



## Multnomah Other SUD Residential Treatment Authorization & Reauthorization Request Form

Updated November 2025

*The Request form and instructions are provided as a single file within a fillable document.  
Please type directly onto the form and please make sure the request form is complete and legible.  
Authorization is only required for indigent members and is not required for dependent child(ren) room  
and board for insured members.*

### Clinician Instructions

- **For initial authorization or authorization of continued stay, the following documents must be submitted:**
  1. Authorization Request form
  2. Copy of current Treatment Plan with anticipated Discharge Date indicated
  3. A comprehensive initial ASAM, and if a reauthorization a clinical update of the ASAM dimensions
- **Initial authorization is required within two (2) business days of intake.** To avoid the possibility of denial of authorization after an individual has already entered treatment, providers are strongly encouraged to submit authorization requests in advance of initiating treatment when possible. If the initial authorization request is submitted beyond the two-business-day requirement, the authorization effective date will correspond to the date the request form was submitted.
- **Continued stay authorizations are required within five (5) business days of the expired initial authorization.** If the continued stay request is submitted beyond the five-business-day requirement, the delay may result in unauthorized days during the treatment episode. You must also submit a [Recertification for Indigent Services Funding Form form](#) (required every 60 days for continued Multnomah Other members).
- If additional information is requested for authorization by Multnomah Other, **the provider must provide requested information within 5 business days**. If Multnomah Other does not receive the requested information by the deadline, an approved authorization for services (based on established medical necessity) will begin on the date requested documents are submitted.

**To submit documents:** Create a SUD Residential Indigent authorization in CIM and attach this form and relevant clinical documentation to the authorization in CIM.

**For any questions about initial certification of indigent clients:**

<https://multco.us/info/addiction-provider-resources>

**For general questions:** Email Multnomah Other Billing: [billing.multother@multco.us](mailto:billing.multother@multco.us)

**Providers will be notified by email with a determination.**

**Multnomah Other SUD Residential Treatment Programs Form**

Authorization Type	
<input type="checkbox"/> Initial	<input type="checkbox"/> Reauthorization

Member Information		
First Name:	MI:	Last Name:
Date of Birth:		
Provider Agency Name:	Agency Fax:	
Date of client's enrollment in services with this provider (for this treatment episode):		
Date of request:	Anticipated Date of Discharge:	
Substance Use Diagnosis:		
Is there a history of IV drug use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Current IV drug use? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the client pregnant? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA
Referral Source:	Referral Contact:	

Insurance Eligibility Information
Multnomah Other ID:
<p><i>To request enrollment into Multnomah Other complete the <a href="#">New Client Request Form</a></i></p> <p><i>To verify member eligibility, please look in CIM (For reference please see our website at <a href="https://multco.us/info/addiction-provider-resources">https://multco.us/info/addiction-provider-resources</a> )</i></p> <p><i>For general questions <a href="mailto:billing.multiother@multco.us">email billing.multiother@multco.us</a></i></p>

**Admission/Eligibility Criteria**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Substance Use Disorder –</li> <li>• DSM-5 criteria             <ul style="list-style-type: none"> <li>◦ Moderate or High Severity diagnosis</li> <li>◦ Low severity only if pregnant woman or high risk of medical/behavioral complication                 <ul style="list-style-type: none"> <li>◦ ICD-10 codes- F10.10, F10.20, F11.10, F11.20, F12.10, F12.20, F13.10, F13.20, F14.10, F14.20, F15.10, F15.20, F16.10, F16.20, F18.10, F18.20, F19.10, F19.20</li> </ul> </li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Meet ASAM Level III criteria and it is the least restrictive appropriate level of care.</li> <li>• Withdrawal symptoms, if present, are not life threatening and can be safely monitored at this level of care.</li> <li>• No medical complications that would preclude participation in this level of care</li> <li>• Cognitively able to participate in and benefit from treatment.</li> </ul> |
|--|---|

**One or more of the following must be met:**

- ☐ The individual suffers from co-occurring psychiatric symptoms that interfere with his/her ability to successfully participate in a less restrictive level of care, but are sufficiently controlled to allow participation in residential treatment.
- ☐ The individual's living environment is such that his/her ability to successfully achieve abstinence is jeopardized. Examples would be: the family is opposed to the treatment efforts, the family is actively involved in their own substance abuse, or the living situation is severely dysfunctional (including homelessness).
- ☐ The individual's social, family, and occupational functioning is severely impaired secondary to substance use disorders such that most of their daily activities revolve around obtaining, using and recuperating from substance abuse.
- ☐ The individual is at risk of exacerbating a serious medical or psychiatric condition with continued use and can be safely treated at a lower level of care.
  - ☐ Either:
    - ☐ The individual is likely to experience a deterioration of his/her condition to the point that a more restrictive treatment setting may be required if the individual is not treated at this level of care at this time. -OR-
    - ☐ The individual demonstrates repeated inability to control his/her impulses to use illicit substances and is in imminent danger of relapse with resultant risk of harm to self (medically/behaviorally), or others. This is of such severity that it requires 24-hour monitoring support/intervention. For individuals with a history of repeated relapses involving multiple treatment episodes, there must be evidence of the rehabilitative potential for the proposed admission, with clear interventions to address nonadherence/poor response to past treatment episodes and reduction of future of relapse risk.

**Continued Stay Criteria** (complete this section only for continued stay)

- For continued stay, the individual must continue to meet all the basic elements of medical necessity as defined in the Health Share authorization guide.
  - An individualized discharge plan must have been developed/updated which includes specific, realistic, objective and measurable discharge criteria and plans for appropriate follow-up care. A timeline for expected implementation and completion must be in place but discharge criteria have not yet been met.
1. **One or more** of the following criteria must be met:
    - ☐ The treatment provided is leading to measurable clinical improvements in acute symptoms and a progression towards discharge from the present level of care, but the individual is not sufficiently stabilized so that he/she can be safely and effectively treated at a less restrictive level of care.
    - ☐ There is evidence of ongoing reassessment and modification to the Treatment Plan, if the plan implemented is not leading to measurable clinical improvements in acute symptoms and a progression towards discharge from the present level of care.
    - ☐ The individual has developed new symptoms and/or behaviors that require this intensity of service for safe and effective treatment.
  2. **All of the following** must be met:
    - ☐ The individual and family are involved to the best of their ability in the treatment and discharge planning process, unless there is a documented clinical contraindication.
    - ☐ Continued stay is not primarily for the purpose of providing a safe and structured environment (unless discharge presents a safety risk to a minor child).
    - ☐ Continued stay is not primarily due to a lack of external support unless discharge presents a safety risk to a minor child.

**The following documentation is required in addition to this form:**

- ☐ Copy of current Treatment Plan
- ☐ Initial ASAM
- ☐ Updated ASAM for reauthorization

### Discharge Criteria

**Do not seek authorization for continued stay if any of the following are true:**

1. The individual's documented treatment plan goals and objectives have been substantially met.
2. The individual is not making progress toward treatment goals despite persistent efforts to engage him/her, and there is no reasonable expectation of progress at this level of care, nor is treatment at this level of care required to maintain the current level of functioning.
3. Support systems, which allow the individual to be maintained in a less restrictive treatment environment, have been thoroughly explored and/or secured.
4. The individual can be safely treated at an alternative level of care.
5. An individualized discharge plan is documented with appropriate, realistic, and timely follow-up care in place.
6. The individual poses a safety risk to other participants, dependents, or staff (for example, physical/verbal violence, smoking in building, or the use or presence of alcohol or drugs on premises).
7. The individual's MH or medical symptoms increase to the point that continued treatment is not beneficial at this level of care. The individual has been referred to the appropriate level.

### ASAM Summary

Clinical Summary placing client at assigned LOC

Date Completed:

A&D Clinician Name:

Email:

Phone Number: