Acentra Health Service Authorization Check: ITP

Some EIDBI services require service authorization (SA). The SA allows qualified providers to bill and receive payment from MHCP after providing EIDBI services. However, having an approved SA does not guarantee MHCP payment. The provider must meet all other MHCP requirements to receive payment.

This checklist is an aid to assist providers in submitting EIDBI authorizations. Each case will be reviewed to ensure all necessary documentation has been provided and services requested meet medical necessity criteria outlined in EIDBI policy.

Services that Require Authorization:

The following services require authorization before service delivery:

- Family or caregiver training and counseling (Individual 97156 and Group 97157)
- Intervention – individual (97153), group (97154) and higher intensity (0373T)
- Intervention observation and direction (97155)
- Travel time (H0046)

Services that Do Not Require Authorization:

The following services do not require authorization before service delivery:

- The initial ITP (H0032)
- The CMDE once per year (i.e., 80 units per calendar year) per person without authorization. (The CMDE is required to be updated at least every three years) (97151).
- Coordinated care conferences (T1024).

Acentra Health Administrative Submission Check:

☐ Early Intensive Developmental and Behavioral Intervention (EIDBI) services allow for up to 6 months for retro/ backdated requests.

☐ Check eligibility in MN–ITS to determine whether the member is receiving EIDBI benefits through fee-for-service or is enrolled in a prepaid health plan (PPHP). If the member is enrolled in a PPHP, the authorization must be submitted to the healthcare plan and NOT to Acentra Health.

*Note: EIDBI provider agencies that are enrolled in a health plan must follow the managed care organization's rules and guidelines to bill, obtain authorizations and enroll with the health plan. Refer to the [Managed Care Organizations (MCOs) and Prepaid Health Plans (PPHPS)](#) section for more information. Refer to the [EIDBI MCO Contact Information Grid (PDF)](#) for MCO contact information.

☐ Check with the caregiver/ guardian and any previous providers to coordinate all services and supports. Review the [billing grid](#) for service limits.

Note: If applicable, submit the EIDBI transition and/or discharge summary, DHS-7109A with the case if the recipient is transitioning from another provider. The form should be signed by the previous agency and the parent/ guardian. If the previous agency is not able to sign, the parent or guardian must sign the document to end the recipient's previous authorization.

☐ The recipient must have an approved CMDE on file to authorize services requested on the ITP. If the CMDE was completed by another provider, leave a case note informing the medical review agent and indicate that this request is for "medical necessity review only."

Acentra Health Clinical Submission Check for ITP:

☐ Receive medical necessity approval before submitting the ITP.

☐ Submit the completed Individual Treatment Plan (ITP) and Progress Monitoring (DHS-7109) template to the web-based ACENTRA HEALTH Atrezzo portal on a separate case from the CMDE.

☐ ITP signature page is included.

- The final signature (legal guardian or provider) indicates the ITP has been completed

- **Note**: Only people who can consent to treatment and make legal decisions can sign these forms. This may not include all caregivers. Providers must ensure the person signing the forms has the legal authority to do so. EIDBI - Services (state.mn.us)

- The ITP signatures and dates must be either handwritten or use an approved electronic signature with a time and date stamp

Ensure that all documentation is complete and accurate prior to submission:

☐ The start date of services requested in Section D of the ITP is ***on or after the last signature date***

☐ Services requested in section C, approximately match the services requested in section D

☐ Services including units and service codes entered in the Atrezzo/Acentra portal to what is requested in section D

☐ All goals are written measurably, objectively and in observable terms.

☐ Goals are person-centered and based on the feedback from the person and family reflected throughout the CMDE and ITP.

☐ All goals have a quantifiable baseline

Training Resources

Please visit https://mhcp.acentra.com/training/ and reference training materials under CMDE/EIDBI Services. The Atrezzo Provider Portal Case Submission Requirements PowerPoint is available for reference.