

Date: November 1, 2024

To: Individuals who request authorization for Behavior Rehabilitation Services (BRS)

From: Donald Jardine, Medicaid Behavioral Health Policy manager

Subject: How to submit requests for retroactive BRS authorization

Oregon Health Authority (OHA) may approve retroactive authorizations to support immediate admission into BRS. To align with Oregon Administrative Rule (OAR) [410-170-0040\(6\)](#), OHA requires retroactive authorization requests to proceed as follows:

Request preliminary approval

Prior to admission, send a secure email to BHMC@oha.oregon.gov requesting preliminary approval. In the subject line, enter “BRS Preliminary Approval Request,” followed by the child’s initials. Attach any available supporting documentation. Include in the body of the email:

- Child’s name, date of birth and Oregon Medicaid ID,
- Requester’s name and contact information,
- Reason the for retroactive request (reason why a standard authorization request cannot be submitted),
- Name of the BRS provider accepting the child for admission,
- Planned date of admission, and
- Summary of why BRS is medically necessary and medically appropriate for the child.

OHA will respond within one full business day of receiving a complete request.

- For approved requests, the requester may proceed with admission into a BRS setting understanding that preliminary approval is not a guarantee of Medicaid

payment. Medicaid will only cover BRS for children who meet all criteria in OAR [410-170-0040](#), as determined by a full BRS authorization review.

- Denied requests mean Medicaid will not pay for any BRS services retroactively, including immediate BRS admission. Medicaid will pay for BRS only upon approval of a complete BRS Authorization Request.

Submit BRS Authorization Request

To confirm Medicaid payment for BRS, securely submit a complete BRS Authorization Request [form](#). Include all supporting documentation. Send to:

- OHA's BRS Prior Authorization team,
 - bhmc@oha.oregon.gov,
- The designated LPHA,
 - OYABRSAuthorization@oya.oregon.gov (for OYA staff requests), or
 - ORBRS@comagine.org (for county and ODHS staff requests).

For cases with approved preliminary requests the BRS Authorization Form must be submitted within one business day following the child's admission to a BRS program.

Delays in this step of the process can affect retroactive eligibility since OHA must finalize retroactive eligibility decisions within 5 business days of admission.

What should you do?

To learn more about this process and other updates, [register for upcoming trainings](#).

Questions?

If you have any questions, call 503-979-8354 or email BHMC@oha.oregon.gov.

Thank you for your continued support of the Oregon Health Plan and the services you provide to our members.