Proctor: PSA

According to the DHS/DCFS Contract, Part II. E. 6.,
Authorization to Provide Service
Prior to the Contractor providing services, the PSA shall be completed by the Case Manager and must include the needed service description, rate of pay for each service, units authorized, start date, authorized signature, and the reason for selecting the provider. The Contractor shall:
a. Obtain written authorization from the Case Manager before Client services are provided, in accordance with the Division's PSA process.
b. Not bill for services which have not been authorized in writing on the PSA.
c. Ensure that the PSA is signed by:

For DHS/DCFS

- *The Contractor,*
- *The DHS/DCFS Case Manager,*
- *The DHS/DCFS Case Manager's Supervisor, and*
- *The DHS/DCFS Contract Monitor*

d. For DHS/DCFS, a PSA is not required for services provided to a post-adopt Client.