

DES/AzEIP Guidance:
I-TEAMS Service Delivery
Entry and Billing Crosswalk
following DDD Eligibility
Determination

November 1

2015



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

When DDD Eligibility is Determined Prior to Initial IFSP				
Step/Action	Who is responsible	When does it need to happen	Where is it entered?	Who is to be billed/invoiced <i>For Actual Time Spent</i> up to the Max
Initial Planning Process	IPP SC	Begins within 2 days of referral and ends upon completion of the Initial IFSP Meeting	I-TEAMS DDD must be added as primary Agency reflected as of the date of DDD Eligibility. This allows DDD Supervisor to assign a DDD SC (when appropriate) in a timely manner.	IPP Billing to AzEIP: Max 2.0 units for SC Initial Home visit (excluding travel time) Max 1.0 for SC for coordination with ASDB/DDD for eligibility Max 1.0 for appropriate team member if record review completed for eligibility or Max 2.0 per evaluation team member (Max 4.0) and subject to TPL Max 1.0 for report writing following evaluation
Completion of Child & Family Assessment	Team	Child and Family Assessment is a separate meeting that occurs following the eligibility decision and before the Initial IFSP meeting	Child and Family Assessment Document	AzEIP: When eligibility decision for AzEIP was based on a record review: of Records: Max 4.0 units for 2 team members from different disciplines and Max 2.0 units for SC (excluding travel time) Or When eligibility based on evaluation: Max 2.0 units for 2 team members from different disciplines and Max 2.0 units for SC (excluding travel time)

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Initial IFSP meeting is completed, IFSP is created	Ongoing SC (DDD when AHCCCS and/or ALTCS or TBEIS SC when Private or No Insurance)	At the Initial IFSP Meeting	Paper IFSP – Only the team members providing direct services are to be entered on the Paper IFSP. Additional units for Team Conferencing are not required	DDD Does not invoice for this step If TBEIS Provider is retaining role of SC, creation of the IFSP is included in the allowable units under the row labeled Documentation of Initial IFSP Meeting Attendance
Initial IFSP is entered into I-TEAMS	IPP SC	Within 10 days of the completion of the initial IFSP Meeting	I-TEAMS Planned Start date for all ongoing services in I-TEAMS must be the date of the meeting to create authorization for payment	IPP Billing to AzEIP: Max .25 per quarter for Data Entry for IPP SC
Documentation of Initial IFSP Meeting Attendance	IPP SC	Enters the IFSP into I-TEAMS Within 10 days of the completion of the IFSP Review Meeting	I-TEAMS Active Team Members should be listed with services on the Service Page, All other team members are listed only on the IFSP Team Page	IPP Billing to AzEIP: Max 1.5 for AzEIP TBEIS SC not including travel time AND Max 3.0 for team members
Invoicing to AzEIP Stops and DDD Invoicing begins the day after the Initial IFSP				

When DDD Eligibility is Determined Prior to Initial IFSP

Step/Action	Who is responsible	When does it need to happen	Where is it entered?	Who is to be billed/invoiced <i><u>For Actual Time Spent</u></i> up to the Max
Initial AHCCCS Member Service Request Form Completion	Ongoing SC (DDD when AHCCCS and/or ALTCS or TBEIS SC when Private or No Insurance)	During the Initial IFSP Meeting, then sent to AHCCCS within 2 business days of completion of the meeting	AHCCCS Member Service Request Form	DDD: for SC if SC role being fulfilled by TBEIS Contractor
Services are provided in accordance with the Paper IFSP	All Team Members	As soon as possible after the Initial IFSP Meeting using FAB scheduling	Entry into I-TEAMS is encouraged	TPL (Private or Public) is billed first DDD: Balances or denials from private insurance or Denials from public insurance.
IFSP Reviews	Ongoing SC (DDD when AHCCCS and/or ALTCS or TBEIS SC when Private or No Insurance)	6 month/annual or other review	Paper IFSP	DDD: For team Members participating in the meeting and/or providing a direct service after the IFSP meeting (<i>includes SC when TBEIS SC is serving in SC role</i>)

When DDD Eligibility is Determined Prior to Initial IFSP

Step/Action	Who is responsible	When does it need to happen	Where is it entered?	Who is to be billed/invoiced <i>For Actual Time Spent</i> up to the Max
Revised IFSP is entered into I-TEAMS	Ongoing SC (DDD when AHCCCS and/or ALTCS or TBEIS SC when Private or No Insurance)	Within 10 days of the completion of the IFSP Meeting	I-TEAMS: Planned Start date for all meeting participants and/or ongoing services in I-TEAMS must be the date of the meeting to create authorization for payment	DDD: When TBEIS fulfilling Ongoing SC role, max .25 per quarter for Data Entry
Updates/Changes to AHCCCS Member Service Request Form	Ongoing SC (DDD when AHCCCS and/or ALTCS or TBEIS SC when Private or No Insurance)	During the IFSP Review Meeting, then sent to AHCCCS within 2 business days of completion of the meeting	AHCCCS Member Service Request Form	DDD: for SC if SC role being fulfilled by TBEIS Contractor
Services are provided in accordance with the Paper IFSP	All Team Members	As soon as possible after the IFSP Meeting using FAB scheduling	Entry into I-TEAMS is encouraged	TPL (Private or Public) is billed first DDD: Balances or denials from private insurance or Denials from public insurance. <i>Exception:</i> <i>Invoice DDD and not public insurance for an ALTCS eligible child</i>

When DDD Eligibility is Determined after the Initial IFSP:

Step/Action	Who is responsible	When does it need to happen	Where is it entered?	Who is to be billed/invoiced <i>For Actual Time Spent</i> up to the Max
Add DDD as Primary Agency	TBEIS SC	ASAP following DDD eligibility decision DDD must be added as primary Agency reflected as of the date of DDD Eligibility. This allows DDD Supervisor to assign a DDD SC (when appropriate) in a timely manner.	I-TEAMS	AzEIP: Max .25 per quarter for Data Entry
Schedule IFSP Review/Addendum with Family	TBEIS SC	Schedule the meeting to occur within 10 business days of DDD eligibility decision date	SC Notes	AzEIP: For the time it took to schedule the meeting
Invoicing to AzEIP Stops and DDD Invoicing begins the day of the IFSP changing the funding source to DDD				

When DDD Eligibility is Determined after the Initial IFSP:

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Conduct IFSP Review/Addendum to update funding source	Ongoing SC DDD SC when AHCCCS and/or ALTCS or TBEIS SC when Private or No Insurance AND Active Team Member(s)	Within 10 business days of DDD eligibility decision date	Paper IFSP – Only the team members attending the meeting and/or providing direct services are to be entered on the Paper IFSP. “Meeting Only” Participants are added with the meeting date as the planned start and planned end date on the paper IFSP Additional units for Team Conferencing are not required	DDD: For team Members participating in the meeting and/or providing a direct service after the IFSP meeting (<i>includes SC when TBEIS SC is serving in SC role</i>)
Revised IFSP is entered into I-TEAMS	Ongoing SC (DDD when AHCCCS and/or ALTCS or TBEIS SC when Private or No Insurance)	Within 10 days of the completion of the IFSP Meeting	I-TEAMS Planned Start date for all services in I-TEAMS must be the date of the meeting to create authorization for payment	DDD: If TBEIS SC then Max .25 per quarter for Data Entry

When DDD Eligibility is Determined after the Initial IFSP:

Step/Action	Who is responsible	When does it need to happen	Where is it entered?	Who is to be billed/invoiced <i>For Actual Time Spent</i> up to the Max
Services are provided in accordance with the Paper IFSP	All Team Members	As soon as possible after the IFSP Meeting using FAB scheduling	Entry into I-TEAMS is encouraged	<p>TPL (Private or Public) is billed first</p> <p>DDD: Balances or denials from private insurance or Denials from public insurance.</p>