support	<p>Until New Day Program Opens-After 2 weeks will work with Provider to provide Individual Day Support program. Staff for Summer Vacation Day Program Closings Sick School Vacation/Breaks Residential Relocation for storms</p>	StaffSupGen	The provider will be expected to assume the cost of the first to two weeks per occasion.
Medical Staff Support - Non Direct Care staff	<p>Not general nursing Training, oversight, medical emergencies, operations</p>	StaffSupMed	Additional Nursing hours should be based on an approved clinical plan and approved by Regional Director with input from Private Nurse Consultant.
State Funded		StateFdONLY	With Prior Approval of Operations Center
Start Up		StUpCLA	Continue as is
Transportation NON ISE		TranspNotISE	Continue as is

One Time Approval Process Revisions 1/1/13

Transportation ISE		TranspISE	Continue as is
Working Interview		Working Int	Continue as is

One-times may be rejected based on previous years of cost settlement or funding levels relative to LON and other agencies.