



CUYAHOGA DD: AUTHORIZATION CHANGE POLICY

Revised: May 2026

A. PURPOSE

To establish clear criteria for when Cuyahoga DD will modify an authorization without convening a full team meeting, including instances in which such changes are applied retroactively.

B. DEFINITIONS AND PROCEDURE

1. A provider may request modification to an authorization when services have been delivered beyond the parameters of the Individual Service Plan (ISP) due to emergency circumstances necessary to protect the health and safety of the individual served. Such requests must be submitted in writing to the Service and Support Administrator (SSA) within fifteen (15) calendar days of the date on which the emergency services were provided (MRC settings, will have thirty (30) calendar days from the end of the month of service when the change occurred to notify the Support Administrator).

PROCEDURE

- The provider will notify the Service and Support Administrator (SSA) in writing and provide detailed information regarding the emergency within fifteen (15) calendar days of delivering services that exceed the authorized units.
 - The provider will submit supporting documentation substantiating the delivery of the services.
 - The SSA will review the request in consultation with their supervisor.
 - The SSA will revise the authorization, as appropriate, if the planning team determines that an assessed need exists, within thirty (30) calendar days of receipt of the request.
 - Cuyahoga DD shall distribute the revised plan to the provider upon completion of the updates.
2. A provider may request modification to an authorization when a provider identifies a clerical error on the part of the plan writer. Such requests must be submitted in writing to the Service and Support Administrator (SSA) within fifteen (15) calendar days of the effective date of the annual plan or revision.

PROCEDURE

- The provider will review the plan in its entirety upon receipt.
- Within fifteen (15) calendar days of receipt, the provider will notify the Service and Support Administrator (SSA) in writing of any identified clerical errors.
- Cuyahoga DD will review and revise the plan to correct any confirmed clerical errors within thirty (30) calendar days.
- Cuyahoga DD will distribute the revised plan to the provider upon completion of the corrections.

Cuyahoga DD will not approve, retroactively apply, or otherwise modify authorizations outside the specific conditions outlined above. Any requests that fall outside of these established parameters will be denied.