

## **AzEIP COVID-19 Billing FAQs**

### **Question: How many active team members listed on an IFSP can bill for IFSP meetings?**

**Answer:** The requirement for active team member participation in IFSP meetings has not changed due to COVID-19. All active IFSP team members are required to participate in IFSP meetings. SCs should continue to coordinate with all active IFSP team members so the team members are prepared to share progress, assess participation in activities, and support the family with identifying the need to continue, revise or complete outcomes. Please refer to the AzEIP Billing Manual and AzEIP Policy and Procedure Manuals for IFSP expectations.

### **Question: How are Team Lead Non-Direct (TLND) activities documented on the IFSP and in I-TEAMS?**

**Answer:** TLND activities planned on behalf of the family, such as researching information to support an IFSP outcome and emailing the information to the family, partnering with a home visitor from another program to ensure collective support of the family on outcomes during the stay-at-home order, providing the family and other home visitors with information on how to call into a team meeting, can be documented as strategies to support the child and family in meeting IFSP outcomes. Additionally, once these activities are completed, they should be documented in provider notes and entered in the I-TEAMS service delivery page as indicated in the AzEIP Billing Manual. Please refer to the 4/17/20 AzEIP Billing Guidance document for additional information on TLND activities.

### **Question: What can we do with the updated flexibility of TLND units?**

**Answer:** Unit limits for TLND activities have been increased to alleviate barriers that could inhibit the flexibility needed to individualize support for each child and family. Examples of TLND activities may include, but are not limited to: a TL researching information to support an IFSP outcome and emailing the information to the family, a TL partnering with a home visitor from another program to ensure collective support of the family on outcomes during the stay-at-home order, a TL providing the family and other home visitors with information on how to call into a team meeting. Please refer to the 4/17/20 AzEIP Billing Guidance document for additional information.

### **Question: Can we have team conference meetings more frequently than weekly to address immediate family needs?**

**Answer:** Yes, it is recommended that teams maximize team meetings by meeting regularly (even daily) for planning and coordination. The expectation is that the family is invited to attend any team conference in which their child will be discussed, so scheduling more frequent meetings allows for more flexibility to support family participation.

**Question: What date should we use on a waiver request for tele-intervention services (TL, JV, NTL) provided prior to the executive order of 3/25/20?**

**Answer:** Due to the COVID-19 emergency, waivers for one-day or short timeframes are temporarily allowed effective March 2020. Use the specific date or range of dates in which services were provided, even if it's single day. Waivers may now be entered in I-TEAMS. Please refer to the 4/17/20 AzEIP Billing Guidance document for additional information.

**Question: What are the rates for tele-intervention visits?**

**Answer:** Rates are based on the setting in which the service occurs. For tele-intervention services, the setting is determined by the location of the family during the tele-intervention visit. Please refer to the 4/17/20 AzEIP Billing Guidance document for additional information.