

Description: Submitting a Same Day Incentive Service Request (Referral)

These instructions will walk you through submitting a service request to refer members to providers as part of the Same Day Incentive Program. If you are unsure of how to complete any of these steps, please refer to the [Franklin County SHARES Provider Manual](#) for detailed instructions on using and navigating SHARES.

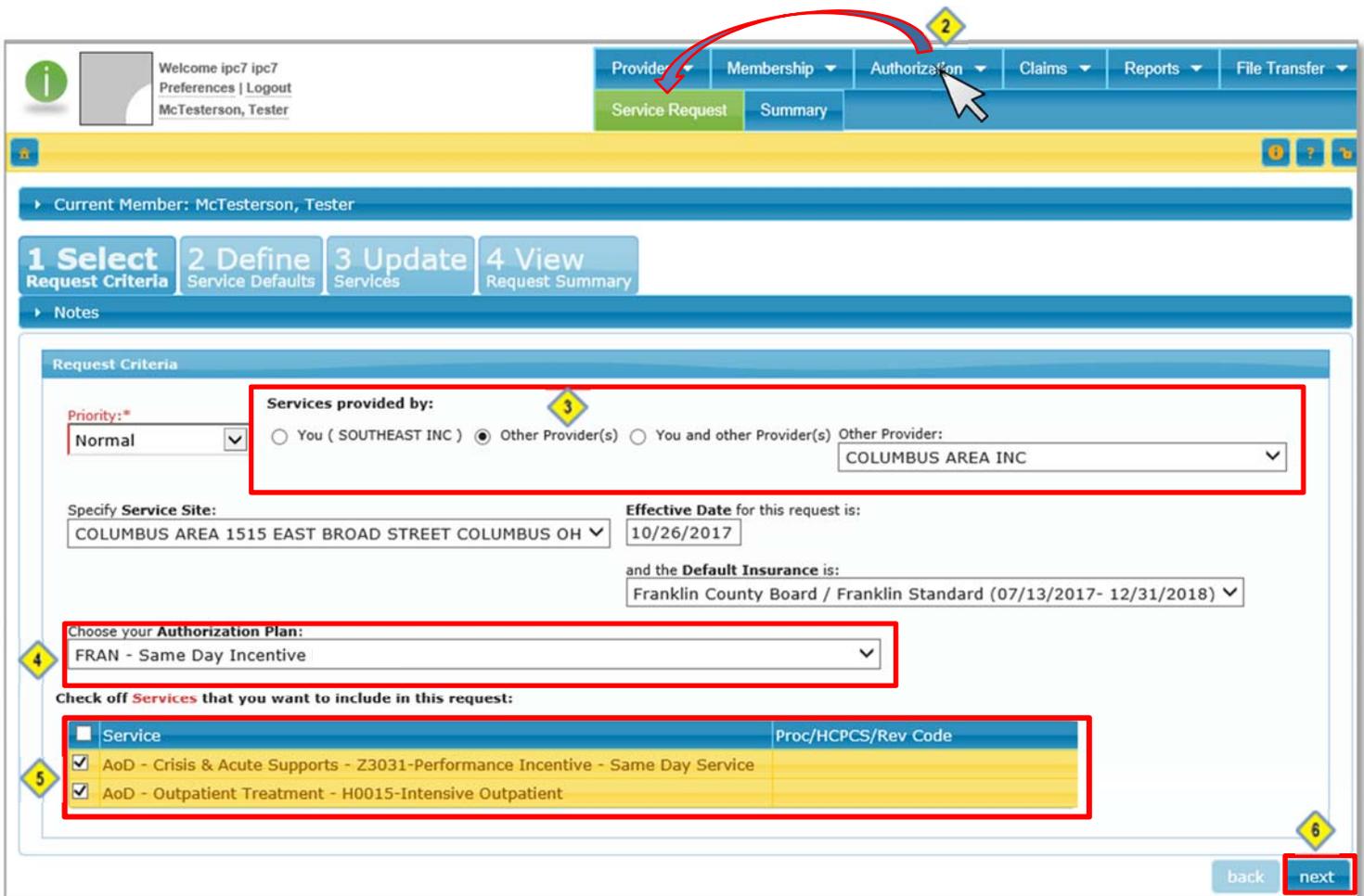
Instructions:

The following steps are needed to submit a Service Request for a member:

1. In SHARES, Search for the desired member and open their record.
2. Go to the **Authorization module** and select **Service Request**.
3. **Services provided by:** "You" will be selected by default. If you are referring the member to another agency, select "Other Provider(s)". If you are referring to another agency, select them from the dropdown.

Note: If there is no known capacity to accept a consumer the same (or next) day, by an ADAMH or non-ADAMH service provider, you will select the "Other Provider" as "Unassigned Same-day Opiate Treatment"

4. Select the **Authorization Plan** for "Same Day Incentive". Available services appear a few seconds after the Authorization Plan is chosen.
5. Check the boxes for the services to be provided according to the member's treatment plan. For Same Day Incentive you will always select Z3031 as well as the service to be provided.
6. Once the appropriate services have been checked, click on the "Next" button to proceed to the next screen.



Only certain portions of this screen need to be filled out.

1. Review the services that are to be requested. There should be at least two procedure codes listed in this area; one for the same day incentive procedure code Z3031 and one for the procedure code of the service which the referred member will be receiving. If one is missing, click the “Back” button at the bottom of the page to go back to step 1.
2. The service dates will automatically populate. For the same day incentive, service requests are configured such that the maximum duration would be two days and two units.
3. Next, click on “Add Form.” The required form will appear.

4. Complete the form and click “Save” (fields marked in red are required.) Once you have saved the form, you must select it from the drop-down. Note that previously added forms will also appear in the drop-down, be sure to select the form that you just added.

5. Click on “Next” to proceed to the next screen. The next screen (“3 Update Service”) is just verification that the information is correct. Click **next** to continue through to the last screen (“4 View Request Summary”) and click on the “Process” button to complete the service request.

The same day incentive service request is complete and has been submitted to the provider receiving the referral.