

Infant and Toddler Medicaid Matrix for Service Coordination Early ACCESS (EA)—Area Education Agency (AEA)—Child Health Specialty Clinics (CHSC)

Activity: Early ACCESS Service Coordinator support for children receiving IFSP services	Billable Infant and Toddler IME
INTAKE/REFERRAL	
<ul style="list-style-type: none"> Intake/referral received and completed 	No
INITIAL CONTACTS - By Phone	
<ul style="list-style-type: none"> SC contacts family Introduce and explain Early ACCESS Schedule and create initial home visit to send family questionnaire Record activities/contacts on Family Contact Log 	No
INITIAL HOME VISIT AND PLANNING FOR INITIAL IFSP MEETING	
<ul style="list-style-type: none"> Become acquainted/establish rapport Discuss Early ACCESS with family Provide and review IDEA Part C Procedural Safeguards Manual for Parents SC and family discuss evaluation process and/or post-referral screening, if appropriate, and arrange for screening/evaluation/assessment activities Complete Consent for Early ACCESS Post-Referral Screening with Prior Written Notice and/or Consent for Evaluation & Assessment with Prior Written Notice and obtain signatures Complete Consent to Release & Exchange Information forms including referral source, if appropriate Complete Parent/Guardian Authorization Form for Medicaid Reimbursement for IFSP Services for evaluation/assessment (Service Coordination and other IFSP team evaluators) 	No
<ul style="list-style-type: none"> Identify family concerns and begin the family assessment (family and routines interview) If immediate supports are needed, provide resource information or arrange supports for family 	Yes - T1017 after child is determined eligible
<ul style="list-style-type: none"> Arrange Initial IFSP meeting with family and providers Send IFSP Meeting Notice in advance of meeting to assure that participants will be able to attend Notify referral source of meeting to request level of participation only if parent has signed Consent to Release & Exchange Information form 	No

INITIAL HOME VISIT AND PLANNING FOR INITIAL IFSP MEETING <i>continued</i>	
<ul style="list-style-type: none"> ● Review and complete child and family information ● Complete intake health information that includes health, nutrition, dental, hearing and vision ● Complete family and routines interview in evaluation/assessment details ● Arrange for any nutritional, medical, (e.g., waiver, SSI work) and equipment needs ● Gather/request existing information from other sources (e.g., medical providers, private therapists, other home visitors, child care providers, educators) ● Review and summarize existing records 	Yes - T1017 after child is determined eligible
<ul style="list-style-type: none"> ● Address transition if child is over 2 years 3 months ● Assure that all evaluations are complete within 45-day timeline ● Assure all developmental areas are addressed and evaluation/assessment information is documented in evaluation/assessment details ● Record activities in Service Log 	No
INITIAL IFSP MEETING	
<ul style="list-style-type: none"> ● Support family in summarizing and sharing family strengths, priorities, resources, routines and concerns from family and routines interview ● Summarize and share results of child's evaluations/assessments ● Team completes Present Levels of Development and Early Childhood Outcomes (ECO) ● Develop child and family outcomes ● Begin IFSP Transition Plan, if appropriate ● Discuss service(s) and provider(s) to meet outcomes, add services to IFSP ● Provide information about program(s) and/or available community opportunities, as needed ● If eligible and family agrees to Early ACCESS services, parent signs Consent for Early ACCESS Services ● Complete Prior Written Notice ● Complete Parent/Guardian Authorization Form for Medicaid Reimbursement for IFSP Services ● Record activities on Service Log 	No
INITIAL IFSP MEETING FOLLOW-UP	
<ul style="list-style-type: none"> ● SC travel to and from the initial IFSP meeting ● Send meeting results to referral source only if parent has signed Consent to Release & Exchange Information form ● Finalize the IFSP ● SC assures that required forms are completed and signed authorizations and consents are in the child's record ● SC assures that a copy of the finalized IFSP is distributed to parents and parent identified partners who have proper permissions to receive information ● Record activities on Service Log if not completed on the day of the IFSP meeting 	No

ONGOING SUPPORT AND IMPLEMENTATION AFTER INITIAL IFSP	
<ul style="list-style-type: none"> ● SC travel to and from face-to-face family contact ● Schedule and provide family contacts (face-to-face, phone, email, mail) ● Provide ongoing support to family ● Empower families to develop needed skills to advocate for child and family ● Identify new concerns, priorities, routines and resources with family ● Seek and utilize community resources to meet child/family needs ● Monitor and assist in delivery of Early ACCESS services, if services are not meeting needs arrange for a periodic meeting ● Arrange for any new assessments or evaluations, if needed ● Develop new outcomes for the child and family, as needed ● Complete new Consent to Release & Exchange Information forms if new services/supports are identified ● Arrange for any nutritional, medical, (e.g., waiver, SSI work) and equipment needs ● Record activities on Service Log (this documentation time is billable only if done by SC on same day as service provided) 	Yes - T1017
<ul style="list-style-type: none"> ● Facilitate implementation of Transition Plan 	No
PLANNING FOR PERIODIC REVIEW	
<ul style="list-style-type: none"> ● Send periodic questionnaire to IFSP team and determine if a Periodic IFSP meeting is needed ● If a meeting is needed, arrange IFSP meeting with family and providers and send Periodic IFSP Meeting Notice in advance of meeting to assure that participants will be able to attend ● If a Periodic IFSP meeting is not needed schedule time to review the IFSP with the family ● Address transition if child is over 2 years 3 months 	No
<ul style="list-style-type: none"> ● Continue to assist family in identifying and updating their strengths, priorities, resources, routines and concerns ● Assure that ongoing assessments (including health and developmental) are completed and documented, if needed ● Record activities on Service Log (this documentation time is billable only if done by SC on same day as service provided) 	Yes - T1017
PERIODIC IFSP REVIEW OR MEETING	
<ul style="list-style-type: none"> ● Support family in summarizing and sharing family strengths, priorities, routines, resources and concerns from family and routines interview ● Summarize and share results of any new evaluations/assessments, if appropriate ● Review current child and family outcomes (revise or add new, if needed) ● Document outcome status ● Discuss service(s) and provider(s) to meet outcomes, revise if needed ● Team discusses Early Childhood Outcomes (ECO), if exiting ● Complete/update Transition Plan, if appropriate 	No

PERIODIC IFSP Review OR MEETING <i>continued</i>	
<ul style="list-style-type: none"> ● Provide information about program(s) and/or available community opportunities ● Complete new Consent to Release & Exchange Information forms if new services/supports are identified ● Parent signs Consent for Early ACCESS Services, if appropriate ● Complete Prior Written Notice, if needed ● SC travel to and from Periodic IFSP Meeting 	No
<ul style="list-style-type: none"> ● SC travel to and from home when child is eligible and direct service coordination service is provided immediately following the Periodic IFSP Meeting and Consent for EA Services has been signed ● Record activities on Service Log (this documentation time is billable only if done by SC on same day as service provided) 	Yes - T1017
PERIODIC REVIEW FOLLOW-UP	
<ul style="list-style-type: none"> ● SC assures that the periodic review and any modifications to the IFSP are finalized ● SC assures that a copy of the finalized IFSP is distributed to parents and parent identified partners who have proper permissions to receive information ● Record activities on Service Log if not completed on the day of the IFSP meeting 	No
ONGOING SUPPORT AND IMPLEMENTATION AFTER PERIODIC REVIEW	
<ul style="list-style-type: none"> ● SC travel to and from face-to-face family contact ● Schedule and provide family contacts (face-to-face, phone, email, mail) ● Provide ongoing support to family ● Empower families to develop needed skills to advocate for child and family ● Identify new concerns, priorities, routines and resources with family ● Seek and utilize community resources to meet child/family needs ● Monitor and assist in delivery of Early ACCESS services, if services are not meeting needs arrange for a periodic meeting ● Arrange for any identified new assessments or evaluations ● Develop new outcomes for the child and family, as needed ● Complete new Consent to Release & Exchange Information forms if new services/supports are identified ● Arrange for any nutritional, medical, (e.g., waiver, SSI work) and equipment needs ● Record activities on Service Log (this documentation time is billable only if done by SC on same day as service provided) 	Yes - T1017
<ul style="list-style-type: none"> ● Facilitate implementation of Transition Plan to community services, when appropriate ● Facilitate implementation of Transition Plan to Part B services, when appropriate 	No

PLANNING FOR ANNUAL IFSP MEETING	
<ul style="list-style-type: none"> ● Send annual questionnaire to IFSP team ● Arrange Annual IFSP meeting with family and providers ● Send IFSP Meeting Notice in advance of meeting to assure that participants will be able to attend ● Address transition if child is over 2 years 3 months 	No
<ul style="list-style-type: none"> ● Sign new Consent for Evaluation & Assessment with Prior Written Notice if completing an evaluation to determine eligibility ● Assure that required evaluations and ongoing assessments (including health and developmental) are completed and documented ● Complete family and routines interview in evaluation/assessment details ● Update intake health information that includes health, nutrition, dental, hearing and vision ● Record activities on Service Log (this documentation time is billable only if done by SC on same day as service provided) 	Yes - T1017
ANNUAL IFSP MEETING	
<ul style="list-style-type: none"> ● Provide and review IDEA Part C Procedural Safeguards Manual for Parents ● Summarize and share results of child's evaluations/assessments ● Determine ongoing eligibility, if needed ● Review current child and family outcomes (revise or add new, if needed) ● Document outcome status ● Team completes Present Levels of Development and Early Childhood Outcomes (ECO) ● Complete Transition Plan, if appropriate ● Discuss service(s) and provider(s) to meet outcomes, revise if needed ● Provide information about program(s) and/or available community opportunities, if needed ● Parent signs Consent for Early ACCESS Services ● Sign Parent/Guardian Authorization Form for Medicaid Reimbursement for IFSP Services (required annually) ● Complete EA Consent to Release & Exchange Information forms, if appropriate ● Complete Prior Written Notice ● SC travel to and from Annual IFSP Meeting 	No
<ul style="list-style-type: none"> ● SC travel to and from home when child is eligible and direct service coordination service is provided immediately following the Annual IFSP meeting and Consent for EA Services has been signed ● Record activities on Service Log (this documentation time is billable only if done by SC on same day as service provided.) 	Yes - T1017

ANNUAL IFSP MEETING FOLLOW-UP	
<ul style="list-style-type: none"> ● SC assures that the annual review and any modifications are finalized ● SC assures that a copy of the completed IFSP is distributed to parents and parent identified partners who have proper permissions to receive information ● Record activities on SC Log Notes if not completed on the day of the IFSP meeting 	No
ONGOING SUPPORT AND IMPLEMENTATION AFTER ANNUAL IFSP MEETING	
<ul style="list-style-type: none"> ● SC travel to and from face-to-face family contact ● Schedule and provide family contacts (face-to-face, phone, email, mail) ● Provide ongoing support to family ● Empower families to develop needed skills to advocate for child and family ● Identify new concerns, priorities, routines and resources with family ● Seek and utilize community resources to meet child/family needs ● Monitor and assist in delivery of Early ACCESS services, if services are not meeting needs arrange for a periodic meeting ● Arrange for any identified new assessments or evaluations ● Develop new outcomes for the child and family, as needed ● Complete new Consent to Release & Exchange Information forms if new services/supports are identified ● Arrange for any nutritional, medical, (e.g., waiver, SSI work) and equipment needs ● Record activities on Service Log (this documentation time is billable only if done by SC on same day as service provided) 	Yes - T1017
PERIODIC, ANNUAL AND ONGOING SUPPORT CONTINUES UNTIL CHILD EXITS OR CHILD'S 3rd BIRTHDAY.	
TRANSITION ACTIVITIES are in addition to the ongoing support and implementation of the current IFSP.	
PLANNING FOR TRANSITION MEETING	
<ul style="list-style-type: none"> ● Discuss potential changes in services and vision for their child/family ● Provide information to the family about transition process ● Discuss program options and enrollment criteria ● Determine, with the family, who should attend meeting ● Complete new Consent to Release & Exchange Information forms if new services/supports are identified 	No
TRANSITION PLANNING MEETING - HELD IN CONJUNCTION WITH ANOTHER IFSP MEETING	
<ul style="list-style-type: none"> ● Share Information ● Discuss Part B process ● Develop a written Transition Plan ● Complete new Consent to Release & Exchange Information forms, if needed ● Discuss important timelines for signing parent consent for initial Part B evaluation and holding IEP meeting, if appropriate ● Consider necessary evaluation(s) ● Discuss who to invite to initial IEP meeting 	No

IMPLEMENTATION OF THE TRANSITION PLAN	
<ul style="list-style-type: none"> ● Implement and monitor all Part C and non-special education transition activities and IFSP services ● Other duties as outlined in the Transition Plan ● Prepare for child's exit from Part C 	No
<ul style="list-style-type: none"> ● Provide information about program(s) and/or available community opportunities ● Assist family in finding ongoing child/family community supports as needed ● Arrange for any nutritional, medical, (e.g., waiver, SSI work) and equipment needs 	Yes - T1017
EXIT IFSP	
<ul style="list-style-type: none"> ● Complete current IFSP Outcomes and IFSP Transition Plan ● Complete Early Childhood Outcomes (ECO) ● Complete Prior Written Notice to exit Part C services ● Assure that IEP team determines Part B eligibility and holds IEP meeting (if appropriate) prior to child's third birthday ● Consider the child's program options from Early ACCESS exit to the child's third birthday ● Submit Final Exit from Part C Services 	No

Clarification Notes

Service Coordination Code

- I&T T1017 for all SC Activities

Home Visit Rules

- Service Coordinator must provide **quarterly** face-to-face visit in order to meet Medicaid's rules and regulations and make a monthly contact with family.

Services Covered (Medically necessary)

- Service Coordination
- Direct Services
- Transportation (if written in the IFSP)

Not Covered (Educational)

- IFSP Meetings
- IFSP Paperwork
- Special Education Transition

After an IFSP is developed and the child is determined eligible, the IFSP team can bill for evaluation and assessment activities performed prior to the development of the Initial IFSP if the Parent/Guardian Authorization Form for Medicaid Reimbursement for IFSP Services was completed prior to the evaluation and assessment activities.

Billing units are based upon 15-minute units of service

- 8-22 minutes = 1 billable unit
- 23-37 minutes = 2 billable units
- 38-52 minutes = 3 billable units
- 53-67 minutes = 4 billable units