Applied Behavior Analysis
Request for Services Checklist

Applied Behavior Analysis (ABA) prior authorization requests can now be submitted more efficiently using the Optum Provider Express secure portal.

One noteworthy change is the request for detailed information at the time of request submission. Providing complete data up front can prevent delays in your request. Here's what is required at the time of submission:

General Details

Supervisor on the treatment request
Agency name and Tax ID
Services address of the agency
Supervisor phone number
Member name and insurance ID
Member date of birth
Member address

Diagnostic Information

Does the member have an Autism Spectrum Disorder (ASD) diagnosis?
Name of diagnosing clinician
Date of diagnosis
Other mental health and/or medical diagnoses

Other Services

Location where services will take place
If request is for school-based services, please provide these details:

Type of school
Hours of school per week
IEP information
Goals of being in the school
Staff training details
Estimated duration at this school

Other services that member receives
Care coordination information
Schedule of ABA services and/or other services

Symptoms and Psychosocial Information

Current symptoms
Social Determinants of Health
Length of time in treatment
Assessments used and applicable scores (if completed i.e., Vineland, VB-MAPP, ABLLS)

Severity of Deficits

Severity of communication, social and behavioral deficits (see DSM-5 for full criteria)

Mild: Without supports in place, deficits cause noticeable impairment to the trained observer. Challenges with to-and-fro conversation, failed attempts to communicate, unusual/atypical ways of communicating

Moderate: Marked deficits in communication skills. Communication impairments are apparent even with supports in place. Markedly odd nonverbal communication

Severe: Severe deficits in verbal and nonverbal communication, often limited or no speech

Mode of communication (e.g., verbal, sign language, iPad device, etc.)
Main goals in communication domain
Total number of goals
Progress made in this area including number of goals mastered

Barrier(s) to Services

Details of known barriers to services
Details of known barriers to progress
Plan to address barriers to services and/or progress, if applicable