



# EIHub

First Steps Early Intervention  
Case Management System

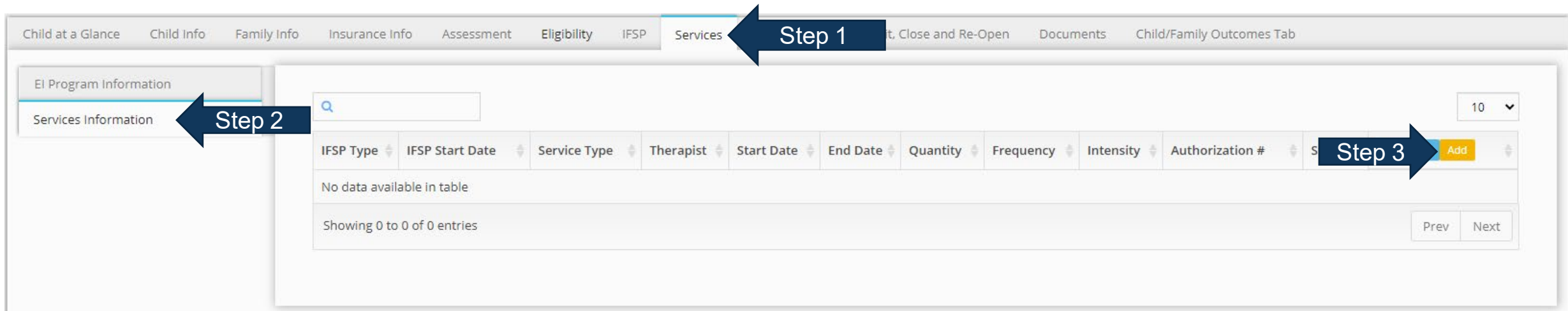


**PUBLIC**<sup>TM</sup>  
CONSULTING GROUP

Guide to Creating  
Individualized Family  
Service Plan Service  
Authorizations

# Creating an IFSP Service Authorization

1. Navigate to the “Services” tab
2. Select the “Services Information” panel
3. Click “Add”



The screenshot shows a software interface for managing IFSP services. The top navigation bar includes tabs for 'Child at a Glance', 'Child Info', 'Family Info', 'Insurance Info', 'Assessment', 'Eligibility', 'IFSP', 'Services', 'Print, Close and Re-Open', 'Documents', and 'Child/Family Outcomes Tab'. The 'Services' tab is selected, and a blue arrow labeled 'Step 1' points to it. On the left, a sidebar contains 'EI Program Information' and 'Services Information', with a blue arrow labeled 'Step 2' pointing to the latter. The main content area features a search bar, a table with columns for 'IFSP Type', 'IFSP Start Date', 'Service Type', 'Therapist', 'Start Date', 'End Date', 'Quantity', 'Frequency', 'Intensity', and 'Authorization #', and a yellow 'Add' button. A blue arrow labeled 'Step 3' points to the 'Add' button. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. A dropdown menu in the top right corner is set to '10'. 'Prev' and 'Next' buttons are located at the bottom right of the table area.

# Creating an IFSP Service Authorization

## Completing Initial Service Information

The system will automatically open to the “Service Information” panel

4. Select “State” as the “Pay Source”
5. Type “Direct Child Treatment” as the “Program”

The screenshot displays the 'Service Authorization' interface for an 'IFSP Service'. On the left, a sidebar menu lists various sections: Service Information, Program Information, Service Delivery, Service Details, Company Assignment, Therapist Assignment, and ICD-10 Diagnoses. The 'Service Information' section is currently active. The main form area contains several fields:

- \*Pay Source:** A dropdown menu with 'State' selected. A blue arrow labeled 'Step 4' points to this field.
- \*Program:** A dropdown menu with 'Direct Child Treatment' selected. A blue arrow labeled 'Step 5' points to this field.
- \*Service Type:** A dropdown menu with '--- Select ---' selected.
- \*Enrollment Status:** A dropdown menu with '--- Select ---' selected.
- Authorization #:** A text input field.

A blue 'Submit' button is located at the bottom right of the form.

# Creating an IFSP Service Authorization

## Completing Initial Service Information

6. Select the type of service being authorized as the “Service Type” (e.g., Physical Therapy)
7. Select “Inactive” as the “Enrollment Status”
8. Click “Submit”



The screenshot shows a web form for creating an IFSP Service Authorization. The form includes several dropdown menus and a text input field. Three blue arrows with white text call out specific steps: 'Step 6' points to the '\*Service Type' dropdown (set to 'Physical Therapy'), 'Step 7' points to the '\*Enrollment Status' dropdown (set to 'Inactive'), and 'Step 8' points to the 'Submit' button. The form also includes fields for '\*Pay Source' (set to 'State'), '\*Program' (set to 'Direct Child Treatment'), and 'Authorization #'. A green checkmark is visible next to the '\*Program' dropdown.

\*Pay Source  
State

\*Program  
Direct Child Treatment

\*Service Type  
Physical Therapy

\*Enrollment Status  
Inactive

Authorization #

Submit

# Creating an IFSP Service Authorization

## Automatic Generation of Authorization Number

Once “Submit” is clicked, the system will automatically generate the authorization number

\*Pay Source  
State

\*Program  
Direct Child Treatment

\*Service Type  
Physical Therapy

\*Enrollment Status  
Active

Authorization #  
A2015567321361342

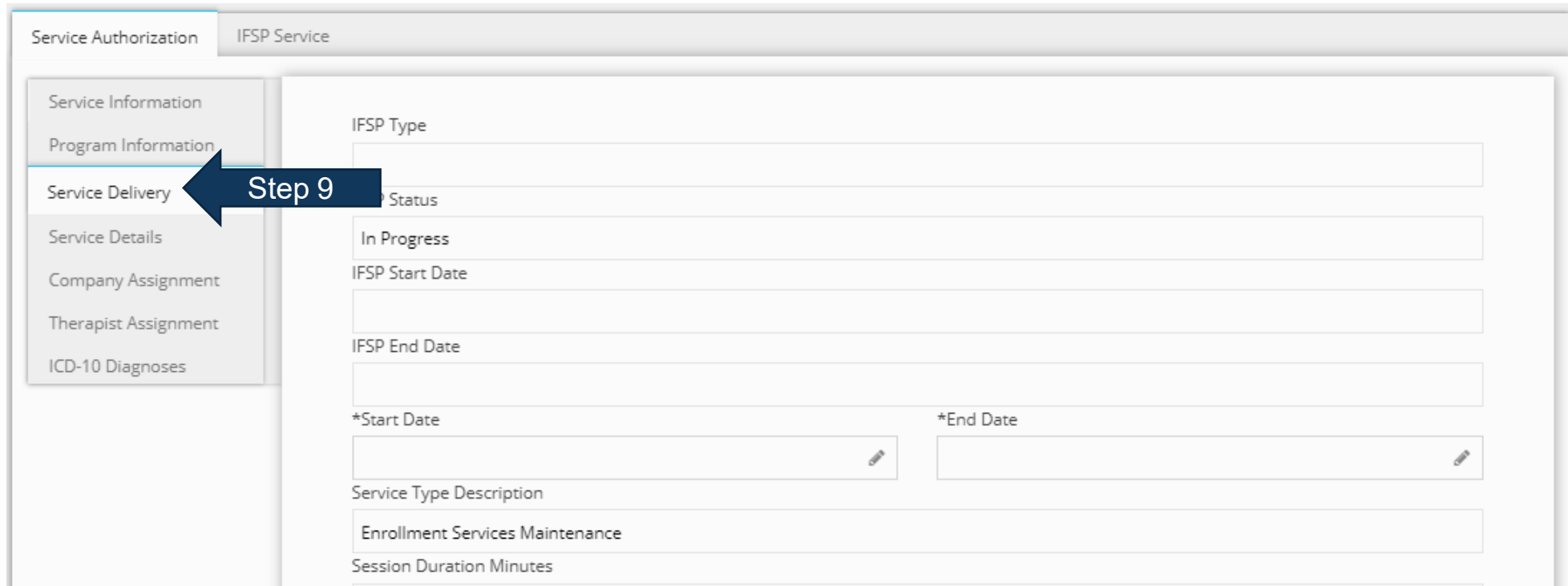
Submit



# Creating an IFSP Service Authorization

## Service Delivery Details

9. Navigate to the “Service Delivery” tab



The screenshot displays a web application interface for creating an IFSP Service Authorization. The main header shows "Service Authorization" and "IFSP Service". A left-hand navigation menu includes the following items: "Service Information", "Program Information", "Service Delivery", "Service Details", "Company Assignment", "Therapist Assignment", and "ICD-10 Diagnoses". The "Service Delivery" tab is highlighted, and a blue arrow labeled "Step 9" points to it. The main content area contains the following fields:

- IFSP Type
- Status
- In Progress
- IFSP Start Date
- IFSP End Date
- \*Start Date
- \*End Date
- Service Type Description
- Enrollment Services Maintenance
- Session Duration Minutes

# Creating an IFSP Service Authorization

## Service Delivery Details – Fields with No Action Required

IFSP Type	
IFSP Status	
In Progress	
IFSP Start Date	
IFSP End Date	
*Start Date	*End Date
03/08/2021	09/10/2021
Service Type Description	
Physical Therapy	
*Quantity	



# Creating an IFSP Service Authorization

## Completing Service Delivery Details

10. Enter the “Start Date” of the service authorization
11. Enter the “End Date” of the service authorization

**\*Start Date** ← **Step 10** 03/08/2021 **\*End Date** ← **Step 11** 09/10/2021

Service Type Description  
Physical Therapy

**\*Quantity**  
1

**\*Frequency Unit**  
Weekly

**\*Length**  
15-Minutes

Session Duration Minutes  
15

**# Sessions Authorized**  
26

Location Type  
Home

Location Type Other

Physician Approval

Submit



# Creating an IFSP Service Authorization

## Service Delivery Details – Fields with No Action Required

\*Start Date  \*End Date

Service Type Description  
Physical Therapy

\*Quantity  
1

\*Frequency Unit  
Weekly

\*Length  
15-Minutes

Session Duration Minutes  
15

# Sessions Authorized  
26

Location Type  
Home

Location Type Other

Physician Approval

Submit



# Creating an IFSP Service Authorization

## Completing Service Delivery Details

12. Enter the “Quantity” (e.g., “2” for two times per month, “4” for four times per year)
13. Select the “Frequency” of visits (e.g., Weekly, Monthly, Annual, Total)
14. Select the “Length” as the number of minutes per visit

Service Type Description

Physical Therapy

\*Quantity **← Step 12**

1

\*Frequency Unit **← Step 13**

Weekly

\*Length **← Step 14**

15-Minutes

Session Duration Minutes

15

# Sessions Authorized

26

Location Type

Home

Location Type Other

Physician Approval

Submit

# Creating an IFSP Service Authorization

## Service Delivery Details – Fields with No Action Required

\*Start Date: 03/08/2021      \*End Date: 09/10/2021

Service Type Description: Physical Therapy

\*Quantity: 1

\*Frequency Unit: Weekly

\*Length: [dropdown]

Session Duration Minutes: 15

# Sessions Authorized: 26

Home

Location Type Other: [text box]

Physician Approval

Submit



# Creating an IFSP Service Authorization

## Completing Service Delivery Details

15. Select the “Location Type” (Where service is most likely to occur)
16. If “Location Type” is “Other” , type description of location in the “Location Type Other” field
  - “Location Type” for virtual services is where the child is located
17. Check “Physician Approval” once the Physician has signed the IFSP
18. Click “Submit”

The screenshot shows a web form for completing service delivery details. At the top, there is a text input field containing the number '26'. Below it is a dropdown menu labeled 'Location Type' with 'Home' selected. A blue arrow labeled 'Step 15' points to this dropdown. Underneath is another text input field labeled 'Location Type Other', which is currently empty. A blue arrow labeled 'Step 16' points to this field. Below that is a checkbox labeled 'Physician Approval' which is checked. A blue arrow labeled 'Step 17' points to this checkbox. At the bottom right of the form is a blue button labeled 'Submit'. A blue arrow labeled 'Step 18' points to this button.

# Creating an IFSP Service Authorization

## Assigning Agency to IFSP Service Authorization

19. Navigate to the “Company Assignment” panel
20. Select the agency/independent provider that will be providing the service as “Company Name”
21. Click “Submit”



The screenshot displays a web interface for 'Service Authorization' under the 'IFSP Service' tab. On the left, a vertical menu lists several sections: 'Service Information', 'Program Information', 'Service Delivery', 'Service Details', 'Company Assignment', and 'Therapist Assignment'. The 'Company Assignment' section is highlighted with a blue bar and a dark blue arrow labeled 'Step 19' pointing to it. Below the menu is an 'Edit Form' button. The main content area features a 'Company Name' label above a text input field containing 'ABC Agency'. A dark blue arrow labeled 'Step 20' points to this input field. To the right of the input field is a blue 'Submit' button, with a dark blue arrow labeled 'Step 21' pointing to it.

# Assigning Direct Service Providers to an IFSP Service

22. Navigate to the “Therapist Assignment” panel
23. Click “Add”

The screenshot displays the 'Therapist Assignment' panel. On the left, a sidebar contains navigation links: 'Service Information', 'Program Information', 'Service Delivery', 'Service Details', 'Company Assignment', 'Therapist Assignment' (which is highlighted with a blue bar and a blue arrow labeled 'Step 22'), and 'ICD-10 Diagnoses'. The main content area includes a search bar, a table with columns for 'Therapist', 'From Date', 'To Date', and 'Clinical Supervisor', and an 'Add' button (highlighted with a blue arrow labeled 'Step 23'). Below the table, it states 'No data available in table' and 'Showing 0 to 0 of 0 entries'. There are also 'Prev' and 'Next' buttons.

# Assigning Direct Service Providers to an IFSP Service

24. Navigate to the “Therapist Assignment” panel
25. Select the provider's name as “Therapist”

Add Enrollment Therapist Assignment ×

\*Therapist  
-- Select -- **Step 24**

From Date  
03/01/2021

To Date  
02/28/2022

Clinical Supervisor  
-- Select --

Submit **Step 25**

# Creating an IFSP Service Authorization

## Activating the IFSP Service Authorization

26. Navigate to the “Service Information” panel

27. Select “Active” as the “Enrollment Status”

28. Click “Submit”

The screenshot shows a web interface for creating an IFSP Service Authorization. The left sidebar contains a menu with the following items: Service Information, Program Information, Service Delivery, Service Details, Company Assignment, and Therapist Assignment. The main content area is titled "IFSP Service" and contains the following fields:

- Pay Source: (empty)
- State: (dropdown menu)
- \*Program: Direct Child Treatment (with a green checkmark)
- \*Service Type: Physical Therapy (dropdown menu)
- \*Enrollment Status: Active (dropdown menu)
- Authorization #: A2015567321361342

Three blue arrows with white text callouts indicate the steps: "Step 26" points to the "Service Information" menu item, "Step 27" points to the "Active" selection in the "Enrollment Status" dropdown, and "Step 28" points to the "Submit" button.



# Creating an IFSP Service Authorization

## Viewing the Authorized Service in the Child's Record

- 29. Navigate to the "Services" tab
- 30. View the newly authorized service listed in the grid

The screenshot shows a software interface with a top navigation bar containing tabs: Child at a Glance, Child Info, Family Info, Insurance Info, Assessment, Eligibility, IFSP, Services, Close and Re-Open, Documents, and Child/Family Outcomes Tab. The 'Services' tab is selected. On the left, there is a sidebar with 'EI Program Information' and 'Services Information'. The main area displays a table of services with columns: IFSP Type, IFSP Start Date, Service Type, Therapist, Start Date, End Date, Quantity, Frequency, Intensity, Authorization #, and Status. There are also buttons for 'PAR Form', 'Add', 'Edit', and 'Inactive'. A search bar is at the top left of the table area, and a dropdown menu shows '10'. Below the table, it says 'Showing 1 to 2 of 2 entries' and has 'Prev', '1', and 'Next' buttons. An 'Edit Form' button is at the bottom left.

IFSP Type	IFSP Start Date	Service Type	Therapist	Start Date	End Date	Quantity	Frequency	Intensity	Authorization #	Status	PAR Form	Add
		Development Therapy		3/5/2021	3/25/2021	1	WEEKLY	30	A18392641956896	ACTIVE	Edit	Inactive
		Physical Therapy		3/5/2021	6/25/2021	1	WEEKLY	60	A18392641956895	ACTIVE	Edit	Inactive





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For assistance, contact  
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