

MEMORANDUM

TO: CDS Special Purpose Program Providers
CDS Regional Site Directors

FROM: Laurie Bertulli, Department of Education, CDS State Office Director
Marianne Ringel, Director, Policy and Provider Services, Bureau of Medical Services

DATE: July 11, 2005

RE: New Section 27

As we have implemented the new rules for Early Intervention Services two issues have emerged that require clarification. This memo is to clarify the intent of the rule, and inform you of our intent to revise the rule to reflect the contents of this memo. In the interim, please use this memo as policy guidance.

First, there is an inconsistency between Chapter II and Chapter III with regard to the allowable age range for special purpose services. In Chapter II there is no age restriction, whereas in Chapter III the code specifies ages two through five.

Children under the age of 3 in the CDS system should be served, to the extent possible for the child and family, in the natural environment. That would preclude a Special Purpose program. However, we recognize that the Early Childhood Team has recommended a special purpose program as the appropriate setting for a few of the children and families currently being served. To this end, services provided to a child in a Special Purpose Program age birth to five may be billed under the ER codes 115-118.

The second issue is that of children needing 1:1 paraprofessionals in a Special Purpose program. If the team determines that the appropriate staff-child ratio for the child is 1:3 or 1:4, and certain criteria are met, a 1:1 aide is reimbursable. Evaluation and documentation must firmly support a short-term 1:1 paraprofessional for that child, and an Aide Rate Sheet must be used to determine the applicable rate. 1:1 aides should only be used in unusual circumstances with clear documentation and should be time limited (i.e.: in order to make a transition, short term behavior management, etc).

Included with this memo, please find the worksheet and new, standardized instructions. This worksheet replaces any other 1:1 Aide worksheet that may have been used in the past. The worksheet is also available in an Excel format. This service should be billed under ER15. Reimbursement will be at the rate supported by the Worksheet for Calculation of Maximum Aide Payment, but cannot exceed \$6.25 per ¼ hour. As IFSP/IEP's are renewed, or at the child's initial ECT, if the team has determined that a 1:1 paraprofessional is appropriate, the provider of the service must fill out the 1:1 aide worksheet in order to bill either CDS or MaineCare for the service. This worksheet will

also be required for those children who require a 1:1, or 1:2 paraprofessional in a mainstream setting.

Also, the rules that are specified in DOE Chapter 115 will apply to those who hold Ed Tech authorizations, as will the supervision requirements that align with each authorization.

Please feel free to contact us if you have further questions. Thank you for your assistance with this transition and continued service to CDS and MaineCare members.

cc: Chris Zukas-Lessard, Bureau of Medical Services
Patty Dushuttle, Bureau of Medical Services
Marc Fecteau, Bureau of Medical Services
David Stockford, Special Services Team Leader, Department of Education
Brenda Wilkins, Child Development Services, Fiscal Monitor