

The Pervasive Developmental Disorder State Funded 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) State Funded Program with no lapse in ABA services. Children participating in BabyNet ABA services may transition into the PDD State Funded Program by following the below process.

Transition Criteria

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

- Be three (3) years of age on the date of transition.
- Have a confirmed diagnoses of an ASD as defined in the most current edition of the PDD Manual.
- Have a functioning ABA team/program (i.e. the child's Initial Assessment has been completed, their Individualized Treatment Plan has been developed per the Assessment, and the Treatment Plan is being implemented by a Consultant and Line Therapist). DDSN may request billing records to verify all services. If records are not provided, the transition will not take place.
- Be currently receiving ABA services through BabyNet from a provider who is on the PDD Program Qualified Provider List.

Note: If the BabyNet ABA provider is not on the PDD Program Qualified Provider List, the child cannot be transitioned into the PDD State Funded Program.

Transition Process for a Child with a Confirmed ASD Diagnosis

For a child currently receiving 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.

If the child's name is on the PDD Waiting List

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.
2. The District I Waiver Coordinator will verify the information, complete the **PDD State Funded Notice of Slot Allotment (PDD Form 10)**, enter the child's name in the database and forward the **Slot Allotment** to the child's EI.
3. When the EI receives the **Slot Allotment** they will:
 - Complete an **FSP**. The plan should reflect:

1. The child's need for EIBI services through the PDD State Funded Program,
 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.
 - 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 M-CHAT, M-CHAT Follow-Up Review, the STAT Report, the diagnostic report, and the **PDD State Funded Notice of Slot Allotment (PDD Form 10)**. 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 the child will be enrolled into the PDD State Funded Program; the case will be transferred to a Case Manager upon the child reaching their third birthday, and 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.

If the child's name is not currently on the PDD Waiting List

1. The EI must assist the parent with completing the **Request for PDD Waiver Slot Allocation (PDD Form 30)** application. All questions must be answered and the form must be signed by the parent, the EI and the EI's Supervisor.
2. Once the application has been completed, a packet containing the **Request for PDD Waiver Slot Allocation (PDD Form 30)** and documentation (i.e. the evaluation report) supporting the child's ASD diagnosis must be sent to the District I Waiver Coordinator, Vicki Coleman, at SCDDSN - Whitten Center, P. O. Box 239, Clinton, SC 29325.
3. The EI should also inform Vicki 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.

4. The District I Waiver Coordinator will add the child's name to the PDD Wait List, complete the **PDD State Funded Notice of Slot Allotment (PDD Form 10)**, enter the child's name in the database and forward the **Slot Allotment** to the child's EI.
5. When the EI receives the **Slot Allotment** they will:
 - Complete an **FSP**. The plan should reflect:
 1. The child's need for EIBI services through the PDD State Funded Program,
 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.
 - 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 M-CHAT, M-CHAT Follow-Up Review, the STAT Report, the diagnostic report, and the **PDD State Funded Notice of Slot Allotment (PDD Form 10)**. 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 the child will be enrolled into the PDD State Funded Program; the case will be transferred to a Case Manager upon the child reaching their third birthday, and 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**).
6. 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.

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 33 months of age.

Referral for ASD Evaluation

1. When a child without a confirmed ASD diagnosis who is receiving ABA through BabyNet reaches 33 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). When completing the form, the EI must check item 4 of the last question to identify the referral as a PDD transition case.
2. Upon receiving the referral from the EI, CAT will forward the information to the appropriate Autism Division Regional Office 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 confirms an ASD, the child may be eligible to transition into the PDD State Funded Program. This information should be shared with the child's ABA Provider
5. If the evaluation does not confirm an ASD, the child cannot receive PDD State Funded services. This information should be shared with the child's ABA Provider.

If the child's name is on the PDD Waiting List

Please follow the procedures previously outlined.

If the child's name is not currently on the PDD Waiting List

Please follow the procedures previously outlined.

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 Provider must receive the authorization prior to the child's third birthday to prevent a service interruption.
 - The Enrollment Date will be the date of the child's third birthday.
2. A copy of the authorization must be forwarded to 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 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:
 - Develop the child's Service Plan
 - 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.