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| **Arizona Cooperative Therapies – General Policy and Procedures****Title: Updating the Primary Agency (payor) in Infant-Toddler Electronic Administrator and Monitoring System (I-TEAMS) for DDD Eligible Children.****Date P&P Approved: 12/23/2014****Date Reviewed/Revised: 12/2/2014; 12/23/2014** |

## **P O L I C Y**

Child records in Infant-Toddler Electronic Administrator and Monitoring System (I-TEAMS) must be updated to identify the appropriate AzEIP primary agency. There are three primary agencies within Arizona Early Intervention Program (AzEIP). Those agencies are; Arizona Early Intervention Program (AzEIP), Division of Developmental Disabilities (DDD) and Arizona State Schools for the Deaf and Blind (ASDB). The primary agency is the agency in which a child has met the eligibility criteria for that agency, and that primary agency is the funding source for services (the payor).

### **P R O C E D U R E**

Part 1: Requesting DDD Eligibility in I-TEAMS

1. The AzEIP Contractor (ACT) is responsible for ensuring I-TEAMS has updated information for children eligible for AzEIP.
2. If a child is potentially eligible for DDD; then the current AzEIP Service Coordinator (ACT) must complete the DDD eligibility request in the I-TEAMS Eligibility page.
3. Ensure all the AzEIP eligibility information is complete; including screening and AzEIP Eligibility decision information.
4. Enter the DDD Request Date on the bottom section of the eligibility page **and save**.
5. Ensure all the necessary paperwork for requesting DDD eligibility is sent simultaneously with entering the I-TEAMS DDD Request Date.
6. I-TEAMS will automatically submit the DDD Eligibility Request information that was completed by the AzEIP Service Coordinator to the DDD database (Focus).
7. The DDD representative in charge of determining DDD eligibility will respond to the DDD eligibility request sent in I-TEAMS by entering the eligibility decision in the I-TEAMS Eligibility page; “Yes Eligible for DDD” or “No not eligible for DDD”.
8. The DDD representative will provide a date as to when the eligibility decision was determined. This date is entered by that representative in the I-TEAMS Eligibility page, under the section for DDD Eligibility.
9. The AzEIP Service Coordinator (ACT) should receive a response within two business days.
10. If the AzEIP Service Coordinator (ACT) has not received eligibility determination within two business days, then the AzEIP Service Coordinator (ACT) must follow up with the DDD representative and the ACT Regional Program Coordinator.
11. The DDD eligibility date provided in I-TEAMS is not the date to start billing DDD for services.
12. If a child has been determined not eligible for DDD; then the AzEIP Service Coordinator (ACT) will continue providing service coordination for that child. No other steps need to be completed in I-TEAMS.
13. For a child who is not DDD eligible, AzEIP will remain the primary agency (payor of services). Eligibility is identified as AzEIP-Only. AzEIP will be highlighted yellow under “Agency” on the top of each I-TEAMS page.
14. If a child has been determined DDD eligible, I-TEAMS will automatically show DDD under the “Agency” section on the top of each I-TEAMS page. (This is not entered by the AzEIP contractor or the AzEIP Service Coordinator).
15. For a child who has been determined DDD eligible, he/she will be identified as one of the following:
16. DD-Only: The child has private insurance, no insurance; or family has not provided consent to use their private insurance for ongoing services.
* DDD is still the payor of services; and must be identified in I-TEAMS as the “primary agency”.
* Service coordination is provided by an AzEIP Service Coordinator (ACT).
1. DDD AHCCCS (Arizona Health Care Cost Containment System): The child has public insurance.
* The child could also be in foster care and have medical and dental coverage by CMDP (Comprehensive Medical Dental Program).
* AHCCCS and CMDP are both public insurance (Medicaid).
* DDD is the payor of services (primary agency).
* Service Coordination is provided by a DDD Service Coordinator.
1. DDD ALTCS (Arizona Long Term Care System): A child may be eligibility for long-term care services due to a disability and/or developmental delays.
* ALTCS is a Medicaid program administered by AHCCCS.
* DDD is the payor of services (primary agency).
* Service Coordination is provided by a DDD Service Coordinator.

Part 2: Adding DDD on the IFSP as a Payor of Services (DDD Eligible Children)

1. An IFSP meeting (Initial, Six Month, Annual, and other IFSP Updates/Addendum) **must** be completed with the family to identify DDD as a funding source for services on the IFSP.
2. DDD-Only child: The AzEIP Service Coordinator (ACT) completes the IFSP with the family. The AzEIP Service Coordinator (ACT) remains the same.
* Since DDD will not be providing service coordination, the AzEIP Service Coordinator (ACT) does not invite DDD to the IFSP meeting.
1. DDD AHCCCS child: The AzEIP Service Coordinator (ACT) must coordinate with the DDD Service Coordinator to schedule an IFSP to change service coordination to a DDD Service Coordinator.
2. DDD ALTCS child: The AzEIP Service Coordinator (ACT) must coordinate with the DDD Service Coordinator to schedule an IFSP to change service coordination to a DDD Service Coordinator.
3. DDD becomes a funding source for services starting one day after the IFSP meeting to add DDD as a funding source.
4. The AzEIP Service Coordinator (ACT) must update the I-TEAMS IFSP page to reflect the changes with the changes.
5. After the AzEIP Service Coordinator (ACT) enters the updated IFSP information in I-TEAMS, the AzEIP Service Coordinator (ACT) must follow-up with the Regional Program Coordinator about the changes in the funding source.
6. The AzEIP Service Coordinator (ACT) must provide the RPC with the date of the IFSP within two business days after the IFSP was completed.
7. The RPC completes the changes in I-TEAMS within two business days after receiving the updated information from the AzEIP Service Coordinator (ACT).
8. If DDD is going to provide service coordination; then the AzEIP Service Coordinator (ACT) must provide DDD with a copy of the child records, including the most current IFSP within five business days.
9. A DDD Service Coordinator will be identified in I-TEAMS on the Assign Team Member page, which will be completed in Part 3, by the ACT Regional Program Coordinator.

Part 3: Updating I-TEAMS to Identify DDD as the Primary Agency

1. The AzEIP Contractor (ACT) is responsible for ensuring that the payor of services (funding source) is identified in I-TEAMS as the primary agency.
2. At this time, the Regional Program Coordinator, ACT Data Mangers, or Program Director will make the changes in I-TEAMS to reflect that DDD is the primary agency for all children eligible for DDD (DD-Only, AHCCCS, ALTCS), including adding a DDD Service Coordinator, when applicable.
3. The AzEIP Service Coordinator (ACT) does not have access in I-TEAMS to make these changes.
4. The ACT Regional Program Coordinator will update the information about the contractor (ACT) by:
5. Clicking the “Edit” button for ACT contract.
6. Unchecking “Is Primary” button. \***Do not edit Assignment Start Date, nor enter an Assignment End Date for ACT.**
7. Clicking “Update”, which will remove ACT as the primary agency.
8. Adding DDD as an agency, and selecting DDD as the primary.
9. DDD Assigned Start date is one day after the IFSP was completed to added DDD as a payor of services. The AzEIP Service Coordinator (ACT) must provide the ACT Regional Program Coordinator with the date of the IFSP. This is the date that the providers/agency can start to bill DDD for services (SC, DSI, and/or therapy services), when applicable.
10. When the primary agency has been updated in I-TEAMS, DDD will then be reflected in the “Contract Region”.
11. The ACT Regional Program Coordinator will send out an email to ACT Agency Leads and providers to confirm the effective date to start billing DDD for services.

Reminders: AzEIP Service Coordinator (ACT) or Team Lead is still responsible for completing the Consent for Insurance for all children. We must follow AzEIP policy and procedures for billing DDD, which includes accessing the family’s private and/or public insurance prior to billing DDD for services.