MEMORANDUM

El Paso Health
HEALTH PLANS FOR EL PASOANS. BY EL PASOANS.

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TO: Behavioral Health Providers

FROM: El Paso Health

DATE: **5/15/2026 - Effective Immediately**

RE: **Documentation Required for ABA Authorizations**

All of the following must be submitted with every authorization request. Requests will not be processed unless all required documentation is included:

• Attendance logs for the child or youth: the provider must submit the actual attendance logs and the calculated attendance percentage.

• Attendance logs for the parent or caregiver: the provider must submit the actual attendance logs and the calculated percentage for the parent or caregiver.

Attendance Log and Progress Summary Attendance logs that include a calculation of the percentage of scheduled sessions successfully completed must be maintained for the child or youth receiving treatment and for responsible parent or caregiver participation.
If attendance falls below 85% of approved hours per authorization period as outlined in the individualized treatment plan and parent or caregiver education plan, additional documentation must be submitted by the LBA to substantiate need for continued ABA services at the previously approved level.

All documentation additional required documentation required by program policy, contract, or prior request (e.g., progress notes, service plans, justification statements, or supporting medical records) must also be included.

• Attendance logs must be submitted after the first 90 days of initiating ABA treatment.

• Attendance logs must be submitted with each request for extension or recertification

Children or youth and parents or caregivers are expected to have attended a minimum of 85% of their respective sessions agreed upon within the approved treatment plan to substantiate the need for continuing at the previously approved frequency and duration of ABA services.

- In cases where either the child or youth or the parent or caregiver has not met the 85% attendance expectation, the ABA provider must submit justification to continue services at the previously approved frequency to the health plan for physician review.

El Paso Health strictly adheres to the Texas Medicaid Provider Procedures Manual (TMPPM), Children's Services Handbook (Section 2.3: Autism Services) for all ABA requests.

If you have any questions regarding this communication please contact our Provider Relations team at 915-532-3778 or email us at ProviderServicesDG@elpasohealth.com