

NON-BILLABLE ACTIVITIES

Please monitor the EI website at www.dhs.state.il.us/ei for changes to Non-Billable Activities.

NON - BILLABLE ACTIVITIES

- Unauthorized services - All early Intervention services are pre-authorized. Providers should never provide services without an authorization in hand. Services provided prior to receipt of the authorization are not guaranteed for payment. Services provided prior to the begin date and after the end date of the authorization are considered non-authorized services and will not be paid by the Early Intervention CBO.
- Weekly or daily preparatory activities for direct service sessions. This is considered to be administrative time that is built into the rate.
- Preparing claims to submit to the Central Billing Office (CBO);
- No shows;
- For Specialists who are not licensed counselors: Time spent on the phone with a parent who feels the need to talk about non Early Intervention related issues (family may need to be referred to a counselor to deal with social-emotional issues);
- For Specialists: Time spent helping the family to identify/access other services/resources that Early Intervention does not pay for (ex., housing, SSI). This service falls under the role/responsibility of the service coordinator. Notify the service coordinator of the family's needs;
- For Specialists: Services over the frequency/intensity that has been identified as a need in the child's Service Plan. If service needs require an increase in time over the authorized frequency/intensity identified on the Service Plan, adjustments must be made to the Service Plan and authorization prior to billing;
- Services that fall within the frequency/intensity identified on a child's Plan, but were never documented or provided;
- Time to attend a medical appointment with the family;
- Time to collect medical documents or other written medical information from physicians, hospitals, nurses, etc. This is the responsibility of the service coordinator.
- Time to attend an appointment with another Early Intervention provider unless you are the interpreter for the provider/family or co-treatment has been identified as a need and has been written into the child's service plan;
- Verbal interpretation for non Early Intervention services;
- Written translation of non Early Intervention documents such as SSI applications, WIC applications, Medicaid applications, car seat applications, medical records, insurance explanation of benefits, etc.;
- Clerical duties such as scheduling/canceling appointments and notifying the provider of such, (the exception to this rule are services provided by an interpreter) accessing voice mail, leaving voice mails messages, etc.
- Transporting the family to a medical service. Early Intervention pays for authorized transportation services, by enrolled transportation providers only, to and from authorized Early Intervention Services only.

ATTACHMENT 5 – cont.

- For Transportation providers: Non loaded mileage - Transportation procedure codes can only be billed for loaded mileage. Loaded mileage means that the child is in the vehicle and is being transported to or from a Early Intervention service;
- Lunch/snack time;
- Nap time;
- Loading a child into a vehicle to transport;
- Rounding up units of service (ex., provided 50 minutes of service but billed for 60 minutes.);
- Time spent to read an article that will be discussed at an agency staff meeting;
- Time spent to discuss an article that has been read prior to an agency staff meeting;
- Attendance at an agency staff meeting - Early Intervention only pays for attendance at IFSP meetings, six month IFSP reviews or more frequent reviews called by the service coordinator if required, transition meetings, multidisciplinary conference (MDC) meetings as a member of a child's service team which has been identified on a child's Plan, and IEP meetings that occur prior to a child's third birthday;
- Supervisory Time;
- Provider travel time to or from an offsite location, and
- Anything not listed as a billable service in the document entitled "Early Intervention Service Descriptions, Billing Codes and Rates.