

Job Aid: Application_Submit ASAM Application for Approval
Business Process: MiCAL
Audience: Agency



Step	Action	Result
1	From the Agency home page, click the 'ASAM Application' tab.	The 'ASAM Applications' page displays.
2	Click the 'List View' dropdown and select 'My ASAM Applications.'	A list of applications displays.
3	Click the 'Application Name' for the application desired.	The 'Application Details' page displays. Note: The authorized individual for the application will be listed in the details tab.
4	Click the 'Questionnaire' tab on the page. Note: Only the authorized individual can submit the questionnaire for approval.	The questionnaire tab opens.
5	Click the 'Questionnaire ID' for the desired questionnaire.	The selected questionnaire page displays.
6	Click the 'Edit Questionnaire' link on the right side of the page.	The editable questionnaire displays.
7	Change the 'Status' from 'Draft' to 'Complete.'	The 'Status' field changes to 'Complete.'
8	Review and as needed, update the questionnaire information that was previously provided in the 'Facility Information' section.	The 'Facility Information' section displays.
9	Click the 'Next' button.	The 'Service Delivery and Setting' section displays.
10	Review and as needed, update the questionnaire information that was previously provided in the 'Service Delivery and Setting' section.	The 'Service Delivery and Setting' section displays.
11	Click the 'Next' button.	The 'Support Systems' section displays.
12	Review and as needed, update the questionnaire information that was previously provided in the 'Support Systems' section.	The 'Support Systems' section displays.
13	Click the 'Next' button.	The 'Staff' section displays.
14	Review and as needed, update the questionnaire information that was previously provided in the 'Staff' section.	The 'Staff' section displays.
15	Click the 'Next' button.	The 'Therapies' section displays.
16	Review and as needed, update the questionnaire information that was previously provided in the 'Therapies' section.	The 'Therapies' section displays.
17	Click the 'Next' button	The 'Assessment/Treatment Plan Review' section displays.
18	Review and as needed, update the questionnaire information that was previously provided in the 'Assessment/Treatment Plan Review' section.	The 'Assessment/Treatment Plan Review' section displays.

Last Updated: December 9, 2021

For questions or feedback regarding this Job Aid, please send an email to MDHHS-BHDDA-MiCAL@michigan.gov.

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19	Click the 'Next' button	The 'Questionnaire Successfully Updated' pop-up displays.
20	Click the 'Finish' button.	The questionnaire was updated successfully. Note: The 'Status' field will now display 'Complete.'
21	Click the 'Back' button on the webpage to navigate back to the 'Application' page associated with the questionnaire.	The 'Application' page displays.
22	Click the 'Submit for OROSC Approval' link.	The 'Submit for OROSC Approval' page displays.
23	Click the 'Next' button.	The application was successfully submitted pop-up displays.
24	Click the 'Finish' button.	The ASAM Level of Care application was submitted successfully to OROSC. Note: The 'Status' will display as 'Submitted.'