

## Verification Procedures FY2024

1. Print a copy of the Verification Report as found in the GIFTS software. Review it thoroughly to be sure that it is correct. If corrections are needed, contact Tonya before you go further. Once you've verified that the report found in GIFTS is correct, complete the Monthly AEIS Verification Certificate.
2. Send the Monthly AEIS Verification Certificate only (**do not send the verification report from GIFTS!**) to Tonya Gandy via email as an attachment to: [tonya.gandy@rehab.alabama.gov](mailto:tonya.gandy@rehab.alabama.gov). You will receive a reply email that will confirm that it was received. If I do not reply to you, please follow up with me because I probably did not receive your email. *This method will prevent you from needing to encrypt or password protect the email since there will be no sensitive information shared.*
3. *The Verification Report may only be submitted to the EI State Office one time unless directed to resend; therefore, please make sure that it is accurate when submitted. Program errors discovered in the verification report may only be corrected one month back (by the 9th of the next month). Example: program discover they verified a child incorrectly by marking "Not Served" and should have been marked "Served". If an error is discovered past that point, you should contact your fiscal agent to discuss if corrections can be made.*
4. Your Verification Report **must** be received by Tonya Gandy by the 10th day of each month. If the 10<sup>th</sup> falls on a Saturday, it is due on the 9<sup>th</sup> and if the 10<sup>th</sup> falls on Sunday, it is due on the 11<sup>th</sup>. **Failure to comply could result in delay of payment for that month.** (Note: If the state office has to issue a reminder to a program who has failed to turn in the verification report on time, it will be reported to the agency liaison.)
5. If a child does not show up on your Verification Report and you feel the child should be on it, please **do not** write in that child's name and change the total number on your report without first speaking with Tonya Gandy. This situation requires investigation by AEIS as to why that child may not be showing up. **\*If a plan is not entered into GIFTS, including the Date Completed, within the 10-day timeline, it is not eligible for verification for the month the plan is written. The Date Completed dates for initial and annual IFSPs will not be backdated.**

In order to complete the Verification Report, a Service Coordinator must validate each open case on their individual caseload(s) in GIFTS by choosing:

(You DO NOT combine the amount of time provided by another agency with the time that your agency provided services.)

- SERVED-1 hour
- SERVED-1 hour & 15 minutes-2 hours & 45 minutes
- SERVED- 3 hours or more
- VALID ATTEMPT
- NOT SERVED
- SERVICE COORDINATION ONLY

In addition to validating the services that are provided by your program, you must also validate the services that are provided by another program which you provide Service Coordination. To do this, you will choose one of the following for those children:

- OTHER AGENCY SERVED-1 hour
- OTHER AGENCY SERVED-1 hour & 15 minutes-2 hours & 45 minutes
- OTHER AGENCY SERVED- 3 hours or more
- OTHER AGENCY VALID ATTEMPT
- OTHER AGENCY NOT SERVED

Once **all** Service Coordinators have completed these steps, the program's Verification Report must be completed from the Verification module in GIFTS.

**NOTE: If you validate a child incorrectly, you must EMAIL Tonya Gandy the Case ID, what you selected incorrectly and the change you are requesting.**

6. During the month in which eligibility is determined and the IFSP (initial or annual) is written, a child can be verified as “Served 1 hour & 15 minutes-2 hours & 45 minutes” for that month even if IFSP services have not been provided yet. Verification is based on tasks necessary for a child’s involvement in AEIS such as, establishing eligibility, voluntary family assessment, writing the IFSP. You do not add any services provided to this. You can verify for either planning/writing the plan OR for services provided per the IFSP, not both.  
\*\*\*Please remember to comply with the Timely Delivery of Services policy.

7. Verifying a child with Service Coordination ONLY  
“Service Coordination Only” means...

- ✓ Service Coordination Only is the ONLY service listed on the plan.
- ✓ Be sure to choose “Service Coordination Only” when adding it to the plan not “Service Coordination”
- ✓ A child may be verified for Service Coordination ONLY for up to 6 consecutive months within the fiscal year...but you MUST show at least one hour a month of valid service coordination documentation.  
**(Please note travel is not included as part of the hour)**
- ✓ **Service Coordination Only is ALWAYS for an entire month.** If SCO is listed on the plan for any part of a month, the child will verify as SCO for that entire month. Please take this into consideration when planning begin and end dates with the family.

**Service Coordination Only** is not:

- ✓ The only service that is provided that month because for whatever reason other services were not or could not be delivered.
- ✓ The child receives another EI service every other month, etc.
- ✓ The child turns 3 and an EI service was not provided before the 3rd birthday for whatever reason

8. Verifying a child as Valid Attempt

A program may verify a child **1 time per quarter** when a valid attempt to serve the child has been made. GIFTS will automatically change the validation to Not Served if Valid Attempt is chosen more than once per quarter. The Quarters are as follows:

**1<sup>st</sup> Quarter**

**October – December**

**2<sup>nd</sup> Quarter**

**January – March**

**3<sup>rd</sup> Quarter**

**April – June**

**4<sup>th</sup> Quarter**

**July – September**

**Valid Attempt** is defined as: Documentation of Service Coordination and /or provider contacts and/or attempts to contact (last contact should be within 3 business days of appointment);

and at least one of the following within the file:

- ✓ No show by parent;
- ✓ Multiple rescheduling of visits;
- ✓ Traveling back/forth in attempt to deliver service(s)

**Make-Up Visits:** Providers have the opportunity to reschedule a make-up visit with a family into the following month, and verify that child as long as at least an hour of service occurs before the Verification submission date, which is the 10th day of every month. You **MUST** indicate on the Verification Report that the child verified (using case ID#, not name) is a make-up visit, along with the date the service was rendered. You must also document in the child's record all attempts to provide the service within the month for which the child is being verified so that it is very clear why a make-up visit was required. A make-up visit must be a separate visit from the regularly scheduled visits and is not to be counted toward verification for the current month's service provision. Visits cannot be combined unless approval to do so for each specific case has been given by Tonya Gandy. Requests for these exceptions must be made at least 3 days prior to the Verification submission date.

**Valid Attempt is not:**

- ✓ Parent withdrawal from EI due to child making great progress;
- ✓ Holiday program closure so staff were unable to serve all families;
- ✓ Families typical routines do not fit the staffing structure of the EI program;
- ✓ EI program not taking into account family's vacation/travel schedule;
- ✓ IFSP review occurs and family no longer has concerns so no services were provided that month;
- ✓ Child hospitalized so services were not provided.

9. For children who are not "Service Coordination Only", there must be an early intervention service provided **every** month in order to verify for that child. If the **ONLY** service listed on the plan has a frequency of every other month or quarterly, you must mark the child as "Not Served" during the months that the child does not receive a service.

10. **Instructions for validating a case transferred from one caseload to another.**

When transferring to a Service Coordinator within or outside of your program, you *do not* validate that case(s) *before* transferring. When you are ready to validate your caseload for verification, that case will show up for you to validate.

- a. As the transferring service coordinator, if you did nothing with the case before transferring, it will show up in the caseload validation but **DO NOT VALIDATE THAT CASE, LEAVE IT BLANK.**
- b. As the transferring service coordinator, *you must acknowledge the case in GIFTS in the month you are validating it. Please be aware of this if the case is transferring late in the month and be sure to acknowledge it immediately.* If you wrote the IFSP, provided or attempted to provide an EI service, etc. in that month, it will show up in the caseload validation, so **VALIDATE THE CASE AS SERVED, NOT SERVED or VALID ATTEMPT.**
- c. As the receiving service coordinator within the program, only one service coordinator will validate the case. *The other service coordinator will leave the case unmarked on the validation page. It doesn't matter which service coordinator validates the case, that can be a program decision.*
- d. As the receiving service coordinator outside the program, if both programs provided an EI service that month, both programs **MAY VALIDATE THAT CASE AS SERVED.**
- e. As the transferring service coordinator, if there is an IFSP but you did not provide any services before transferring the case, **VALIDATE THE CASE AS NOT SERVED.**
- f. As the receiving service coordinator, if there is an IFSP but you did not provide an EI service in that month, **VALIDATE THAT CASE AS NOT SERVED.**

**NOTE:** Children who are **Service Coordination Only** and those where **valid attempts** were made **will** be subject to review.

## 11. Procedures for Supporting Extensive Travel

- ✓ Travel of 120 miles or more, round trip, will qualify for reimbursement to deliver services to one child.

**NOTE:** No matter how many children are being seen on the day of the extensive travel, only one child of your choice will qualify for the increased **tier** rate of reimbursement.

For Example:

1. On September 6, 2023 OT leaves home at 6:45 a.m. to see 3 children in rural Lucky County. OT travels 60 miles to her first visit for the day. From 8:00 a.m. to 9:00 a.m. OT sees **Child A**.
2. OT travels 20 miles to **Child B**'s home. OT sees Child B from 9:30 a.m. to 10:30 a.m.
3. OT travels another 20 miles to **Child C**'s daycare and provides OT services from 11:15 a.m. to 12:15 p.m.
4. Then OT travels 100 miles back to home. Total mileage for the day is 160.

**Child A** received 1 hour of service in September. Tier \$303 (Eligible to claim \$358 tier.)

**Child B** received 1.5 hours of services in September. Tier \$358 (Eligible to claim \$398 tier.)

**Child C** received a total 3 hours of services in September. Tier \$398 (Not eligible for travel reimbursement)

EI Agency chooses either Child A or Child B for the increased tier rate of reimbursement.

- ✓ **Please remember:** If you are already verifying a child for 3 hours or more of service, you will not qualify to be reimbursed for the travel of 120 miles or more, round trip
- ✓ Extensive travel must be documented by case ID# each month on the Verification Certificate.
- ✓ Extensive travel must be documented on the Provider Note the date the service was provided in which the extensive travel reimbursement was used.
- ✓ **Example: Document somewhere on provider note, "Extensive Travel Reimbursement used".**
- ✓ There must be a MapQuest, Google Map, etc. in the child's record showing the mileage information.
- ✓ This documentation must be available for periodic review.
- ✓ Valid Attempts will not qualify for Extensive Travel Reimbursement.

Reminders:

\*Every attempt should be made to ensure that all services are being provided per the IFSP. Every attempt should be well documented in the child's record.

\*In order to validate a case you MUST have a valid IFSP, meaning the plan was entered AND date completed within 10 days of the begin date of the plan and at least one service (besides Service Coordination) begins on the same date that the plan begins.

THE VERIFICATION PROCEDURES STATED IN THIS DOCUMENT ARE THE ONLY INSTANCES WHEN A CHILD MAY BE VERIFIED!