

Authorization Tips for Providers

Dates and Deadlines

- **Check the start date**.....be sure you do not start before the start date, because you are not allowed to start services before you have an auth.
- **14 days from the receipt of the auth = Deadline for submitting the Evaluation/Assessment report to the CFC.** Receipt of the authorization is considered the authorization start date unless otherwise noted.
- **Stop services on the authorization's end date.** Do not provide services past the end date of the auth. If the IFSP end date is extended, get an updated auth reflecting the new end date. If the IFSP changes, the auth changes.
- **Authorizations auto-terminate the day before the IFSP ends and/or the day before the case closes.**
 - **Note:** If an annual IFSP is completed prior to the due date and the service coordinator enters a new IFSP, all authorizations will terminate the day before, so your authorization has ended and you must obtain a new one.

Changes to Auth

- **If the auth is updated or revised, make sure you receive a new copy of the auth AND an copy of the ended, old authorization.**

Proofing the Auth*

- **Proof the auth as soon as you get it.** Ultimately, the provider is responsible to review the authorizations for accuracy and to provide services as set forth in the authorization.
- **If auth is incorrect, contact the service coordinator before starting services** (preferably within 2 business days of receiving the auth).

Following the Auth

- **Follow the authorization's frequency, intensity and duration.** If the services provided do not follow the auth, the provider could have findings and/or refunds during monitoring reviews.
- **Providers must attend IFSP meetings in full to receive an authorization.** Look at the place of service of the authorization. In person is always 99-offsite. Phone in is always 11-onsite-service provider location.
- **Make sure to receive a corresponding authorization for ongoing IFSP development time when delivering ongoing direct service.** Please refer to the "Definitions" section of the Provider Handbook for more information on IFSP development time.
- **If annual assessment auths occur on the same day as the annual IFSP meeting,** new auths will need to be issued on the new IFSP.
- **Interpreters may require different authorization types** in order to ensure they are authorized for the *place of service* where 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.

Billing

- **Only provide billable services included within the authorization.** If documentation indicates the authorized service was used to deliver non-billable activities, then the claim will be denied. If a claim is processed and later discovered to be a non-billable activity, then the provider will be required to reimburse the Central Billing Office.
- **Non Billable activities examples:** (please refer to full list in Provider Handbook)
 - No shows
 - Travel time
 - Preparation for sessions

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

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
 - EA authorizations are also used at annual assessment if determining eligibility.
- **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)
 - AS authorizations at annual are only used if eligibility has already been determined.
- **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:

- Individual provider = independent 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:

- **Frequency** = the number of occurrences during a given time period
- **Duration** = the given time period (i.e. 1 time per week, 2 times per month)
- Both 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 and Status Date:

- Reflects recent adjustments
 - For example: If the service coordinator extends an authorization end date, the status and status date will be updated
- Auth numbers do not change. When adjustments are made to the authorization, the auth states "adjusted".

Authorization Number:

- Is generated when a service coordinator saves the authorization
- Is required for billing to the CBO
- Reflects the child's EI number
- If the auth is changed or modified, the authorization will show an adjusted status but the authorization number will stay the same.
- 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 authorization says "bill insurance first", then providers must verify insurance benefits prior to delivering services.
- The authorization will say "bill insurance first" for waivers and exemptions, so you must have the waiver and exemption on hand prior to beginning 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 . **Waivers and exemptions are extended when the IFSP extended.** For new IFSPs , a new waiver will need to be obtained, make sure you have an new waiver or exemption on hand before resuming services after and annual IFSP
- 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>)

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.

ATTACHMENT A

Sample Authorization from the HSPR0777 Report

