

	<p>POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM</p>
<p>No: NJEIS-08</p>	<p>Subject: No Provider/Practitioner Available</p>
<p>Effective Date: Mar 11, 2016</p>	<p>Responsible Party: Procedural Safeguards Coordinator</p>

I. Purpose

To provide a uniform process when there is no provider/practitioner available (NPA) to provide services in accordance with the Individualized Family Service Plan (IFSP).

II. Policy

- A. Every effort must be made to locate a provider agency and practitioner to make available services in accordance with the IFSP within the required 30 day timely services policy;
- B. When a service is not available in accordance with the IFSP within the required 30 day timely services policy, the PSO offers the parent the option of reimbursement for temporarily accessing services through a private provider with PSO approval.
- C. Utilization of the NPA policy does not in any way lessen or eliminate the responsibility of Early Intervention Programs in accordance with the NJEIS Letter of Agreement to provide services in the county and the NJEIS service coordinator to take the necessary actions to locate and assign early intervention services in accordance with the IFSP.
- D. Policies and procedures related to prior written notice and IFSP review meetings are to be followed consistent with the procedures below when addressing NPA.

III. Procedures

- A. Steps to Be Taken as the 30 Day Timeline is Approaching When No Provider/Practitioner is Available:
 - 1. The service coordinator shall check with all possible EIP provider agencies (Comprehensives first, then Service Vendors) in the county and adjacent counties documenting all efforts/outreach to identify a provider/practitioner.
 - (a) EIPS must accept or decline, in writing, such assignment requests from a SCU related to IFSP services approaching the 30-day timeline.
 - (b) The service coordinator must document the reasons provided by any provider agencies for declining the assignment with a child/family.

B. Notification to the State When No Provider/Practitioner Is Available:

1. When approaching thirty (30) days from parental consent for the service, if no participating EIP is able to provide services within the thirty-day timeline, the service coordinator shall submit to the PSO a completed “No Provider/Practitioner Available” form.
2. The service coordinator must inform the parent that they may, under specific circumstances, receive reimbursement for accessing a private provider consistent with the contracted rates the NJEIS pays to provider agencies under letters of agreement with the NJEIS.
3. The PSO generates a no provider/practitioner available (NPA) letter notifying the parent(s) about the option of temporarily accessing services through a private provider, not to exceed 60 calendar days following written PSO approval of the private provider, and receiving reimbursement consistent with NJEIS rates paid to participating provider agencies.
4. The PSO shall notify the REIC (cancel authorization) Service Coordinator Unit, if a private provider is agreed to with the family.
5. The REIC will work with the PSO to assist in resolving county NPA issues.
6. The service coordinators shall continue efforts and maintains responsibility to locate a provider and practitioner who will provide services in accordance with the IFSP.
7. Service coordinators must oversee all services in NPA status and arrange, as necessary, ongoing assessments and periodic IFSP reviews to explore options to meet the outcomes for the child.
8. If the parent is obtaining services from a provider outside the NJEIS system, the service coordinator shall notify the family immediately regarding a newly available EIP agency/practitioner and negotiate a start date.
9. If the parent does not accept the newly identified available EIP provider/practitioner, at reasonable times identified by the parent(s), the service coordinator shall request the family to decline the service on the appropriate IFSP Service page noting the reason for the decline.
10. If the parent declines to sign the updated IFSP page, the service coordinator shall document in case notes that the parent declined services, the reason for the decline and submit case notes to the PSO for review for determination if this constitutes a parent decline of the service(s).
11. If the PSO determines that this constitutes a decline of service(s) by the parent, the service coordinator is directed to notify the parent in writing that:
 - (a) Not accepting the specific service from an available EIP provider/practitioner is considered a decline of that service;
 - (b) The parent has the option to accept the service as offered; and
 - (c) The child will continue to receive all other services in accordance with the IFSP, if the parent declines this service.
12. If the parent is declining the only direct service on the IFSP, the service coordinator shall notify the parent in writing that all services provided at public expense remain

available to the child/family including service coordination; evaluation/assessment; IFSP review and development; transition planning; and procedural safeguards.

13. If/when a provider/practitioner becomes available and the parent accepts, or the IFSP service is declined, the service coordinator will notify the REIC and the REIC cancels the NPA authorization and enters a new authorization for the provider/practitioner that has become available to meet the identified needs of the child/family and notifies the PSO.

IV. Related Policies/Procedures/Forms

NJEIS-09 Early Intervention Provider Assignment

NJEIS-14 Make-up or Compensation for Missed/Disrupted EI Services Policy

NJEIS Form-010 Parent Prior Written Notice

NJEIS Form-019 IFSP

NJEIS Form-021 No Provider/Practitioner Available or Missed/Disrupted Service