



Virginia Department of Behavioral Health and
Developmental Services

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To: System Managers
Early Intervention Service Coordinators
System Manager Supervisors
Local Lead Agency Executive Directors

From: Mary Ann Discenza, Part C Coordinator

Re: Early Intervention Targeted Case Management Update

Date: May 5, 2011

The Early Intervention Targeted Case Management (EI TCM) Task Force continues to meet regularly. The purpose of this memo is to provide you with information about decisions that have been made concerning this program.

The document accompanying this memo provides information about educational and knowledge, skills and abilities requirements for service coordinators/case managers. The documents include:

1. Recommended educational requirements
2. Recommended knowledge, skills and abilities (KSAs)
3. KSA table listing mechanisms for achieving/documenting KSAs

Language was included in the State budget amendment giving DBHDS the authority to promulgate **Case Management regulations**. “Case Management” will be the terminology used in the regulatory language pertaining to certification requirements.

Recommended requirements for **Certification as an Early Intervention Case Manager** include:

- Meet the educational/experience requirements (see above)
- Complete the required Principles and Practices training modules, including passing the tests;
- Complete required case management training and pass the associated test with at least 80% accuracy.
 - The training will initially be in the form of a webinar that is expected to be offered midsummer. The webinar will be recorded.
 - The training content will later be converted to online module format.

Employees providing Part C Service Coordination prior to October 1, 2011, will be considered in compliance with the educational and KSA requirements. In order to be certified as an EI Case Manager under the new TCM guidelines, these service coordinators will be required to:

- participate in the Case Management Webinar and successfully complete a competency test, and
- Submit an online application for EI Case Management Certification.

Employees who are hired after October 1, 2011 will be required to:

- Meet the educational/experience requirements
- Complete the 4 on-line Part C Principles and Practices of Early Intervention modules and pass the accompanying tests with 80% accuracy
- Complete the required early intervention case management training and pass the accompanying test with 80% accuracy
- Submit an online application at <https://www.eicert.dbhds.virginia.gov>. As part of the application process, practitioners must signify agreement with assurances on the application indicating that he/she has knowledge of and agrees to abide by federal and state regulations and practices specified in the Infant & Toddler Connection of Virginia Practice Manual.

Case Management Rate: It was learned that DBHDS and DMAS do not have the necessary authority to raise the monthly EI Case Management rate by using DBHDS matching funds, so the rate will be \$120/month. It is possible that by the next legislative session, there may be language to permit a DBHDS match and a higher rate.

90 Day EI TCM: The task force is developing the processes and documentation requirements for providing and billing for case management services prior to determination of eligibility for Part C.

Billing for EI TCM: Local Lead Agencies will be responsible for ensuring that Early Intervention Targeted Case Management is conducted appropriately and that all regulations and guidelines are followed. The Local Lead Agency may designate another agency or agencies to provide (and bill for) case management (service coordination) services. The provider who conducts the case management must be the provider who bills for the case management and must be enrolled with DMAS.

Billing Code: T2022 is the code for EI TCM

Notes from the Task Force meetings are posted on the Infant & Toddler Connection web site at <http://infantva.org/wkg-EI-TCM.htm>.