

## ESIT/DHH Policies

### 1. Holding Timeliness and Family Choice

Full-Service agency holds timeliness and family choice:

- At every step in the process, the full-service agency is responsible for enrolling and serving DHH children/families with timeliness.
- DHH FRCs coordinate scheduling of evaluations/assessments and IFSP meetings in alignment with their agency's practices.
- DHH FRCs are responsible for ensuring that a family is informed and supporting their choice of a DHH agency.
- As soon as the family chooses a DHH agency, the DHH FRC informs/includes the assigned DHH provider as a full team member who is co-responsible for engaging in all subsequent steps in the process with timeliness. **PROCEDURE NOTE:** The DHH FRC will alert the DHH Agencies of scheduled dates to be ready. The DHH Agencies will identify provider, add evaluations/IFSP to schedule, and schedule interpreters, if needed, to ensure that the provider can join if/when the agency is chosen.

### 2. Communication and Collaboration

- **Timely Communication:** All team members respond to written communication within 2 business days, or sooner when possible, or when needed to meet ESIT timelines.
- **Inclusive & Regular Teaming:** Teams serving DHH children, and their families **include all other team members** in scheduling, planning, reflection, discussion of best practices and quality improvements for serving the family—via email and meetings.

### 3. Interpreters and Accessibility

#### Scheduling Interpreters:

- DHH FRCs are responsible for ensuring the family’s home language is supported by scheduling and arranging interpreters for every step of the IFSP process.
- Direct service providers are responsible for arranging interpreters for services they provide.

#### Accessibility:

- When a DHH child is referred, the DHH FRC will notify all three agencies of the scheduled evaluation/assessment and IFSP meetings including dates and times so that interpreters, to ensure accessibility, can be scheduled in advance if needed.
- When caregivers or team members need interpreters for accessibility, meetings will be scheduled at least two weeks in advance.
- DHH agencies are responsible for scheduling interpreters to ensure accessibility to ESIT activities for their staff members whenever needed.
- *In Process—King County will cover a percentage of staff interpreter costs, to ensure ESIT staff accessibility to all ESIT activities.*

### 4. ESIT/DHH Point People and DHH FRCs

Each agency is responsible for identifying an ESIT/DHH Point Person.

At full-service agencies, this role may be a DHH FRC.

<b>ESIT/DHH Point Person</b>	<b>DHH FRC</b>
Participate in all DHH training requirements	Participate in all DHH training requirements
Participate in ongoing Community of Practice	Encouraged to join and participate in Community of Practice

Support all FRCs who work with DHH children/families at their agency, including: <ul style="list-style-type: none"> <li>• Share back with all DHH FRCs</li> <li>• Ensure DHH Policies &amp; Procedures implemented</li> </ul>	Support family throughout the entire process  Implement DHH Policies & Procedures
Build collaborative relationships with: DHH Providers, DHH FRCs, DOH, & WithinReach	Build collaborative relationships with DHH Providers
Address & respond to concerns as they arise	

**5. PILOT Welcome Session with all 3 DHH Agencies (starting no earlier than August 2022)**

A joint virtual session with all 3 DHH Agencies will be scheduled weekly to:

- Support families in understanding their choices
- Provide information
- Answer questions

DHH FRC contacts Norma Lobo ([nrenteri@kingcounty.gov](mailto:nrenteri@kingcounty.gov)) immediately if Family needs interpreter, allowing 1-2 weeks.

**6. Scheduling Assessment or Evaluation**

- The Full-Service Agency is responsible for scheduling and completing the Assessment or Evaluation within timelines and in alignment with agency's practices.
- DHH FRCs will participate in the scheduled Assessment or Evaluation, to support continuity for family.
- As soon as the family chooses a DHH agency, the DHH FRC includes the assigned DHH provider in the scheduled Assessment or Evaluation.

- The DHH provider makes every effort to participate, and if available to do so, the communication specialist from the Full-Service agency evaluation team may be excused.

## **7. Inter-Agency Agreements**

All agencies are required to develop an Inter-Agency Agreement when more than one agency provides services on the IFSP and submit to King County, initiated by the DHH FRC.

- Each agency identifies an IFSP team member responsible for leading communication between agencies;
- The DHH FRC will coordinate and schedule evaluations, assessments, IFSP meetings, and transition conferences, including all IFSP team members;
- IFSP team members share the responsibility to meet required DCYF/ESIT timelines for data entry and will provide IFSP documents and reports to the FRC to ensure that timelines are met.

## **8. *PILOT: Option for More Than 1 DHH Provider—in development, please do not offer yet***

- *A family may choose more than one DHH Agency, but not more than two.*
- *This option may be shared with families who have not chosen a DHH Agency two weeks before their Initial IFSP meeting.*
- *If a family chooses more than 1 DHH Agency to work with, intentional teaming is required to keep in mind scheduling, collaboration, and consistency.*
- *DHH FRCs will check in with the family and providers every few months to see how this is working.*
- *Each annual IFSP process will include a team discussion of how well this approach is working for the child and family, and whether to continue.*

## 9. Developmental Disabilities Administration

- The DHH FRC is responsible for initiating all DDA applications and change forms to DDA and CCing any other agency on the IFSP.
- The other agency, for example any DHH agency, is responsible for following up with DDA to ensure the authorization is in place with their agency.

## 10. Billing & Special Education Rate

Child's IFSP Includes	DHH Agency	Full-Service Agency
DHH Services & DHH/FRC at Full-Service Agency	Can bill, if served, for: <ul style="list-style-type: none"> <li>• Part C, BSK, CDS</li> <li>• 90% of SE</li> </ul>	Can bill, if served, for: <ul style="list-style-type: none"> <li>• Part C, BSK</li> <li>• 10% of SE</li> <li>• Cannot bill for CDS for FRC*</li> </ul>
DHH Services & DHH/FRC + More Services at Full-Service Agency	Can bill, if served, for: <ul style="list-style-type: none"> <li>• Part C, BSK, CDS</li> <li>• 50% of SE</li> </ul>	Can bill, if served, for: <ul style="list-style-type: none"> <li>• Part C, BSK</li> <li>• 10% of SE</li> <li>• Cannot bill for CDS for FRC*</li> </ul>
Services at 2 DHH Agencies & DHH/FRC at Full Service	Can bill, if served, for: <ul style="list-style-type: none"> <li>• Part C, BSK, CDS</li> <li>• 45% of SE</li> </ul>	Can bill, if served, for: <ul style="list-style-type: none"> <li>• Part C, BSK</li> <li>• 10% of SE</li> <li>• Cannot bill for CDS for FRC*</li> </ul>

\*Can bill CDS and insurance for assessment or evaluation

## 11. Assistive Technology for Deaf/Hard of Hearing Children

### Overview:

King County will support access to assistive technology devices and services in alignment with the [Washington State ESIT Policies and Procedures](#) (see pages 23-25)

in partnership with the ESIT agencies and providers serving Deaf/Hard of Hearing (DHH) children and their families.

#### A. Hearing Aid Cost Reimbursements

1. King County ESIT will support funding for Hearing Aids via reimbursement for children when:
  - a. Diagnosis and need for Hearing Aids are identified/documented in IFSP;
  - b. Funding support for hearing aids is needed because either:
    - No other source of funding is available (Medicaid, private insurance, and other sources have been pursued and are not available—see Payor of Last Resort below); or,
    - The source of funding (such as private insurance) is less than the amount allowable for Medicaid (see information below); and
  - c. DHH FRC has partnered with audiologist to facilitate access and to ensure that the hearing aid has been paid for and delivered to the child.
2. Pre-approval is not necessary for Hearing Aid Reimbursement as long as ALL the steps below are followed:
  - a. ESIT Agency submits an Extraordinary Expense Request Form, and attaches the following required documents to ensure reimbursement will be authorized:
    1. A copy of **child's current IFSP including diagnosis and need** for hearing aid(s);
    2. Documentation of **referral or prescription** for hearing aid;
    3. Documentation that no other funding source is available to pay any portion of the expenses OR that the source of funding is paying less than the manufacturer's price list or cost list, or the amount allowable for Medicaid.
    4. **Cost sheet** from manufacturer which lists the single unit published price with the specific hearing aid model circled.
    5. **Paid Invoice** that includes: child's name, delivery date, itemized list of hearing aids, ear molds and other services (Flat Rate), and the total amount being invoiced to KCDDD.

- King County will reimburse the ESIT agency up to the Medicaid maximum allowable, or the gap between other fund sources and the Medicaid maximum allowable, whichever is less, in accordance with the following chart:

<b>Goods/Services</b>	<b>Definition</b>	<b>Maximum Amount*</b>	<b>Conditions</b>
Ear molds		\$45 per ear	Maximum 3 sets over 12 months.
Hearing Aid		Single unit published price on the manufacturer's price list	Maximum of 2 hearing aids, if one is needed for each ear or Single Unit Price X 2
Flat Rate for Hearing Aid Related Services	Hearing aid evaluation and fittings, follow up appointments, maintenance/service agreement for one year.	\$500	If only one hearing aid is needed, the maximum is \$250. Can only be billed once per child, per set of hearing aids.
Batteries	Not Extraordinary Expense.	\$0	No reimbursement/ not billable as EE.

**B. FM/DM System Access**

- King County ESIT has an obligation to ensure a child has access to an FM or DM system if it is identified as necessary on the IFSP.
- Since King County ESIT funds a FM/DM Loaner Bank via Seattle Children's Audiology, King County will not purchase systems for individual children 0-3 years of age.
- The FM/DM Loaner Bank will maintain an adequate supply of loaners to ensure families can utilize an FM or DM system until the child turns three. When a child turns three, the family will return the system so that another family can borrow it.
- The child's DHH FRC will make a request to the FM/DM Loaner Bank and work with the Loaner Bank and other team members to acquire the correct system whether or not the child receives other audiology services from Seattle Children's.

### C. Definitions

- FM or DM System means remote microphone hearing assistive technology. FM uses radio waves, and DM uses digital signals.
- Hearing Aid means Behind the Ear (BTE) hearing aids, a bone conduction hearing aid, or a body worn hearing aid that is appropriate for children from birth to three years of age.
- Payor of Last Resort: Part C reimbursement must follow payer of last resort requirements. All other funding options must have been examined and attempted prior to using Part C to pay for hearing aids or related services. The Washington State Department of Social and Health Services (DSHS) Developmental Disabilities Administration (DDA), Medicaid, and private insurance funding must be utilized prior to a Part C request.
- Single Unit Published Price means the amount on the manufacturer's price list, also called a cost list. These price lists are updated frequently. The single unit published price is not the suggested retail price.