



Department of Behavioral Health
and Developmental Services

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To: Local System Managers
Executive Directors, Local Lead Agencies

From: Early Intervention System Transformation Implementation Task Force
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Tammy Whitlock, Department of Medical Assistance Services (DMAS)

Subj. Critical Information for System Transformation

Date: July 30, 2009

Please help us ensure a smooth implementation of the Early Intervention System Transformation October 1, 2009 by assuring that the following information is disseminated to all the relevant audiences in your local system.

There are four steps that providers must complete in order to provide and bill for early intervention services in Virginia starting October 1, 2009:

1. Complete the four required training modules (*Child Development, Family Centered Practices, Service Pathway* and *Practitioner Requirements*) and pass the test for each with 80% accuracy.
2. Apply to the Department of Behavioral Health and Developmental Services for Early Intervention Certification as an Early Intervention Professional, Early Intervention Specialist or Early Intervention Service Coordinator **and** receive confirmation that Certification has been granted.
3. Enroll with Medicaid as an Early Intervention Provider (or be employed by an agency that is enrolled with Medicaid) *even if the provider is already enrolled as a Medicaid Provider.*
4. Provider agencies and individuals who do their own billing need to prepare their data systems to be able to bill starting October 1, 2009 using the new Early Intervention Codes.

Early Intervention Training Modules:

- All providers interested in providing services in the Infant & Toddler Connection of Virginia **should do the following NOW:**
 - **Register** as a user on the Principles and Practices of Early Intervention: Requirements for Early Intervention Certification website: <http://www.eitraining.vcu.edu/>
 - **Complete** the two modules that are currently available: *Child Development* and *Family Centered Practices.*

- The final two modules (*Service Pathway* and *Practitioner Requirements*) are expected to be available within the next couple weeks. Providers should complete these modules as soon as possible after receiving the notification that they are available.

Early Intervention Certification:

- The online application for early intervention certification is expected to be available mid August. **AS SOON AS** providers are notified that the application process is available, and they have successfully completed the required training modules, they should submit their online application.

Enrollment with Medicaid as an Early Intervention Provider:

- Providers (or the agency for which they work) must be enrolled with Medicaid as an Early Intervention Provider (even if they are already enrolled as a Medicaid provider for other Medicaid Programs)
- DMAS is finalizing the process to enroll providers prior to the October 1, 2009 implementation date. Providers need to enroll as soon as they are notified that the process is in place in order to give DMAS time to complete the enrollment for the October 1 implementation.

Billing for Early Intervention Services

- In order to be reimbursed for providing entitled Part C services to children covered by Medicaid or FAMIS, providers must bill for the services on the CMS 1500 form using specific Early Intervention codes. Providers should make any necessary adjustments to their data and billing systems **now** in order to begin billing using the new codes October 1, 2009.

Local Systems must assure that personnel and processes are in place for the October 1, 2009 Early Intervention System Transformation including the following:

Early Intervention Supports and Services

- Mechanisms and processes must be in place for successful implementation of the Infant & Toddler Connection of Virginia **Service Pathway** on October 1, 2009. All staff must understand the service pathway and requirements delineated in the Infant & Toddler Connection Practice Manual.

Accurate Medicaid Data

- Local systems must assure **immediately** that the following data are accurate in ITOTS:
 - The 12 digit Medicaid numbers for all children in their system
 - Child's full legal name (NO NICKNAMES) spelled correctly
 - Date of Birth
- Additional information will be provided prior to October 1 regarding requirements for keeping information related to Medicaid coverage current in ITOTS.

We thank you in advance for your assistance with assuring the implementation of important system changes to the Infant and Toddler Connection program. With your continued support, we will build stronger systems of care for all children.