

# How to submit a Modification

*Behavior Analysis Services*

# Starting your request

- You can only submit a modification on a review that has been **approved** and the **PA is active**.
- Your Review Type will be Modify Authorization
- You will need to enter the Case # (This is not the Review ID#)
- Once you enter the Case # you will need to select the Review you wish to modify, then click Retrieve Data

**Review Header Information**

Provider #: 000000001 Provider Name: TEST BA PROVIDER

Start

**Review Type and Settings**

Provider ID:  Provider Name:

Specify Type:  BA  BA MDT

Review Type:

eQHealth Case #:  PA#:

Review ID: 11455855 -- Continued Stay -- PA # 9999999998 -- Date Range 11/30/2020 - 05/28/2021  
 Review ID: 11455847 -- Admission -- PA # 9999999999 -- Date Range 11/23/2020 - 12/07/2020

# Start Tab

- The patient's information will automatically generate from the previous authorization
- Answer the questions accordingly, then go straight to the DX Codes/Items Tab

Start | **DX CODES/ITEMS**

Recipient ID:  Name:  DOB:  Sex:

Physicians and Healthcare Practitioners

	Type	Medicaid #	NPI #	License #	Name	Phone #
<a href="#">Edit</a>	Referring	000001000	1235331315	ME0100111	TEST, PROVIDER	1234567890

Start date of service:

Is this a request to review ongoing behavior analysis services provided by your organization? (i.e. extending or continuing services from a previous PA#)  Yes  No

Is this request the result of an emergency:  Yes  No

Is the request follow-up from an EPSDT screening:  Yes  No

Is this a request for administrative authorization of telemedicine caregiver training?  Yes  No

# DX Codes/Items Tab

- The DX Code will auto default from the original request
- [Click to see previously approved items and units](#) will display what has previously approved for that case# that you entered
- Click Add to enter your HCPCS Code
- Once you enter the HCPCS code it will populate the authorization date span for the case that you wish to Modify. **The From/Thru Dates need to match the previously approved request.**

The screenshot displays the 'DX CODES/ITEMS' tab interface. At the top, there is a 'Start' button and the tab title 'DX CODES/ITEMS'. Below this is a search section with an 'Add' button and a search table. The search table has columns for 'P', 'ICD Code', and 'Description'. A single row is visible with 'Y' in the 'P' column, 'F3341' in the 'ICD Code' column, and 'MAJOR DEPRESS DISORDER RECURRENT IN PART REMISS' in the 'Description' column. Below the search table is a red link: [Click to see previously approved Items and units](#). Underneath is an 'Add' section with an 'Add' button (indicated by a red arrow) and an 'Add' table. The 'Add' table has columns for 'Code', 'Description', 'MOD', 'MOD2', and 'From Date'. Below the 'Add' table, it says 'No records to display.' At the bottom of the interface are three buttons: 'CANCEL', 'SAVE/CLOSE', and 'SAVE/CONTINUE'.

# Modification-Adding a service code

- **Any requests to add service code**
  - Only enter the New Service Code and Units needed
  - The From/Thru Date Range must match the initial certification dates

## **Example:**

### **Initial Approved Codes and Units-**

H2014: 1200 Units

H2012: 800 units

### **Requesting**

Add H2019:150 Units

Item Code Add Page

Code: H2019

Description: Behavior Analysis - Lead Analyst

MOD1: BA

MOD2: Select Modifier 2

Valid Date Range 11/30/2020 - 5/28/2021

From Date: 11/30/2020

Thru Date: 5/28/2021

**Date Calculator**

Approved Units: 0

Requesting Units: 150

Potential Total Units: 150

[Add](#) [Close](#)

# Modification-Adding additional units

- **Any requests to add units**
  - Only enter the additional units needed
  - The From/Thru Date Range must match the initial certification dates
  - Units requested must match the timeframe left on the certification

## **Example:**

### **Initial Approved Codes and Units-**

H2014: 1200 Units

H2012: 800 Units

### **Requesting**

Additional 150 Units for H2014

Item Code Add Page

Code: H2014

Description: Behavior Analysis - Technician

MOD1: BA

MOD2: Select Modifier 2

Valid Date Range 11/30/2020 - 5/28/2021

From Date: 11/30/2020

Thru Date: 5/28/2021

**Date Calculator**

Approved Units: 0

Requesting Units: 150

Potential Total Units: 150

[Add](#) [Close](#)

# Modification-Reallocation of units

- **Requests to Reallocate units**
  - Only enter the code where the additional units are needed
  - The From/Thru Date Range must match the initial certification dates
  - Units requested must match the timeframe left on the certification

## Example:

### Initial Approved Code and Units-

H2014 1200 units and H2012 800 units

## Requesting

Reallocate 50 Units from H2014 to H2012

**Reminder:** Reallocation of units are considered changes in level of service and must meet medical necessity criteria and should be submitted with an updated behavior plan. Please add a note in the summary tab explaining the reallocation of units.

Requesting to reallocate 50 units from H2014 to H2012  
New Total: H2014 1150 units H2012 850 units

Item Code Add Page

Code: H2012

Description: Behavior Analysis – Assistant Analyst

MOD1: BA

MOD2: Select Modifier 2

Valid Date Range 11/30/2020 - 5/28/2021

From Date: 11/30/2020

Thru Date: 5/28/2021

**Date Calculator**

Approved Units: 0

Requesting Units: 50

Potential Total Units: 50

[Add](#) [Close](#)

# Clinical Info

- For Modifications you will be required to answer the clinical questions.

Start	DX CODES/ITEMS	CLINICAL INFO			
Question	Yes/No	Yes/No/NA	Check all that apply	Check one	
Select the primary maladaptive behavior(s) to address during this period:					
High risk to self (caused or presented imminent risk of harm in the last 6 months)? If YES Select all below that apply and frequency of occurrence:	<input type="radio"/> YES <input type="radio"/> NO				
Elopement (leaving house/clinic/safe area or supervision)			<input type="checkbox"/>		
More than 5 times a day				<input type="checkbox"/>	
More than once a day but less than 5 times a day				<input type="checkbox"/>	
More than once a week but less than once a day				<input type="checkbox"/>	
Once a week or less often				<input type="checkbox"/>	



# Summary

- Enter any additional information that is pertinent to your modification request
- Enter information regarding reallocation of units
- You will be prompted to Link clinical documentation to support your modification request once you click on the “Submit for Review” Button

Start | DX CODES/ITEMS | CLINICAL INFO | SUMMARY

Please enter any additional information you feel is needed to complete utilization review here. Note: It is NOT necessary to repeat any information that was already indicated on previous tabs.

**Florida Agency for Health Care Administration Disclaimer Statement**  
eQHealth Solutions certification determination does not guarantee Medicaid payment for services. Eligibility for and payment of Medicaid services are subject to all terms and conditions and limitations of the Medicaid Pr

**PROVIDER ATTESTATION STATEMENT**  
A service provider who knowingly or willfully makes, or causes to be made any false statement or representation of a material fact in any application for Medicaid benefits or Medicaid payments, may be subject to the app may be prosecuted under federal and/or state criminal laws and may be subject to civil monetary penalties and/or fines.

**By clicking [Submit for Review] you are attesting to the above.**

CANCEL | SAVE/CLOSE | SUBMIT FOR REVIEW

# Supporting Documentation for Modifications

- Reallocation of units are considered changes in level of service and must meet medical necessity criteria and should be submitted **with** an updated behavior plan.
- **Do not submit a modification when the certification status of the rendering provider has changed. Provider level requests are made on the basis of medical necessity at the time of the request.**

# When to submit a Help Ticket

Click on “Online Helpline” in eQSuite.  
Below are some examples:

- Cancel a review
- If you need to shift dates on an authorization
- Transmit Error/PA Question
- Once you submit your ticket a Ticket # will generate, once a representative from eQHealth has responded you will receive an email notification and you can log into eQSuite and view your response.

The screenshot displays the 'Online Helpline' interface. At the top, there are navigation links: 'Create New Review', 'Respond to Add'l Info', 'Respond to Denial', and 'Online Helpline'. Below this is a header for 'Online Helpline'. A vertical 'Menu' sidebar on the left includes 'Errors'. The main content area is titled 'Selected Ticket Info:' and contains instructions: 'To enter a new question, type your question in the box below, then click the Submit Question link below. You will be e-mailed with a link to return here when this ticket has been processed. To view the response to a previous ticket, scroll down and view the History in list below.' Below the instructions are input fields for 'Review ID:' (with a note 'Do NOT enter other values if Review ID is entered.'), 'Recipient #:', and 'Admit Date:'. A large yellow text area is present below these fields. A red-bordered box contains a confirmation message: 'Your question has been submitted to the helpdesk. Please check back in a short while for a response. If your e-mail address is in the system, you will be notified by e-mail when your question has been addressed.' with a 'Close' link. At the bottom, there is a 'Q&A History (Last 30 Days)' section with a 'Question/Response' header. A specific ticket entry is shown: 'Ticket # 600037 | Receipt Date: 5/29/2020 4:06:30 PM | Response Date:'. Below this, the 'Question:' is 'I need to check the status of this review?'.

# QUESTIONS?

# eQHealth Resources

