EITAM
Early Intervention Technical Assistance & Monitoring
BY THE VANDER WEELE GROUP

Early Intervention Monitoring and Technical Assistance

Assistive Technology Review Checklist

Copies of the following documents must be provided upon completion of the review for fiscal year 2026 (July 1, 2025 – June 30, 2026):

Administrative Review Items

- ✓ Proof of Professional Liability Insurance – coverage 7/1/25 to 6/30/26.
- ✓ HIPAA Compliance Documents (Two separate documents)

1. Administrative Directives (see Provider Tool #'s 4-10): An internal administrative document that outlines the privacy/security policies and procedures within a provider's private office or agency that should include:

    - Collection, storage, disclosure, and destruction stages.
    - The Privacy Officer, who is responsible for the development, implementation, and oversight of the policies and procedures about HIPAA (164.530).
    - HIPAA complaint process (160.306 and 164.530).
    - Access to Protected Health Information (PHI) (164.524).
    - Minimum requirements for using, disclosing, or requesting PHI (164.502).
    - Accounting of disclosures of PHI (164.528).

2. Notice of Privacy Practices (see Provider Tool #11). A document that is given to the client that identifies the uses and disclosures of PHI that the provider may make as a covered entity, the client's rights, and the provider's legal duties with respect to PHI.

File Review Items

- ✓ Delivery ticket(s)
- ✓ Authorization(s)
- ✓ All insurance explanations of benefits and completed claims that were submitted to the Central Billing Office should be available upon request.

*Additional review information can be found at www.EarlyInterventionMonitoring.org

To protect the privacy and safety of children and families in the Early Intervention program, all correspondence must be conducted in accordance with the standards governing Protected Health Information (PHI) as defined under HIPAA. Do not send any sensitive information via unencrypted email or any messaging platform, including a SharePoint dialogue text field.