

Children's Long-Term Support Program Guide to Amending Prior Authorizations

County waiver agencies (CWAs) may need to amend or change prior authorizations (PAs) for Children's Long-Term Support (CLTS) program participants. CWAs can refer to this guide for information about what amendments are allowed by which payment method and what can be amended on a PA depending on whether a claim has been paid.



Payment Method Reminder

If your PA has one or more units, the payment method is by unit fee price with unit limit.

- PAs with one or more units will pay at the unit rate.
- The units will decrease on the PA for every unit paid on the claim.

If your PA has zero units, the payment method is by dollar limit.

- PAs with zero units will pay up to a specified total dollar amount.
- The dollar amount will decrease on the PA for every dollar paid on the claim.



Never Allowed for Amending

These data elements cannot be amended, with or without claims paid:

- Participant Member ID
- Procedure or Revenue Code
- Payment Method

PAs may be amended on the ForwardHealth Portal. Amendment rules depend on the payment method type and whether or not the PA has paid claims.

Amendment Allowed on a PA With Claims

Data Element	Pay Dollar Limit	Pay Unit Fee Price With Unit Limit
Authorized Start Date	Yes, a start date may be amended forward or backward, but it may be no earlier than the participant's CLTS enrollment and Medicaid plan dates and no later than the last paid claim date of service (DOS).	Yes, a start date may be amended forward or backward, but it may be no earlier than the participant's CLTS enrollment and Medicaid plan dates and no later than the last paid claim DOS.
Authorized End Date	Yes, an end date may be amended forward or backward, but it may be no earlier than the last paid claim DOS.	Yes, an end date may be amended forward or backward, but it may be no earlier than the last paid claim DOS.
Billing Provider Medicaid ID	No	No
Modifier	No	No
Diagnosis Code	Yes, a diagnosis code may be amended.	Yes, a diagnosis code may be amended.
Units	No, the PA must always have zero (0) units. This may not be amended.	Yes, units may be increased or decreased but can't be amended to zero (0) units.
Dollar Amount	Yes, dollars may be increased. Dollars may be decreased but not below the decreased dollars on paid claims.	No

Amendment Allowed on a PA Without Claims

Data Element	Pay Dollar Limit	Pay Unit Fee Price With Unit Limit
Authorized Start Date	Yes, a start date may be amended forward or backward but may be no earlier than the participant's CLTS enrollment and Medicaid plan dates.	Yes, a start date may be amended forward or backward but may be no earlier than the participant's CLTS enrollment and Medicaid plan dates.
Authorized End Date	Yes, an end date may be amended forward or backward.	Yes, an end date may be amended forward or backward.
Billing Provider Medicaid ID	Yes, a billing provider's Medicaid ID may be amended with consideration to the provider's enrollment date and PA start date.	Yes, a billing provider's Medicaid ID may be amended with consideration to the provider's enrollment date and PA start date.
Modifier	Yes, the modifier must be allowed for the procedure code.	Yes, the modifier must be allowed for the procedure code.
Diagnosis Code	Yes, a diagnosis code may be amended.	Yes, a diagnosis code may be amended.
Units	No, the PA must always have zero (0) units. This can't be amended.	Yes, units may be increased or decreased but can't be amended to zero (0) units.
Dollar Amount	Yes, a dollar amount may be increased or decreased but can't be amended to zero (\$0.00) dollars.	Yes, the per unit dollar amount may be increased or decreased.