



EXTRA SUPERVISION PAYMENT APPROVAL
DEPARTMENT OF HEALTH AND HUMAN SERVICES
MEDICAL SERVICES DIVISION
SFN 1509 (12-2024)

Approval for extra supervision staffing payment approval requires a review and approval for 1:1 staffing from the Utilization Review Administrator (U21) and Medical Services Director and/or Medical Services Assistant Director. The extra payment is intended for prolonged 1:1 that requires additional staffing, outside of regular staffing and intermittent short duration 1:1. Requests may be approved retroactively, but must be submitted within one week from 1:1 occurrence.

A request for Extra Supervision Payment will be submitted to the Under 21 Administrator by fax or secure mail, along with supporting documentation which will outline the following.

<p>Provide a detailed plan indicating the behaviors to be targeted that require extra supervision 1:1 staffing, the time range in which behaviors may occur each day, and the anticipated outcomes. Medical staff should provide clinical rationale to note necessity of extra supervision 1:1 staffing (i.e. behavior noted places patient at risk of danger to self, at risk of danger to others, etc).</p>
<p>Salary/Wage information for the individual(s) providing the extra 1:1 supervision. The anticipated length of time the extra 1:1 supervision staffing would be needed for the individual, number of hours per day and number of days.</p>
<p>Identify the individuals who will provide the extra 1:1 supervision. The individual or persons providing the extra 1:1 supervision staffing are not allowed to assist other individuals in programming at the facility.</p>

Once the request and supporting documentation are received, the Utilization Review Administrator (U21) will review and discuss with the Medical Services Director/Assistant Director for approval or denial. The facility will be notified of the final determination. If approved, the extra 1:1 supervision staffing will be reviewed by PRTF clinical staff on a weekly basis to determine continued medical necessity by reviewing medical documentation and clinical rationale to note necessity of extra staffing (i.e. behavior noted places patient at risk of danger to self, at risk of danger to others, etc.).

The review information including behaviors being targeted that require extra 1:1 supervision staffing, the time range in which behaviors may occur each day, and how outcomes are being met or not met will be provided to Utilization Review Administrator for continued approval of the extra supervision on a weekly basis.

Note: if the behavior submitted doesn't justify 1:1 staffing, then the facility would be directed to their per diem rate.

Provider Signature		Date
Telephone Number	Email Address	