

Rockland County Department of Health Early Intervention Program Make-Up Policy & Billing Regulations

Child's Name: _____

DOB: _____

REPORTING ABSENCES

Providers

The service provider should report, in writing, to the child's on-going service coordinator (OSC), any absences of five (5) consecutive sessions. The OSC will communicate with the family to find out the cause of the absences and determine if adjustments to the child's services are indicated. Any changes to the child's services must be discussed with and approved by both ISC/EIOD, the parent, and documented by the OSC via an amendment to the child's IFSP.

Parent/Caregiver

Parents/Caregivers should notify the provider of service as soon as an illness is recognized in order for the service provider to rearrange her/his schedule. Please be advised that if the service provider arrives at your home and the session is cancelled at the door; **no make-up session is allowable.**

If your child is attending a center based program you must notify both the agency and the bus company that your child will not be attending school that day. You must call the bus company at least 45 minutes prior to your pick up time.

MISSED INDIVIDUAL SESSIONS

The IFSP team will discuss the appropriate number of makeup sessions allowable per week for each individual child/family. Make-up sessions are allowable for the following reasons: illness of child/family member, illness of therapist, inclement weather, and therapist vacation time. There are no make-up sessions for family vacations and scheduled agency closings (agencies must provide a calendar prior to initiation of services.) **Make-ups are subject to provider availability and are NOT mandatory.**

EXTENDED ABSENCES

Extended absences must be discussed with the ISC/EIOD. The municipality may close a child's IFSP during extended absences. Upon the child's return a meeting will be held and a new IFSP will be developed. The municipality will assign service providers. **NOTE: The assigned providers will not necessarily be the same therapists who previously worked with the child.** The municipality may request an additional MDE if eligibility is questionable.

SCHEDULING OF MAKE-UP SESSIONS

When scheduling this type of session, the therapist and family must keep in mind the Early Intervention Billing Regulations:

- 1) Children receiving Early Intervention services may not have more than one (1) session of the same discipline on the same day; therefore, make-up session may not be held on the same day as a regularly scheduled session of the same discipline.
- 2) Maximum number of individual home/community based services or office/facility based services allowable per day will be determined at the IFSP meeting. Make-up sessions may not take place on any day that the child is already scheduled for the maximum number of allowable sessions. It is the responsibility of the therapist to determine the child's schedule prior to scheduling a make-up session.
- 3) Regularly scheduled Early Intervention therapy sessions may not be extended for the purpose of making up a missed session.
- 4) Make ups for missed Early Intervention sessions (individual or group) must be clearly indicated as such on the Attendance Sheet for the child in order for the provider to receive payment.
- 5) The week in Early Intervention starts on Sunday and runs through Saturday.
- 6) No make-ups may be scheduled prior to the actual date of initiation of services.

Parents/Caregivers you will be asked to sign attendance sheets to verify the dates and times therapist are in your home; please always check what you are signing, you are the quality control. If you have questions or concerns about your attendance sheet, please contact either your on-going or initial service coordinator.

This policy has been reviewed with me on: _____