



Infant & Toddler
Connection of Virginia

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Mental Retardation and Substance Abuse Services

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To: Local System Managers
From: Mary Ann Discenza
Date: December 7, 2006
Subj: Technical Assistance on Documentation

I am pleased to send you the attached written technical assistance related to documentation of service provision, including service coordination, in Virginia's Part C early intervention system. Findings from State and local record reviews indicate the need for improved documentation, and local systems and service providers have requested more consistency in documentation requirements. A draft of the attached document was sent to all 40 local systems for review and input prior to being finalized (a summary of the comments received and the response to each is also attached). In addition, the document has been reviewed by personnel at the Department of Medical Assistance Services and within the Department of Mental Health, Mental Retardation and Substance Abuse Services to ensure that the information is consistent with Medicaid outpatient rehabilitation and targeted case management documentation requirements.

I hope that you will find this document helpful. Technical assistance consultants will be discussing the document in upcoming regional meetings.