

Acentra Health Service Authorization Check: CMDE

Some EIDBI services require service authorization (SA). The SA allows qualified providers to bill and receive payment from MHCP after providing EIDBI services. However, having an approved SA does not guarantee MHCP payment. The provider must meet all other MHCP requirements to receive payment.

This checklist is an aid to assist providers in submitting Comprehensive Multi-Disciplinary (CMDE) authorizations. Each case will be reviewed to ensure all necessary documentation has been provided and services requested meet medical necessity criteria outlined in EIDBI policy.

Services that Require Authorization:

The following services require authorization before service delivery:

- Family or caregiver training and counseling
- Intervention – individual, group and higher intensity
- Intervention observation and direction
- Individualized Treatment Planning (ITP) progress monitoring (ongoing)
- Travel time

Services that Do Not Require Authorization:

The following services do not require authorization before service delivery:

- The initial ITP
- The CMDE once per year (i.e., 80 units per calendar year) per person without authorization. (The CMDE is required to be updated at least every three years).
- Coordinated care conferences.

Acentra Health Administrative Submission Checklist:

Early Intensive Developmental and Behavioral Intervention (EIDBI) services allow for up to 6 months for retro/backdated requests.

Check eligibility in MN-ITS to determine whether the member is receiving EIDBI benefits through fee-for-service or is enrolled in a prepaid health plan (PPHP). If the member is enrolled in a PPHP, the authorization must be submitted to the healthcare plan and **NOT** to Acentra Health.

***Note:** EIDBI provider agencies that are enrolled in a health plan must follow the managed care organization's rules and guidelines to bill, obtain authorizations and enroll with the health plan. Refer to the [Managed Care Organizations \(MCOs\) and Prepaid Health Plans \(PPHPS\)](#) section for more information. Refer to the [EIDBI MCO Contact Information Grid \(PDF\)](#) for MCO contact information.

Check with the caregiver/ guardian and any previous providers to coordinate all services and supports. Review the [billing grid](#) for service limits.

The recipient must have an approved CMDE on file to authorize services requested on the ITP.

**Disclaimer: the information contained in this Checklist is not all inclusive and is subject to change. Please refer to the MHCP Provider Manual to ensure information is up to date with DHS policy requirements.*

If you are submitting a CMDE on behalf of another agency, you must ensure that all necessary components are included to establish eligibility and medical necessity for EIDBI services. Indicate “review for medical necessity only” in the Notes section of your authorization request.

Acentra Health Clinical Submission Checklist for CMDE:

Submit the completed [CMDE Medical Necessity Summary Information \(DHS-7108\)](#) template to the web-based [ACENTRA HEALTH Atrezzo portal](#). The CMDE must be submitted as a separate case from the ITP.

CMDE signature page is included.

- The final signature (legal guardian or provider) indicates the CMDE has been completed
- **Note:** Only people who can consent to treatment and make legal decisions can sign these forms. This may not include all caregivers. Providers must ensure the person signing the forms has the legal authority to do so. [EIDBI - Services \(state.mn.us\)](#)
- The CMDE signatures and dates must be either handwritten or use an approved electronic signature with a time and date stamp

Ensure that all documentation is complete and accurate prior to submission:

Ensure diagnostic codes are up to date with the latest Internal Classification Disease (ICD) or Diagnostic Assessment for Young Children (DC 0-5) codes in the diagnostic section.

Ensure the primary observation was completed by the CMDE provider (provider with QD on their record, not the clinical trainee), no more than 60 days prior to the completion date.

Ensure the well-child checkup was completed within the past year unless a [screening exception](#) has been indicated

Training Resources

Please visit <https://mhcp.acentra.com/training/> and reference training materials under CMDE/EIDBI Services. The [Atrezzo Provider Portal Case Submission Requirements PowerPoint](#) is available for reference.