



**POLICIES AND PROCEDURES
NEW JERSEY EARLY INTERVENTION SYSTEM**

Date: April 25, 2012

No.: NJEIS-18	Subject: EIP Agency Designation
Effective Date: Immediately	Category: EIP Letter of Agreements
Review Date: May 2014	Responsible Party: Part C Coordinator

II. Purpose

To determine the need for expanding the number of comprehensive Early Intervention Program (EIP) agencies approved for a county.

II. Policy

- A. The expansion of comprehensive agencies in any county will be based on need as determined by the State NJEIS Office.
- B. An increasing or ongoing number of services where there is "No Provider Available" (NPAs) in a county will initiate a review to determine a need to expand the number of comprehensive agencies within a county.
- C. Designation of an EIP Provider Agency as a comprehensive EIP will be performance based.
- D. EIP Service Vendor agencies approved for the county with an identified need will receive first consideration for comprehensive status.

III. Procedures

- A. A review of the need to expand the number of comprehensive agencies approved for a county is conducted.
 - 1. Discussions are initiated with the Part C Coordinator, NJEIS Procedural Safeguards Office, Regional Early Intervention Collaborative (REIC) and the county Service Coordination Unit (SCU) to understand the extent of the problem in the county to meeting service needs timely.
 - (a) The REIC Director schedules and discusses the NPA issue at a regional provider meeting to determine if currently approved comprehensive EIPs can provide the NPA services.

- (b) If the conclusion is that the NPA problem is not being resolved by the currently approved EIPs, the REIC and SCU contacts EIP agencies providing services in neighboring counties to see if there is an interest in assisting with the NPAs. This may or may not result in a change to the agency's Rider C designation.
 - (c) If the NPA problem continues, the state office determines the need to approve one or more additional comprehensive agencies to the county by reviewing the NPAs and data on authorizations of the EIPs providing services in the county.
 - (d) NJEIS data is used to determine if there are service vendors functioning as a comprehensive agency in the county and the number of authorizations being assigned to the service vendor agencies.
 - (e) The performance of approved EIP service vendors in the county is considered first.
 - (i) The State office or REIC contact potential EIPs to determine an interest and capacity to expand to meet the need in the identified county.
 - (f) If an EIP service vendor within the county is not identified, the search for an EIP is expanded to EIP agencies:
 - (i) From other counties with active authorizations providing services to children in the county with the identified need; then
 - (ii) Any EIP agency outside the county; and then
 - (iii) Outside the NJEIS network of provider agencies.
- B. The Early Intervention Provider Assignment (NJEIS 09) procedures for the county are reviewed when an EIP agency Rider C status is changed for a county.
1. The REIC facilitates a provider meeting to revise the local agreement for EIP assignment.
 - (a) Local agreements are revised and implemented; or
 - (b) If no consensus is reached on a revised local assignment, a county rotation for EIP assignment is implemented in accordance with NJEIS-09.

IV. Related Policies and Procedures

NJEIS-08: No Provider Available

NJEIS-09: Early Intervention Provider Assignment

NJEIS-16: Provision of Timely IFSP Services