**Important Steps, Inc.**

***Early Childhood Program***

**2447 Eastchester Rd, Bronx, NY 10469**

**718-882-2111/718-882-2117-Fax**

Date: January 24, 2012

Dear EI Providers,

**Happy New Year!!!**

We are writing to you today to once again inform you of your **billing and documentation responsibilities.** As most of you know, NYSDOH Early Intervention has moved to an automated system (NYEIS) to track children, therapists, billing, and payment for all NYS Early Intervention cases.

Children who had previously been in the old system and are still active are now being entered into the new system, as well. You will notice a NYEIS reference # (i.e. 4-5 digit #) for each child who had previously had EI#. **It is imperative that you understand that ALL of your billing, including your session times, with every agency you work with in NYS, are now being tracked by the NYSDOH through NYEIS.**

As an Early Intervention provider agency, we are responsible for submitting all billing to the city within a certain and very narrow timeframe. To that effect, you, as individual providers, are responsible for submitting your billing on a ***bi-weekly basis***. We have provided you all with a billing calendar for 2012 (available on our website) so that you are aware of when your billing is due.

* Billing for the first half of each month (1st through 15th) is due on the 25th of that month.
* Billing for the second half of each month (16th through 31st) is due on the 10th of the following month.

**Unfortunately, many of you continue to ignore these timelines and submit billing late. IMPORTANT STEPS WILL NO LONGER TOLERATE LATE BILLING.**

Any billing that is submitted late always runs the risk of **NOT BEING PAID** by the EIP. It is imperative that you always submit your notes to Important Steps so that they can be forwarded to the EIP for billing. As we informed you, the city and the state now track each therapist and will hold each of you personally liable for any billing that is not submitted.

Many of you have not submitted billing in months. For those of you who have outstanding billing, please note that any notes for **NOVEMBER, 2011, MAY NOT BE PAID BY THE CITY/STATE.** We will submit these notes and attempt to receive payment. **However, if Important Steps is denied payment for these sessions, YOU WILL NOT BE PAID FOR THESE SESSIONS. Please note the following submission deadlines for all late billing:**

* **ALL NOVEMBER NOTES ARE DUE ON WEDNESDAY, 1/25/12 BY 5 PM.**
* **ALL DECEMBER NOTES ARE DUE BY THE END OF THIS WEEK….FRIDAY, 1/27/12**
* **THE FIRST HALF OF JANUARY (1ST THROUGH 15TH) IS DUE NO LATER THAN 1/31/12.**

**Going forward, we will not accept for payment EI billing that is over 30 days from the date of service. However, even if the billing is late, you must still submit it as documentation for services provided. The city and state tracks all services and your license and/or certification is in jeopardy if you do not provide proof of services rendered without an explanation of interruption.**

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**Any questions you might have regarding billing  MUST BE ADDRESSED with either Janet Reznik, Program Director (ext. 104), or Susan Troiso, Director of Quality Assurance (i.e. 151)** Please do not call Lisa Jimenez, billing Clerk to discuss late billing.

On a separate note, we would like to remind you about the NYCDOH Make-up Policy for Early Intervention that has been in effect since October of 2010. Upon every initial IFSP, every parent is given the make-up policy in writing. Upon assignment, we provide each therapist with that policy as well. Regarding make-ups, please note the following:

* Make-ups are conducted only within **2 weeks** of the date of the missed session (w/provision of canceled/blank session as a proof);
* Make-ups **CANNOT be provided for any sessions before the actual start date** at the initiation of the case unless the Special Approval is received from the EIOD (i.e. authorized start date 1/1/12 and 1st session was conducted on 1/15/12, the sessions for the first 15 days of authorization are lost, and not allowed to be made up)
* Make ups for **OT** and **PT** must be authorized by the child’s pediatrician of the prescription ( i.e. 2 X 30 & make ups on an as needed basis). Otherwise, OTs and PTs cannot do make any make ups at all.
* No make ups are allowed if the family went on vacation.
* Any situation or parent’s request can be overruled by **EIODs only** (Example: if child was in a hospital for 4 weeks, in order not to lose any make-ups for the first 2 weeks, parents can request a special approval from EIOD for an exception of the 2-weeks rule).
* **Make-ups can only be provided within the IFSP period.** (Example: if the child’s IFSP ends on Jan. 31st and a session was missed on Jan. 27th, you cannot provide the make-up AFTER Jan. 31st, even though it would be within 2 weeks.)

**PLEASE BE AWARE THAT YOU WILL NOT BE PAID FOR ANY MAKE-UP SESSIONS THAT ARE PROVIDED INCORRECTLY.**

We understand that these are trying times financially for everyone. That is why it is imperative that we all follow the billing guidelines. Adhering to these guidelines will ensure that both Important Steps and you, the therapist, will be reimbursed for services provided.

Thank you in advance for your cooperation and understanding.

Sincerely,

Janet Reznik Susan Troiso

Program Director Director of QA/Compliance