



New Hampshire

Department of Education

**New Hampshire Department of Education
Bureau of Student Support
Episode of Treatment Procedures Manual**



January 2024

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Introduction

The New Hampshire Department of Education, Bureau of Student Support, is offering guidance to districts applying for Episode of Treatment (EOT). Referral for an EOT as defined in RSA 193:27, VII, "Episode of treatment" means when a child needs to be placed by the department of health and human services (DHHS) in a DHHS-contracted and/or certified program to receive more intensive treatment and supports and has the objective of helping children in crisis avoid or reduce the use of psychiatric hospitals or emergency rooms.

This manual will aid school districts and business offices with the EOT process. This manual is intended to provide guidance only and does not replace law nor does it replace the New Hampshire Department of Education's (NHED) fiscal review of districts' submission for EOT payment(s). The NHED financial accountability review serves as the conduit to decisions relating to EOT payment(s).

The New Hampshire Department of Education (NHED), Bureau of Student Support is pleased to distribute the Episode of Treatment Procedures Manual (EOT). The Episode of Treatment Procedures Manual was developed using NHED issued memorandum, presentations to the field, and input and comments from the LEAs.

Eligibility for Episode of Treatment Payment(s)

The school district is responsible for ensuring the provision of:

- The Individualized Education Program (IEP).
- The Individuals with Disabilities Education Act (IDEA).
- Facilitating the documentation required to ensure the payment to the special education provider.

The school district must ensure that it receives the documents stated above for an *episode of treatment* and uploads the documents into the NH Special Education Information System (NHSEIS). The determination paperwork is part of the documentation necessary for the NHED to approve and make payments to the special education provider. EOT payment is intended to alleviate the impact of the episode of treatment costs to the district's budget.

Only allowable costs will be considered for Episode of Treatment payment(s).

Consideration for Eligibility for Episode of Treatment Payment(s)

The district of liability is not eligible to submit for EOT payments, and is responsible for providing payment to the service provider during:

- Any period of time that a student's records are out of compliance.
 - A student's Individualized Education Program (IEP) does not align with the episode of treatment plan.
 - A BCBH approval for an episode of treatment cannot be produced as part of the application.
-
- School districts must enter in the New Hampshire Special Education Information System (NHSEIS) student evaluation information, the Individualized Education Program (IEP) and placement. The data must follow the requirements of the New Hampshire Standards for the Education of Students with Disabilities (effective March 24, 2017). Since NHSEIS is the official Special Education Information System (NHSEIS), the NHED will only use information entered in the appropriate sections of NHSEIS for consideration of court ordered placement payment(s). The NHED will not review IEPs developed with other software systems, IEPs developed by private special education programs/schools or other State's IEPs. It is crucial that the data entered be accurate and up to date. The districts are advised to implement a system of "checks and reviews" to ensure accuracy of the invoices prior to entering the invoice information into NHSEIS.
 - When a school district has placed a student in a special education program approved for his/her disability by the NHED or by the State in which the program operates, the placement **must be** entered into NHSEIS under program services. The NHED will **only** consider placements for EOT payment(s) that are entered in the program services section of NHSEIS. If you are placing a student in an out of state special education program that is not in NHSEIS, has an expired date or will expire soon; it is the district's responsibility to seek special education approval documentation from the host State's DOE. The NHED recommends seeking the host State's special education approval prior to placing the student at the program. A list of all current approved special education programs is posted on the district's NHSEIS site. This list is updated regularly. Once any approved program in NHSEIS is modified, including out of State programs, the change occurs immediately.

For example, if an approval date is extended in NHSEIS, the change will take place immediately. With the change taking place immediately, this prevents each district having to call the NHED to make the change.

If you would like the NHED to enter a new out of State special education program or extend the end date, the forms for districts may be found on the NHED website under special education and then program approval.

- Costs incurred during any period that the student's records were out of compliance are not eligible for EOT payment(s). i.e., not having an agreed upon IEP.
- Any changes to an IEP must occur prior to the submission of the IEP for consideration of EOT payment(s).
- Changes to the IEP must follow the Special Education process, Part Ed 1109. Changes made to an IEP after the end date of an IEP will not be accepted by the NHED.
- For out of state residential placements that do not separate out tuition and residential costs on the invoices, the rate is figured by splitting the State approved rate. For example, tuition would be 50% of the rate and residential 50% of the rate.

Careful attention must be paid to the following:

- ✓ Only IEPs that have been agreed upon and signed by the parent/guardian will be considered for EOT payment(s). The NHED will not consider draft or proposed IEPs for EOT payment(s). Please do not enter invoices based on a draft or proposed IEP, the NHED will disallow the costs.
- ✓ Only invoices which have dates that coincide with the dates of the services identified in the IEP will be considered for episode of treatment payment(s).
- ✓ The NHED may request a signed copy of the original IEP at any time during the review process. Failure to provide the IEP will result in all costs for this student being disallowed.
- ✓ Prior to submitting cost for EOT payment(s) please review the student's information for any errors. Example: the IEP may state 3 minutes rather than 30 minutes. In the financial summary please make sure that all invoices are attached to a valid IEP.
- ✓ Districts must enter the Episode of Treatment date and begin date in the student's information page of NHSEIS prior to entering the student invoices. Be sure invoices are populating under Court Ordered Placement in the financial summary.

Responsibilities of the NHED

- The NHED will review all submissions for episode of treatment payment(s) to ensure that the processes outlined in this manual are followed.
- The NHED shall distribute special education payments within 60 days of receipt of invoices from the school district. School districts shall submit education service providers cost to the NHED within 30 days of receipt of such cost. The NHED shall verify the cost and distribute the appropriate amounts to the education service provider.
- As students are placed in programs, NHSEIS automatically adjusts for this change in capacity as students are being placed in the program.

Entering Information in NHSEIS

Entering the Student's EOT Date

Districts must enter the Episode of Treatment date and begin date prior to entering the student's invoices.

NHSEIS by PCG Education

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Student Information | Contacts | Eligibility Process | IEP Process | Documents | Student History

Student Information John L. Smith

This is the new Student Information page. We hope you find it more intuitive. Please send any questions to the Message Board from the main menu!

Demographic Information

Name:	First: John	Middle: L	Last: Smith	Suffix: *
Student ID:	2031582	SASID:	0011223347	*
Date of Birth:	08/01/2000	Place of Birth:	?	
Gender:	Male	Prim. Language:	English	
Grade:	9th Grade	Language of Instruction:	English	
School:	Elementary School	Hispanic/Latino Ethnicity:	No	
Length of School Day:	5:50 hour(s)	Race:	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander	
District of Liability:	Concord	Town of Residence:	Concord	

Section 402 Placement

Court Placement Date: 02/02/2016

1. Enter Episode of Treatment Date
2. Click on the "Update the Database" button

Entering the Student's EOT Begin Date

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Student Information

John L Smith

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Demographic Information

Name:	First: John	Middle: L	Last: Smith	Suffix: *	
Student ID:	2031582			SA SID:	0011223347 *
Date of Birth:	08/01/2000 * (Age: 15 Years)			Place of Birth:	?
Gender:	Male			Prim. Language:	English
Grade:	9th Grade ?			Language of Instruction:	English ?
School:	Elementary School ?			Hispanic/Latino Ethnicity:	No *
Length of School Day:	5.50 hour(s) (< Std)			Race: *	<input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> Asian <input type="checkbox"/> Native Hawaiian or Other Pacific Islander
District of Liability:	Concord ?			Town of Residence:	Concord ?

Section 402 Placement

Court Placement Date:	02/02/2016	Begin Date:	02/02/2016
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Enter the
begin date of
the EOT

Entering the Student's EOT End Date

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District of Liability:	Concord ?			Town of Residence:	Concord ?

Section 402 Placement

Court Placement Date:	02/02/2016	Begin Date:	02/02/2016	End Date:	
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When the student is no longer in an Episode of Treatment, enter the EOT end date.

Allowable Costs

Only direct costs attribute to each student's Individualized Education Program (IEP) under Special Education Services, Related Services, and Supplemental Aids and Supports may be considered for episode of treatment payment(s). Consults are not an allowable cost as they are not a special education service under IDEA.

For private special education programs, rates have been established by the NHED. The rates are the maximum costs which will be allowed when figuring the final Episode of Treatment calculations.

For students who are placed out-of-state, the NHED will consider the established rate, which is the rate set by the host State's Department of Education.

Timelines for Episode of Treatment Payment(s)

Districts should be entering episode of treatment payment(s) data into NHSEIS monthly. Each time an invoice is entered into NHSEIS, an email must be sent to Cathleen.m.krammes@doe.nh.gov to alert NHED that it is in the system to be paid. The NHED is available to assist districts and provide technical assistance throughout the year in the episode of treatment payment(s) process.

The NHED shall then verify the cost and distribute the appropriate amount to the education service provider. Service providers must be in NHED's vendor system to make payments. If you need to confirm if the provider you have invoices for can be paid, please contact NHED to confirm.

The NHED shall distribute special education payments within 60 days of receipt of invoice from the school district if all the information submitted is accurate.