

SUD Residential Clinical Documentation and Authorization Request Timelines Quick Guide

Forms/Documentation To Complete	Date Forms/Documentation Due For Chart	Date To Submit Authorization Request To Optum	Optum Determination Turnaround Time	Length Of Authorization
<ul style="list-style-type: none"> • Initial Level of Care Assessment • Optum Fax Cover Sheet 	Intake/Day of Admission	On Intake/Day of Admission	24 Hours	Initial authorization for 15 days
<ul style="list-style-type: none"> • Initial Treatment Plan • ASAM Level of Care Recommendation • ASI or YAI • Optum Fax Cover Sheet *HRA *Health Questionnaire (required if Dimension 2 risk rating is greater than 0) 	By 10 days after Admission	On or before day 10	5 Calendar Days	Continuing authorization for 75 days <ul style="list-style-type: none"> • For Adolescent programs – Continuing authorization for 15 days
<ul style="list-style-type: none"> • Updated Treatment Plan #1 • ASAM Level of Care Recommendation 	Within 30 days from client/counselor signature on Initial Treatment Plan (No later than day 40).	If updated treatment plan indicates a step-up or step-down in residential level of care recommendation, the authorization must be modified, and program would submit the updated treatment plan/ASAM LOC Recommendation Form to Optum	N/A	N/A
<ul style="list-style-type: none"> • Updated Treatment Plan #2 • ASAM Level of Care Recommendation • Optum Fax Cover Sheet 	Within 30 days from client/counselor signature on Updated Treatment Plan #1 (No later than day 70).	If requesting extension- Submit documentation to Optum by day 80. <ul style="list-style-type: none"> • For Adolescent programs – submit by day 30 	5 Calendar Days	Extension authorization for 30 days
<ul style="list-style-type: none"> • Discharge Plan/Summary • Optum Fax Cover Sheet 	At Discharge	At Discharge	At Discharge	N/A

Please Note: For Perinatal programs requesting authorization beyond 90 days, the program will submit continuing requests for authorization in 30 day increments until the client discharges or has reached 60 days postpartum. Optum is available for consultation at any time during the process.

*Required as part of complete assessment. Optional for submission to Optum for authorization