

Early Intervention Billing Guidelines for Staff

INTAKE

- Non-assessment activity that occurs as part of the intake process may be billed as an Intake home visit for a maximum of 2 hours; either one person may bill up to 2.0 hours, or two people 1.0 hour each or less.
- Must occur on or prior to any other type of service and can occur on multiple days.
- If a child is re-referred, a maximum billing of 2.0 hours of Intake visit per child referral is allowed.

ASSESSMENT

- Maximum of 10 hours per year
- Assessment hours renew one year from the date of the first billed assessment hour (Anniversary Date)
- Anniversary Date remains the same for the entire period the child is enrolled in EI*
**If child leaves EI and returns after expiration of the Anniversary Date, the new Anniversary Date starts with the first billed assessment hour following return.*
- Assessment hour balances and Anniversary Dates remain the same upon transfer to another EI program
- OTA's, PTA's and SLPA's are not able to bill assessment hours
- Initial assessment hours are any assessment hours billed until signing of the first IFSP. All other assessment hours are billed as subsequent assessment hours.
- Home Visit-Assessment hours can be billed if all assessment hours have been used and must meet all regular Home Visit billing requirements.

HOME VISITS

- Maximum of 2 hours per session per EI discipline
- No DPH restriction on the number of home visits per day, (as long as it is clinically appropriate):
 - Mass Health can only be billed for two working hours per visit, per discipline for a maximum of four hours per day (other insurer regulations may apply)

IFSP MEETINGS:

- Billed as a Home Visit for IFSP development or reviews and are not counted as co-treatments.
- Full IFSP reviews must be multidisciplinary and include the Service Coordinator.
- Two staff of the same discipline can participate in an IFSP meeting (but would not meet the requirement of multidisciplinary).
- IFSP meetings that review a portion of the IFSP (i.e., transition, a specific outcome) do not need to be multidisciplinary but must include the Service Coordinator.

CO-TREATMENTS:

- 1 Co-treatment allowed per month per enrolled child
- 2 or more staff of different disciplines for a maximum of 4 hours total per visit
- Consultative visits provided by staff from Perkins School for the Blind and from DPH approved Autism Spectrum Disorders Specialty Service Providers are not considered a co-treatment

CENTER-BASED VISITS

- Maximum of 2 hours per session per EI discipline
- If visit is in conjunction with a child-focused group, the center visit hours and group hours totaled cannot exceed the duration of the group and must be documented on the IFSP as a Center Individual within the Child Group Setting.

CHILD-FOCUSED GROUP

- A group consists of two or more children (e.g., 1 EI & 1 community child, 2 EI children)
- May be scheduled for 1 to 2.5 hours per group, not to exceed 2.5 hours per week
- Cannot meet more than two times per week
- Billing is based on the attendance of each child, and not on the scheduled duration of the group (i.e. a child present for 1.5 hours of a 2 hour group is only billed for 1.5 hours)
- Groups are billed as either EI Only (no community children present) or Community groups based on client attendance.

PARENT-FOCUSED GROUP

- Maximum of 1.5 hours per group
- Maximum of 1 group per week
- If both parents attend, can only bill for one parent per enrolled child
- If only one parent attends, can only bill parent group under one child if parent has more than one child in the program