

POLICIES & PROCEDURES RELATED TO FINANCIAL MATTERS

1. The Department of Health for the State of Hawaii assures the following:
 - a. HDOH has a description that ensures resources are made available under this part for all geographic areas within the State. (20 U.S.C. 1437(a)(7));
 - b. HDOH has a policy pertaining to contracting or making of other arrangements with service providers to provide early intervention services in the State, consistent with the provisions of Part C, including the contents of the application used and the conditions of the contract or other arrangements. (20 U.S.C. 1435(a)(11));
 - c. HDOH has a procedure for securing timely reimbursements of funds used under this part in accordance with 20 U.S.C. 1440(a). (20 U.S.C. 1435(a)(12));
 - d. HDOH ensures identification and coordination of all available resources within the State from Federal, State, local and private sources. (20 U.S.C. 1435(a)(10)(B)). These include, but are not limited to Title V of the Social Security Act (relating to Maternal and Child Health); Title XIX of the Social Security Act (relating to the general Medicaid Program and EPSDT; The Head Start Act; Parts B and C of the IDEA; Subpart 2 of Part D of Chapter 1 of Title 1 of the Elementary and Secondary Education Act of 1965, as amended; and the Developmental Disabled Assistance and Bill of Rights Act (P.L. 94-103). It is also responsible for maintaining accurate, current information on these funding sources, if a legislative or policy change is made under any of these sources.
 - e. Fees will not be charged for services that an infant or toddler is otherwise required to receive at no cost including:
 - 1) Child Find;
 - 2) Evaluation and assessment;
 - 3) Service coordination;
 - 4) Administrative and coordinative activities related to the development, review and evaluation of IFSP; and
 - 5) Implementation of procedural safeguards.
 - f. The inability of the parents of an eligible infant or toddler to pay for services will not result in the denial of services to the infant or toddler or to their family;

- g. All mandated services, as specified in P.L. 108-446, will be provided at no cost to all parents of infants and toddlers with special needs from birth to age three;
 - h. A sliding fee scale will not be utilized for mandated Part C services.
- 2. Anticipated funding sources for early intervention services include, but are not limited to:
 - a. State general fund;
 - b. Federal funds under P.L. 108-446;
 - c. Medicaid;
 - d. Private insurance;
 - e. Special Federal/State grants;
 - f. Local county funds;
 - g. Private agency support;
 - h. Early Intervention Special Fund and Trust Fund.
- 3. Use of Public and Private Insurance – The Department will make every reasonable effort to collect payments under Medicaid, Champus (TriCare), and private insurance in accordance with the following guidelines:
 - a. Parents will be asked to provide consent when required under 34 CFR §§303.401, 303.404, 303.360 and 300.571, in order for the Part C lead agency to make requisite disclosures of personally identifiable information and access public and/or private insurance. Refusal of a parent to provide consent will not result in the denial of any service under Part C.
 - b. HDOH participating agencies, private providers and subcontractors will be required to ensure that parental consent has been obtained prior to accessing public or private insurance for any mandated Part C service.
 - c. The Department will not require parents to use insurance proceeds to pay for mandated Part C services if the family would incur a financial cost. Financial cost includes:
 - 1) A decrease in available lifetime coverage or any other benefit under an insurance policy; or
 - 2) An increase in premiums or the discontinuation of the policy.
 - d. The Department will ensure that if private insurance is accessed, families will not be charged directly for co-payments, deductibles, and/or registration fees. The Department reserves the right to pay for co-payments, deductibles, and/or registration fees to ensure there is no financial cost to the family.

- e. The Department may request parents file a claim for reimbursement when costs are incurred (e.g., registration fees).
 - f. The Department, in ensuring payment for early intervention services, in no way relieves an insurer or similar third party from an otherwise valid obligation to provide or to pay for early intervention services for an eligible infant or toddler.
4. Dispute Resolution – The Department has developed the following procedures to ensure that services are provided to eligible infants and toddlers with special needs and their families in a timely manner, pending the resolution of disputes among public agencies or service providers.
- a. Pending the resolution of the dispute, the Department will utilize Part C funds to directly pay for the services;
 - b. At the request of the Department, the Hawaii Early Intervention Coordinating Council will conduct a Public Hearing amount the agencies and parties involved in the dispute, then assign the responsibility to the appropriate agency;
 - c. Upon resolution of the dispute and assignment to the appropriate agency, the Department will invoice the appropriate responsible agency for the reimbursement of Part C funds.