



Changes Made to HCSIS Auto Authorization Functionality

ODP Announcement 25-054

AUDIENCE:

Administrative Entities (AEs), Supports Coordination Organizations (SCOs), Other Interested Stakeholders

PURPOSE:

The purpose of this communication is to provide details related to changes to the HCSIS Auto Authorization Functionality.

DISCUSSION:

In alignment with the Multi-Year Program Growth Strategy, AEs require greater insight into plan changes that will have virtual budget impacts. To support this effort, the Office of Developmental Programs (ODP) is implementing changes to HCSIS Auto Authorization. Plans submitted for AE review after June 9, 2025, will be subject to the changes reflected below. The chart below reflects the changes to categories of Individual Support Plan (ISP) updates or revisions. Plan categories where a yes appears in the chart require manual approvals. The newly added categories are highlighted in green and will now require manual review by AEs.

Questions should be directed to the ODP Regional Office.

		Requires AE Manual Review Plan Category								
		FY Renewal			Annual Review Update			Critical Revision		
Rule Name	Rule Description	Conslid.	CLW	P/FDS	Conslid.	CLW	P/FDS	Conslid	P/FDS	CLW
Service Addition Rule	A service is added to the current plan that was not on the previous plan and it does not satisfy an Old to New Service Definition Mapping.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Service Removal Rule	A service is removed from the current plan that was on the previous plan.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Unit Increase Rule	The service units have increased by more than 0% as compared to the previous plan.	Yes			Yes			Yes		

		Requires AE Manual Review								
		Plan Category								
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Rule Name	Rule Description	Conslid.	CLW	P/FDS	Conslid.	CLW	P/FDS	Conslid	P/FDS	CLW
Unit Decrease Rule	The service units have decreased by more than 0% as compared to the previous plan.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Base Services Rule	Services mapped to only Base funding streams exist on the current plan and service information has changed.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Prior Plan Pending Rule	Future FY plan being submitted when there is a non-approved Critical Revision of the current FY plan.	Yes	Yes	Yes						

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Rule Name	Rule Description	Conslid.	CLW	P/FDS	Conslid.	CLW	P/FDS	Conslid	P/FDS	CLW
Prior Plan 365 Days	Plan effective begin date is more than 365 days in the past.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Missing Annual Review Rule	The Annual Review Update date has passed, and no Annual Review Update was performed in the current FY.	Yes	Yes	Yes	N/A Annual review required. Manual review triggered when plan is opened for revision.	N/A Annual review required. Manual review triggered when plan is opened for revision.	N/A Annual review required. Manual review triggered when plan is opened for revision.	Yes	Yes	Yes
Waiver/Program Transfer Rule	The Waiver/Program of the individual has changed since the last approved	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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Rule Name	Rule Description	Consl.	CLW	P/FDS	Consl.	CLW	P/FDS	Consl.	P/FDS	CLW
	plan. The new waiver begin date must be after the last plan approval date.									
Service Combination Rule	Certain combination(s) of services exist concurrently on the plan and service information has changed.	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes
Multiple Funding Stream Rule	Services are mapped to more than one funding stream and an authorization decision has not yet been made.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

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		Plan Category								
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Rule Name	Rule Description	Conslid.	CLW	P/FDS	Conslid.	CLW	P/FDS	Conslid	P/FDS	CLW
Requested for Manual Approval Rule	SC selected Request for Manual Approval checkbox on Draft Plan screen.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Misaligned Needs-Based Service Rule	A Needs-Based service exists on an individual's Plan which does not align with the individual's Needs Group.	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
System Exception Rule*	Plan meets the error condition(s) of an existing Plan Approval or Service Authorization screen validation.	Yes	Yes	Yes	Yes	Yes	Yes		Yes	Yes

CONTACT:

Questions should be directed to the ODP Regional Office.