



Billing & Collaborative Processes

June 1, 2022



● AGENDA

JUNE 1ST

- Welcome! Check-In & Intros in Chat
- Inter-Agency Agreements
- Developmental Disabilities Administration
- Billing & Special Education Percentage
- Questions?

● INTER-AGENCY AGREEMENTS

All agencies are required to develop an Inter-Agency Agreement when more than one agency provides services on the IFSP and submit to King County, initiated by the DHH FRC.

- Each agency identifies an IFSP team member responsible for leading communication between agencies;
- The DHH FRC will coordinate and schedule evaluations, assessments, IFSP meetings, and transition conferences, including all IFSP team members;
- IFSP team members share the responsibility to meet required DCYF/ESIT timelines for data entry and will provide IFSP documents and reports to the FRC to ensure that timelines are met.

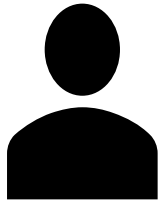
● WHAT IS THE PURPOSE OF AN INTER-AGENCY AGREEMENT?

- To promote mutual understanding between King County ESIT agencies when jointly providing services with a child and their family.
- To support collaboration as a single IFSP team.
- To facilitate billing percentages for Special Education (SE) for both agencies.

Inter-Agency Agreements Process



Each agency identifies an IFSP team member responsible for leading communication between agencies.



DHH FRC initiates IAA as "Agency 1".



DHH FRC sends (via secured email) IAA to all agencies on IFSP.



DHH Agency fills out IAA as "Agency 2 or 3".



DHH Agency submits completed & signed IAA to Agencies 1 & 2 and King County.

INTER-AGENCY AGREEMENT EXAMPLE:

Child's First and Last Name	Click to enter		
ESIT ID	<input type="text" value="ESIT ID"/>	Date of Birth	Click to enter date
Most Recent IFSP Date (IAA Start Date)*	Click to enter date	*Date that this IAA is effective is IFSP date with services at more than 1 agency, or services updated.	
IAA End Date**	Click to enter date	**Third birthday; shall be modified as changes to IFSP occur.	

Agency Information	Agency 1—With FRC	Agency 2	Agency 3
Agency Name	Add Agency Name	Add Agency Name	Add Agency Name
IFSP Team Designated Contact	Contact Name, Role	Contact Name, Role	Contact Name, Role
Email Address	Contact Email	Contact Email	Contact Email
Number and Type of IFSP Services Monthly, including FRC	0 Sessions of Provider Type, 0 Sessions of Provider Type, 0 Sessions of Provider Type,	0 Sessions of Provider Type, 0 Sessions of Provider Type, 0 Sessions of Provider Type,	0 Sessions of Provider Type, 0 Sessions of Provider Type, 0 Sessions of Provider Type,
Quarterly Consult If 1-2 sessions only	0 Sessions of Provider Type	0 Sessions of Provider Type	0 Sessions of Provider Type
Comment	Click to enter text.	Click to enter text.	Click to enter text.
Agency Signer	<input type="text" value="Signature Here"/> <input type="text" value="Signer Email Here"/>	<input type="text" value="Signature Here"/> <input type="text" value="Signer Email Here"/>	<input type="text" value="Signature Here"/> <input type="text" value="Signer Email Here"/>
Date Signed	Click drop down arrow to enter date.	Click drop down arrow to enter date.	Click drop down arrow to enter date.
<u>King County Allocation Note</u>	%	%	%

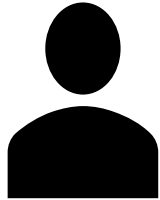
● COMMUNITY BRAINSTORM:

- How will you use the Inter-Agency Agreement to promote teaming?
- How could you use an Inter-Agency Agreement to improve communication and collaboration?

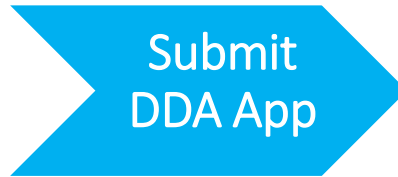
DEVELOPMENTAL DISABILITIES ADMINISTRATION APPLICATION

- The DHH FRC is responsible for initiating all DDA applications and change forms to DDA and CCing any other agency on the IFSP.
- The other agency, for example any DHH agency, is responsible for following up with DDA to ensure the authorization is in place with their agency.

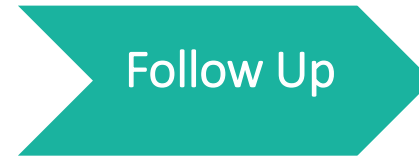
Developmental Disabilities Administration Application Process



DHH FRC completes DDA application or change form.



DHH FRC CC's all agencies on IFSP, in communication to DDA.



DHH Agency is responsible to:

- check for complete & accurate documents
- follow up w/DDA to ensure authorization is in place for their agency.



DDA creates authorization for one or more provider agencies to serve (bill) that child.

DDA FORM EXAMPLE:

Documentation of Early Support for Infants and Toddlers (ESIT) for Developmental Disabilities Administration

- Sending the form with both agencies & FRCs clearly listed.
- ROIs (or 1 single DSHS consent form) attached.
- Note in the body of the email reminding DDA that both agencies need authorization.



DEVELOPMENTAL DISABILITIES ADMINISTRATION (DDA)
EARLY SUPPORT FOR INFANTS AND TODDLERS (ESIT)
Documentation of ESIT Eligibility for DDA

CHILD'S NAME: FIRST MIDDLE INITIAL LAST Emily Red	CHILD'S BIRTHDAY 01/01/2022	CHILD'S ESIT ID NUMBER
Eligibility Information		
The child is eligible for ESIT / Part C Services because he/she has (check one):		
<input type="checkbox"/> A 1.5 standard deviation or 25% delay in development in one or more areas. <input type="checkbox"/> A diagnosed condition that is likely to result in a delay in development. <input type="checkbox"/> Informed Clinical Opinion was used as the primary source of eligibility determination.		
Eligibility Decision Date: _____		
My signature below certifies that I have:		
<ul style="list-style-type: none"> • Reviewed the child's eligibility documentation. • Verified that the child meets all eligibility criteria for the Washington State Early Support for Infants and Toddlers (ESIT) program as outlined in Chapter 110-400 WAC. • Ensured that evidence documenting eligibility is available for review in both the ESIT data management system and the child's file. 		
SIGNATURE	DATE	PRINT NAME HERE
TITLE	TELEPHONE NUMBER (INCLUDE AREA CODE)	
PART C EARLY INTERVENTION PROVIDER / FRC AGENCY		
<ol style="list-style-type: none"> 1. <u>Kindering</u> 2. Hearing, Speech & Deaf Center 		

Enclosures: DDA Application, Signed Consent

● DDA CHANGE FORMS

DHH FRC is responsible for submitting change forms to DDA.

When is a change form needed?	When is a change form NOT needed?
<ul style="list-style-type: none">• Adding a provider agency• Changing provider agencies	<p><u>Exits:</u></p> <ul style="list-style-type: none">• You do not need to submit a change form when a child exits.• Continue to indicate exits on billing, King County sends a monthly list to DDA

BILLING & SPECIAL EDUCATION PERCENTAGE

Child's IFSP	DHH Agency	Full-Service Agency
DHH Services & DHH/FRC at Full Service	Can bill, if served, for: <ul style="list-style-type: none"> • Part C, BSK, CDS • 90% of SE 	Can bill, if served, for: <ul style="list-style-type: none"> • Part C, BSK • 10% of SE • Cannot bill for CDS for FRC*
DHH Services & DHH/FRC + More Services at Full Service	Can bill, if served, for: <ul style="list-style-type: none"> • Part C, BSK, CDS • 50% of SE 	Can bill, if served, for: <ul style="list-style-type: none"> • Part C, BSK, CDS • 50% of SE • Insurance, if allowed
Services at 2 DHH Agencies & DHH/FRC at Full Service**	Can bill, if served, for: <ul style="list-style-type: none"> • Part C, BSK, CDS • 45% of SE 	Can bill, if served, for: <ul style="list-style-type: none"> • Part C, BSK • 10% of SE • Cannot bill for CDS for FRC*



— QUESTIONS

- Norma Lobo:
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- [Feedback & Questions](#)

● THANK YOU!

Check-Out in the chat:

One thing you learned today

