



POLICIES AND PROCEDURES NEW JERSEY EARLY INTERVENTION SYSTEM

No: NJEIS-03	Subject: Temporary Substitution
Effective Date: February 10, 2015	Responsible Party: Part C Coordinator

I. Purpose

To promote uniformity for the handling of circumstances in which a practitioner is unavailable to provide services and a temporary substitution is necessary to avoid disruption in making early intervention services on the Individualized Family Service Plan (IFSP) available.

II. Policy

- A. Temporary substitution, that is, the temporary replacement of a practitioner, who has provided service, with a qualified practitioner, is permitted for a period not to exceed three (3) weeks.
- B. Temporary substitutions shall not occur consecutively, that is, one substitution shall not immediately follow a substitution.
- C. Temporary substitutions shall not be made in lieu of a change in practitioner when a practitioner has a pattern of being unable to render services in a consistent manner.
- D. The substitute practitioner shall minimally possess comparable licenses (if applicable), education and experience to the authorized practitioner.
- E. The rate of reimbursement for substitute practitioners cannot exceed the rate of the authorized practitioner. Also, the substitute practitioner claim cannot be billed to NJEIS at a higher rate than the NJEIS reimbursement rate assigned to the substitute practitioner position. Examples follow:
 1. If a child development specialist was authorized to provide developmental intervention and a speech and language pathologist is the substitute practitioner, the rate billed must not exceed the authorized rate for the authorized practitioner (child development specialist) even if the substitute practitioner (speech and language pathologist) has a higher NJEIS reimbursement rate
 2. If a speech and language pathologist was authorized to provide developmental intervention and a child development specialist is the substitute practitioner, the rate

billed must not exceed the established rate for the substitute practitioner (child development specialist) even if the authorized practitioner (speech and language pathologist) has a higher NJEIS reimbursement rate.

III. Procedures

- A. Each provider agency shall be required to, at a minimum, develop and implement procedures that meet the policies above related to the use of a temporary substitute practitioner as follows:
 - 1. Discussing with families the need to utilize a substitute practitioner;
 - 2. Utilizing a substitute practitioner to deliver services authorized under the original practitioner, which shall not require a change in authorizations in the System Point of Entry database;
 - 3. Selecting a qualified substitute, who shall make contact with the family prior to the delivery of services;
 - 4. Claiming the services provided by a substitute under the authorized practitioner; and
 - 5. Completing a new Service Encounter Verification (SEV) log, by the substitute practitioner, signed by the parent that identifies both the authorized and substitute practitioners' names in the box entitled, "Service Practitioner Name".
 - 6. Families who decline a temporary substitution in practitioner are not entitled to make-up services.

Related Policies/Procedures

NJEIS-09 EIP Assignment

NJEIS-14 Make-Up or Compensation for Missed/Disrupted Early Intervention Services