

Tennessee's Early Intervention System  
(TEIS) Information and Guidance (IAG)

TO: Tennessee's Early Intervention Staff  
FROM: Tennessee's Early Intervention Central Office  
DATE: June 8, 2017  
**SUBJECT: IAG#17-010 Addendum  
Individualized Family Service Plan (IFSP) Planned Service Pending**

Addendum to Individualized Family Service Plan (IFSP) Planned Service Pending

- While a service is listed as pending on an IFSP, the service coordinator (SC) and district leadership continue to search and recruit service providers.
- When a service provider has been identified as available, the SC contacts the family, obtains a release signed by the parent for the provider, and makes a referral to the provider for the service.
- The SC notifies leadership and the data and support specialist that a provider has been located.
- Since the IFSP will be in a finalized status in TEIDS, the IFSP needs to be unlocked. The SC will complete the following in TEIDS:
  - Planned service screen: Click on service that is pending, enter ending date effective day of the change;
  - Planned service screen: Enter a new line of service and complete the new service information, adding the new service provider that has been identified for the pending service. Also enter the start date as the day of the change;
    - An IFSP requested review is not needed unless there is a change in method, setting, frequency, intensity, or payer; and
  - Contact Log: Document information in the contact log.

# MEMO

## REPLACING THE PENDING SERVICES AFTER ACTUAL SERVICES ARE LOCATED

### Planned Services:

ServiceID	Goal#(s)	Service Name	Accept Service	Provider	Date Originated	Start Date	End Date	Method	Setting	Frequency	Intensity (Hour/Mile)	Total Per Week	Permit Private Insurance	Permit Public Insurance	Payor1	Payor2
8	1	Physical Therapy	Yes	Candace Feltz - Feltz Therapy Services, LLC	06/06/2017	06/08/2017	02/28/2018	Group	Community-based	2/Month	1	0.46	No	No	TEIS	
7	1	Speech Therapy	Yes	Candace Feltz - Feltz Therapy Services, LLC	06/06/2017	06/09/2017	02/28/2018	Individual	Home	1/Week	1	1	No	Yes	TennCare	
6	1	Speech Therapy	Yes	Pending PendingGN - Pending-GN	06/06/2017	06/07/2017	06/08/2017	Individual	Home	1/Week	1	1	No	Yes	TEIS	
5	1	Physical Therapy	Yes	Pending PendingGN - Pending-GN	06/06/2017	06/06/2017	06/08/2017	Group	Community-based	2/Month	1	0.46	No	No	TEIS	

Both Physical Therapy (PT) and Speech Therapy (ST) were added to this IFSP in the Pending status (ServiceID 5 and 6). (Not shown: both pending services (ServiceID 5 and 6) had End Dates of 2/28/18 (highlighted dates were 2/28/18, now show 6/8/17), just prior to the child's 3<sup>rd</sup> birthday of 3/1/18.)

ST services were located and added to the plan (ServiceID 7). However due to the change in Payor1, a Requested Review was required.

- An IFSP was prepopulated and a Requested Review was conducted.
- The Pending Service for ST was ended (ServiceID 6). The new "actual" service was added for ST (ServiceID 7) with the change in Payor1 (circled).

PT services were located and added to the plan (ServiceID 8). Since no changes were required in any detail, a Requested Review was NOT required.

- The Pending PT (ServiceID 5) was ended.
- The "actual" PT service was added (ServiceID 8) with identical details matching those of the pending PT line (ServiceID 5).