

## ACTP Services Hours Request Examples

EXAMPLE 1: Initial ACTP Little Sally New to CHIS – Service Plan Year 1 – 5/25/20 to 05/24/21

Dates of Service	Service [ex: Screening, ACTP, Habilitative Skill Building (HSB), Behavioral Intervention (BI), Interdisciplinary Training(IDT)]	Hours/Units Requested	Notes	Staff Qualification(s) (ex: Intervention Technician, Intervention Specialist, Independent Intervention Specialist, EBM Intervention Professional)	Procedure Code and Modifier	Provider NPI
<b>Request 1 of 3 (1<sup>st</sup> 4 months)      ACTP Completion Dates: 3/9/2020 to 4/21/2020      Service Dates (4 months): 05/25/20 –09/24/20</b>						
3/9/20-04/21/20	ACTP	34 units		Intervention Specialist	H0032 HN	0011223344
04/25/20-05/24/20	24/30 (BI)*	96 units		Intervention Specialist	H0004 HN	0011223344
05/25/20 –09/24/20	BI	80 units (20 hours) per week		Intervention Specialist	H0004 HN	0011223344
05/25/20 –09/24/20	BI	16 units (4 hours) per week		Intervention Professional	H0004 HO	0011223344
05/25/20 –09/24/20	BI	16 units (4 hours) per week		Intervention Technician	H0004 HA	0011223344
05/25/20 –09/24/20	IDT	4 units (1 hour) per week		Intervention Specialist or Professional	H2019 HT	0011223344
<b>Request 2 of 3 (2<sup>nd</sup> 4 months)      Service Dates (4 months): 09/25/20 – 01/24/21</b>						
09/25/20 –01/24/21	BI	80 units (20 hours) per week		Intervention Specialist	H0004 HN	0011223344
09/25/20 –01/24/21	BI	16 units (4 hours) per week		Intervention Professional	H0004 HO	0011223344
09/25/20 –01/24/21	BI	16 units (4 hours) per week		Intervention Technician	H0004 HA	0011223344
09/25/20 –01/24/21	IDT	4 units (1 hour) per week		Intervention Specialist or Professional	H2019 HT	0011223344
<b>Request 3 of 3 (3<sup>rd</sup> 4 months)      ACTP Dates: 1/25/21-5/24/21      Service Dates (4 months): 1/25/21-5/24/21</b>						
1/25/21-5/24/21	ACTP	30 units		Intervention Specialist	H0032 HN	0011223344
1/25/21-5/24/21	BI	80 units (20 hours) per week		Intervention Specialist	H0004 HN	0011223344
1/25/21-5/24/21	BI	16 units (4 hours) per week		Intervention Professional	H0004 HO	0011223344
1/25/21-5/24/21	BI	16 units (4 hours) per week		Intervention Technician	H0004 HA	0011223344
1/25/21-5/24/21	IDT	4 units (1 hour) per week		Intervention Specialist or Professional	H2019 HT	0011223344

## EXAMPLE 1 ADDITIONAL INFORMATION: Initial ACTP Little Sally – Year 1

Request 1 of 3: Since there are three different date ranges, you must create three Case IDs, one for each of their date ranges.

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – Initial/Annual**

- First Case ID for Request 1 of 3: 03/09/20 – 04/21/20.
  - o ACTP, 34 units, H0032 HN. Providers should enter the actual date range it takes to complete the ACTP, from start date to completion date.

*The dates it takes for a provider to complete the ACTP will not align with the dates a provider requests for the services.*
- Second Case ID for Request 1 of 3: 04/25/20 – 05/24/20.
  - o 24 hours for 30 days (BI), 96 units, H0004 HN.

*\* When using a start date for the 24/30 the month before the 1<sup>st</sup> 4 months of services (BI), if the services (BI) are approved, those hours of services approved cannot start until the date requested, 05/25/20. You will only be able to provide a total of 24 hours for the first month of service provided to Little Sally. See example 2 for an alternate way to request 24/30.*
- Third Case ID for Request 1 of 3: 05/25/20 – 09/24/20.
  - o BI, 80 units (20 hours) per week for H0004 HN.
  - o BI, 16 units (4 hours) per week for H0004 HO.
  - o BI, 16 units (4 hours) per week for H0004 HA.
  - o IDT, 4 units (1 hour) per week for H0004 HT.

*Although not preferred, in this option the provider enters the total units for the week and relies on Telligen to enter the total number of units for the four-month request. Partial weeks will be rounded up to ensure the child has enough units for those partial weeks.*

Request 2 of 3: There is only one date range for the services, requiring only one Case ID.

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 4 Month Review**

- Case ID for Request 2 of 3: 09/25/20 – 01/24/21.
  - o BI, 80 units (20 hours) per week for H0004 HN.
  - o BI, 16 units (4 hours) per week for H0004 HO.
  - o BI, 16 units (4 hours) per week for H0004 HA.
  - o IDT, 4 units (1 hour) per week for H0004 HT.

*Although not preferred, in this option the provider enters the total units for the week and relies on Telligen to enter the total number of units for the four-month request. Partial weeks will be rounded up to ensure the child has enough units for those partial weeks.*

Request 3 of 3: There is only one date range for both the services and the annual ACTP PA, requiring only one Case ID. **Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 8 Month Review**

- Case ID for Request 3 of 3: 01/25/21 – 05/24/21
  - o ACTP, 30 units, H0032 HN. Requesting the annual ACTP during this four-month period allows for four months to work on the ACTP, understanding it may only take one or two.

*The annual ACTP is always a prior authorization, please use your best clinical estimation of the number of units. If the provider underestimates, they cannot request additional units. If they overestimate, they may only bill for the number of units it took to complete the ACTP.*

  - o BI, 80 units (20 hours) per week for H0004 HN.
  - o BI, 16 units (4 hours) per week for H0004 HO.
  - o BI, 16 units (4 hours) per week for H0004 HA.
  - o IDT, 4 units (1 hour) per week for H0004 HT.

*Although not preferred, in this option the provider enters the total units for the week and relies on Telligen to enter the total number of units for the four-month request. Partial weeks will be rounded up to ensure the child has enough units for those partial weeks.*

EXAMPLE 1.1: Annual ACTP Little Sally – Service Plan Year 2 – 5/25/21 to 05/24/22

Dates of Service	Service [ex: Screening, ACTP, Habilitative Skill Building (HSB), Behavioral Intervention (BI), Interdisciplinary Training(IDT)]	Hours/Units Requested	Notes	Staff Qualification(s) (ex: Intervention Technician, Intervention Specialist, Independent Intervention Specialist, EBM Intervention Professional)	Procedure Code and Modifier	Provider NPI
<b>Request 1 of 3 (1<sup>st</sup> 4 months)</b>			<b>Service Dates (4 months): 05/25/21 –09/24/21</b>			
05/25/21 –09/24/21	BI	80 units (20 hours) per week		Intervention Specialist	H0004 HN	0011223344
05/25/21 –09/24/21	BI	16 units (4 hours) per week		Intervention Professional	H0004 HO	0011223344
05/25/21 –09/24/21	BI	16 units (4 hours) per week		Intervention Technician	H0004 HA	0011223344
05/25/21–09/24/21	IDT	4 units (1 hour) per week		Intervention Specialist or Professional	H2019 HT	0011223344
<b>Request 2 of 3 (2<sup>nd</sup> 4 months)</b>			<b>Service Dates (4 months): 09/25/21 – 01/24/22</b>			
09/25/21 –01/24/22	BI	80 units (20 hours) per week		Intervention Specialist	H0004 HN	0011223344
09/25/21 –01/24/22	BI	16 units (4 hours) per week		Intervention Professional	H0004 HO	0011223344
09/25/21 –01/24/22	BI	16 units (4 hours) per week		Intervention Technician	H0004 HA	0011223344
09/25/21 –01/24/22	IDT	4 units (1 hour) per week		Intervention Specialist or Professional	H2019 HT	0011223344
<b>Request 3 of 3 (3<sup>rd</sup> 4 months)</b>			<b>ACTP Dates: 1/25/22-5/24/22</b>		<b>Service Dates (4 months): 1/25/22-5/24/22</b>	
1/25/22-5/24/22	ACTP	30 units		Intervention Specialist	H0032 HN	0011223344
1/25/22-5/24/22	BI	80 units (20 hours) per week		Intervention Specialist	H0004 HN	0011223344
1/25/22-5/24/22	BI	16 units (4 hours) per week		Intervention Professional	H0004 HO	0011223344
1/25/22-5/24/22	BI	16 units (4 hours) per week		Intervention Technician	H0004 HA	0011223344
1/25/22-5/24/22	IDT	4 units (1 hour) per week		Intervention Specialist or Professional	H2019 HT	0011223344

## EXAMPLE 1.1 ADDITIONAL INFORMATION: Annual ACTP Little Sally – Year 2

Request 1 of 3: There is only one date range for the services, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – Initial/Annual**

- Third Case ID for Request 1 of 3: 05/25/20 – 09/24/20.
  - o BI, 80 units (20 hours) per week for H0004 HN.
  - o BI, 16 units (4 hours) per week for H0004 HO.
  - o BI, 16 units (4 hours) per week for H0004 HA.
  - o IDT, 4 units (1 hour) per week for H0004 HT.

*Although not preferred, in this option the provider enters the total units for the week and relies on Telligen to enter the total number of units for the four-month request. Partial weeks will be rounded up to ensure the child has enough units for those partial weeks.*

Request 2 of 3: There is only one date range for the services, requiring only one Case ID. ((Helpful Hint: Use the “Copy” feature in Qualitrac)

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 4 Month Review**

- Case ID for Request 2 of 3: 09/25/20 – 01/24/21.
  - o BI, 80 units (20 hours) per week for H0004 HN.
  - o BI, 16 units (4 hours) per week for H0004 HO.
  - o BI, 16 units (4 hours) per week for H0004 HA.
  - o IDT, 4 units (1 hour) per week for H0004 HT.

*Although not preferred, in this option the provider enters the total units for the week and relies on Telligen to enter the total number of units for the four-month request. Partial weeks will be rounded up to ensure the child has enough units for those partial weeks.*

Request 3 of 3: There is only one date range for both the services and the annual ACTP PA, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 8 Month Review**

- Case ID for Request 3 of 3: 01/25/21 – 05/24/21
  - o ACTP, 30 units, H0032 HN. Requesting the annual ACTP during this four-month period allows for four months to work on the ACTP, understanding it may only take one or two.

*The annual ACTP is always a prior authorization, please use your best clinical estimation of the number of units. If the provider underestimates, they cannot request additional units. If they overestimate, they may only bill for the number of units it took to complete the ACTP.*

- o BI, 80 units (20 hours) per week for H0004 HN.
- o BI, 16 units (4 hours) per week for H0004 HO.
- o BI, 16 units (4 hours) per week for H0004 HA.
- o IDT, 4 units (1 hour) per week for H0004 HT.

*Although not preferred, in this option the provider enters the total units for the week and relies on Telligen to enter the total number of units for the four-month request. Partial weeks will be rounded up to ensure the child has enough units for those partial weeks.*

EXAMPLE 2: Initial ACTP Little Suzie New to CHIS – Service Plan Year 1 – 7/1/20 to 06/30/21

Dates of Service	Service (ex: Screening, ACTP, HSB, BI, IDT)	Hours/Units Requested	Notes	Staff Qualification(s) (ex: Intervention Technician, Intervention Specialist, Independent Intervention Specialist, EBM Intervention Professional)	Procedure Code and Modifier	Provider NPI
<b>Request 1 of 3 (1<sup>st</sup> 4 months)</b>		<b>ACTP Completion Dates: 5/15/20 – 06/4/20</b>		<b>Service Dates (4 months): 07/1/20 – 10/31/20</b>		
5/15/20-06/4/20	ACTP	48 units		Intervention Specialist	H0032 HN	0011223344
7/1/20-7/31/20	24/30 (BI)*	96 units		Intervention Specialist	H0004 HN	0011223344
7/1/20-10/31/20	BI	12 hrs weekly 864 units		Intervention Specialist	H0004 HN	0011223344
<b>Request 2 of 3 (2<sup>nd</sup> 4 months)</b>				<b>Service Dates (4 months): 11/1/20 – 2/28/21</b>		
11/1/20 – 2/28/21	BI	12 hrs weekly 816 units		Intervention Specialist	H0004 HN	0011223344
<b>Request 3 of 3 (3<sup>rd</sup> 4 months)</b>		<b>ACTP Dates: 3/1/21-6/30/21</b>		<b>Service Dates (4 months): 3/1/21-6/30/21</b>		
3/1/21-6/30/21	ACTP	60 units		Intervention Specialist	H0032 HN	0011223344
3/1/21-6/30/21	BI	12 hrs weekly 864 units		Intervention Specialist	H0004 HN	0011223344

EXAMPLE 2 ADDITIONAL INFORMATION: Initial ACTP Little Suzie – Year 1

<p>Request 1 of 3: Since there are three different date ranges, you must create three Case IDs, one for each of their date ranges.</p> <p><b>Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – Initial/Annual</b></p> <ul style="list-style-type: none"> <li>- First Case ID for Request 1 of 3: 05/15/20 – 06/4/20. <ul style="list-style-type: none"> <li>o ACTP, 48 units, H0032 HN. Providers should enter the actual date range it takes to complete the ACTP, from start date to completion date.</li> </ul> <p><i>The dates it takes for a provider to complete the ACTP will not align with the dates a provider requests for the services.</i></p> </li> <li>- Second Case ID for Request 1 of 3: 07/01/20 – 07/31/20. <ul style="list-style-type: none"> <li>o 24 hours for 30 days (BI), 96 units, H0004 HN.</li> </ul> <p><b>* When using the same start date for the 24/30 and the 1<sup>st</sup> 4-months of services (BI), if the services (BI) are approved, the 24/30 will be denied, simply because the hours requested were approved and the 24/30 is not necessary. See example 1 for an alternate way to request 24/30.</b></p> </li> <li>- Third Case ID for Request 1 of 3: 07/01/20 – 10/31/20 <ul style="list-style-type: none"> <li>o BI, 17.5 weeks (round to 18) x 12 hours x 4 units = 864 units for H0004 HN.</li> </ul> <p><i>In this option the provider enters the total units for their four-month request. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks, this happened to be exactly 17 weeks so we did not round up.</i></p> </li> </ul>
<p>Request 2 of 3: There is only one date range for the services, requiring only one Case ID.</p> <p><b>Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 4 Month Review</b></p> <ul style="list-style-type: none"> <li>- Case ID for Request 2 of 3: 11/01/20 – 02/28/21. <ul style="list-style-type: none"> <li>o BI, 17 weeks x 12 hours x 4 units = 816 units for H0004 HN.</li> </ul> <p><i>In this option the provider enters the total units for their four-month request. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks, this happened to be exactly 17 weeks so we did not round up.</i></p> </li> </ul>
<p>Request 3 of 3: There is only one date range for both the services and the annual ACTP PA, requiring only one Case ID.</p> <p><b>Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 8 Month Review</b></p> <ul style="list-style-type: none"> <li>- Case ID for Request 3 of 3: 03/01/21 – 06/30/21 <ul style="list-style-type: none"> <li>o ACTP, 60 units, H0032 HN. Requesting the annual ACTP during this four-month period allows for four months to work on the ACTP, understanding it may only take one or two.</li> </ul> <p><i>The annual ACTP is always a prior authorization, please use your best clinical estimation of the number of units. If the provider underestimates, they cannot request additional units. If they overestimate, they may only bill for the number of units it took to complete the annual ACTP.</i></p> <ul style="list-style-type: none"> <li>o BI, 17.5 weeks (round to 18) x 12 hours x 4 units = 864 units for H0004 HN.</li> </ul> <p><i>In this option the provider enters the total units for their four-month request. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.</i></p> </li> </ul>

EXAMPLE 2.1: Annual ACTP Little Suzie – Service Plan Year 2 – 7/1/21 to 06/30/22

Dates of Service	Service (ex: Screening, ACTP, Habilitative Skill Building, Behavioral Intervention, Interdisciplinary Training)	Hours/Units Requested	Notes	Staff Qualification(s) (ex: Intervention Technician, Intervention Specialist, Independent Intervention Specialist, EBM Intervention Professional)	Procedure Code and Modifier	Provider NPI
<b>Request 1 of 3 (1<sup>st</sup> 4 months)</b>				<b>Service Dates (4 months): 07/1/21 – 10/31/21</b>		
7/1/21-10/31/21	BI	12 hrs weekly 864 units		Intervention Specialist	H0004 HN	0011223344
<b>Request 2 of 3 (2<sup>nd</sup> 4 months)</b>				<b>Service Dates (4 months): 11/1/21 – 2/28/22</b>		
11/1/21 – 2/28/22	BI	12 hrs weekly 816 units		Intervention Specialist	H0004 HN	0011223344
<b>Request 3 of 3 (3<sup>rd</sup> 4 months)</b>		<b>ACTP Dates: 3/1/22-6/30/22</b>		<b>Service Dates (4 months): 3/1/22-6/30/22</b>		
3/1/22-6/30/22	ACTP	45 units		Intervention Specialist	H0032 HN	0011223344
3/1/22-6/30/22	BI	12 hrs weekly 864 units		Intervention Specialist	H0004 HN	0011223344

EXAMPLE 2.1 ADDITIONAL INFORMATION: Annual ACTP Little Suzie – Year 2

<p>Request 1 of 3: There is only one date range for the services, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)</p> <p><b>Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – Initial/Annual</b></p> <ul style="list-style-type: none"> <li>- Case ID for Request 1 of 3: 07/1/21 – 10/31/21. <ul style="list-style-type: none"> <li>o BI, 17.5 weeks (round to 18) x 12 hours x 4 units = 864 units for H0004 HN.</li> </ul> <p><i>In this option the provider enters the total units for their four-month request. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.</i></p> </li> </ul>
<p>Request 2 of 3: There is only one date range for the services, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)</p> <p><b>Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 4 Month Review</b></p> <ul style="list-style-type: none"> <li>- Case ID for Request 2 of 3: 11/01/21 – 02/28/22. <ul style="list-style-type: none"> <li>o BI, 17 weeks x 12 hours x 4 units = 816 units for H0004 HN.</li> </ul> <p><i>In this option the provider enters the total units for their four-month request. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks, this happened to be exactly 17 weeks so we did not round up.</i></p> </li> </ul>
<p>Request 3 of 3: There is only one date range for both the services and the annual ACTP PA, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)</p> <p><b>Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 8 Month Review</b></p> <ul style="list-style-type: none"> <li>- Case ID for Request 3 of 3: 03/01/22 – 06/30/22 <ul style="list-style-type: none"> <li>o ACTP, 45 units, H0032 HN. Requesting the annual ACTP during this four-month period allows for four months to work on the ACTP, understanding it may only take one or two.</li> </ul> <p><i>The annual ACTP is always a prior authorization, please use your best clinical estimation of the number of units. If the provider underestimates, they cannot request additional units. If they overestimate, they may only bill for the number of units it took to complete the annual ACTP.</i></p> <li>o BI, 17.5 weeks (round to 18) x 12 hours x 4 units = 864 units for H0004 HN.</li> </li></ul> <p><i>In this option the provider enters the total units for their four-month request. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.</i></p>

EXAMPLE 3: Initial ACTP Little Johnny New to CHIS – Service Plan Year 1 – 1/16/20 to 01/15/21

Dates of Service	Service [ex: Screening, ACTP, Habilitative Skill Building (HSB), Behavioral Intervention (BI), Interdisciplinary Training(IDT)]	Hours/Units Requested	Notes	Staff Qualification(s) (ex: Intervention Technician, Intervention Specialist, Independent Intervention Specialist, EBM Intervention Professional)	Procedure Code and Modifier	Provider NPI
<b>Request 1 of 3</b> <b>ACTP/Screening Completion Dates: 11/16/2019 – 12/22/2019</b> <b>Service Dates: 01/16/20 – 05/15/20</b>						
11/16/19 – 11/15/20	Screening	4 units		Intervention Specialist	H2000 HN	0011223344
11/16/19 – 11/15/20	ACTP	35 units		Intervention Specialist	H0032 HN	0011223344
1/16/20 – 03/21/20	HSB	5 hrs weekly / 200 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
3/22/20 – 03/29/20	HSB	15 hrs weekly / 60 units	Spring Break	Intervention Technician, Specialist, or Professional	H2014	0011223344
3/30/20 – 05/15/20	HSB	5 hrs weekly / 140 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
1/16/20 – 05/15/20	IDT	1 hr monthly / 4 units		Intervention Specialist	H2019 HT	0011223344
<b>Request 2 of 3</b> <b>Service Dates: 05/16/20 – 09/15/20</b>						
5/16/20 – 5/22/20	HSB	5 hrs weekly / 20 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
5/23/20 – 8/17/20	HSB	15 hrs weekly / 780 units	Summer Break	Intervention Technician, Specialist, or Professional	H2014	0011223344
8/18/20 – 9/15/20	HSB	5 hrs weekly / 80 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
5/16/20 – 9/15/20	IDT	1 hr monthly / 4 units		Intervention Specialist	H2019 HT	0011223344
<b>Request 3 of 3</b> <b>Annual ACTP Dates: 9/16/2020 – 1/15/2021</b> <b>Service Dates: 09/16/20-1/15/21</b>						
9/16/20 – 1/15/21	ACTP	21 units		Intervention Specialist	H0032 HN	0011223344
9/16/20 – 11/20/20	HSB	5 hrs weekly / 200 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
11/21/20 – 11/28/20	HSB	15 hrs weekly / 60 units	Holiday Break	Intervention Technician, Specialist, or Professional	H2014	0011223344
11/29/20 – 12/19/20	HSB	5 hrs weekly / 60 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
12/20/20 – 1/03/21	HSB	15 hrs weekly / 120 units	Holiday Break	Intervention Technician, Specialist, or Professional	H2014	0011223344
1/04/21 – 1/15/21	HSB	5 hrs weekly / 40 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
09/16/20 – 01/15/21	IDT	1 hr monthly / 4 units		Intervention Specialist	H2019 HT	0011223344

## EXAMPLE 3 ADDITIONAL INFORMATION: Initial ACTP Little Johnny – Year 1

Request 1 of 3: Since there are two different date ranges, you must create two Case IDs, one for each of their date ranges.

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – Initial/Annual**

- First Case ID for Request 1 of 3: 11/16/19 – 12/22/19.
  - o Screening, 4 units, H2000 HN. Providers should enter the actual date range it takes to complete the screening and ACTP, from start date to completion date. This way only one case ID is required for both the screening and ACTP. If the provider chooses to enter the actual date range for the screening and then the actual date range for the ACTP completion, they will need to complete two different Case IDs.
  - o ACTP, 35 units, H0032 HN. Providers should enter the actual date range it takes to complete the screening and ACTP, from start date to completion date. This way only one case ID is required for both the screening and ACTP. If the provider chooses to enter the actual date range for the screening and then the actual date range for the ACTP completion, they will need to complete two different Case IDs.

*The dates it takes for a provider to complete the ACTP and Screening will not align with the dates a provider requests for the services.*

- Second Case ID for Request 1 of 3: 01/16/20 – 05/15/20.
  - o HSB, 200 units + 60 units + 140 units (add all units together with same code and modifier) = 400 units for H2014  
*In this option the provider enters the total units for their four-month request. Although different dates are shown to represent when additional hours are needed due to breaks, the date range is still 1/16/20 to 5/15/20, you simply need to add all units/hours together for each code and modifier and submit on one Case ID. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.*
  - o IDT, 4 units, H2019 HT.

Request 2 of 3: There is only one date range for the services, requiring only one Case ID.

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 4 Month Review**

- Case ID for Request 2 of 3: 05/16/20 – 09/15/20.
  - o HSB, 20 units + 780 units + 80 units (add all units together with same code and modifier) = 880 units for H2014  
*In this option the provider enters the total units for their four-month request. Although different dates are shown to represent when additional hours are needed due to breaks, the date range is still 5/16/20 to 9/15/20, you simply need to add all units/hours together for each code and modifier and submit on one Case ID. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.*
  - o IDT, 4 units, H2019 HT.

Request 3 of 3: There is only one date range for both the services and the annual ACTP PA, requiring only one Case ID.

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 8 Month Review**

- Case ID for Request 3 of 3: 09/16/20 – 01/15/21
  - o ACTP, 21 units, H0032 HN. Requesting the annual ACTP during this four-month period allows for four months to work on the ACTP, understanding it may only take one or two.  
*The annual ACTP is always a prior authorization, please use your best clinical estimation of the number of units. If the provider underestimates, they cannot request additional units. If they overestimate, they may only bill for the number of units it took to complete the annual ACTP.*
  - o HSB, 200 units + 60 units + 60 units + 120 units + 40 units (add all units together with same code and modifier) = 480 units for H2014  
*In this option the provider enters the total units for their four-month request. Although different dates are shown to represent when additional hours are needed due to breaks, the date range is still 9/16/20 to 1/15/21, you simply need to add all units/hours together for each code and modifier and submit on one Case ID. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.*
  - o IDT, 4 units, H2019 HT.

EXAMPLE 3.1: Annual ACTP Little Johnny – Service Plan Year 2 – 1/16/21 to 01/15/22

Dates of Service	Service [ex: Screening, ACTP, Habilitative Skill Building (HSB), Behavioral Intervention (BI), Interdisciplinary Training(IDT)]	Hours/Units Requested	Notes	Staff Qualification(s) (ex: Habilitative Skills Technician, Intervention Specialist, Independent Intervention Specialist, EBM Intervention Professional)	Procedure Code and Modifier	Provider NPI
<b>Request 1 of 3</b>				<b>Service Dates: 01/16/21 – 05/15/21</b>		
1/16/21 – 03/19/21	HSB	5 hrs weekly / 180 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
3/20/21 – 03/27/21	HSB	15 hrs weekly / 60 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
03/28/21 – 05/15/21	HSB	5 hrs weekly / 140 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
1/16/21 – 05/15/21	IDT	1 hr monthly / 4 units		Intervention Specialist or Professional	H2019 HT	0011223344
<b>Request 2 of 3</b>				<b>Service Dates: 05/16/21 – 09/15/21</b>		
5/16/21 – 5/27/21	HSB	5 hrs weekly / 40 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
5/28/21 – 8/15/21	HSB	15 hrs weekly / 720 units	Summer Break	Intervention Technician, Specialist, or Professional	H2014	0011223344
8/16/21 – 9/15/21	HSB	5 hrs weekly / 100 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
5/16/21 – 9/15/21	IDT	1 hr monthly / 4 units		Intervention Specialist	H2019 HT	0011223344
<b>Request 3 of 3</b>				<b>ACTP Dates: 9/16/2021 – 1/15/2022</b>		<b>Service Dates: 09/16/21-1/15/22</b>
09/16/21 – 01/15/22	ACTP	30 units		Intervention Specialist	H0032 HN	0011223344
9/16/21 – 11/21/21	HSB	5 hrs weekly / 200 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
11/21/21 – 11/28/21	HSB	15 hrs weekly / 60 units	Holiday Break	Intervention Technician, Specialist, or Professional	H2014	0011223344
11/29/21 – 12/19/21	HSB	5 hrs weekly / 60 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
12/20/21 – 1/02/22	HSB	15 hrs weekly / 120 units	Holiday Break	Intervention Technician, Specialist, or Professional	H2014	0011223344
1/03/22 – 1/15/22	HSB	5 hrs weekly / 60 units		Intervention Technician, Specialist, or Professional	H2014	0011223344
9/16/21 – 1/15/22	IDT	1 hr monthly / 4 units		Intervention Specialist, or Professional	H2019 HT	0011223344

## EXAMPLE 3.1 ADDITIONAL INFORMATION: Annual ACTP Little Johnny – Year 2

Request 1 of 3: There is only one date range for the services, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – Initial/Annual**

- Case ID for Request 1 of 3: 01/16/21 – 05/15/21.
  - o HSB, 180 units + 60 units + 140 units (add all units together with same code and modifier) = 380 units for H2014  
*In this option the provider enters the total units for their four-month request. Although different dates are shown to represent when additional hours are needed due to breaks, the date range is still 1/16/21 to 5/15/21, you simply need to add all units/hours together for each code and modifier and submit on one Case ID. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.*
  - o IDT, 4 units, H2019 HT.

Request 2 of 3: There is only one date range for the services, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 4 Month Review**

- Case ID for Request 2 of 3: 05/16/21 – 09/15/21.
  - o HSB, 40 units + 720 units + 100 units (add all units together with same code and modifier) = 860 units for H2014  
*In this option the provider enters the total units for their four-month request. Although different dates are shown to represent when additional hours are needed due to breaks, the date range is still 5/16/21 to 9/15/21, you simply need to add all units/hours together for each code and modifier and submit on one Case ID. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.*
  - o IDT, 4 units, H2019 HT.

Request 3 of 3: There is only one date range for both the services and the annual ACTP PA, requiring only one Case ID. (Helpful Hint: Use the “Copy” feature in Qualitrac)

**Type of Service Request in Qualitrac: Children’s Habilitative Intervention Services – 8 Month Review**

- Case ID for Request 3 of 3: 09/16/21 – 01/15/22
  - o ACTP, 30 units, H0032 HN. Requesting the annual ACTP during this four-month period allows for four months to work on the ACTP, understanding it may only take one or two.  
*The annual ACTP is always a prior authorization, please use your best clinical estimation of the number of units. If the provider underestimates, they cannot request additional units. If they overestimate, they may only bill for the number of units it took to complete the annual ACTP.*
  - o HSB, 200 units + 60 units + 60 units + 120 units + 60 units (add all units together with same code and modifier) = 500 units for H2014  
*In this option the provider enters the total units for their four-month request. Although different dates are shown to represent when additional hours are needed due to breaks, the date range is still 9/16/21 to 1/15/22, you simply need to add all units/hours together and submit on one Case ID. It is acceptable to round up on partial weeks to ensure the child has enough units for those partial weeks.*
  - o IDT, 4 units, H2019 HT.