



**TENNESSEE DEPARTMENT OF EDUCATION (TDOE)  
 DIVISION OF SPECIAL POPULATIONS AND STUDENT SUPPORT  
 Tennessee Early Intervention System (TEIS) Vendor Application**

**Purpose of Application:** Upon review of this application and award of a contract, the Grantee may provide a variety of services to Part C children and families in accordance with the child’s Individualized Family Service Plan (IFSP) as defined by the Individuals with Disabilities Education Act (IDEA) 34 CFR §303.13.b. and the Rules of State Board of Education, Chapter 0520-01-10.

**Contract period:** JULY 1, 2016-JUNE 30, 2019

Individuals/agencies desiring to provide any of the following services will complete and submit the vendor application as indicated on the following pages.

<b>Assistive Technology devices/services</b>	<b>Developmental Therapy – Center based</b>
<b>Audiology</b>	<b>Interpreting</b>
<b>Occupational Therapy and Certified Occupational Therapy Assistants</b>	<b>Physical Therapy and Physical Therapy Assistants</b>
<b>Developmental Evaluations</b>	<b>Psychological Assessments/Evaluations</b>
<b>Developmental Therapy – Board Certified Behavioral Analyst (BCBA)</b>	<b>Speech Therapy</b>
<b>Developmental Therapy – Behavioral and Board Certified Associate Behavioral Analyst (BCaBA)</b>	<b>Vision Assessments/Services</b>
<b>Developmental Therapy – Behavior Technician</b>	

(Application begins on next page.)

GRANT APPLICATION (VENDOR)

Agency:	
Program Director:	
Address:	
Phone Number:	FAX Number:
E-Mail Address:	
Fiscal Contact Person:	
Phone Number:	Email Address:
Executive Director:	Email Address:
Address:	
<p><b>Pre-response Conferences will be held on <u>Thursday, March 24, 2016, 8:30 a.m. CST; Monday, March 28, 2016, 8:30 a.m. CST; and Wednesday, March 30, 2016, 8:30 a.m.</u> at the below location. The purpose of the conference is to discuss the application and scope of services. Pre-response Conference attendance to one session is not mandatory but highly recommended.</b></p>	
<p><b>The conference will be held at:</b></p>	
<p style="text-align: center;">Davy Crockett Tower, 1st Floor 500 James Robertson Parkway Conference Room 1B Nashville, TN 37243</p>	
<p style="text-align: center;">Conference Call line: Local: 615-253-1431 Long Distance: 1-877-344-7876</p>	
<p><b>Submit Tennessee Early Intervention System Vendor Application and all required supporting documents by <u>Friday, April 15, 2016.</u></b></p>	
<p><b>Partial submissions WILL NOT BE ACCEPTED. Agencies who resubmit their application, due to the omission of required documents, are required to submit the application and supporting documents in its entirety. Partial applications as resubmissions WILL NOT BE ACCEPTED.</b></p>	
<p><b>Hard copies of the Tennessee Early Intervention System Vendor Application and all supporting documents must be submitted via FedEx or UPS to the address listed below.</b></p>	
<p style="text-align: center;">Department of Education Attn: TEIS / Robin Crutcher 10th Floor, Andrew Johnson Tower 710 James Robertson Pkwy Nashville, TN 37243</p>	
<p><b>Applying agencies will be notified by May 31, 2016 as to their status for an approved vendor contract. NOTE: If a contract is awarded, the period of the contract will be July 1, 2016-June 30, 2019 (36 months).</b></p>	
<p><b>Questions regarding the Tennessee Early Intervention System Vendor Application process should be sent by email to <a href="mailto:Barbara.Bridges@tn.gov">Barbara.Bridges@tn.gov</a>.</b></p>	
<p><b>DO NOT CONTACT THE TEIS CENTRAL OFFICE OR THE FISCAL SERVICES TEAM (FST) DIRECTLY FOR ASSISTANCE WITH THE VENDOR CONTRACT APPLICATION PROCESS.</b></p>	

## Compliance Assurances for Use of IDEA Part C Funds

The Grantee hereby assures the IDEA Part C Program that the Grantee meets each of the following conditions:

1. IDEA Part C funds will be used only for the benefit of children ages birth through two with identified disabilities and/or developmental delays.
2. The Grantee understands that the contract is funded for three (3) years only, July 1 – June 30, and must reapply for consideration of continued funding.
3. The Grantee agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of the authorized service or in the employment practices of the Grantee on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law.
4. [THIS SECTION SHALL NOT BE APPLICABLE IF THE CONTRACTOR IS A TENNESSEE GOVERNMENTAL ENTITY, UNIVERSITY OF TENNESSEE OR BOARD OF REGENTS COLLEGE OR UNIVERSITY] The Grantee shall not pay any amount directly or indirectly to an employee or official of the State of Tennessee as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the contractor in connection with any work contemplated or performed relative to this contract.
5. The Grantee understands activities and records pursuant to this Grant Contract shall be subject to monitoring and evaluation by the State or duly appointed representatives.
6. The Grantee understands that the State is not responsible for the payment of services rendered without specific, written authorization as documented on the child's IFSP in the State's Part C data system. The service must be documented in the child's IFSP in the State's Part C data system prior to service delivery and the service must be rendered within the authorization period.
7. The Grantee shall deliver services in a variety of settings dependent upon the determination of the IFSP team. The specific settings for each eligible child will be documented in their IFSP. All services and supports, to the greatest extent possible, will be provided in the child's Natural Environment as defined by Federal Statute (IDEA), 34 CFR Part 303, and Tennessee Part C Policies and Procedures which can be found here <http://share.tn.gov/sos/rules/0520/0520-01/0520-01-10.20130630.pdf> , current as of the effective date of the Grant Contract.
8. The Grantee shall work with the TEIS POE District Office(s) and other local providers in all phases of the IFSP process. The Grantee is expected to fully support the principles of early intervention (<http://www.tn.gov/education/topic/tennessee-early-intervention-system-teis>) and the TEIS POE staff in all contact with families and other community partners. Website listed above is current as of the effective date of the Grant Contract.
9. The Grantee shall maintain staff and supports sufficient to develop, implement, and evaluate appropriate written intervention plans of service individualized for those children for whom the Grantee has been identified as the responsible service provider on the IFSP maintaining ongoing data on child progress.
10. The Grantee shall ensure that the staff that provides services has been informed about the Rights of Infants and Toddlers under Part C of IDEA [http://www.tn.gov/assets/entities/education/attachments/teis\\_brochure\\_rights.pdf](http://www.tn.gov/assets/entities/education/attachments/teis_brochure_rights.pdf) and are capable of sharing this information with families in a positive manner. Support for staff training on Part C rights and presentation to families is available from State staff as needed. Website listed above is current as of the effective date of the Grant Contract.
11. The Grantee shall contact the TEIS POE District Office immediately regarding all potentially eligible Part C children who are referred directly to the Grantee.

12. The Grantee shall not maintain a waiting list of children needing early intervention services.
13. The Grantee shall immediately consult with the appropriate TEIS POE District Office regarding any child for whom they are unable to provide a service in a timely manner.
14. The Grantee shall ensure that any suspension of provision of service for any period of time shall require prior notification and justification to the State. Written approval from the State must be obtained prior to any suspension of services.
15. The Grantee shall abide by the procedures contained in the General Provider Requirements Section of the TEIS Operations Manual, TEIS Policy memorandums, and Fiscal Services Team (FST) Billing Instructions posted on the TEIS website, <http://tn.gov/education/article/tdoe3e-teis-vendors-providers>, current as of the effective date of the Grant Contract.
16. The Grantee shall submit documentation of licensure/credentials as appropriate for each staff member's specialty area and/or copies of degrees/transcripts of all staff providing direct services to TEIS eligible children.
17. The Grantee shall provide evidence of criminal records verification as requested of all staff providing direct services to TEIS eligible children.
18. The Grantee, if applicable based on the service being provided, shall maintain a configuration of staff with education, competencies, and experience that complies with the State's qualifications as listed below in a, b, c and d. For persons providing developmental therapy services as a Board Certified Behavioral Analyst (BCBA), Board Certified Associate Behavior Analyst, (BCaBA), Behavioral, and Behavior Technician to children who meet Tennessee's definition of eligibility under Part C of IDEA, the contractor will submit documentation of staff credentials when requested.
  - a. Developmental Therapy Board Certified Behavioral Analyst (BCBA) – This individual has a master's degree and holds a current Behavior Analyst Board certification.
  - b. Board Certified Associate Behavior Analyst (BCaBA) – This individual has a bachelor's degree and holds a current BCaBA certification.
  - c. Developmental Therapy Behavior - This individual has a bachelor's degree and has no less than one (1) year of experience providing Applied Behavior Analysis therapy.
  - d. Developmental Therapy Behavior Technician - This individual has experience providing Applied Behavior Analysis therapy and has completed no less than 20 hours of Applied Behavior Analysis training.
19. For persons providing center based developmental therapy early intervention services to children who meet Tennessee's definition of eligibility under Part C of IDEA, the Grantee shall maintain a configuration of staff with education, competencies, and experience in compliance with the State's minimum qualifications, listed below. The Grantee shall submit documentation of staff credentials when requested.
  - a. Grantee staff providing center based developmental therapy early intervention services:
    - (1) Must hold a high school diploma or equivalency and be supervised by staff who meet minimum degree requirements as listed below in subsection (2) and (3).
    - (2) All supervisors must hold the minimum of a bachelor's degree.
    - (3) All supervisors must hold a baccalaureate and/or masters and/or doctorate degree in early childhood special education, early childhood

education, child and family studies (child development), early intervention, or related field. Related field means a degree in deaf education or visual disabilities, special education K-12, elementary education, communication disorders and speech language pathology. Social Work, nursing and psychology degrees are not considered related fields. This requirement does not apply to supervisors who provided these services prior to July 1, 2014.

20. The Grantee's center-based developmental therapy staff shall have access to, and participate in, on-going training regarding both required and best practices related to the provision of quality early intervention services. Full-time staff shall participate in a minimum of 42 hours of in-service training per year including but not limited to trainings provided and required by the State. The hour requirement for less than full time staff may be adjusted proportionally. The State will request training records for developmental therapy staff a minimum of once per contract year. Failure to provide documentation of training received may affect agency's status as a vendor for future contract years.
21. The Grantee shall ensure that staff are skilled in and have access to ongoing training regarding the documentation and implementation of best practices in the provision of IFSP services as required under Part C of IDEA.
22. The Grantee shall be available for any new or on-going training in regard to TEIS Part C regulations, state regulations and the State's Part C data system.
23. The Grantee shall not hold the parent responsible for payment of a charge for a TEIS-funded service in accordance with an IFSP as defined in IDEA Part C. This includes, but is not limited to, such costs as application fees, registration fees, material/supply fees, field trips.
24. The Grantee shall adhere to the Fiscal Services Team (FST) Billing Instructions and the following:
  - a. The Grantee understands pursuant to IDEA Part C, that TEIS is "Payor of Last Resort". The Grantee understands that charges for a child's IFSP services will be paid by the child's primary payor source, i.e., private insurance, TennCare, CoverKids or TriCare, as applicable.
  - b. The Grantee understands the cost of services purchased will be based on the primary payor's usual and customary fees or negotiated charges not to exceed the amount of the State's maximum liability.
  - c. The Grantee understands if payment by the primary payor is based on a negotiated charge, then the portion payable by the State will be based on the same negotiated charge but not to exceed the maximum allowable cost for that service as established by this agreement. Consequently, the State shall benefit to the same extent and the same manner as the primary payor. If payments from other sources equal or exceed the amount of the State's maximum liability as a sole payor, the State will not pay additional fees on any charge.
  - d. The Grantee understands IFSP services may be paid by the State under the following circumstances: if the child has no insurance, if certain services are not covered by insurance, patient balance remains due to deductibles or after insurance payment, or if access to the child's insurance has been denied.
  - e. The Grantee, not the State, will process ALL third party billing, i.e., TennCare, CoverKids, TriCare and private insurance.
  - f. The Grantee providing therapeutic services is required to bill private insurance and TennCare, CoverKids, or TriCare for their services. (i.e. therapists in group practice or employed by a hospital are already part of the insurance system.)

- g. The Grantee understands payment for TEIS services rendered will be made within sixty (60) days from the receipt of the billing.
25. The Grantee must submit billing no later than October 31, 2017 for contract period July 1, 2016-June 30, 2017; October 31, 2018 for contract period July 1, 2017-June 30, 2018; October 31, 2019 for contract period July 1, 2018-June 30, 2019 for consideration of payment. Billing received after the dates established for each fiscal year will not be paid.
  26. If the Grantee determines staff in its agency shall not participate in providing services, the Grantee shall notify that individual and the State. The Grantee shall also inform staff members excluded from providing early intervention services on the basis of a criminal history records verification of any review or appeal process available.
  27. The Grantee shall notify TEIS at least 15 days in advance before unilaterally discharging a child prior to the completion of his/her IFSP goals.
  28. The Grantee shall provide all services as authorized by the IFSP, including but not limited to frequency, intensity, duration, and setting.
  29. The Grantee shall follow the below procedure for all services provided.
    - a. Enter service logs in the State's Part C data system. Service logs must include the service date, start/end times, actual setting, and service note detail.
    - b. Enter contact logs in the State's Part C data system documenting all child/family communications.
    - c. Submit billing in an acceptable and timely manner according to TEIS procedures.
  30. The Grantee shall document no show visits to home/community and clinic settings in which the family does not contact the Grantee to cancel the visit.
    - a. The Grantee will document no-shows in the service log to include the service date, start/end times, actual setting, and service note detail and reason for the no-show.
    - b. The Grantee understands no more than one no-show per month per service will be paid.
    - c. The Grantee must enter service logs in the State's Part C data system. Service logs documented will include the service date, start/end times, actual setting, and service note detail.
    - d. The Grantee will notify the service coordinator when two no-shows have occurred within the same month.
  31. The Grantee shall provide audiology evaluations and use appropriate audiological screening/evaluation techniques to identify hearing loss for children, birth through age two.
  32. The Grantee shall provide certified occupational therapy assistant services in a group setting and use pediatric occupational therapy best practices for the purpose of prevention or minimization of the impact of initial or future impairment delay in development, or the loss of any functional ability related to adaptive development, adaptive behavior and play, sensory, motor, and postural development resulting in improved functional abilities.
    - a. All services provided by the Certified Occupational Therapy Assistant (COTA) must be approved by the Occupational Therapist.
  33. The Grantee shall provide physical therapy assistant services in a group setting and shall use pediatric physical therapy best practices to prevent, alleviate, or compensate for movement dysfunction and related functional problems resulting in improved motor function.

- a. All services provided by the Physical Therapy Assistant (PTA) must be approved by the Physical Therapist.
34. The Grantee shall provide certified occupational therapy assistant services to individual children and use pediatric occupational therapy best practices individually for the purpose of prevention or minimization of the impact of initial or future impairment delay in development, or the loss of any functional ability related to adaptive development, adaptive behavior and play, sensory, motor, and postural development resulting in improved functional abilities.
- a. All services provided by the COTA must be approved by the Occupational Therapist.
35. The Grantee shall provide physical therapy assistant services to individual children and use pediatric physical therapy best practices individually to prevent, alleviate, or compensate for movement dysfunction and related functional problems resulting in improved motor function.
- a. All services provided by the PTA must be approved by the Physical Therapist.
36. The Grantee shall provide developmental evaluations and determine a child's initial and continuing eligibility for services by identifying the child's level of functioning in each of the following areas: cognitive development, physical development including vision and hearing, communication development, social or emotional development, and adaptive development.
37. The Grantee shall provide developmental therapy by a BCBA and use Applied Behavior Analysis Therapy for children who are exhibiting behaviors consistent with or have a diagnosis of Autism Spectrum Disorder (ASD) to promote the acquisition of skills in a variety of developmental areas including cognitive and social development.
- a. The Developmental Therapy BCBA has a master's degree and holds a current Behavior Analyst Board certification.
38. The Grantee shall provide developmental therapy by a BCaBA or Behavioralist and use Applied Behavior Analysis Therapy for children who are exhibiting behaviors consistent with or have a diagnosis of Autism Spectrum Disorder (ASD) to promote the acquisition of skills in a variety of developmental areas including cognitive and social development.
- a. The BCaBA has a bachelor's degree and holds a current BCaBA certification.
  - b. The Behavioralist has a bachelor's degree and has no less than one year of experience providing Applied Behavior Analysis Therapy.
  - c. Services provided by the BCaBA or Behavioralist or must be approved by a BCBA.
39. The Grantee shall provide developmental therapy by a Behavior Technician and use Applied Behavior Analysis Therapy for children who are exhibiting behaviors consistent with or have a diagnosis of Autism Spectrum Disorder (ASD) to promote the acquisition of skills in a variety of developmental areas including cognitive and social development.
- a. The Grantee will ensure the Behavior Technician has experience providing Applied Behavior Analysis therapy and has completed no less than 20 hours of Applied Behavior Analysis training.
  - b. Services provided by the Behavior Technician must be approved by a BCBA.
40. The Grantee shall provide developmental therapy that promotes the child's acquisition of skills in a variety of developmental areas including cognitive and social development in which the learning environments and activities are in an inclusive center based group setting.

- a. Individual services shall not exceed a maximum of three hours per day and five hours per week.
  - b. The Grantee shall use the Assessment, Evaluation, and Programming System for Infants and Children (AEPS), Second Edition, or successor edition as approved by the State, to develop center based intervention plans. The Grantee shall complete an initial developmental assessment within 30 days of service delivery and prior to six month and annual IFSP reviews. The AEPS is aligned with the Tennessee Early Learning Development Standards (TNELDS). The Grantee may use other curriculums as resources to assist in the development of intervention plans.
  - c. The Grantee shall document initial, six month and annual developmental assessment information using the AEPS, Second Edition, or successor edition as approved by the State. Assessments will be documented in the AEPsi web based system. Access to the system is provided by the State.
  - d. The Grantee shall ensure interrater reliability for the administration of the AEPS, Second Edition, or successor edition as approved by the State. Interrater reliability procedures will be provided by the state.
41. The Grantee shall provide consultation, as requested, by conferring with the IFSP team members (includes the family and other early intervention providers) based on professional experience and knowledge to further enhance the child's developmental progress based on IFSP goals.
- a. The Grantee shall attend IFSP meetings (Annual, 6-month reviews, and requested reviews) and transition planning conferences as requested.
  - b. The Grantee shall be paid up to a maximum of one hour per meeting attended.
42. The Grantee shall provide interpreting services to facilitate communication between the family and the early intervention provider.
- a. The Grantee shall provide interpreting services for instances of intake, family assessment, eligibility evaluation, IFSP meetings (annual, 6-month reviews, requested reviews) and transitional planning conferences.
  - b. The Grantee understands services will be paid for a maximum of two hours unless extenuating circumstances exist and are documented by TEIS POE staff in the State's Part C data system contact log.
43. The Grantee shall provide occupational therapy in a group setting using pediatric occupational therapy best practices for the purpose of prevention or minimization of the impact of initial or future impairment delay in development, or the loss of any functional ability related to adaptive development, adaptive behavior and play, sensory, motor, and postural development resulting in improved functional abilities.
44. The Grantee shall provide physical therapy in a group setting using pediatric physical therapy best practices to prevent, alleviate, or compensate for movement dysfunction and related functional problems resulting in improved motor function.
45. The Grantee shall provide speech therapy in a group setting using pediatric speech therapy best practices to address communicative or oropharyngeal disorders and delays in the development of communication skills resulting in improved communication.
46. The Grantee shall provide occupational therapy evaluations or occupational therapy to individual children using pediatric occupational therapy best practices for the purpose of assessment to identify adaptive, sensory, motor and postural dysfunction or for the prevention or minimization of the impact of initial or future impairment delay in development, or the loss of any functional ability related to adaptive development, adaptive behavior and play, sensory, motor, and postural development resulting in improved functional abilities.



- 47. The Grantee shall provide physical therapy evaluations or physical therapy to individual children using pediatric physical therapy best practices for the purpose of assessment in identifying movement dysfunction or to prevent, alleviate, or compensate for movement dysfunction and related functional problems resulting in improved motor function.
- 48. The Grantee shall provide speech therapy evaluations or speech therapy to individual children using pediatric speech therapy best practices for the purpose of assessment to identify communicative or oropharyngeal disorders and delays or to address communicative or oropharyngeal disorders and delays in the development of communication skills resulting in improved communication.
- 49. The Grantee shall provide psychological assessments or evaluations using pediatric best practices for the assessment and evaluation of the child's behavior related to learning, mental health and development.
- 50. The Grantee shall provide vision assessments or vision services using pediatric vision best practices for the assessment of visual functioning including the diagnosis of specific visual disorders and delays or provide services in areas of communication skills training, orientation and mobility training, and visual training to activate visual motor abilities.
- 51. The Grantee shall provide assistive technology by ordering and acquiring assistive technology devices or by providing services including equipment fitting, measurement, and device orientation to increase, maintain or improve the functional capabilities of a child with a developmental delay or disability.

**Signatures (Required):**

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**Executive Director (owner/CEO/CAO/CFO as leadership appropriate) Date**

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**Agency Director (if appropriate) Date**

## **Vendor Award Application Instructions**

### **Overview**

Individuals with Disabilities Education Act (IDEA) Part C requires that each eligible child receive an Individualized Family Service Plan (IFSP) which represents appropriate interventions from various providers with various expertise at certain points in the child's development and eligibility period. Vendor contracts allow for on-going access of services based on frequency and intensity as determined by the IFSP.

The TDOE has determined the following priority area(s):

### **Early Foundations and Literacy**

### **Instructions**

Complete and submit all required documents accurately and in entirety. The application which contains the assurances must be signed and dated by the Agency Executive Director and the Agency Director. If signature by the Agency Executive Director and the Agency Director is not appropriate, the owner/individual, CEO or other appropriate leadership (CFO, CAO, etc) may sign the application. Do not include unnecessary information.

All required documents will be sent in hard copy via FEDEX or UPS with a tracking number to:

Department of Education  
Attn: TEIS / Robin Crutcher  
10th Floor, Andrew Johnson Tower  
710 James Robertson Pkwy  
Nashville, TN 37243

### **Required documentation**

OTs, PTs, Speech Therapists, Developmental Therapists (DT), all others except for Interpreters and vendors rendering Assistive Technology services

1. Vendor Application
2. Agency Demographic Workbook (Template provided by the State)
3. Service Demographic Workbook (Template provided by the State)
4. Licenses
5. Background Checks
6. Resumes (only required for BCBA, BCaBA, DT-Behavioral, DT – Behavior Tech, and DT-Center Based personnel)
7. College transcripts (only required for BCBA, BCaBA, DT-Behavioral, DT – Behavior Tech, and DT-Center Based personnel)
8. Training Plan (only required for BCBA, BCaBA, DT-Behavioral, DT – Behavior Tech, and DT-Center Based personnel)
9. Supervision Plan (only required for BCBA, BCaBA, DT-Behavioral, DT – Behavior Tech, and DT-Center Based personnel)
10. Professional Liability Insurance [THIS SECTION SHALL NOT BE APPLICABLE IF THE VENDOR IS A GOVERNMENTAL ENTITY, UNIVERSITY OF TENNESSEE OR BOARD OF REGENTS COLLEGE OR UNIVERSITY]

### **Interpreter's documentation**

1. Vendor Application
2. Agency Demographic Workbook (Template provided by the State)

3. Service Demographic Workbook (Template provided by the State)
4. Background checks

#### Assistive Technology documentation

1. Vendor Application
2. Agency Demographic Workbook(Template provided by the State)
3. Service Demographic Workbook(Template provided by the State)
4. Licenses (required if working directly with the child, i.e. fittings, adjustments, etc)
5. Background Checks (required if working directly with the child, i.e. fittings, adjustments, etc)
6. Professional Liability Insurance [THIS SECTION SHALL NOT BE APPLICABLE IF THE VENDOR IS A GOVERNMENTAL ENTITY, UNIVERSITY OF TENNESSEE OR BOARD OF REGENTS COLLEGE OR UNIVERSITY]

#### **Additional information**

**AGENCY DEMOGRAPHIC, SERVICE DEMOGRAPHIC WORKBOOKS:** Enter information directly into the excel sheets that are provided by the State.

**RESUMES (FOR DEVELOPMENTAL THERAPY STAFF):** Copies of resumes for all staff rendering DT services or providing supervision to those rendering services to Part C eligible children under the vendor contract.

**COLLEGE TRANSCRIPTS (FOR DEVELOPMENTAL THERAPY STAFF):** Copies of college transcripts for all staff rendering services or providing supervision to those rendering services to Part C eligible children under the vendor contract.

**LICENSURES:** Copies of credentials and any applicable licenses for all staff rendering services to Part C eligible children under the vendor contract. If licensed as a teacher, please provide a copy of the State license.

**BACKGROUND CHECKS:** To ensure the safety of the children receiving early intervention services through the TEIS program the vendor shall provide background checks for all persons that provide services under this vendor contract prior to commencing work. **DO NOT** click on the link below to access the websites. **Type the website into your browser.** This will take you to the website. **These websites provide the required information at no cost to you.** Information is required from all three sites.

National sex offender registry found at <http://www.nsopw.gov/Core/Portal.aspx>

Screen print the results page (will include the provider's name) for Vendor Application submission.

Tennessee Bureau of Investigation's sex offender registry found at

<http://sor.tbi.tn.gov/SOMainpg.aspx>

Screen print the results page (will not include the provider's name); the agency representative conducting the search will write in the staff's name being searched and date & sign the results page.

The Department of Health's elderly or vulnerable person's registry found at

<https://apps.health.tn.gov/abuseregistry>

Screen print the results page (will include the provider's name for Vendor Application submission). Do not use the "search by social security number", use "search by name" for this background check.

#### **PROFESSIONAL LIABILITY INSURANCE**

[THIS SECTION SHALL NOT BE APPLICABLE IF THE VENDOR IS A GOVERNMENTAL ENTITY, UNIVERSITY OF TENNESSEE OR BOARD OF REGENTS COLLEGE OR UNIVERSITY] The Grantee shall obtain and submit proof of professional malpractice liability insurance with a limit of not less than one million dollars (\$1,000,000) per claim and two million dollars (\$2,000,000) aggregate covering all staff providing direct services to TEIS eligible children. Tennessee's Early Intervention System shall be named as a certificate holder. Professional liability insurance must remain in effect for the duration of the vendor relationship.

The address that should be used to add TEIS as a certificate holder is:

Department of Education  
 Attn: TEIS  
 10th Floor, Andrew Johnson Tower  
 710 James Robertson Pkwy  
 Nashville, TN 37243

TRAINING PLAN (FOR DEVELOPMENTAL THERAPY STAFF): Training Plans outline the agencies process for ensuring that all staff providing services to Part C eligible children reflects best practice techniques and strategies.

SUPERVISION PLAN (FOR DEVELOPMENTAL THERAPY STAFF): Supervision Plans outline the agencies process for ensuring that all staff providing services to Part C eligible children have adequate supervision to provide home visiting best practice techniques and strategies.

MAXIMUM RATE SCHEDULE July 1, 2017-June 30, 2019

The rates below are maximum rates allowed, NOT standard or set rates (unless based upon federal government or TennCare set rates). The State Agency is encouraged to buy goods or services at lower rates than those below. All purchases shall comply with the vendor selection procedures.

Good or Service		Maximum Rate
Travel Compensation/Reimbursement (relating to authorized service delivery)		The contract shall NOT authorize payment or reimbursement of a contractor's travel expenses to the site where goods are delivered or services are provided. If the State requires that the contractor travel somewhere other than the site where goods are delivered or services are performed, reimbursement shall be subject to amounts and limitations specified in the current "State Comprehensive Travel Regulations." Only necessary expenses incurred away from and back to the site where goods are delivered or services are performed shall be reimbursable.  <i>Note: This does NOT apply to any travel reimbursements paid to state clients (which may be provided for in this schedule).</i>
SERVICE DESCRIPTION	CLINIC (CENTER) RATE	NATURAL ENVIRONMENT (HOME/COMMUNITY) RATE
Assistive Technology Device/ Service *	State Approved Items Only	State Approved Items Only

SERVICE DESCRIPTION	CLINIC (CENTER) RATE	NATURAL ENVIRONMENT (HOME/COMMUNITY) RATE
Audiology Evaluations	\$65.00 per hour	Not Applicable
Certified Occupational Therapy Assistant Services-Group	\$10.00 per hour	Not Applicable
Certified Occupational Therapy Assistant Services-Individual	\$28.00 per hour	\$41.00 per hour
Consultation- Individualized Family Service Plan (IFSP) Meeting (maximum of 1 hour)	\$25.00 per hour	\$25.00 per hour
Developmental Evaluations	\$55.00 per hour	\$55.00 per hour
Developmental Therapy – Board Certified Behavioral Analyst (BCBA)	\$60.00 per hour	\$75.00 per hour
Developmental Therapy – Board Certified Associate Behavioral Analyst (BCaBA)	\$30.00 per hour	\$45.00 per hour
Developmental Therapy – Behavioral	\$30.00 per hour	\$45.00 per hour
Developmental Therapy – Behavior Tech	\$12.00 per hour	Not Applicable
Developmental Therapy Center Based- (Max. of 3 hrs per day; not to exceed 5 hrs per week)	\$10.00 per hour	Not Applicable
Documented No Show Visits	\$18.00 per visit	\$18.00 per visit
Interpreting Services	\$55.00 per hour	\$55.00 per hour
Occupational Therapy-Group	\$20.00 per hour	Not Applicable
Occupational Therapy- Individual/Evaluation	\$60.00 per hour	\$75.00 per hour

SERVICE DESCRIPTION	CLINIC (CENTER) RATE	NATURAL ENVIRONMENT (HOME/COMMUNITY) RATE
Physical Therapy Assistant Services-Group	\$10.00 per hour	Not Applicable
Physical Therapy Assistant Services-Individual	\$28.00 per hour	\$41.00 per hour
Physical Therapy-Group	\$20.00 per hour	Not Applicable
Physical Therapy-Individual/ Evaluation Services	\$60.00 per hour	\$75.00 per hour
Psychological Assessments/ Evaluations	\$65.00 per hour	\$80.00 per hour
Speech Therapy-Group	\$20.00 per hour	Not Applicable
Speech Therapy-Individual/Evaluations	\$60.00 per hour	\$75.00 per hour
Vision Assessments/Services	\$60.00 per hour	\$75.00 per hour

TEIS ASSISTIVE TECHNOLOGY EQUIPMENT July 1, 2017-June 30, 2019

Description	Allowable Price	Quantity/Days	Examples/ Comments/ Remarks
<b>Aids for Daily Living</b>			
Adaptive Feeding Aid	\$25 per item	2 like items/365	Weighted/ Built-up Spoons, Forks, Bowls, Plates, Guards
Adaptive Drinking Aid	\$25 per item	2 like items/365	Adaptive Cups, bottles, feeders
Bath Chairs with accessories	\$750	1/1095	
<b>Assistive Listening</b>			
Hearing Aids (left)	\$1800	1/1095	
Hearing Aids (right)	\$1800	1/1095	
Hearing Aid Batteries	\$60	24 batteries per aid/ 365	
Hearing Aid Orientation/Fitting/Dispensing Fee (one-time fee)	\$300	1/1095	
Hearing Aid Ear Mold Impression	\$100	6 sets/ 365	
Hearing Aid Ear Mold	\$180/ per set	6 sets/ 365	
Hearing Aid Ear Mold Fittings and Hearing Aid Adjustments	\$300	1/1095	

Hearing Aid Pediatric Kit	Included with purchase of aids	1/1095	
<b>Assistive Toys &amp; Switches</b>			
Switch Adaptive Toy	\$150	2/ 1095	
Switch Battery Adapter (Interrupter)	\$150	2/ 1095	
Single Use Switch	\$150	2/ 1095	
Switch Interface	\$250	2/ 1095	Switch Hopper, Power Link
<b>Augmentative Communication (Mid- Low Tech)</b>			
Communication Devices	\$300	1/1095	Go Talk, Voice output switches
Picture or Object Communication System	\$100	1/1095	PECS, Visual Schedules, Choice Boards
Description	Allowable Price	Quantity/Days	Examples/ Comments/ Remarks
<b>Mobility and Positioning</b>			
Custom Lower Extremity Orthotics, left (Daily Functions)	\$1,800	3/1095	AFO, DAFO, SMO, UCB, Sure Step, Patti Bob, Hot Dogs
Custom Lower Extremity Orthotics, Right (Daily Functions)	\$1,800	3/1095	AFO, DAFO, SMO, UCB, Sure Step, Patti Bob, Hot Dogs
Custom Upper Extremity Orthotic, Left (Daily Functions)	\$500	3/1095	Thumb abduction splint w/wo supinator strap, may include metal stays or thermoplastic. (Benik, Joe Cool, McKie Splint)
Custom Upper Extremity Orthotic, Right (Daily Functions)	\$500	3/1095	Thumb abduction splint w/wo supinator strap, may include metal stays or thermoplastic. (Benik, Joe Cool, McKie Splint)
Feeder Seat	\$500	2/1095	
Positioning Aid	\$600	2/1095	Chair inserts, wedge, versaform,
Activity Chair with attachments	\$2500	1/1095 ***not to duplicate another seating system (Wheel Chair, Adaptive Stroller)***	Rifton
Gait Trainer with attachments	\$3000	1/1095	Rifton, KidWalk, Crocodile
Walker with attachments	\$1000	1/1095	Posture control, reverse or forward walker (2 or 4 wheels)
<b>Visual Aid</b>			
Adapted Mobility Device (aka "Anticipators")	\$100		
Light Box	\$150		
Light Box Overlays	\$75		
Lilly the Light Aide	\$1200		