

FISCAL PROCEDURE CHECKLIST
Infant Toddler

The Early Intervention program has fiscal procedures in place that contain the following:

- Maximizing the use of funds through discussions with families about the system of payment and available sources of funding.

- MEDICAL ASSISTANCE BILLING to include the following:
 - Strategies for enrolling infants and toddlers in MA;
 - Obtaining permission to bill MA;
 - Procedures for obtaining Medical Necessity.

- INFANT/TODDLERS AND FAMILIES WAIVER to include the following:
 - Strategies for identification of infants and toddlers eligible for the ITF waiver;
 - Procedures for implementing the ITF Waive, including the qualifications for the QP, per announcement EI 08-10, *Eligibility for the Infants, Toddlers and Families Medicaid Waiver*.

- Monitoring local contracted providers for timely billing.

- Distribution of funds to local contracted providers.

- Analysis of service coordination direct and indirect time.

- Ensuring staff are trained on new or updated procedures. *

- Effective date of the procedure.

*This item does not necessarily need to be found in every procedure; however, there must be at least one statement that indicates how training is provided on new or updated procedures.

REFERENCES

IDEA 34 CFR §303.510; §303.520
Title 55 PA Code §4226.11; §4226.13-15
Title 55 PA Code §4300
Title 55 PA Code §4600
Medical Assistance 837 Handbook
Announcement: EI-08 #10
Announcement: EI-07 #04
County/Provider Contract