

Initial IFSP Service Coordination Tip Sheet



BabyNet Intake Coordinators (BNICs) are assigned to children upon referral to BabyNet. BNICs complete all activities with the family through eligibility determination. BabyNet Ongoing Service Coordinators complete the initial IFSP process and conduct the IFSP team meeting with the family. This document provides guidance on assigning intake and ongoing service coordination in the BRIDGES system.

SPOE INTAKE RESPONSIBILITIES IN BRIDGES:
1. Select your name from the Initial/Intake coordinator drop down menu on the Demographic screen.
2. Add an IFSP outcome that intake service coordination will address. This is typically related to educating the family on the services provided by BabyNet, explaining the Child and Family Rights, etc.
3. Add "Service Coordination-Initial" on the Planned Services screen <ul style="list-style-type: none"> • Start date is the date of referral, end date is 45 days from referral. • Do NOT authorize Medicaid or Insurance until consent is signed. • BNIC will need to "edit" this service after consents are signed to update payors and permit Medicaid and/or Insurance if applicable. • Add frequency and intensity of 1 x semiannually for 24 hours
4. Complete Referral, Health, Parent, Financial Support, Screening, Evaluation/Assessment, Eligibility, and Service Log screens as directed.
5. Using the local service coordination matrix or parents' choice, contact the appropriate service coordination agency regarding the new referral.
6. Add a service log for "Service Coordination-Initial" to document that contact was made with the chosen agency and the new referral was accepted.
7. Review all screens to ensure Intake Information is complete based on information received by the BNIC.
8. Scan and email an encrypted* copy of the physical record to the ongoing service coordinator and document in BRIDGES.

*See Encryption document.

SPOE STEPS TO TRANSFERRING FROM INITIAL SC TO ONGOING SC IN BRIDGES (A OR B)
<i>(A) Transfers from Initial BNSC to Ongoing BNSC on or before the 25th day from referral to BabyNet</i>
<ol style="list-style-type: none"> 1. Add service coordinator OR supervisor to Demographic screen. <ul style="list-style-type: none"> • Select the service coordinator OR supervisor from the ongoing service coordinator drop down menu.
<ol style="list-style-type: none"> 2. Add the service coordinator OR supervisor to the Planned Services screen. <ul style="list-style-type: none"> • Select "Service Coordination-Primary." • Enter the start date as the date the BNIC adds ongoing service coordination to the child's planned services. • Enter the end date as the last day of the 45 days for the child's IFSP plan development • Add frequency and intensity of 1 x semiannually for 20 hours and SAVE.
<ol style="list-style-type: none"> 3. Notify the service coordinator OR supervisor that they have been added to the child's planned services. <ul style="list-style-type: none"> • Document this communication in the service log.
<ol style="list-style-type: none"> 4. Select the SPOE District from the Intake Coordinator drop down menu (e.g. Anderson SPOE, York SPOE, etc.) on the Demographic screen. Click SAVE**
<i>(B) Transfers from Initial BNSC to Ongoing BNSC on AFTER the 25th day from referral to BabyNet</i>
<ol style="list-style-type: none"> 1. Add service coordinator OR supervisor to Demographic screen. <ul style="list-style-type: none"> • Select the service coordinator OR supervisor from the ongoing service coordinator drop down menu.
<ol style="list-style-type: none"> 2. Add the service coordinator OR supervisor to the Planned Services screen. <ul style="list-style-type: none"> • Select "Service Coordination-Primary." • Enter the start date as the date the BNIC adds ongoing service coordination to the child's planned services. • Enter the end date as 20 days from the day service coordination-primary is added to the child's planned services. • Add frequency and intensity of 1 x semiannually for 20 hours and SAVE.
<ol style="list-style-type: none"> 3. Notify the service coordinator OR supervisor that they have been added to the child's planned services. <ul style="list-style-type: none"> • Document this communication in the service log.
<ol style="list-style-type: none"> 4. Select the SPOE District from the Intake Coordinator drop down menu (e.g. Anderson SPOE, York SPOE, etc.) on the Demographic screen. Click SAVE**
<i>**NOTE: Once the SPOE coordinator's name is changed to the SPOE district and saved, the SPOE coordinator will NOT be able to access the child's record again after they go out of that record. This should be the last step in the process.</i>

STEPS TO RECEIVING REFERRALS AS ONGOING SC IN BRIDGES (A OR B)
<i>(A) Service Coordination Supervisor Receives the New Referral from SPOE</i>
1. Document on the Service Log screen the receipt of the referral from SPOE.
2. Go to the Planned Services screen to make sure your service has been added as "Service Coordination-Primary".
3. Change the ongoing service coordinator on the Demographics screen to the person your agency has assigned as the new ongoing service coordinator.-SAVE
4. Add the new ongoing service coordinator to Planned Services (Service Coordination-Primary). Start date should be the date the supervisor added the new ongoing service coordinator to planned services and the end date is the 45 th day or 20 days after transfer (if transferred after the 25 th day).
5. After the initial IFSP team meeting, the ongoing service coordinator and the supervisor must be reauthorized to plan for next six month period, by adding them back to planned services.
<i>(B) Ongoing Service Coordinator Receives the New Referral from SPOE</i>
1. Document on the Service Log screen the receipt of the referral from SPOE.
2. Go to the Planned Services screen to make sure your service has been added as "Service Coordination-Primary".
3. Change the ongoing service coordinator on the Demographics screen to the supervisor who needs to be added to your plan.
4. Add the supervisor to Planned Services (Service Coordination-Primary) starting on the date ongoing service coordination was added to planned services and ending on the 45 th day or 20 days after transfer (if transferred after the 25 th day).
5. Go back to Demographic screen and add yourself back as the ongoing service coordinator so child record will reflect you as the ongoing service coordinator.
6. After the initial IFSP team meeting, the ongoing service coordinator and the supervisor must be reauthorized to plan for next six month period, by adding them back to planned services.