

The Pervasive Developmental Disorder Reserve Capacity Protocol

This protocol was developed to create a process that enables children who meet the established criteria to transition from BabyNet ABA services into the Pervasive Developmental Disorder (PDD) Program with no lapse in ABA services. Children participating in BabyNet ABA services may transition into the PDD Program by following the below process.

Transition Criteria

To be considered for transition from BabyNet ABA into the PDD Program, a child must:

- Be three (3) years of age on the date of transition. A child over age 3 cannot be transitioned.
- Have a confirmed diagnosis of an Autism Spectrum Disorder (ASD) as defined in the most current edition of the PDD Manual. The diagnosis must occur before age three (3). The PDD Program requires that a child have a definitive diagnosis of an ASD; a child classified as “At Risk Child” or “High Risk Infant” must be evaluated prior to age three to be considered for transition.
- Have a functioning ABA team/program prior to the transition date. DDSN may request billing records to verify all services. If records are not provided or they do not support the claim of a functioning team in place, the transition will not take place. A functioning team is defined as:
 1. The child’s Initial EIBI Adaptive Assessment has been completed, their Individualized Treatment Plan has been developed per the Assessment, and a Consultant, Lead Therapist, and Line Therapist are implementing the Treatment Plan.
 2. The child has been receiving ABA Line Therapy services from their current ABA provider for a minimum of 30 days prior to the child’s third birthday.
- Be currently receiving ABA services approved through BabyNet from a provider who is on the PDD Program Qualified Provider List. If the BabyNet ABA provider is not on the PDD Program Qualified Provider List, the child cannot be transitioned into the PDD Program.

Notes:

- 1. If an insurance company pays for a child’s ABA services, BabyNet must still approve ABA services.**
- 2. The initial transition will be into the PDD State Funded Program. All children will then be transferred into a PDD Waiver slot if they are eligible to receive Medicaid and meet Level of Care. The Case Manager will be contacted by the Autism Division to initiate the transfer. Parents who fail to apply for Medicaid or who apply for Medicaid and do not comply with the request from the DDSN Sponsored Workers will have PDD services terminated.**

Transition Process for a Child with a Confirmed ASD Diagnosis

For a child currently approved to receive ABA through BabyNet with a confirmed ASD diagnosis to transition from BabyNet ABA services into the PDD State Funded Program, the EI must begin the transition process when the child reaches 33 months of age.

1. When the child reaches 33 months of age, the EI must:
 - Verify that the child meets all Transition Criteria. If so, the EI must inform Vicki Coleman, the District I Waiver Coordinator, by e-mail (vcoleman@ddsn.sc.gov) that this child is now a candidate for transition from BabyNet ABA to the PDD State Funded Program. The e-mail must include the child's name and current ABA provider.
 - Provide Vicki Coleman with documentation of a confirmed ASD diagnosis. If the documentation is not provided or it does not support the presence of an ASD, the transition will not take place.
2. The District I Waiver Coordinator will verify the information, complete the **PDD State Transition Program Slot** notice, enter the child's name in the database and forward a copy of the slot notice to the child's EI.
3. When the EI receives the **PDD State Transition Program Slot** notice they will:
 - Complete an **FSP**. The plan should reflect:
 1. The child's need for EIBI services through the PDD Program. This need should be included in the Service Coordination Goal Section of the plan. For guidance on wording for this section, refer to the document **PDD Program Sample Needs and Services/Interventions** located in chapter 13 of the PDD Manual.
 2. This **FSP** can remain in effect for 90 days after the child's third birthday. This will allow PDD services to begin after the transition and give the Case Manager an opportunity to develop an appropriate Service Plan.
 - Contact the child's parents and offer a choice of Case Management providers. This must be documented in the child's record.
 - Contact the chosen Case Management Provider:
 1. Once the parents have selected a Case Management provider, the EI will send the provider a copy of the child's file to include but not limited to the diagnostic report that confirms the presence of an ASD, the FSP, and the **PDD State Transition Program Slot** notice. The Case Manager must receive this information at least 10 working days before the child's third birthday.
 2. The EI will officially transfer the case on the child's third birthday.

- Contact the child’s BabyNet ABA provider and inform the provider that:
 1. The child will be enrolled into the PDD State Funded Program upon reaching their third birthday;
 2. The case will be transferred to a Case Manager upon the child reaching their third birthday (**give the name of the Case Management provider company**); and
 3. The Case Manager will send the EIBI Provider an authorization for services to continue (i.e. the **Authorization for EIBI State Funded Services: BabyNet Transition**).
- 4. The Case Manager will be responsible for sending the EIBI Provider the **Authorization for EIBI State Funded Services: BabyNet Transition** form. The Autism Division PDD Consultant should also receive a copy so the budget can be set. The EIBI Provider must receive this authorization before the child’s third birthday so services will not be interrupted.

Note: For a child with a confirmed ASD diagnosis who is not currently approved for ABA through BabyNet to be considered for a PDD transition slot, the child’s EI must receive written notice from BabyNet approving ABA services before the child is 34 ½ months of age. It is not feasible to establish a functioning ABA team/program after this period.

Transition Process for a Child without a Confirmed ASD Diagnosis

To participate in the PDD Program, a child must have an ASD confirmed by an evaluation as defined in the most current edition of the PDD Manual. If a child currently receiving ABA through BabyNet does not have a confirmed ASD diagnosis, the EI must begin the transition process when the child reaches 30 months of age.

Referral for ASD Evaluation

1. When a child without a confirmed ASD diagnosis who is receiving ABA through BabyNet reaches 30 months of age, the EI must refer the child for an autism evaluation. To make the referral, the EI must complete the form **Referral for Autism Division Evaluation** and submit it to CAT. Any information and documentation that might assist the Autism Division in making a determination should also be submitted with the referral (e.g. the M-CHAT, the M-CHAT Follow-Up Interview, the STAT report, the Referral for the M-CHAT Follow-Up Interview and STAT). When completing the form, the EI must answer the last question pertaining to PDD transition.
2. Upon receiving the referral from the EI, CAT will forward the information to the Autism Division’s PDD Assessment Team for an autism evaluation.
3. Once the Autism Division receives the referral, the parents will be contacted to schedule a time for the evaluation.
4. When the evaluation is completed, a written report will be forwarded to the parents and the EI.

- If the evaluation does not confirm an ASD, the child cannot participate in the Reserve Capacity Program. This information should be shared with the child’s ABA Provider.
- If the evaluation confirms an ASD, the child may be eligible to transition into the PDD State Funded Program. To initiate the transition process, the EI should follow the steps outlined in the **Transition Process for a Child with a Confirmed ASD Diagnosis**, found on page one (1) of this document.

Service Authorization

1. When the Case Manager receives a copy of the child’s file (at least 10 working days before the child’s third birthday), they should send the child’s ABA provider the **Authorization for EIBI State Funded Services: BabyNet Transition**. This authorization and the 90-day continuance of the FSP will enable the child to continue receiving ABA/EIBI services until the Case Manager completes all necessary paperwork.
 - The EIBI Provider must receive the authorization prior to the child’s third birthday to prevent a service interruption.
 - The Enrollment Date is indicated on the **PDD State Transition Program Slot** notice received from Vicki Coleman. The enrollment date will be identified after the sentence **“The Effective date of Enrollment is:”**.
2. A copy of the authorization must be forwarded to Shannon Finch, the Autism Division PDD Coordinator. The Autism Division PDD Coordinator will be responsible for inputting the child’s initial budget.
3. The authorization has been pre-filled with the approved EIBI services and service hours for this transition period. EIBI Providers must not exceed these hours.
4. Once the child turns age three (3) and the case has been transferred from EI to Case Management, the Case Manager will:
 - Complete the child’s Annual Assessment.
 - Determine if the child is Medicaid eligible: If the parent indicates that their child is not currently Medicaid eligible, the Case Manager should assist the parent with applying for Medicaid immediately. If the parent indicates that their child has been denied Medicaid, the Case Manager should request a copy of the denial notice.
 - Explain and have the parent/legal guardian sign and date the following forms:
 1. **PDD State Funded Program Acknowledgement of Rights and Responsibilities (PDD Form 1-B): The PDD State Funded Acknowledgement of Rights and Responsibilities** must be completed annually, within 12 months of previously

completed form. Two copies should be prepared; one left with the parent/legal guardian and the other copy will remain in the child's active file.

2. **PDD Program Consumer Insurance Verification (PDD Form 42):**
This form requires parents/legal guardians to indicate if the child is covered under Ryan's Law through an insurance provider. The **Insurance Verification** must be completed annually, within 12 months of previously completed form or whenever a change in status occurs. Once completed, a copy must be forwarded to the Autism Division PDD Consultant.
3. **PDD Program Pre Assessment Information Form (PDD Form 43):**
This form asks the parents/legal guardians to identify the days and times the child is available for EIBI therapy. The **Pre Assessment Information Form** should be completed annually, within 12 months of previously completed form or whenever a change in status occurs. Once completed, a copy must be forwarded to the Autism Division PDD Consultant.

Once the Plan has been developed and these documents are completed, the Case Manager should authorize the Initial Assessment using the **Authorization for EIBI State Funded Services (PDD Form 13)**. After the Initial Assessment has been completed, the Case Manager should follow the normal procedures for authorizing EIBI State Funded services as outlined in the PDD Manual.

5. The children who transition from BabyNet to the PDD State Funded Program are to remain in the State Funded Program until the Case Manager receives a notice from the Autism Division instructing the Case Manager to pursue a PDD Waiver slot. The notice will outline the steps necessary to obtain a PDD Waiver slot.