

Authorization Tips for Providers

- Watch your dates.....don't start before you have an auth and don't start before the start date
- Proof the auth as soon as you get it and contact the service coordinator before starting services if it is incorrect (preferably within 2 business days of receiving the auth). Ultimately, it is the provider's responsibility to review the authorizations for accuracy and to provide services as set forth in the authorization.
- Make sure you receive a new copy of the auth if it is updated or changed for any reason.
- Provide services as indicated by the authorization frequency, intensity, and duration. If the authorization is not followed, the provider could have findings and/or refunds during monitoring reviews.
- Don't provide services past the end date of the auth. If the IFSP end date is extended you must get an updated auth reflecting the new end date. If the IFSP changes, the auth changes.
- Providers must attend IFSP meetings in full to receive an authorization.
- Providers delivering ongoing direct service should make sure they receive a corresponding authorization for ongoing IFSP development time. Please refer to the "Definitions" section of the Provider Handbook for more information on IFSP development time.
- All authorizations auto-terminate the day before the IFSP ends and/or the day before the case closes.
- Annual assessment auths...if they occur the same day as the annual IFSP meeting new auths will need to be issued on the new IFSP.
- Providers have 14 days from the receipt of the authorization to submit their Evaluation/Assessment report to the CFC. Receipt of the authorization is considered the authorization start date unless otherwise noted.
- Providers may only provide billable services with their authorization. If documentation indicates the authorized service was used to deliver non billable activities the claim will be denied. If the claim is processed and it is later discovered that the service delivered was not a billable activity then the provider will be required to reimburse the Central Billing Office.
- Non Billable activities (refer to full list in Provider Handbook)
 - No shows
 - Travel time
 - Prep for sessions
- Interpreters may require different authorization types to ensure they are authorized for the different places that services may be delivered. For example, an interpreter may require an offsite authorization to provide interpretation during a home visit with the early interventionist and an onsite authorization to make appropriate phone calls for scheduling early intervention visit with the family.

For more information on reading and proofing your authorization, please continue on to review the tips provided in "Read/Proof Your Authorization."

Read/Proof Your Authorization

Start Date:

- Services are based upon functional outcomes and the start date should be agreed upon by the IFSP Team, including the family;
- Should NEVER be backdated;
- May not precede an Insurance Waiver begin date (Auth Start Date = Waiver Start Date);
- DS, AS, AT Start Dates may not precede IFSP Begin Date

Auth Type:

- EA = Evaluation/Assessment (Used for ALL pre-IFSP activities, including Interpretation, eligibility (IFSP) meetings, and Transportation)
- AT = Assistive Technology : Used for post-IFSP AT services only
- DS = Direct Service : Used for post-IFSP direct services and IFSP time including IEP meeting if prior to age three
- AS = IFSP Assessment: Used for post-IFSP assessments (i.e. 6 mo., annual)
- IM = IFSP Meeting (includes transition meetings)

Method: *Please refer to the definitions section of the Provider Handbook for full definitions*

- Individual: Authorization to provide services to a single child/family or to attend an IFSP meeting. Some services, like Medical Diagnostic Services or Health Services, may only be authorized as "Individual."
- Group: An authorization to provide direct services to two or more children during the same period of time. One provider can serve up to 3 children or multiple families (parent groups).
- IFSP Development: For a description of plan development activities included under "IFSP Development," see its definition in the Provider Handbook)

Place of Service: **See attached Place of Service document for more information**

- Offsite: where the child/family typically spends their day (a natural environment)
- Onsite: where the provider of services is located during the work day that a family travels to
- Place of Service Codes used in EI
 - 12 - Home - Offsite
 - 03 - Regular Nursery School/Day Care - Offsite
 - 11 - Service Provider Location - Onsite
 - 62 - EI Program - Onsite
 - 99 - Other Setting - Offsite

Payee:

- The legal entity designated to receive payment for services provided by an Individual Provider.
- May be an individual, an individual who has incorporated him/herself, or an agency.
- More information on the Payee can be found in the Provider Agreement on the Provider Connections website: <http://www.wiu.edu/ProviderConnections/pdf/CBOEnrollmentApp12-10.pdf>

Individual Provider:

- The provider or a provider at the agency qualified to provide the authorized service.
- Equally qualified, enrolled providers under the same Payee may be substituted

Frequency and Duration:

- The number of occurrences during a given time period and the given time period (i.e. 1time per week, 2 times per month)
- Frequency and duration should reflect the discussion of the IFSP team (i.e. 1 time per week vs. 52 times per year)

Intensity:

- The length in time of a given occurrence (i.e. 60 minutes for an individual session with child/family or 180 minutes for an evaluation/assessment)
- Must be authorized in 15 minute increments.

Status & Status Date

- Reflect recent adjustments
- For example: if the service coordinator extends an authorization end date the status and status date will be updated
- Auth numbers also get updated when adjustments are made to the authorization

Authorization Number:

- Is generated when a service coordinator saves the authorization
- Is required for billing to the central billing office
- Reflects the child's EI number
- Is updated if the authorization is changed/modified and therefore service providers must obtain a new copy of an authorization from the service coordinator if the authorization is ever modified
- The only time a service provider provides services without an authorization number in advance is when they attend an IFSP meeting. An authorization and corresponding auth number should be generated by the service coordinator upon completion of an IFSP meeting so the provider may leave the meeting with his/her authorization number.

Insurance:

- If it says "bill insurance first" providers must verify insurance benefits prior to delivering services
- If there is a waiver or exemption in place...and the IFSP has been extended...check with the service coordinator to make sure the waiver /exemption has been extended
- If the family's insurance changes, the auth may need to be updated to reflect new insurance instructions
- Please contact the Central Billing Office for more information related to billing insurance (<http://eicbo.info/>)

SAMPLE AUTHORIZATION

REPORT: HSPRO771

STATE OF ILLINOIS
CORNERSTONE

RUN DATE: 12/2/2011

EARLY INTERVENTION PROGRAM-AUTHORIZED PROVIDER SERVICES

OPEN SERVICES ON: 12/2/2011

CFC SITE: CFC #

TELEPHONE: CFC #

SERVICE COORDINATOR: SC NAME

CHILD EI NUMBER: 6DIGIT NUMBER

PARTICIPANT ID: UNIQUE ID

NAME: CHILD'S NAME

DATE OF BIRTH: CHILD'S B-DAY

CATEGORY: EI EARLY INTERVENTION

RESIDENCE: PARENT/GUARDIAN ADDRESS INFO

TELEPHONE: CONTACT #

CELL:

CONTACT: PARENT/GUARDIAN NAME

RELATIONSHIP: I.E. MOTHER

AUTHORIZATION START DATE: 12/2/2011

END: 12/1/2012

AUTHORIZED PAYEE: PAYEE NAME & ADDRESS

TELEPHONE: PAYEE'S #

AUTH TYPE: IFSP ASSESSMENT

SERVICE: SPEECH LANGUAGE THERAPY

METHOD: INDIVIDUAL

PLACE OF SERVICE: 12/HOME (OFFSITE)

PROCEDURE: 92506/SPEECH THERAPY EVAL/ASSESS

FREQUENCY: 1

PER: AUTHORIZATION

FOR: 180 MINUTES(S)

AUTH NUMBER:

PRINT DATE: DAY PRINTED BY SC

STATUS:

DATE:

COMMENTS: IF APPLICABLE SC MAY ENTER COMMENTS

PRIVATE INSURANCE: 11/INSURANCE BILLING NOT REQUIRED

AUTH TYPE: IFSP-DIRECT SERVICE

SERVICE: SPEECH LANGUAGE THERAPY

METHOD: IFSP DEVELOPMENT

PLACE OF SERVICE: 11/SERV PROV LOCATION (ONSITE)

PROCEDURE: 99499 GN/SPEECH IFSP MTG/DEV

FREQUENCY: 1

PER: MONTH

FOR: 60 MINUTES(S)

AUTH NUMBER:

PRINT DATE: DAY PRINTED BY SC

STATUS:

DATE:

COMMENTS: IF APPLICABLE SC MAY ENTER COMMENTS

PRIVATE INSURANCE: 11/INSURANCE BILLING NOT REQUIRED

AUTH TYPE: IFSP-DIRECT SERVICE

SERVICE: SPEECH LANGUAGE THERAPY

METHOD: INDIVIDUAL

PLACE OF SERVICE: 12/HOME (OFFSITE)

PROCEDURE: 92507/SPEECH THERAPY SERVICES

FREQUENCY: 1

PER: WEEK

FOR: 60 MINUTES(S)

AUTH NUMBER:

PRINT DATE: DAY PRINTED BY SC

STATUS:

DATE:

COMMENTS: IF APPLICABLE SC MAY ENTER COMMENTS

PRIVATE INSURANCE: 02/BILL INSURANCE FIRST

PLACE OF SERVICE

Providing services in natural environments is not only a guiding principle in Illinois and an evidence-based practice, it is required and defined under Federal Law, Part C of IDEA. Part C requires states to provide services in “Natural Environments.” Under Section 303.26 of Part C regulations, Natural Environments is defined as “settings that are natural or typical for a same aged infant or toddler without a disability...” Natural environments are far reaching and could include the home, the playground, the day care center, or any other routine or activity that is a part of that child and family’s life.

DEFINITIONS

- 12 – Home – Offsite: The principal residence of the child’s family or primary caregiver(s)
- 03 – Regular Nursery School/Day Care – Offsite: Program designed for and regularly attended by typically developing children. Most of the children in this setting do not have disabilities. Regular nursery schools and child care centers are examples. *Please note that in order for this place of service to be considered a natural setting for the child that services must be delivered within the context of the daily routine at the day care. It is not a natural setting if the child is removed from the room to meet with the interventionist in a separate location.*
- 11 – Service Provider Location – Onsite: An office, clinic, or hospital where the child goes for short periods of time to receive services.
- 62 – EI Program – Onsite: Program designed for children with developmental delays or disabilities. Services are directed toward the facilitation of one or more developmental areas.
- 99 – Other Setting – Offsite: Other offsite service location *that is a natural setting for the child and family (a place that the child/family typically spends time at)*. Examples include McDonalds, Park District Program, and/or a Church.