

System Transformation Update

August 17, 2009



**Infant & Toddler
Connection of Virginia**

A NOTE ABOUT THIS UPDATE:

This Update is prepared by the Infant & Toddler Connection of Virginia State Team at DBHDS and reviewed for accuracy and thoroughness by our partners at DMAS and VDH. Updates will be issued on or about the 1st and 16th of each month.

IMPLEMENTATION TASK FORCE:

- DMAS and DBHDS are finalizing revisions on the Provider Information and the Medicaid Early Intervention Program Reimbursement and Billing Information documents that the task force has been developing. Once finalized, these short information documents will be sent to local system managers with directions to share with current and potential providers in their system. They will also be posted on the Infant & Toddler Connection of Virginia website in order to be available to all potential providers in the state.
- DMAS and DBHDS are working to finalize the interagency agreement and data exchange agreement between the two agencies related to the Medicaid Early Intervention Program.
- The System Transformation Implementation Task Force will meet next on August 20 and will hold a teleconference meeting on September 16.
- Notes from task force meetings are posted on the Infant & Toddler Connection of Virginia website at <http://www.infantva.org/ovw-Transformation.htm#TaskForce>.

PRACTICE MANUAL AND FORMS:

- The remaining 2 chapters of the Infant & Toddler Connection of Virginia Practice Manual have been finalized and added to the manual on our website. These chapters are:
 - Chapter 11: Finance and Billing; and
 - Chapter 12: Personnel.If you have already printed out a hard copy of the manual that was posted in July, you will only need to print out Chapters 11 and 12 to have a complete copy.
- In addition to the remaining practice manual chapters, the following forms and documents will soon be posted to the Practice Manual section of the website:
 - Family Cost Share Agreement form
 - Fee Appeal Form
 - Facts about Family Cost Share
 - Family Cost Share Fee Scale

- Notification to the Department of Medical Assistance Services:
Family Declining to Bill Private Insurance
- Part C and ARC-FIP staff are working together to review and update *Strengthening Partnerships: A Guide to Family Safeguards in the Infant & Toddler Connection of Virginia Part C Early Intervention System*. We hope to post the revised version of this document by early September.
- The Part C Office is working to have translated versions of new and revised procedural safeguards forms and documents available as soon as possible.

EI MODULES:

- The last two modules, Service Pathway and Practitioner Requirements, are now live at <http://www.eitraining.vcu.edu/>. All modules are now available.
- In order to secure EI certification by October 1, all practitioners should be working to complete the modules **now** and demonstrate competency by passing the tests with at least 80% accuracy.
- As of August 13, over 800 users had registered to access the modules.
- It is strongly recommended that local systems managers complete the Service Pathway module prior to the August 24 – 25 training in Staunton. The information available through the module will assist participants in taking full advantage of the implementation discussion and planning opportunities during next week's training.

DISCIPLINE QUALIFICATIONS FOR EI CERTIFICATION:

- On August 14, a memo was sent from Mary Ann Discenza to local system managers with several reminders about discipline-specific qualifications for early intervention certification. Local system managers have been asked to disseminate this memo to providers in their local systems.
- The Part C Office has received a number of questions about qualifications for individuals currently providing special instruction with licensure from the Virginia Board of Education. In particular, there have been questions about whether a license in elementary education meets the required qualifications. That license does not meet the qualifications.
- The August 14 memo includes multiple strategies an individual with a license in elementary education may pursue in order to meet the qualifications for early intervention certification.
- Beverly Crouse, Part C Technical Assistance Consultant, is the contact for individuals with questions about discipline-specific qualifications or for those with elementary education licensure who wish to pursue one of the strategies outlined in the August 14 memo. Beverly can be reached at 540-231-0803 or btcrouse@vt.edu.

EMERGENCY PERSONNEL REGULATIONS:

- The emergency regulations that will provide certification requirements for early intervention practitioners are in the Governor's Office for review.

- You can check the status of these regulations at any time via the Virginia Regulatory Town Hall:
<http://www.townhall.virginia.gov/L/ViewAction.cfm?actionid=3065>

DATA SYSTEM:

- The Early Intervention Provider Certification Application module (EICERT) is up and running. Interested providers should go to <https://www.eicert.dbhds.virginia.gov> to create an account and enter their demographic information. Detailed instructions for the application can be found at <http://www.infantva.org/documents/ei-Cert-usermanual.pdf>. Thanks to Wendy Cary and Tom Harder for their hard work in the development of this application.
- Development continues on ITOTS version 1.6. This version will implement:
 - Master pages;
 - A new way to maintain lookup table data and FIPS codes;
 - Practitioners (application and information maintenance);
 - Practitioner Certification (process applications for certification, audits, etc.); and
 - Certification Maintenance (certifications and requirements).

STATEWIDE TRAINING AND TECHNICAL ASSISTANCE:

- A training session for local system managers regarding the system transformation will take place on **August 24 – 25** in Staunton.
- One-day provider trainings on the Medicaid – EI Initiative will be held in 5 locations across the state in September. Presented jointly by DMAS and DBHDS, these trainings will address covered services, billing, documentation, provider qualifications, and utilization review. Locations and dates include:
 - **September 11 – Fairfax**
 - **September 18 – Richmond**
 - **September 22 – Abingdon**
 - **September 23 - Roanoke**
 - **September 25 – Newport News**

A letter announcing the trainings is attached and is being posted to our website, www.infantva.org, in the “What’s New” section. The letter includes specific information about sites, dates and times; the training agenda; the process for registration. **All personnel responsible for administration, services, utilization review, eligibility verification, billing and claims follow-up should be in attendance and are urged to register.**