

AzEIP Interim Billing Guidance Related to COVID-19 Public Health Emergency

April 2020

This document details information regarding AzEIP billing changes in response to the COVID-19 Public Health Emergency in order to effectively and efficiently respond to the needs of infants and toddlers, their families, and AzEIP service providers.

Team Lead Non-Direct

Unit limits for Team Lead Non-Direct have been increased to alleviate barriers that could inhibit the flexibility needed to individualize support for each child and family.

What do you need to know?

- Team leads must continue to **document** all activities they do on behalf of families during this time period
- Post-payment review and fiscal monitoring may be conducted to determine fiscal compliance with state and federal laws, rules and regulations
- Adherence to these guidelines allows AzEIP to have data to inform future decisions on service delivery methods
- The increase should cover the support your team leads have been needing to provide to families during this time
- The increase of Team Lead Non-direct units was enhanced in I-TEAMS on April 3, 2020 with a back-dated implementation date of March 1, 2020
- This will remain in effect until the end of the Public Health Emergency and further notice from AzEIP
- This may change at any point, pending any further information from federal or state directives

Team Conferencing

In order to facilitate greater collaboration between team members, including families, team conferencing in Early Intervention is essential. During this time, increasing Team Conferencing units to support creative solutions amongst team members while implementing the use of alternative methods is important.

What do you need to know?

- The increase of team conference units was enhanced in I-TEAMS on April 3, 2020 with a back-dated implementation date of March 1, 2020
- This will remain in effect until the end of the Public Health Emergency and further notice from AzEIP
- This may change at any point, pending on any further information from federal or state directives
- The increase should cover the support your early intervention teams have been needing to provide to families during this time

Tele-intervention Service Deliveries

The Governor of Arizona established an Executive Order on March 25, 2020 regarding the [Expansion of Telemedicine](#), and details the requirements of insurers on covering telehealth services; including but not limited to the following Part C providers; Psychologists, Physical Therapists, Occupational Therapists, Speech-Language Pathologists.

What do you need to know?

- Because of the Expansion of Telemedicine Executive Order, billing practices and processes for Part C providers aforementioned should experience minimal impact from the COVID-19 Public Health Emergency
- If tele-intervention is used in place of an in-person visit, enter the service in I-TEAMS and bill as you typically would

- When entering a service delivery for a tele-intervention visit, select the appropriate setting and enter "**tele-intervention**" in the service delivery notes (see graphic below)

Tele-intervention: Settings Clarification

Tele-intervention is a methodology **not** the setting

- ▶ **Home**-When family is taking the tele-intervention call at home
- ▶ **Community**-When family is taking the tele-intervention call at the park, childcare
- ▶ **Other**-When family is taking the tele-intervention call at the hospital

- For tele-intervention therapy services (Team Lead, Non-Team Lead and Joint Visit service deliveries) that occurred prior to the governor's executive order issued on March 25, 2020:
 - Waivers, specific to the discipline service provided, can be requested for the day or range of days when services were provided during that period
 - Enter these waivers into I-TEAMS and submit a list of the waivers, including Child ID and Waiver ID, to AzEIPInvoices@azdes.gov for approval processing. Subject line shall read **Waiver Requests for Tele-intervention prior to Executive Order**
 - The Waiver Reason should be entered as **No Coverage for Service** with "Tele-intervention" added in the Comments
 - In order to expedite processing, documentation is not required only for these specific waiver requests

Quick Reference Table on AzEIP Billing for Temporary COVID-19 Updates

Service Catalog Item	AzEIP Policy, Procedure and Billing Manual	COVID-19 Temporary Updates
<p>Team Conferencing</p>	<p>Unit limit: 0.75 Units, up to 7 disciplines (Per Discipline, Per Child, Per 90 days)</p> <p>Description: A collaborative weekly meeting which includes all team members, and appropriate service providing agencies to discuss the progress in the children who are assigned to the early intervention program.</p>	<p>Unit limit temporary update: March 1, 2020 through TBD: 2.25 Units (Per Discipline, Per Child, Per 90 days)</p> <p>Description: In addition to typical team meetings, teams should ensure they are inviting families to team meetings to enhance team support for family outcomes. Teams can utilize team meetings for individual family team meetings as needed. Reach out to AzEIP for support as necessary.</p>
<p>Team Lead Non-Direct</p>	<p>Unit limit: 1 unit (Per Child, Per 90 days)</p> <p>Description: Non-direct service provided to the child and family that directly assists the family in achieving their IFSP outcomes. Synthesizing progress on IFSP across all IFSP team members resulting in a single quarterly report. Communication with health care, childcare or educational providers with whom the family is involved, for the purpose of sharing information to support the child/family or gathering information that will be used to inform the IFSP team. Ordering Assistive Technology equipment or other devices to assist the family in achieving an outcome.</p>	<p>Unit utilization:</p> <ul style="list-style-type: none"> • With the ability to utilize “alternative methods” to support children and families during this time, AzEIP’s decision to best implement this is to allow Team Leads the ability to do so within enhanced Non-direct units • All rules around TLND must still be adhered to, see AzEIP Billing Manual • Team Leads must document the activities they complete and bill for the time spent; if after that occurs, there are any billing concerns regarding limits, then please follow up <p>Description: In addition to the current Team Lead Non-direct unit description, Team Leads can use these units to provide enhanced support and services to children and families that support in meeting a child and families IFSP outcomes. These units should be used to directly ensure the child and family benefit from the support and service being provided by the Team Lead. These units must be in line with “alternative methods” of services under Part C.</p> <p>This can include, but is not limited to; <i>a Team Lead researching information the parent identifies as a need that is in line with the outcome on the IFSP and develops an email and sends the information via email to the family, the Team Lead partnering with the Home Visitor to ensure they are collectively supporting the family on outcomes during the stay-at-home order, and providing them each with support on how to reach out to the Service Coordinator to collaborate to call into that weeks team meeting.</i></p>