

# Nassau 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 three (3) 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 the EIOD, and documented by 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: **the provider will not be reimbursed.**

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 as soon as possible.

## MISSED INDIVIDUAL SESSIONS

The IFSP team will discuss the appropriate number of makeup sessions indicated for each individual child/family. Individual sessions, which are missed for the following reasons: illness of child/family member, illness of therapist, inclement weather, therapist vacation time; may be made up **only within two weeks of the missed session.**

There are no make-up sessions for family vacations and scheduled agency closings (agencies must provide a calendar prior to initiation of services.) If a family discharges a therapist(s), any missed sessions that result will NOT be made up. Make-ups are subject to provider availability and are NOT mandatory.

## EXTENDED ABSENCES

Extended absences must be discussed with the OSC/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) Children receiving Early Intervention services may not receive more than three (3) different individual home/community based services or three (3) individual office/facility based services in one (1) day.
- 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 a missed session.
- 7) No make-ups may be scheduled prior to the actual date of initiation of services.
- 8) Make-ups cannot carry over to a new IFSP period.

Parents/Caregivers will be asked to sign attendance sheets to verify the dates and times therapists are in your home; please always verify what you are signing, as this is a legal document. By signing this document you are affirming the accuracy of the attendance sheet. If you have questions or concerns about your attendance sheet, please contact either your on-going service coordinator or the EIOD.

**This policy has been reviewed with me on:** \_\_\_\_\_

---

Parent/Caregiver Signature

---

Initial Service Coordinator /EIOD Signature