

**Master Billing Guide for Professional Providers**

Activity	Notes/description	Service limitation (the max you can bill)	Disclipline	©Arizona Cooperative Therapies 3.22.17
Evaluation for Eligibility Determination OR	two team members conducts a developmental eval	2.0 units/per evaluator	DSI, OT, PT, SLP	EV, Home setting
Review of Records for Elig. Determination	child has established condition; other recent eval; medical records ( used to determine AzEIP elig.); use main office address for setting	1.0 unit = .5 unit for each team mbr if reviewed by more than 1	DSI, OT, PT, SLP	RR, OTHER setting
Report Writing : Evaluation Eligibility Determination	team writes the developmental evaluation report	1.0 unit = .5 for each team mbr	DSI, OT, PT, SLP	RW, Other setting
Child and Family Assessment (after evaluation/elig. Or record review )	conducted by one professional from team; PSYCH or SW; ASDB involved in eval and SC; before the IFSP	1.0 unit for each team member if after eligibility evaluation OR 2.0 for each team member if after record review	DSI, OT, PT, SLP	AS, Home setting
Initial IFSP/ Child Indicators (Entry)	team members who completed child and family assessment	up tp 2.0 units per team member	DSI, OT, PT, SLP	ME * Home setting
Home Visits after IFSP (Therapy; DSI)	ongoing visits by team members listed on IFSP	time spent (in .25 increments)	DSI, OT, PT, SLP, PSYCH, SW	NONE
Non-direct Services by Team Lead	research in your field-gathering discipline specific activities	up to 1.0 unit/quarter per child	Must be TL	Non-direct & Team Lead, OTHER setting
Assessment (By non-team lead)	new engagement of a non-TL to coach the team Lead with family	up to 2.0 billable units/per assessment	DSI, OT, PT, SLP, PSYCH, SW	AS, Home setting
6 Month IFSP Review/Other Reviews	SC completes update with family and team members	up to 1.5 per team member	OT, PT, SLP, DSI, PSYCH, SW, SC	ME * Home setting
Child and Family Assessment (in conjunction with Annual Review IFSP)	conducted by one professional from team; PSYCH or SW; ASDB involved in eval and SC; before the IFSP	1.0 unit for each team member	DSI, OT, PT, SLP	AS, Home setting
Annual IFSP * make sure to give out Family Survey!	SC or SC and other team member; completes child and family ases prior to annual IFSP; review/give family survey	up to 2.0 units per team member	OT, PT, SLP, DSI, PSYCH, SW, SC	ME * Home setting

Transition Planning Meeting (at home with family)	SC with family and team members	up to 2.0 units per team member	OT, PT, SLP, DSI, PSYCH, SW, SC	ME * Home setting
Transition Conference (at home OR likely with school district)	SC with family; team members; school district; Head Start; others	up to 2.0 units per team member	OT, PT, SLP, DSI, PSYCH, SW, SC	ME * Home setting
Billable opportunities in IPP (initial referral process)				
Billable opportunities once eligible				
Billable opportunities at Annual Review				
Billable opportunities in transition to preschool				















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