

Section 65 and Section 28 Prior Authorization Guidance

Effective December 1, 2013, the Department of Health and Human Services requires Utilization Review by KePRO for school-based Section 65 CBHDT and Section 28 RCS services. This includes a redetermination of eligibility and ongoing review of medical necessity criteria for services. Providers are required to submit a copy of the current IEP and ITP to KePRO. The new review cycle will include a Prior Authorization determination at time of admission and Continued Stay Reviews every 180 days.

1. As KePRO has clearly indicated that someone with clinical knowledge of the student must complete most of the PA request, it is best to add your clinicians as users for your KePRO account.
 - a. For any questions on this process, please contact KePRO Provider Relations at 1-866-521-0027, Option 1.
 - b. New users can click [here](#) to train on different aspects of the KePRO website.
2. For any Prior Authorization Requests (Initial or Continued Stay Review), your clinician will need to:
 - a. Submit a copy of the student's IEP and ITP through the KePRO portal
 - b. Complete a request using the KePRO website
 - i. For any technical questions on the KePRO system, please call KePRO Provider Relations at 1-866-521-0027 Option 1
 - ii. For any questions on content entered in the KePRO system, please call KePRO Clinical Services 1-866-521-0027 Option 4
3. Continued Stay Reviews (good for 180 days) will need to be submitted to KePRO up to 10 calendar days before the end of an existing authorization.

We recommend submitting only **one** of these reviews first and consulting with a Care Manger (KePRO 1-866-521-0027 Option 4) to help you understand their requirements and expectations.
4. Initial Prior Authorizations (for a student new to your district's program) are good for 30 days and automatically come with 40 units for Sec. 28 (15 min. = 1 unit) and 128 units for Sec. 65 (1 hr. = 1 unit). Initial PAs can only be backdated 5 calendar days.
 - a. You may submit the Written Notice instead of the IEP if the IEP has not yet been developed.
 - b. You may submit a Continued Stay Review to request more units even before the IEP has been finalized. Indicate the need for the higher level of units in the "Additional Comments" field of the KePRO website.
5. Once you have a clear understanding of the expectations of KePRO, we advise that you develop a Utilization Review system for your district to determine which portions of the review can be completed by an Administrator, how the clinician will input or submit their portions of the review, who will keep track of the remainder of units left on a PA, and who will be responsible to alert the team when a new Continued Stay Review needs to be submitted to request more units. Once your Prior Authorization has been approved, your EDMS Claims Analyst can assist you with inputting the PA information into the billing dates tab of Lumea. Please contact your Claims Analyst for possible options and to create a plan for this process.