 WAIVER FOR REIMBURSEMENT

**GUIDANCE DOCUMENT**

**June 2024**

The following document is intended to provide guidance to Early Intervention Services Providers requesting a waiver for reimbursement for billing for services provided outside of the Early Intervention Operational Standards and the EI Reimbursement Policy Manual.

**WHEN TO REQUEST A WAIVER FOR REIMBURSEMENT:**

If EIS programs have a rare and extraordinary clinical circumstance in which they feel that EI services cannot follow the EI Reimbursement Policy Manual, then they can submit a waiver to request for reimbursement of those services. Waivers for Reimbursement must be individualized and based on the functional outcomes the family has identified to achieve through the child’s experience within early intervention. Each request needs to be made on an individual basis for a child who has a ***distinct extraordinary circumstance*** that requires a service that exceeds the EI Reimbursement Requirements***.*** These should be ***rare*** occurrences, based on the needs of the child and family. Waivers must be submitted in advance of the delivery of services.

**HOW TO REQUEST A WAIVER FOR REIMBURSEMENT:**

Requests for reimbursement beyond the billing allotment will be made through the Early Intervention Client System (EICS) as an Ad Hoc Task. The form is intended to be completed by the service coordinator who then submits (within EICS) to the Program Director for approval. The Program Director has the ability to adjust/make comments, ensure all required information is complete, and then chooses either to submit to the Early Intervention Division or return back to the Service Coordinator. The expectation is that the form submitted to the Early Intervention Division will contain all of the relevant details needed for approval. When the request has been reviewed by the Early Intervention Division, it will be listed as Approved or Denied in the Service Coordinator’s and Program Director’s dashboards.

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| **REQUEST FOR REIMBURSEMENT** | **ALLOWED BILLING ALLOTMENT** | **NOTES** |
| Co-Treatment more than 1 time per month | 2 hours per session per EI Specialist maximum  One co‐treatment per month per enrolled child  Billed by two different disciplined EI Specialists | Needs a ***distinct extraordinary circumstance*** clinical justification |
| Child group more than 2 ½ hours per week | Combination of time for both Community & EI‐Only Group services  2.5 hours per week maximum  2 sessions per week maximum | Needs a ***distinct extraordinary circumstance*** clinical justification |
| Home visit exceeds two hours in duration | 2 hours per session per day maximum  There are no restrictions on the number of home visit sessions per day. | Needs a ***distinct extraordinary circumstance*** clinical justification |
| Center-based individual visit exceeds two hours in duration | 2 hours per session per day maximum | Needs a ***distinct extraordinary circumstance*** clinical justification |
| Assessment hours exceed ten per year | 10 hours maximum per year  New assessment hours are available one year from the date of the first billed assessment service.  If the child does not have any assessment hours left after the 10 hour maximum then bill assessment services as an assessment home visit. | Waiver with a ***distinct extraordinary circumstance*** is approved in cases of clinical judgment or transfer with less than required hours needed to establish eligibility.  Up to six hours may be approved, following the 2 hour/3 person suggested model, for the specific date the assessment is scheduled. **Do not put a date range.**  Include how previously billed hours had been used, and how many, if any, assessment hours remain. |
| Increased Parent Group Billing | 1.5 hours per session maximum  1 session per week maximum  Sibling groups are billed as parent groups and must meet all parent group requirements. | Needs a ***distinct extraordinary circumstance*** clinical justification |
| Family receiving services following the death of the enrolled child | The program may provide support to the family during the initial grieving process with a waiver from the Department of Public Health. | This is a ***distinct extraordinary circumstance.*** |