

# System Transformation Update

September 16, 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 1<sup>st</sup> and 16<sup>th</sup> of each month.

## IMPLEMENTATION TASK FORCE:

- The System Transformation Implementation Task Force is meeting on September 16 via teleconference call. The agenda includes the following:
  - Updates from DMAS and DBHDS related to provider certification, provider enrollment, and trainings;
  - Physician certification requirements for developmental services; and
  - Plans for future meetings.
- Notes from task force meetings are posted on the Infant & Toddler Connection of Virginia website at <http://www.infantva.org/ovw-Transformation.htm#TaskForce>.
- A checklist is being developed and will soon be sent to Local System Managers to assist them in considering what needs to be in place for implementation of the system transformation on October 1.
- CSBs, outpatient rehab providers, and home health providers who currently have a provider agreement with DMAS will not have to submit an application to DMAS to "re-enroll" as providers in the Medicaid Early Intervention Program. These providers are allowed to submit an attestation letter that notifies DMAS of their choice of how to enroll, either by obtaining a specialty code or by obtaining a new provider class type and using the taxonomy code. A sample attestation letter is included in the DMAS manual, which has been posted to the DMAS website. Instructions also are included in the manual.
- As you are aware, the service now called "Special Instruction" will be called "Developmental Services" beginning October 1, 2009. For children currently receiving special instruction, it is acceptable to wait until the next IFSP review to change the name of the service to developmental services. Medicaid will reimburse for this service even if it is listed on an IFSP as special instruction until the next IFSP review.
  - In order to receive Medicaid reimbursement, it will be necessary to obtain physician (or physician assistant or nurse practitioner) signature to authorize the medical necessity of the special instruction/developmental services within a grace period that will end January 1, 2010. It is urgent that local systems begin the

process of obtaining physician signatures now to ensure that signatures can be obtained within the grace period.

- The requirement to obtain physician (or physician assistant or nurse practitioner) signature within the grace period also applies to nursing, counseling, psychological services, and social work services that a child is already receiving (and that are listed on the IFSP).
- The grace period applies only to those entitled Part C services the child already was receiving prior to October 1, 2009 and does not apply to new services added through the IFSP process after October 1.

#### UPDATED DOCUMENTS:

Revisions and/or corrections have been made to the following documents and the revised documents have been posted to our website:

- Practice Manual
  - Chapter 7 – The Physician Certification sections of the IFSP instructions on pages 72 and 75 have been revised for consistency with instructions in the DMAS manual. The DMAS manual allows that services for children with Medicaid coverage can be provided immediately after the family signs the IFSP with a requirement that the physician signature is obtained within 30 days of the first IFSP service (not including service coordination). Therefore, the statement that “The physician must certify the services as medically necessary before any of the Medicaid reimbursed services are provided” has been deleted from the IFSP instructions.
  - Chapter 11 – (1) The three tables at the end of the chapter have been corrected to accurately reflect reimbursement for early intervention services provided by physical therapist assistants and occupational therapist assistants. (2) Language was revised in several places in the Family Cost Participation section to clarify that the family will never pay more than the early intervention reimbursement rate, even if the program’s charge for the services is higher than that. (3) Language was added to clarify that providers have the option to submit a contact log or contact notes when seeking Part C reimbursement for services.
- The *Family Cost Share Agreement* form has been revised to clarify that the family will never pay more than the early intervention reimbursement rate (rather than the charge), consistent with the clarification in Chapter 11.
- The *Medicaid Codes Table, Billing and Reimbursement Information* sheet and *Provider Information* sheet have been revised to make the same corrections made to the tables at the end of Chapter 11 of the Practice Manual (described above).
- The *Sample Physician Certification Letter* that has been available for many years in the IFSP section of our website has been revised to add

developmental services and other services (where other reimbursable services like nursing, counseling, psychological services, and social work services can be specified). The revised letter is now posted in both the IFSP and the Practice Manual sections of our website, [www.infantva.org](http://www.infantva.org).

#### DATA SYSTEM:

- ITOTS 1.6 has completed in-house testing and has been moved to a testing environment where the ITOTS testers group is completing user testing this week.
  - ITOTS 1.6 will include not only these improvements:
    - 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)
- But also the following improvements originally slated for version 1.7:
- Early Intervention Enrolled Children report for export to DMAS;
  - Database changes needed for Medicaid enrollment, specifically addition of address and zip code;
  - Medicaid enhancements to the Child Evaluation page; and
  - Completed Medicaid/FAMIS Enrollment and Discharge page.
- Over 630 completed applications for Practitioner Certification have been submitted through the Practitioner Certification Application.
  - Some users are receiving a security warning when accessing the certification site asking if they want to display the non-secure information associated with the site. The non-secure information that the warning is referring to are the links to the Governor's web site and the department's web site that are a part of the banner across the top of the screen. You can click no and navigate to the site. The User Manual (see link on the top left side of the screen) includes instructions on how to set the security settings on your browser if you do not want the security warning to pop up as you navigate from screen to screen.
- Plans are underway for resuming the ITOTS Expansion Project which had been put on hold during the Medicaid initiative. Working groups will be re-formed and begin the planning process for this exciting new phase of ITOTS.

#### EI MODULES:

- As of September 13, 722 people have passed all four training modules.

#### PROVIDER CERTIFICATION:

- As you are aware, DMAS has worked diligently to streamline the enrollment process for early intervention providers. Agencies can enroll prior to having the documentation that the providers in the agency have

been granted their EI certification. However, individual practitioners who are applying as individuals must submit proof of their certification along with their application. The Part C Office has the capacity to prioritize processing of the applications. Therefore, it is critical that we receive the names of the individuals who must have proof of their certification so that these individuals' applications will be processed first. Please help us with this process by getting this word out to providers and by letting the Part C Office know of the names of any individual providers you are aware of whose applications need to be prioritized.

#### QUESTIONS RELATED TO CERTIFICATION:

- If you have questions related to the EI Modules, please contact Cori Hill at 540-943-6776 or [cfhill@vcu.edu](mailto:cfhill@vcu.edu).
- Questions related to the certification application should be directed to David Mills at 804-371-6593 or [david.mills@dbhds.virginia.gov](mailto:david.mills@dbhds.virginia.gov).
- Beverly Crouse is the contact person for questions about discipline-specific qualifications. She can be reached at 540-231-0803 or [btcrouse@vt.edu](mailto:btcrouse@vt.edu).

#### STATEWIDE TRAINING AND TECHNICAL ASSISTANCE:

- One-day provider trainings on the Medicaid – EI Initiative are being held in 5 locations across the state in September. Presented jointly by DMAS and DBHDS, these trainings address covered services, billing, documentation, provider qualifications, and utilization review. The first training was held on September 11 in Fairfax. Remaining locations and dates include:
  - **September 18 – Richmond**
  - **September 22 – Abingdon**
  - **September 23 - Bedford**
  - **September 25 – Newport News**

A letter announcing the trainings is posted on our website, [www.infantva.org](http://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.