

## Early Intervention Team (EIT) Tab in WebSPOE

### 1. Who can access the EIT tab in WebSPOE?

The First Steps electronic system of child records is accessed at [www.mofirststeps.com](http://www.mofirststeps.com). This system is often referred to as “WebSPOE”. Within WebSPOE there is a tab titled “EIT” that only appears for providers and Service Coordinators who are members of an EIT. The tab is invisible for all other users. Once the SPOE adds the individual's name to a team, the EIT tab will appear on the tool bar (between Child Care Management and Provider Account Management). Once someone is an EIT member, the tab will always be visible, regardless if s/he is or is not a current team member. *NOTE:* Access to a child's record in WebSPOE does not change with the addition of the EIT tab.

### 2. How are providers identified as EIT members?

The SPOE determines who is placed on an EIT. Participants can be non-enrolled members (e.g., sub-contracted) or enrolled providers who are listed on the Matrix. Attendance may be taken and recorded for each type of provider on the team. *NOTE:* Non-enrolled EIT members are not directly reimbursed by the CFO, the payment goes to the SPOE agency.

### 3. How is EIT meeting attendance recorded?

After the Service Coordinator (SC) or SPOE Director selects a provider to attend an EIT meeting, the SC or SPOE Director can take attendance up to and including today's date; however, attendance cannot be taken for an EIT meeting which is scheduled for a future date. The attendance includes the meeting date, time, and amount of time a provider participated in the meeting.

### 4. How are EIT members reimbursed for meeting attendance?

The SC schedules an EIT meeting on the EIT tab in WebSPOE, which sends an email notification to all EIT members notifying them of the date, time, and location of the meeting. Following the completion of an EIT meeting, the SC enters the EIT members who attended into the EIT tab in WebSPOE. The confirmation of attendance at the meeting generates an automatic payment to the EIT member through the Central Finance Office. *NOTE:* Payments to providers for EIT meetings will be reported as income on a 1099 form.

### 5. What is the EIT payment rate?

EIT meeting units are entered in 15 minute increments. Rates for EIT meetings are the same as the state-wide rate schedule for services. OT, PT, SLP, and SI EIT members will be paid \$17 per 15 minutes for EIT meeting attendance.

### 6. Are EIT meetings considered direct services to the child and family?

No. EIT meetings are not authorized in a child's IFSP and are not considered direct services. Therefore, EIT meetings are not applicable to the requirements for “timely services” and EIT meeting payments will not be shown on the Explanation of Benefits to families.

### 7. Does a provider agency have access to the EIT tab in WebSPOE?

No. Payee administrators (e.g., agency billing personnel) are not allowed access to EIT information; however, they will see the EIT payments on the “Payments” screen. Emails regarding EIT messages will be sent to the email address on the “Provider Account Detail”.

If a provider does not receive email notifications about EIT meeting, the provider should check the email account that is on file and change/update it accordingly.

**8. What is the purpose of the EIT meeting calendar?**

Providers and Service Coordinators can use the calendar to keep track of EIT meeting agenda items, EIT meeting notes, and upcoming meetings on a month-by-month basis. The current month is displayed as the default when the page is initially displayed. The calendar displays all EIT meetings scheduled within the month. You can change the month by clicking on these arrows:

-  Click this button to display the previous month's calendar.
-  Click this button to display the next month's calendar.

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