

**Infant and Toddler Medicaid Matrix for Service Coordination
Early ACCESS (EA)—Area Education Agency (AEA)—Child Health Specialty Clinics (CHSC)
May 1, 2019**

Activity: AEA & CHSC Early ACCESS Service Coordinator	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 system ● Schedule initial home visit ● Record activities on P/R tab or IFSP Intake/Referral form 	No
INITIAL VISIT/S 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 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/complete the Family Statements/family assessment/routines ● 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 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 if parent has signed Consent to Release & Exchange Information ● Complete IFSP Race & Ethnicity Information form 	No

INITIAL VISIT/S and PLANNING FOR INITIAL IFSP MEETING-continued	
<ul style="list-style-type: none"> ● Continue to assist family in identifying their strengths, priorities, resources and concerns ● Complete health information for Current Health Status including nutrition (Peach) screening, hearing and vision ● Complete Family Statements/family assessment/routines ● Complete IFSP Family Information ● 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 ● Document ALL areas on IFSP Evaluations and Assessments ● Record activities in SC Log/Service Notes 	No
INTERIM IFSP	
<ul style="list-style-type: none"> ● For an Interim IFSP meeting, follow IDEA Part C: Early ACCESS Procedures Manual 	No
INITIAL IFSP MEETING	
<ul style="list-style-type: none"> ● Provide and review IDEA Part C Procedural Safeguards Manual for Parents ● Support family in summarizing and sharing family strengths, priorities, resources, routines and concerns from Family Statements ● Summarize and share results of child's IFSP Evaluations and Assessments ● Team completes Early Childhood Outcomes (ECO) ● Develop child and family outcomes from meeting information ● Complete IFSP Transition Plan, if appropriate ● Discuss options for service/s and provider/s to meet outcomes ● Provide information about program(s) and/or available community opportunities and options to assure conflict of interest is addressed ● If eligible and family agrees to Early ACCESS services, parent signs Consent for Early ACCESS Services ● Complete Parent/Guardian Authorization Form for Medicaid Reimbursement for IFSP Services ● Record activities on SC Log/Service Notes 	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 ● Follow state procedures for completing and submitting IFSP ● SC assures that required forms are completed, data entry staff is notified, and signed authorizations and consents are filed/uploaded to the child's record ● 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/Service Notes 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 ● Coordinate services with family and other community agencies ● Monitor and assist in delivery of services ● Seek and utilize community resources to meet child/family needs ● Arrange for any identified new assessments or evaluations ● Develop new outcomes and services 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 SC Log/Service Notes (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, when appropriate, to community services ● Facilitate implementation of Transition Plan, when appropriate, to Part B services 	No
PLANNING FOR PERIODIC IFSP MEETING	
<ul style="list-style-type: none"> ● Arrange 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"> ● Continue to assist family in identifying and updating their strengths, priorities, resources, routines and concerns ● Assure that ongoing assessments (including health and developmental) are complete, if needed ● Record activities on SC Log/Services Notes (This documentation time is billable only if done by SC on same day as service provided.) 	Yes - T1017

PERIODIC IFSP MEETING	
<ul style="list-style-type: none"> ● Provide and review IDEA Part C Procedural Safeguards Manual for Parents ● Support family in summarizing and sharing family strengths, priorities, routines, resources and concerns from Family Statements. ● Summarize and share results of any new IFSP assessments and/or evaluations ● Review current child and family outcomes ● Revise child and family outcomes as appropriate ● Develop new child and family outcomes as appropriate ● Team discusses Early Childhood Outcomes (ECO) if exiting ● Complete/update Transition Plan if appropriate ● Discuss options for service(s) and provider(s) to meet outcomes ● Provide information about program(s) and/or available community opportunities and options to assure conflict of interest is addressed ● Complete new Consent to Release & Exchange Information forms if new services/supports are identified ● Parent signs Consent for Early ACCESS Services, if appropriate ● Prior Written Notice done if needed ● Complete Parent/Guardian Authorization Form for Medicaid Reimbursement for IFSP Services if services change ● 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 SC Log/Services Notes (This documentation time is billable only if done by SC on same day as service provided.) 	Yes - T1017
PERIODIC IFSP MEETING FOLLOW-UP	
<ul style="list-style-type: none"> ● Follow state procedures for completing and submitting IFSP ● SC assures that required forms are completed, filed/uploaded to the child's record and turned in for data entry ● 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/Service Notes if not completed on the day of the IFSP meeting 	No

ONGOING SUPPORT AND IMPLEMENTATION AFTER PERIODIC 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 ● Coordinate services with family and other community agencies ● Monitor and assist in delivery of services ● Seek and utilize community resources to meet child/family needs ● Arrange for any identified new assessments or evaluations ● Develop new outcomes and services 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 SC Log/Service Notes (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"> ● Arrange 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"> ● Continue to assist family in identifying their strengths, priorities, resources, routines and concerns ● Sign new Consent for Evaluation & Assessment with Prior Written Notice ● Assure that ongoing assessments (including health and developmental) are completed in all areas ● Assure that an evaluation tool is completed in area(s) of concern ● Complete reevaluation in all areas to determine continuing eligibility, if appropriate ● Record activities on SC Log/Service Notes (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 ● Support family in summarizing and sharing family strengths, priorities, resources, routines and concerns from Family Statements ● Summarize and share results of child's IFSP Evaluations and Assessments ● Determine ongoing eligibility, if needed ● Review current child and family outcomes ● Revise child and family outcomes as appropriate 	No

ANNUAL IFSP MEETING-continued	
<ul style="list-style-type: none"> ● Develop new child and family outcomes as appropriate ● Team completes Early Childhood Outcomes (ECO) if exiting ● Complete Transition Plan if appropriate ● Discuss options for service(s) and provider(s) to meet outcomes ● Provide information about program(s) and/or available community opportunities and options to assure conflict of interest is addressed ● 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 SC Log/Services Notes (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"> ● Follow State Procedures for completing and submitting IFSP paperwork ● SC assures that required forms are completed, data entry is notified, and signed authorizations and consents are filed/uploaded to the child's record ● 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 ● Coordinate services with family and other community agencies ● Monitor and assist in delivery of services ● Seek and utilize community resources to meet child/family needs ● Arrange for any identified new assessments or evaluations 	Yes - T1017

ONGOING SUPPORT AND IMPLEMENTATION AFTER ANNUAL IFSP MEETING-continued	
<ul style="list-style-type: none"> ● Develop new outcomes and services 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 SC Log/Service Notes (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 THIRD 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"> ● Request transition assistance from the AEA if the SC is not from the AEA ● 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 and options to assure conflict of interest is addressed ● 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 	No

EXIT IFSP-continued	
<ul style="list-style-type: none"> ● 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)

After the IFSP has been developed and if the child has been determined eligible, the IFSP Service Coordinator can go back and 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.

Not Covered (Educational)

- IFSP Meetings
- IFSP Paperwork
- Special Education Transition

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
 Etc.