



**Hamilton County Process  
ODH Early Intervention System of Payment (EISOP)**

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**Who is eligible for the EI payment system?**

- Families with children eligible for HMG/Part C this includes children with
  - A medical diagnosis (resulting in high probability of delay)
  - A developmental delay- i.e. speech, motor.

**What EI services are eligible for the EI payment system?**

- Assistive Technology Services and Devices
- Audiological Services
- Health Services
- Nursing Services
- Nutrition Services
- Occupational Therapy (OT)
- Physical Therapy (PT)
- Psychological Services
- Social Work Services
- Speech-Language Pathology
- Vision Services
- Other- Music Therapy, Applied Behavioral Analysis (consultation only)
- Insurance Co-pays- if family has insurance coverage but can demonstrate that using insurance will result in financial loss, submit the self-declaration with application.

**EI payment system covers payment for:**

- Services not provided by or available from local MRDD board
- Services not covered by Medicaid, BCMH
- Families that meet financial eligibility 185% of poverty (same as Medicaid/BCMh's financial guidelines)

**How does family insurance effect eligibility?**

- If family has insurance coverage but can demonstrate that using insurance will cause financial loss, submit self-declaration with application form.
  - A family can request that ODH cover the co-pay

**What services will not be covered by EISOP?**

- Medical health services that are routinely recommended for all children (i.e. immunizations, well-baby care, etc.)
- Medical services such as hospitalization, prescriptions, surgery
- Respite care
- Transportation

## How Do Families Apply for the EI System of Payment?

- The HMG Service Coordinator completes the EISOP application with the parent(s) and obtains parent signature.
- The family agrees to utilize a provider from the BCMH/EI approved list of providers.
- The following forms must be completed:
  - √ Early Intervention Services Application
  - √ Parent Consent and Request for EI services
  - √ IFSP sections I,II,VI, VII, and X
  - √ Copy of the evaluation report with recommendations
  - √ Service Not Available Form
  - √ Use of Insurance Inability to Pay Statement
- Service Coordinator reviews completed EI Application for Services form and IFSP with their immediate supervisor.
- Service Coordinator faxes the following materials to Julie Brem (632-6527):
  - Completed EI Services Application
  - Use of Insurance Inability to Pay Statement signed by the family, if applicable
  - Completed eligibility evaluation or service planning assessment report
  - IFSP Sections
  - Service Not Available form
- Julie will sign the Service Not Available Form and send it back to the supervisor or service coordinator.
- The following additional information must be received by ODH before the application can be processed:
  - √ Combined Programs Application (CPA-Healthy Start)
  - √ 4 weeks consecutive pay stubs –or–
  - √ Letter from parent’s employer starting gross income (if new job)
  - √ OR IRS 1040 form with Schedule C or F if self-employed
- The Service Coordinator submits all required documentation (as outlined on the Early Intervention Services Application Check List) to:
  - Ohio Department of Health
  - Bureau of Early Intervention Services
  - 5<sup>th</sup> Floor, 246 N. High Street
  - Columbus, OH 43215
  - Attn: EI Services Payment Application
- If the family prefers, they can submit the Combined Programs Application and the financial documentation separately. It is recommended, however, that all documentation be submitted in one packet to ODH.

## **What is the Application Review Process?**

- The completed application packet is sent to ODH/BEIS by the Service Coordinator.
- BEIS/BCMh staff will review the applications for completeness and to determine financial eligibility.
- The Service Coordinator will be contacted by BEIS staff if additional information is necessary.
- A letter of approval (LOA) with approved units of service outlined will be mailed to the family and the service coordinator.
- Services will not be paid for in advance of notification from ODH of approval.
- If a family does not meet EI financial eligibility guidelines, a letter of denial is sent to the family and they are notified that they are eligible to apply for the cost share option.

## **What is the Cost Share Option?**

- Cost share takes into account the family household size, income and non-reimbursable paid medical expenses if they have been determined not financially eligible for EISOP.
- Family will need to document all countable medical expenses for the entire family not just the HMG eligible child (for 12 mos. period)
- Once the family has met their determined “cost share”, EI services can be paid for through ODH/BEIS

## **Important Points to Remember**

- EI service providers must be enrolled as EI System of Payment Providers in order to receive payments from ODH/BEIS. Service Coordinators need to check the list of Hamilton County EI System of Payment Providers before submitting a family’s application. The list of EISOP provider’s can be found at -----
- Service Coordinators should encourage physicians, therapists etc. to become EISOP providers. Call; 614-644-8389 and ask for a provider enrollment packet.

## **Questions?**

- Call Hamilton County Help Me Grow- Project Director, Julie Brem: 946-4983
- Ohio Department of Health/Bureau of Early Intervention Services/EISOP  
614-644-8132- Audrey Blake  
614-644-8389- Phyllis (for specialized service provider application packets and information)

# Early Intervention Services Application Check List

**The Service Coordinator** submits the following documents to the Ohio Department of Health:

- Early Intervention Services Application (All required fields completed, signed by Service Coordinator & Family)
- Copy of Evaluation & Assessment Report with recommendations  
OR
- Copies of the following sections from the IFSP
  - Section III A,
  - Section III B,
  - Section III C, &
  - Section III D
- Copies of the following sections from the IFSP
  - Section I
  - Section II
  - Section VI
  - Section VII, &
  - Section XI
- Service Not Available Certification Form (signed by county representative)
- Use of Insurance Inability to Pay Statement (if applicable, signed by family)

**The Family** (or Service Coordinator) submits the following documents to the Ohio Department of Health:

- Combined Programs Application (signed by the family)
- Financial documents:
  - Copy of pay stubs for the previous month or most recent four week period OR
  - Letter from your employer stating amount of monthly gross income OR
  - IRS 1040 tax form with schedule C or F, if self-employed

**All of the above items must be received before the application will be processed.**

Send all documentation to:  
Ohio Department of Health  
Bureau of Early Intervention Services  
5<sup>th</sup> floor, 246 N. High Street  
Columbus, OH 43215  
Attn: EI Services Payment Application