

### **XIII. PRIOR APPROVAL**

	<b><u>Page,</u></b>
Prior Approval Policy	<b>XIII-1</b>
Prior Approval — New Counselors	<b>XIII-1</b>

## **XIII. PRIOR APPROVAL**

### **PRIOR APPROVAL POLICY**

Prior approval is defined as "the rehabilitation program and other record of service single purchase materials exceeding \$ 25,000.00 outlined in Section VI (Services) are reviewed or approved by a Supervisor before the services planned for are initiated or the rehabilitation program is implemented." The appropriate level Supervisor will review all cases requiring prior approval within 3 working days.

The Counselor or Unit Supervisor may request prior approval on a particular case, on types of cases, or on all cases.

### **PRIOR APPROVAL - NEW COUNSELORS**

A Unit Supervisor's prior approval is required on all cases during a new counselor's 12-month probationary period. Approval will be required on all:

Authorizations for diagnostic services

Authorizations for other services

Certificate of Eligibility or Ineligibility

Eligibility Waivers Exceeding 60 days

Order of Selection

IPE and any Amendments

08 closures from Status 02 and Status 06

26 and 32 closures

28 closures

30 closures

38 closure