

Considerations for Implementation of Eligibility Determination and Assessment for Service Planning

- How will you set-up eligibility teams? Will there be certain teams for perhaps certain days and times of the week; how will team members be chosen – consideration of the strengths of team members?
- What skills other than developmental expertise are important for team members - consideration of providers who are able to read information and synthesize material from multiple sources, and use that information to determine eligibility - providers who are confident decision-makers?
- How many children are referred each week and each month – how will trend data help in determining the number of eligibility determination teams needed?
- Will you attempt to have meetings in person or mostly by phone? Is there videoconferencing capability and will you use that? When will teams meet and in what location(s)? How will the geography/size of your system influence these decisions?
- Who in your system is trained to do screenings?
- How will assessment be different with the focus on service planning instead of eligibility – different people, different tools?
- How will you help physicians and referral sources to understand the eligibility process and importance of receiving records in a timely manner and how their documentation could be used for eligibility?
- What information, training, and support will service providers and service coordinators in your system need to understand the new practices, including talking with families?