

The CLS Request Module in CRCT is now live. This module is for when you need to request the following that will impact CLS services (Fiscal Intermediary's please disregard):

Prior notification of an event is required ***as soon as possible*** or at least 72 hours prior to the event

- Preplanned Day Program Closures
- Doctor's Appointments
- Vacations/Camps
- School closures for regularly scheduled Holidays (I/DD & MI only)
- Temporary change in care needs

24-hour notice is requested after emergencies

- Unexpected School/Day Program Closures or Discharges
- Hospitalizations

We do ask that you start using this module in CRCT, effective November 16, 2020. These CLS requests must be submitted in CRCT and within the timeframes given above. If these requests are not submitted within CRCT and within the appropriate timeframes, they will be denied for payment.


Please see below for instructions on how to use this CLS Request Module:

Requests are associated with CLS Auths/Worksheets:

Site/Provider/CMH	Dates	Hours	Status
1125754 C&F Monroe (9191) Real Life Living Services, Inc. (2246) Washtenaw	10/01/2017 - 09/30/2018	ONE-ON-ONE PER WEEK 8.00 UNSPECIFIED PER WEEK 5.75 HOME HELP PER MONTH 8.00	Approved
<div style="border: 1px solid red; padding: 5px;"> <div style="border: 1px solid gray; padding: 2px; display: inline-block;">Requests</div> <div style="text-align: center; padding: 10px;"> <p>No Requests Exist</p> <p>Add Request</p> </div> </div>			
1125754 C&F Monroe (9191) Real Life Living Services, Inc. (2246) Washtenaw	04/13/2018 - 04/14/2018	ONE-ON-ONE PER WEEK 0.00 UNSPECIFIED PER WEEK 0.00 HOME HELP PER MONTH 0.00	Pending / Data Entry
<div style="border: 1px solid gray; padding: 2px; display: inline-block;">0 Requests</div>			

A requests consists of a Date, who is making the request and what the request is:

CLS Request

Request Date* 

Requested By* [lookup](#)

Request*
Please enter the Date(s) of Service, the Number of Units, and Reason

This is a test request

Staff can save the request as pending or they can submit it to the CMH. The system will ask for confirmation when they try to submit it:

Date	Status	Add Request
10/29/2020 Request This is a test request	In Review	Change View Delete

Once finalized, the request will show who finalized it and when:

Submitted by Sven Langenstein on 10/29/2020 04:56:25 PM
Finalized by Sven Langenstein on 10/29/2020 05:21:55 PM