

Up Wee Grow, Inc.

Preschool Related Service
Billing Manual

Procedure for Submitting Billing:

Deadline: All billing information must be in our office by the 5th of the month following the billing month. For example: If you are billing for November, your paperwork is due by December 5th. Your check will be mailed on January 13th. If you miss the cutoff (December 5th), our payroll service cannot cut a check for you until the following month.

Personal Invoice: Your personal invoice should be included with your personal bill. This invoice should include your name or your corporation's name, payment address, tax ID number, and the total for which you are billing.

Personal Bill: This bill lists all of your children and their pertinent information. We need a separate one for therapy sessions and for evaluations. All children must be listed in alphabetical order. Each month must be billed separately; you cannot combine 2 months on the same bill.

Daily Log Notes: Nassau and Suffolk County have specific forms (see attached Nassau and Suffolk treatment logs) that must be completed as per instructions for related service log notes

We accept only copies of your log notes. You are responsible for keeping the originals. Please mail treatment logs. NO faxes will be accepted.

If you have a name or address change please send it in writing to the billing office and clearing label that there is a change.

If you have progress reports or any other information that you need to send to the office do not include it with you billing.

Any corrections that you need to make to your billing should be sent out immediately in an envelope marked: Attn. Gina or Michael - Corrections.

If you have any questions, please call Billing Department and speak to Sheila, Gina or Michael at (631) 351-1111.

Treatment Logs:

Treatment log notes must be submitted monthly. Incomplete treatment log notes will be returned requesting that the missing information be provided.

As with regularly scheduled sessions, all make-up sessions should be conducted during the school day. Morning sessions should start no earlier than 8:00 AM; afternoon sessions should start no later than 4:30 PM. Make-up sessions must be done in their entirety.

Service providers must follow the calendar designated on the IEP summary form. School calendars can be found on the school district's website.

Procedure for missed sessions and make-up sessions:

If you reschedule a session on a different day within the same week of service, it is not considered a make-up session. You are permitted to change the day of treatment, as long as the frequency of the session (i.e. 2x30, 3x30) remains the same as stated on the IEP.

An individual make-up session must be held within ten (10) school days after the missed session, provided that the date of the make-up session falls within the service dates authorized by the student's IEP.

When a session is missed, ONE MORE session per week than the number specified in the child's IEP may be provided within two calendar weeks (Monday to Friday) of the missed session.

No make-up sessions are allowed for a child receiving five days per week of service.

No make-ups can be done on the same day that the child is receiving his/her regularly scheduled service.

The provide must submit the Verification of Absence and Make-up Session form every time a session is missed due to either provider or child's absence. The form must completed with information regarding the make-up session.

If five (5) consecutive sessions are missed – regardless of the reason - the provider must submit the Notification of Extended Non-Delivery of Services form and include a copy with the treatment log notes.

Billable Services:

Related Services that are provided in accordance with the IEP

Coordination of Service (conducted by a CPSE designated related service provider) is designated on the IEP. This service can be billed in increments of up to a total of 30 minutes or as one 30-minute session per month (i.e. 1x30 per month). Service Coordination must be documented on a separate log sheet. This log sheet must be submitted with your monthly billing.

CPSE Meetings: Nassau County: Related service providers can bill for a CPSE meeting contingent on a minimum of 30 minutes participation. The CPSE date and purpose of the meeting is documented on the treatment log. Use "S/30" for a CPSE Meeting that was attended.

Suffolk County: Related service providers may bill up to one CPSE meeting per child only when there is a previous missed session that could NOT be made-up. The CPSE date and purpose of the meeting as well as the date of the session that could NOT be made up is documented on the treatment log. NOTE: To be a billable service, the related service provider must attend the meeting in-person.

Services may be provided on a school district's Superintendent's Conference Day since it is counted as one of the 180 mandated school days.

If a school district closes school unexpectedly due to inclement weather conditions (i.e. snow day) or other emergency, services can be provided even if the school calendar is being followed. It is up to the discretion of the provider whether to provide services on that day.

Services may not be scheduled or made-up on weekends or legal holidays. There are three (3) legal holidays when services can be scheduled or made-up: Election Day, Lincoln's Birthday, and Washington's Birthday unless those days are part of a school district's scheduled vacation.

Non-Billable Services:

Sessions conducted on school district vacation days or holidays (unless otherwise noted on the IEP). NO services or make-ups can be provided on State Legal Holidays: New Year's Day, Martin Luther King Day, Memorial Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving, Christmas.

Sessions conducted on days that the child's daycare or preschool is closed. However, if the service location is specified and written in the IEP as i.e. Home/Community or Home/Preschool/Day Care, the services can be provided at home on the days the preschool/daycare is closed and would be considered billable.

Cancelled or missed session.

Therapists may not bill for a treatment session and a CPSE meeting for the same child on the same day.