



An Integrated Approach to the Delivery of Community Health Services

QuikTip: SV07

SV07 Overview

Child and Family Connections agencies (CFCs) use the Early Intervention Service Authorization Entry screen (SV07) to enter services that are authorized for EI participants. The same screen format is used for all types of authorizations (Evaluation and Assessment Plans, IFSP Development, IFSP assessment, IFSP direct service and IFSP assistive technology). SV07 is used in the following situations:

- SV07 is first used during the intake period to authorize pre-IFSP evaluation and/or assessment service(s) for the EI child. The screen is completed for each service for each provider. At this time, only the evaluation/assessment ("EA") authorization plan type should be used (unless an Interim IFSP has been approved for direct services).
- After the child has been evaluated and eligibility has been confirmed, SV07 is to authorize IFSP services, including IFSP Development, assessments and assistive technology. The screen is used to record direct service authorizations. A new screen is completed for each service for each provider.
- When transferring between CFCs (and both are using Cornerstone), SV07 is used during Day 2 In-State Transfer activities to discontinue authorizations as needed for any previous providers and to add authorizations for any local providers.
- SV07 is used to update the status of assistive technology authorizations from pending to approved or canceled.
- SV07 is used to discontinue authorizations if IFSP reviews or updates necessitate a change in services.

EI services authorized for a participant can be viewed on the Early Intervention Service Inquiry screen (SV08).

The "Payee" Field

The "Payee" and "Ind. Provider" fields on SV07 have raised some common questions for CFCs.

The Payee is the entity which bills and is paid for the services rendered by the Individual Provider. When in the "Payee" field, pressing <F1=Help> will bring up the Provider Look-up screen (SV03). Due to the name of this screen, its function may be unclear for CFCs. While it does say "Provider," this screen is used by the EI program to look up Payees (see following page).

The Payees listed in the Cornerstone system (accessed from SV07 via the SV03 screen) are the authorized payees for credentialed and enrolled individual providers. This list is updated daily through the Beginning of Day (BOD) process, and users cannot add, modify, or delete these EI Payees in the Cornerstone system. Change requests must be sent to Provider Connections by an appropriate agent of the Payee.

When using SV03 to search for a Payee, it is helpful to note that billing for some provider agencies is handled by a billing service or by a parent company. For instance, Lutheran General Hospital is enrolled as Advocate Health and Hospital Corporation. Therefore, Lutheran General Hospital would not be an option on the SV03 screen; you would select Advocate Health and Hospital Corporation instead.

Note that you can skip the "Payee" field and go directly to the "Ind. Provider" field. After selecting an Individual Provider from this field, the appropriate Payee will automatically default in the "Payee" field.

If you cannot find the Payee by the name under which you think they should be listed, call the Cornerstone Call Center and they will assist you in finding the correct Payee entity.

The "Ind. Provider" Field

The "Ind. Provider" field is the credentialed/enrolled individual directly providing the service for the participant. When in the "Ind. Provider" field, pressing <F1=Help> will bring up the Individual Provider Look-up screen (SV09). After you have selected the appropriate Payee, performing a search on SV09 will display the available Individual Providers who are authorized to perform the specific service under the identified Payee.

The Individual Providers listed in the Cornerstone system (accessed from SV07 via the SV09 screen) are those credentialed by Provider Connections and enrolled with the Central Billing Office (CBO). This list is updated daily through the Beginning of Day (BOD) process, and users cannot add, modify, or delete these EI Individual Providers in the Cornerstone system. Change requests must be sent to Provider Connections by the enrolled Individual Provider.

If you encounter any additional questions, call the Cornerstone Call Center® at 1-877-447-4221.

