

	<p>POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM</p>
<p>No: NJEIS-10</p>	<p>Subject: Authorization Start Date</p>
<p>Effective Date: July 1, 2011</p>	<p>Responsible Party: Central Management Office Coordinator</p>

I. Purpose

To create uniformity around data entry processes relative to the Authorization Start Date.

II. Policy

- A. The Service Coordinator shall project a date for services to start.
- B. The Service Coordinator shall ensure that provider agencies are identified as soon as possible to meet the needs of children/families described on their Individualized Family Service Plans (IFSPs).
- C. The provider agency shall notify the Service Coordinator and the Regional Early Intervention Collaborative (REIC) of the availability of a practitioner to meet the needs of children/families.
- D. The REIC shall be responsible for creating authorizations and reviewing supporting documentation.
- E. Agencies shall not provide compensatory services as part of the initial authorization for missed services if due to the practitioner being assigned more than 30 days after the IFSP Effective Date.
- F. Compensatory service, described in E above, can only be approved through the lead agency for Early Intervention System.

III. Procedure

- A. When setting the Authorization Start Date in the System Point of Entry (SPOE) three dates influence how the Authorization Start Date is determined.
 - 1. IFSP Start Date
 - a) This date is the point in time when the family consents to the IFSP and related services.

- b) The IFSP start date is often the meeting date. However, the family has the right to take additional time to consider the IFSP before signing. the IFSP Effective Date is the day the family signs the IFSP Team Page. If services cannot be arranged within 30 days of the IFSP Effective Date a No Provider Available (NPA) Authorization must be entered by the REIC for this service.
2. The Projected Start Date on the IFSP Service Page. This date is an estimated start date determined by the Service Coordinator on the day the service page was prepared.
3. The Practitioner Assignment Date. This date, provided by the agency to the REIC indicates when the practitioner shall assume assignment of the child/family.

B. Setting the start date of the service authorization

The Authorization Start Date should reflect the Projected Start Date as written on the IFSP Service Page unless the following circumstances occur:

1. The Practitioner Assignment Date is prior to the Projected Start Date.

Under this circumstance the Authorization Start Date should be the Practitioner Assignment Date. This date, however, cannot be prior to the IFSP Start Date or the IFSP Review Date.

Example: The Projected Start Date was estimated to be 1/15/2005. The assigned EIP was able to assign the practitioner on 1/10/2005. Therefore, the authorization should have an Authorization Start Date of 1/10/2005 to allow the agency to provide the services earlier than estimated.

1. The Practitioner Assignment Date is greater then 30 days from the date the IFSP Meeting took place. This applies to all IFSP Services Pages with a start date after 6/1/2005.

Under this circumstance a NPA authorization must be created in accordance with NJEIS – 08 (No Provider Available). The NPA authorization should be canceled the day prior to the Practitioner Assignment Date. The Authorization Start Date should be the Practitioner Assignment Date.

Example: The IFSP Review meeting took place on 1/1/2008, and Projected Start Date was estimated to be 1/15/2008. The assignment should have taken place by 1/31/2008. The assigned EIP was able to assign the practitioner on 2/15/2008. Therefore, NPA authorization (created on 1/31/2008) should be canceled as of 2/14/2008 and an authorization for the services should have an Authorization Start Date of 2/15/2008.

IV. Related Policies/Procedures

NJEIS – 08 (No Provider Available)