



Colorado Department of Early Childhood Early Intervention Program

September 1, 2026



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Early Intervention Administrative Guide



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Overview

- Purpose of Administrative Guide
- Timeline
 - Internal review completed - 9/15/26
 - Draft review by EI Brokers - 9/16 - 10/6
 - Final review and updates - 10/7 - 10/30
 - Administrative Guide posted in Knowledge Management - 11/3



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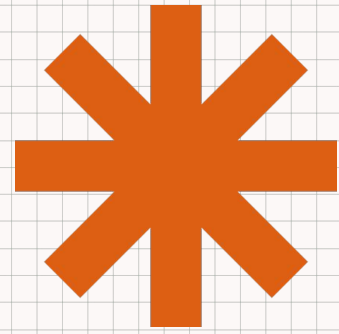


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Section I: Background and General Overview



Section I: Table of Contents

- System Structure
- Regulatory Guidance
 - Federal Regulations
 - State Statutes
 - Statutes Directly Impacting EI Services
- CDEC/EI Program Rules



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Section I: Highlights

- Overview of all regulatory guidance
- Links to federal and state statutes
- Link to CDEC/EI program rules



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Section II: Contracts



Section II: Table of Contents

- El Brokers as Contractors
- Contract Process
 - Timelines
- Contract Renewals
 - Annual Renewals
 - Holdover Letters
 - Option Letters
- Mid-Year Amendments
 - Additional Amendments
- Budget Revisions
- Contract Statement of Work (SOW)



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Contract Renewals: Annual Renewals

- Budget Discussions
- Contract/Statement of Work (SOW) Review
- Budget Templates
- Budget Submission/Program Approval
- Contract Request Submission/Onbase
- Contract Execution
- Certificate of Insurance



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Section II: Highlights

- Provides timelines for annual renewals, mid-year amendments, and spring adjustments
- Description of the processes and timelines for contract annual renewals, mid-year reviews
- Descriptions of each type of renewal: Amendment, Option Letter, Holdover Letter



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Section III: Budgeting



Section III: Table of Contents

- Budget Scoping
 - Direct Charge
 - De Minimis
 - Negotiated Indirect Rate
- Budget Template Completion Guidelines
 - Abbreviations Section
 - Readability
 - Updated nomenclature
 - Concise Job Descriptions
 - Numerical Formatting
 - Row Management
 - Category Restrictions
- Modified Total Direct Costs (MTCD)
- Budget Cost Categories
 - Personnel
 - Contractors/Consultants, including Subcontracted Direct Services
 - Travel
 - Supplies and Operating
 - Revenue Offsets
 - Indirect Costs



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Section III: Highlights

- Provides overview of each budget category and what is included
- Directions for completing budget templates to minimize rejections
 - Abbreviations
 - Readability
 - Nomenclature (ensuring references to CDHS are removed)
 - Concise job descriptions
 - Numerical formatting
 - Row management
 - Category restrictions



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Section IV: Billing and Payment Process



Section IV: Table of Contents

- Funding Hierarchy
- Early Intervention Services Trust (EIST)
- Medicaid Targeted Case Management (TCM)
- Medicaid Direct Services
 - EI Broker Staff
 - Subcontracted Providers
- CHP+
- Contracted Direct Services
- Billing for Subcontracted Direct Services
- Billing through the EI Data System
- Billing into the EI Data System Provider Portal
- Contract OnBase Invoicing Processes
- Contract Direct Service Line



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Section IV: Highlights

- Clarifies funding hierarchy and that billing private insurance outside of the EIST is not required
- Provides instructions, process and timelines for contract invoicing through OnBase
- Provides links to instructions for direct service invoicing through the EI Data System and Provider Portal
- Direct service costs are included in contract invoice
 - Batch A & B
- Provides links to Medicaid EI Billing Manual
 - Clarifies dually insured



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Section V: Fiscal Accountability



Section V: Table of Contents

- Background
- Contract Monitoring
- Invoice Verification Process
- Fiscal Audits



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Section V: Highlights

- New process - response to OSEP feedback
- Timely invoicing
- Verification of invoice charges by sampling
- Verification of reported offsets
- Proactive alignment with CDEC Fiscal Audits
 - Review what policies would be expected



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Questions and Discussion

