


<b>CHAPTER</b> Fiscal Management	<b>CHAPTER</b> 06	<b>SECTION</b> 003	<b>SUBJECT</b> 90
<b>SECTION</b> Reimbursement		<b>DESCRIPTION</b> Adult Services Authorized Payments (ASAP): Title XIX - Training	
<b>WRITTEN BY</b> Michael K. Vizona, M.B.A. Executive Director	<b>REVISED BY</b> Emma Brandt, CFO & Dedra Dunn Budgetary Accountant	<b>AUTHORIZED BY</b>  Lauren Emmons, ACSW CEO 2/17/2023	

**APPLICATION:**

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input type="checkbox"/> Persons Served		

**POLICY:**

Adult Services Authorized Payment (ASAP) is an established Department of Health and Human Services payment program, which is automated, and on-line to interface with the client information system (CIS) which edits ASAP data against Medicaid (MA) eligibility data on CIS. In order to assure the system operates efficiently, all staff involved with the system must receive training.

**PROCEDURES:**

Case Managers:

1. Each new case manager will receive training on ASAP.
2. ASAP problems will be discussed with clinical staff, clinical supervisor, and administrative designee.

CHAPTER Fiscal Management	CHAPTER 06	SECTION 003	SUBJECT 90
SECTION Reimbursement		DESCRIPTION Adult Services Authorized Payments (ASAP): Title XIX-Training	

3. Administrative designee will provide ongoing feedback to case managers regarding procedural issues.

Administrative Designee:

1. The administrative designee will be MDHHS trained.
2. Will receive ASAP training.
3. Will meet with clinical staff and program supervisors as needed to discuss any problems and provide and receive ongoing feedback.

Foster Care Providers:

The Adult Case Management Services Supervisor and administrative designee will provide training for Adult Foster Care Providers as necessary.

EB:mgr

-----  
This policy supersedes  
#02/02009 dated 02/21/2002.  
-----