Early Intervention Monitoring and Technical Assistance

Payee 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

- ✓ Documentation of services provided (evaluations, assessments, direct service, and IFSP development).
- ✓ IFSP(s) – submit plans that cover all relevant dates of FY 2026 (7/1/25 - 6/30/26).
- ✓ All authorizations for services.
- ✓ All evaluation and assessment reports (written by rendering provider(s) being reviewed).
- ✓ 14-day documentation for all evaluations and assessments (documentation to support submission to the CFC).
- ✓ Physician's authorization for all licensed professionals.
- ✓ Discharge report and documentation to support timely submission to the CFC.
- ✓ 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

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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.