

## CSS Modification Form Guidelines

There are two types of CSS Modification forms: Change in Funding Source and IRP Modifications. Please see below for specific information regarding each type. Please complete ALL sections on the Modification Forms.

### Change in Funding Source Modifications

<b>Modification Type</b>	<b>Purpose</b>	<b>Required Signature</b>
Administrative Authorization (AA)	To change the funding source during the 60 day Administrative Authorization period	Licensed Clinician only
IRP Change of Funding Source	To change the funding source during a current IRP or for an IRP that has been closed	Licensed Clinician only

### Helpful Hints

- Funding source changes do not require the consumer's signature
- The start, end and effective date fields must be completed
- If there are no remaining units, please enter zero
- When changing the funding source on an AA or IRP that has previously closed, provider should accurately record dates on the form and advise the IME of this status via a note on the fax cover sheet.
- When changing to State funded during the AA period, it is the Provider's responsibility to enter the units into NJMHAPP

Continued

## CSS Modification Form Guidelines

### Individualized Rehabilitation Plan Modifications

Modification Type	Purpose	Required Signatures
ADDITIONAL UNITS	To add additional units to an <b>EXISTING</b> band on the <b>CURRENT</b> IRP	Consumer and Licensed Clinician
NEW GOAL	To add a new goal to an <b>EXISTING</b> band on the <b>CURRENT</b> IRP	Consumer and Licensed Clinician
NEW BAND	To add a <b>NEW</b> band to an <b>EXISTING</b> IRP (e.g. Bands 3 & 4 exist on current plan and you would like to add Band 5 units)	Consumer and Licensed Clinician

#### Helpful Hints

- The **Current IRP Start Date** and **Current IRP End Date** fields need to reflect the dates of the IRP being modified.
- **Additional Units:** Be sure to complete the required Justification for Modification field (e.g. indicate the reason for requesting more units.) Indicate the *additional units* only on the summary page; it is not necessary to reiterate interventions from the plan that are not being modified.
- **New Band:** The start date on the summary page of the modification is the date that the new band begins and coincides with the date the modification is signed by the consumer and the clinician.  
The start date of a new band cannot be backdated to the original start date of the IRP.
- **New Band** modification is not to be used for switching bands on a current intervention when both bands already exist on the plan being modified.
- Providers are permitted to add additional pages to a modification, if the number of goals or interventions being modified exceeds the number of spaces on the form. It is not necessary to send in multiple, separate forms for the same type of modification.
- **Only plans that are in “Approved” status may be modified.** Plans that are in “On Hold” or “Not a Request” status may not be modified.
- Modifications for additional units may be processed no later than 2 weeks after a plan has passed the end date
- Modifications should not be submitted with the same signature date as the original IRP. Modifications should be signed the day they are reviewed with the consumer, which is the same day they are being added to the plan.