

# Billing Guidance for Early Intervention Meetings

## Categorical Assessment (CAT)

The child has an established condition that makes them eligible for EI. This meeting is to obtain a baseline of the child's development for the IFSP.

Each team member will bill the number of units for time spent in the meeting using Assessment-Initial on the EI MSR as well as use the justification box to label it as a CAT.

**Billing for Multiples**  
Split the total number of units (time of the meeting) across the number children and bill Assessment-Initial on the EI MSR.

If the meeting is cancelled **outside of 24 hours** from the start time, no billing will occur. Reschedule the meeting.

If the meeting is cancelled **within 24 hours**, 1 unit can be billed and the meeting can be rescheduled (regardless of multiples)

## Beyond Timeline Evaluation (BTE)

The two evaluator team will conduct an evaluation to determine whether or not the child is eligible for EI. If the child is eligible the initial IFSP will be developed.

Each BTE team member will bill 4 units using EVAL/45 (regardless of eligibility) on the EI MSR.

If the child is eligible, each team member will be 2 units to Assessment-Initial on the EI MSR.

**Billing for Multiples**  
Each BTE team member will bill 4 units using EVAL/45 (regardless of eligibility) on the EI MSR. If eligible, each team member will bill 2 units per child to Assessment-Initial on the EI MSR.

If the meeting is cancelled **outside of 24 hours** from the start time, no billing will occur. Reschedule the meeting.

If the meeting is cancelled **within 24 hours**, 1 unit can be billed and the meeting can be rescheduled (regardless of multiples)

## Initial IFSP Development Meeting

After a child is eligible for EI, this meeting is to support the family & service coordinator and develop the child's IFSP.

Provider will bill the number of units for the time spent in the meeting using Assessment-Initial on the EI MSR.

**Billing for Multiples**  
Split the total number of units (time of the meeting) across the number children and bill Assessment-Initial on the EI MSR.

If the meeting is cancelled **outside of 24 hours** from the start time, no billing will occur. Reschedule the meeting.

If the meeting is cancelled **within 24 hours**, 1 unit can be billed and the meeting can be rescheduled (regardless of multiples)

## Consult/Co Visit

This is a one or two time visit to support a concern or priority of the family or ongoing provider through strategy and teaming.

Provider will bill their time units for the time spent with the family (and ongoing provider) using consult on the EI MSR.

**Billing for Multiples**  
Split the total number of units (time of the meeting) across the number children and bill consult on the EI MSR.

If the meeting is cancelled **outside of 24 hours** from the start time, no billing will occur. Reschedule the meeting.

If the meeting is cancelled **within 24 hours**, 1 unit can be billed and the meeting can be rescheduled (regardless of multiples)

## Intervention Session

Regularly scheduled intervention sessions on the child's IFSP.

Provider will bill in units the time spent with the family using their discipline on the EI MSR. Reference the IFSP for the number of visits per month.

**Billing for Multiples**  
Split the total number of units (time of the meeting) across the number children and bill your discipline rate on the EI MSR.

If the meeting is cancelled **outside of 24 hours** from the start time, no billing will occur. Reschedule the meeting.

If the meeting is cancelled **within 24 hours**, 1 unit can be billed and the meeting can be rescheduled (regardless of multiples)

## Review & Annual IFSP Meetings

IFSP Review meetings occur every 6 months from the initial or annual IFSP date. Annual IFSP dates occur every year after a child's initial IFSP or annual.

Provider will bill the number of units for the time spent in the meeting using IFSP Review or Assessment-Annual on the EI MSR.

**Billing for Multiples**  
Split the total number of units (time of the meeting) across the number children and bill either IFSP Review or Assessment-Annual on the EI MSR.

If the meeting is cancelled **outside of 24 hours** from the start time, no billing will occur. Reschedule the meeting.

If the meeting is cancelled **within 24 hours**, 1 unit can be billed and the meeting can be rescheduled (regardless of multiples)

## USE THE FOLLOWING EI MSR BILLING DROP DOWN CODES FOR THE VISITS LISTED ABOVE

CAT= Assessment-Initial

No Show/Late Cancel (DISCIPLINE)

BTE= EVAL/45

No Show/Late Cancel are billed 1 unit Eval/45

Initial IFSP= Assessment-Initial

No Show/Late Cancel (DISCIPLINE)

Consult/Co-Visit=Consult

No Show/Late Cancel (DISCIPLINE)

Intervention Sessions= Your discipline (SLP, DI, OT, PT, SE etc..)

No Show/Late Cancel (DISCIPLINE)

Annual IFSP= Assessment-Annual

Review IFSP = IFSP Review  
No Show/Late Cancel (DISCIPLINE)

**DP Facilitated Monthly Transdisciplinary Team meetings (this is for those providers who are on a DP transdisciplinary team)**- the time spent in the team meeting is billed in units to DI teaming.  
**Care Conference (this meeting is outside of an IFSP meeting with the SC, providers and family. Family must be present)**- the time spent in the care conference is billed in units to DI teaming.