Requests for Exception to the IBA: Flow Chart

After discussion with the team, provider completes exception request document and submits request to DHHS DD Exceptions at DHHS.DDExceptions@nebraska.gov with a copy to the SC and their supervisor.

Exception Request is retrieved from the exceptions email inbox

Exception request including required attached documents are reviewed by the Administrator of Resources, who may review the request with the Service Coordinator, SC supervisor, psychologist, nurse or others as needed.

If Yes

Administrator **approves** exception funding and sends an email with notes to the provider, Service Coordinator, SC supervisor, and Lelia Razey.

In Therap: Lelia Razey adds the exception amount to the IBA to create an applicable IBA. Lelia then emails the SC notifying them the exception has been added.

The Service Coordinator creates the service authorizations (SA) according to the exception approval. Once saved, the SAs appear as a DRAFT for the Supervisor.

The supervisor conducts a review of the SAs, entering approval/rejection notes to the SC in the review section. If information is incorrect or needs additional information, the SC edits and it is sent to the Supervisor again for approval/rejection.

The SAs including the exception funding are forwarded to Lelia Razey for final approval/rejection.

If rejected, the SC is notified and changes must be made to the authorization. If the authorization is approved, it is then forwarded to the provider agency.

If No

Administrator denies exception funding request and sends an email to the provider, Service Coordinator and SC supervisor. A revised request may be submitted.

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