

# FORM EI-16: PAYMENT FOR EARLY INTERVENTION SERVICES

## GUIDANCE RESOURCE

### Form Overview

*Form EI-16: Payment for Early Intervention Services* is a cover sheet for the required documentation needed to complete the billing process for contracted EI Providers.

The early intervention service coordinator (EISC) will complete Form EI-16 by providing the family demographics and identifying the EI services, frequency, and duration of the services on the Individualized Family Service Plan (IFSP). This form is only intended to be used when a contracted provider is on the IFSP grid and POLR or Insurance/POLR has been identified as the funding source. Form EI-16 will be submitted to the Department alongside the *Form EI-04: Individualized Family Service Plan* within 14 calendar days of the signed IFSP.

Form EI-16 must be completed electronically. Form EI-16 documents that are hand-written and scanned will be returned to the EISC to complete electronically.

### EISC Explanation of Form to Parents

N/A

### Rule References

5123-10-02 (K)(5)(d)