



Infant & Toddler
Connection of Virginia

1 (800) 234-1448
TTY/TTD 1(804) 771-5877

Department of Behavioral Health and,
Developmental Services

1220 Bank Street, 9th Floor
P.O. Box 1797
Richmond, Virginia, 23218-1797
(804) 786-3710

To: Local System Managers
From: Catherine Hancock
Date: October 10, 2012
Subj: Practice Manual Revisions

During the September 25, 2012 statewide meeting, we announced several changes that would be made to the Practice Manual. The revised chapters have now been posted to the website at <http://www.infantva.org/Pr-PracticeManual-Forms.htm>, and the Version Control Table has been updated to identify the changes made and the pages you'll need to reprint in order to update your Practice Manual. You'll find the Version Control Table under the Practice Manual section on the website. The *DMAS Early Intervention Services – Notice of Action* letter has also been revised and posted to the website.

The changes made in the Practice Manual address the following:

- OSEP's clarification that we must look at all areas of development during the eligibility determination process;
- Our clarification that a multidisciplinary team is not required at the IFSP Review;
- The requirement to document length of contact in minutes for each allowable TCM activity;
- The DMAS change allowing Medicaid reimbursement for providers participating in an IFSP meeting even if the child is not present;
- The DMAS change eliminating the need to issue a Notice of Action letter when either the 45-day timeline for development of the initial IFSP or the 30-day timeline for start of services is exceeded; and
- A change eliminating the need for providers to submit a Training Record when applying for early intervention recertification (instead the Training Record will be maintained for 3 years following recertification and available for State review if requested).

If you have any questions about these changes, your Technical Assistance Consultant would be happy to help.