

IFSP Development Authorization: COVID-19

IFSP Development Authorization:

An authorization to allow providers to complete the following activities directly related to the development of the IFSP, including:

- provider to provider consultation; see [IFSP Development](#);
- completion of direct service reports required for the six-month review;
- attendance in the transition meeting;
- attendance at the child's IEP meeting (if prior to the child's third birthday);
- completion of the [Illinois Early Intervention Assistive Technology Developmental Evaluation of Necessity \(pdf\)](#) form;
- completion of the [Developmental Justification to Change Frequency, Intensity, and/or Location of Authorized Services Worksheet \(pdf\)](#); and
- completion of the [Discharge Report \(Word doc\)](#).
- **NOTE:** EI does not pay for attendance at pre-IEP meetings.

Temporary exception during COVID19: Conduct phone based Consultation with families for updates in the child's status), progress towards IFSP Outcomes, progress or barriers associated with the strategies, and any updates/changes to the family's priorities.

IFSP Development Time:

IFSP Development authorizations are based off the overall time (= dollar value) of the authorization.

For example, if an authorization is written as "1 per auth for 720 mins for the 12 month IFSP Period" OR "1/month for 60 mins for the 12 month IFSP period" – these are both equal to a total of 720 minutes and the minutes can be used over the course of that authorization period. If 15 minutes are used one month, and 120 minutes are used another month, as long as claims are submitted within the parameters of the authorization (and in a timely fashion) they will be paid.

For IFSP development time only, a provider can bundle multiple dates of service together to equal a 15 minute unit. Bill using the last date added to the bundle as the date of service. All dates of service bundled into a single date of service for payment must all fall within the 90-day billing time frame.

Documentation:

Documentation must include at a minimum: **date, time in, time out, location, who was present, EI provider signature and a complete overview** (brief comprehensive account) for each date, each service provided. A checklist or pages from an appointment book are not considered documentation. See [Documentation Tips \(pdf\)](#).

