

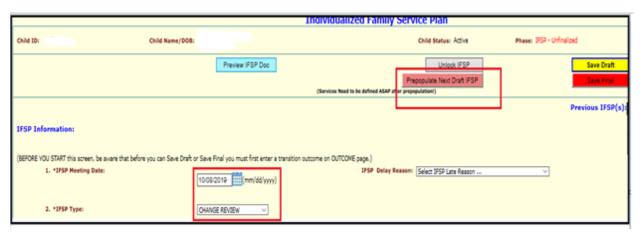
## BRIDGES IFSP Regeneration Job Aid

This job aid describes the process for updating IFSP services and payor sources for BabyNet eligible children. This activity is necessary to ensure appropriate implementation of the BRIDGES Integration process. Service coordinators should follow the steps below for all BabyNet eligible children with active IFSPs.

## 1. Bridges IFSP Regeneration process

Service coordinators should follow the steps below for all BabyNet eligible children with active IFSPs.

1. Go to the *IFSP* screen. Pre-populate the next draft IFSP. Select *Change Review* and date it as Date of the Regeneration.



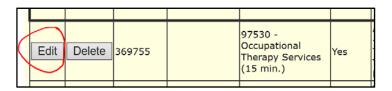
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Go to the Financial Support screen. If the information on the Financial Support screen is incorrect, the service coordinator should send the correct information to
 BabyNetCuramUpdates@scdhhs.gov
 Updates can take up to a week to appear in BRIDGES, but service coordinators do not have to wait for these changes to appear in BRIDGES to proceed to Step 3.

Primary Insurance:		
**Insurance Company:	CIGNA HEALTHCARE	**Policyholder's Name:
**Policy#:		**Policyholder's Relationship to Ins
Carrier Code:		(Must match either Parent One
**Insurance Effective Date:	09/19/2019 End Date: (mm/dd/yyyy)	Policyholder's Employer:
**Group#:	jhgfnvfbnbvnbvn	Policyholder's SSN:
**Phone # for Claims:	(800)227-4918 ((###)##-###)	**Policyholder's DOB:
**Address Line1:	701 Corporate Center Drive	**Latest Insurance Verification Dat
Address Line 2:		(Note to SC: You must review insurance
**Address City:	Raleigh State: NC **Zip: 27607 - 5084	491 (1990) (1990



3. Go to the *Planned Services* screen and review each line of service. Each service line should be edited to update payor sources. There are now only two available payor sources: Private Insurance and Medicaid/Part C.



- 4. Click *Edit*, change payor sources, change start date to the **10/17/2019**, and click *Save*. Repeat this process for each service on Planned Services.
  - Use the IFSP Regeneration report to determine the payor sources for ALL services on active IFSPs. The report does not reflect consent to bill insurance information for children without Medicaid. (Note: If the child has Medicaid, no consent is needed.)
  - Use the following table and the IFSP Regeneration Payor Source Report to determine if private insurance should be listed as payor 1:

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Child's Coverage	Payor 1	Payor 2	For Providers
Part C Only	Medicaid/Part C		
Private Insurance Only (Yes-Consent)	Private Insurance	Medicaid/Part C	EOB required
Private Insurance Only (No-Consent)	Medicaid/Part C		
Private Insurance and Medicaid (Fee for Service)	Private Insurance	Medicaid/Part C	EOB required
Private Insurance and Medicaid (Managed Care Organization)	Private Insurance	Medicaid/Part C	EOB required
Medicaid (Fee for Service)	Medicaid/Part C		
Medicaid (Managed Care Organization)	Medicaid/Part C		

Note: Service coordination and Special Instruction will NEVER have Private Insurance as Payor 1, even if the family gives consent to use it.

## Permit Insurance: Yes



## Permit Insurance: No



5. After all services on the current IFSP have been updated with the correct payor sources, return to the *IFSP* screen. Add the following sentence to the *IFSP Meeting Notes* section, "Conducted administrative change review for IFSP Regeneration." Click *Save Final*.





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