



COMMONWEALTH of 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, Quality Assurance Staff, Fiscal Staff

From: Janet Lung, Director of Child and Family Services

Re: Early Intervention Targeted Case Management Update

Date: July 6, 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 and plans that have been made concerning this program.

Billing Requirements:

- The Local Lead Agency must determine which agency(ies) will provide Early Intervention Targeted Case Management (EI TCM)
- Agencies providing TCM will need to have Specialty Code 119 added to their Provider File at the Department of Medical Assistance Services (DMAS). The Provider Agency will be required to sign and date a new EI Provider Agreement and email or fax that to Jeff Beard at DMAS. More information about this process will be provided during the July 19 Billing and Reimbursement Webinar (See Implementation Training Schedule below)
- The individual providing the EI TCM must be certified by DBHDS as a certified EI Case Manager (see the next section for more information)
- The Billing code is T2022 and the monthly rate is \$120.
- Information about reimbursement requirements, including documentation will be provided in the August Webinars (see below)

Personnel Requirements:

- The revised personnel regulations (12VAC35-220-35) are going through the approval process
- Discipline specific requirements for early intervention service coordinators (case managers) have been finalized and are included in the revised regulations. See <http://infantva.org/documents/ovw-st-TCM-EducationRequired.pdf> for specifics.
- Service coordinators currently certified as Early Intervention Service Coordinators will be considered to meet the discipline specific requirements for certification as case managers
- All candidates for Early Intervention Case Manager Certification, including those currently certified as Early Intervention Service Coordinators, must complete a training module and pass the accompanying test with 80% accuracy and submit an application for this new certification.

- The training module is projected to be available the first part of August.
- Applications for EI Case Manager Certification can be entered online after the training module is available. Please note that it will no longer be possible to apply for EI Service Coordinator Certification when the EI Case Manager Certification function is in place. Certification as an EI Case Manager for individuals who were previously certified as EI Service Coordinators restarts the three year certification renewal requirement.
- There is no change in the requirement for service coordinators to complete Kaleidoscope training within 12 months of their certification as a service coordinator (or as a case manager for those who apply for certification after the EI Service Coordination Certification is no longer available).

Implementation Training Schedule

Billing and Reimbursement Webinar July 19, 2011 (1:00 PM – 3:00 PM)

- Target Audience: Local Lead Agency program staff, billing/reimbursement staff, and Quality Assurance staff
- It is recommended that Local Lead Agency staff participate together in the webinar
- Details including registration instructions will be sent to Local System Managers a week or two prior to the webinar
- The webinar will be recorded.

EI TCM Implementation Webinar: August 18, 2011 (9:00 AM – 10:30 AM) and August 23 (3:00 PM – 4:30 PM)

- Target audience: System Managers, Program Directors, Service Coordinators, Supervisors, Fiscal Staff, Quality Assurance Staff
- August 23 will be a repeat of the August 18 session
- Registration information will be sent in August

Question and Answer Session Sept 12, 2011 (9:00 AM – 10:00 AM)

- Target Audience: System Managers, Program Directors, Service Coordinators, Supervisors, Fiscal Staff, Quality Assurance Staff
- Purpose: Provide a forum to address questions that have arisen after Local Systems have begun to apply what they learned in the August webinar.
- Questions will be submitted ahead of time and there will also be an opportunity for spontaneous questions

November 14 at one PM. – Post implementation Q & A

- Target audience: System Managers and Task Force Members

ITOTS Enhancements

Work is underway to provide the necessary enhancements to the ITOTS system to capture the intake date as well as other critical dates needed in order to add or end the EI benefit in the Medicaid VAMMIS system. Additional IT staff are being contracted to assist with this work.

Forms

The new or revised forms were sent to system managers on 6/13/2011. You may access these forms at the following website location <http://infantva.org/wkg-EI-TCM.htm>. Look for the forms in the “Associated Documents” section. The full version of the revised IFSP is now posted in the forms section of the web (<http://infantva.org/Pr-PracticeManual-Forms.htm>). Local systems can begin using this revised IFSP now, if desired.

Infant & Toddler Connection of Virginia Practice Manual

The Practice Manual is being revised to reflect changes related to implementation of Early Intervention Targeted Case Management as well as other revisions that were identified throughout the past year. The draft revisions will be disseminated to the EI TCM Task Force for review prior to finalization. The revised document is expected to be available in early August.

DMAS Early Intervention Services Program Manual

The DMAS Early Intervention Manual is also being revised. Draft revisions will be reviewed by the EI TCM Task Force. The revised manual is expected to be available in September 2011.

Information Sheets for Families

Members of the EI TCM Task Force are developing a fact sheet to provide information to families whose children are being transitioned from Intellectual Disabilities or Mental Health Targeted Case Management to Early Intervention Case Management as well as a fact sheet for families of children who are not currently receiving Targeted Case Management. These fact sheets will be available for local systems and Service Coordinators by the first of August.

Communication with Physicians

A memo will be sent from the Part C Office to Virginia Pediatricians and Virginia Family Practice Physicians informing them that beginning October 1, 2011, all children with Medicaid/FAMIS coverage will receive Early Intervention Targeted Case Management. They will be provided with the list of 6 Health Indicator Status questions that will be sent to them every 6 months for children in the early intervention system. This memo will be sent in September.

Implementation Checklist

The Task Force developed the attached checklist to facilitate implementation of this new program.

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