

**Encumbrance Form FY2023**

***For Internal Use Only: Not to be distributed to providers. A Purchase Order is required before beginning services.***

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| Child’s Name: | DOB: |
| Case Manager’s Name: | Phone Number: | MEDICAID: [ ]  Child Not Medicaid [ ]  Service Not Medicaid [ ]  Medicaid Being Used [ ]  Medicaid Pending |
| **ACTION (Check One)**  | **IFSP Standard Language Type:** | **Case Manager Agency (Check Box)** | **If nothing checked in Medicaid box complete below.** |
| \_\_\_\_ Encumber\_\_\_\_ One Time Only (DFS  Only)\_\_\_\_ Change (except provider)\_\_\_\_ Terminate Service\*\*Date to terminate service:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mm/dd/yy) | [ ]  ICC Community Based Services[ ]  FCA [ ]  CPS/PPS[ ]  Kinship | [ ]  Community Services Board[ ]  Fairfax County Public Schools[ ]  Falls Church Juvenile Court[ ]  Falls Church Public Schools[ ]  Family Services – Child Protective Services[ ]  Family Services – Protection and Preservation[ ]  Family Services - Foster Care & Adoption[ ]  Health Department[ ]  Juvenile Court (Fairfax City or Fairfax County)[ ]  DFS - Other | [ ]  Medicaid Inappropriate Reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]  Medicaid UnavailableReason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Authorization by:** |
| \_\_\_\_ IEP\_\_\_\_ UR\_\_\_\_ Maintenance\_\_\_\_ Additional Daily Supervision |

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|  **TYPES OF SERVICE (Enter applicable code(s) in encumbrance table below)** |
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| **Residential - Medicaid** | **IEP School Services – Refer to the IEP** | **Mental Health Services** | **IEP Day School Services** | **Basic Needs (Non-TFC)** |
| RES - ADS | IEP-Edu-Sped | Eval SVCS - Psych | Day School – See Tiers Below | MED-Srvcs |
| RES-EDU-RegEd | IEP-CRS | Eval SVCS - PsychRe | DS-Special Ed-Extend | TRAN-Svcs |
| RES-Med/Physician | IEP-TBS | Eval SVCS - Develop | IEP-1 to 1 | MTCE Basic 0-4 |
| RES - R&B | IEP-R&B | Eval SVCS - Parent | IEP-Fees | MTCE Basic 5-12 |
| RES Sup -TBS | IEP-MTCE | Eval SVCS - Psychia | IEP-OT-Group | MTCE Basic 13+ |
| RES-SupTherapy-1:1 | IEP-Res-Med/Physician | Eval SVCS - Neuro | IEP-OT-Ind | MTCE-IL Stipend |
| Psych Hosp | IEP- OT-Group | Eval SVCS - SA | IEP-PT-Group | MTCE-Trans |
| IL-Svcs | IEP- OT-Ind | Eval SVCS - MH | IEP-PT-IND | MTCE-Day Care |
| **Residential – Non-Medicaid** | IEP - PT - Group | Eval SVCS - Other | IEP-Sp/L-Group | MTCE-Clothing |
| RES - ADS | IEP - PT - IND | ABA | IEP-Sp/L-IND | MTCE-Enhance (4 - 36) |
| RES - R&B | IEP- Sp/L - Group | Outpt-Grp | IEP-CRS | **Special Needs / Prevent Svcs** |
| RES-EDU-RegEd (Non-Med/Non-IEP) | IEP- Sp/L - IND | Outpt-Indv | IEP-MTCE | Crisis Intv |
| RES Sup -TBS | IEP - 1:1  | Outpt-Fam | IEP-1:1 | Crisis Stablz |
| RES-Med/Physician | IEP-Ind | Outpt-Appr | IEP-TBS |  |
|  | IEP-Grp | DayTreat | IEP-Ind |  |
| **TFC** | IEP-Fam | **Home Based Services** |  | **Planning Services** |
| TFC-CM | IEP-Fees | ISS (Old IH-Svcs, Beh Mgt) | **Evidence Based Services** | FPM |
| TFC MTCE-Enhance (4 - 36) | **Other Services** | IIHS (Medicaid level Only) | FFT | ICC  |
| TFC MTCE Basic | OTH-Legal | MHSB | MST | ICC-FSP |
| TFC-SS0 | Other- One to One  | Mentor | PCIT | FPSP (Family Peer Support Partner) |
| TFC-SS1 | OTH-Misc | FSS-IFPS (Old IFPS) | DBT | Utiliz Review |
| TFC-SS2 | OTH-OneTime | FSS |  | Case Supp |
| TFC-SS3 | Respite-InHome | Visit-Mon |  |  |
| TFC-SSA | Respite-OutHome | Visit-Therap |  |  |

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| **PROVIDER** | **TYPE OF SERVICE****(code from table)** | **UNIT RATE****(see Provider Directory)** | **# OF UNITS**If denoted in the UR Note | **SERVICE DATE****(mm/dd/yy)****BEGIN END** | **\* \* \* C H A N G E \* \*** **EFFECTIVE DATE ADJUST PO BY****(mm/dd/yy) + / - UNITS** | ServiceforParentServiceOnly |
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Service Codes v/s State Service Names revised 7/7/21

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| **Residential - Medicaid** | **IEP Residential Services – Refer to the Services Page on the IEP** |
| RES - ADS | Residential Daily Supervision | IEP-Edu-Sped | Private Residential School |
| RES-EDU-RegEd (Medicaid Only) | Residential Education | IEP-R&B | Private Residential School |
| RES-Med/Physician | Residential Medical Counseling | IEP-1 to 1 | Special Education Related Services |
| RES - R&B | Residential Room and Board | IEP-Fees | Private Residential School |
| RES Sup -TBS | Residential Supplemental Therapies | IEP-Res-Med/Phy | Private Residential School |
| RES-SupTherapy-1:1 | Residential Supplemental Therapies | IEP-OT-Indor Group | Special Education Related Services |
| **Residential – Non-Medicaid** |  | IEP-PT-Group | Special Education Related Services |
| RES - ADS | Residential Daily Supervision | IEP-PT-IND | Special Education Related Services |
| RES-Med/Physician | Residential Medical Counseling | IEP-Sp/L-Group | Special Education Related Services |
| RES - R&B | Residential Room and Board | IEP-Sp/L-IND | Special Education Related Services |
| RES Sup -TBS | Residential Supplemental Therapies | IEP-CRS | Private Residential School |
| RES-SupTherapy-1:1 | Residential Supplemental Therapies | IEP-MTCE | Private Residential School |
| RES-EDU-RegEd (Non-Med/Non-IEP) | Other  | IEP-1:1  | Special Education Related Services |
| **TFC** |  | IEP-TBS | Special Education Related Services |
| TFC-CM | Treatment Foster Care Case Management | IEP-Ind | Special Education Related Services |
| TFC MTCE-Enhance (4 – 36, Basic) | Maintenance - Enhanced | IEP-Grp | Special Education Related Services |
| TFC-(SS0, SS1, SS2, SS3, SSA) | TFC Support, Supervision and Administration | IEP-Fam | Special Education Related Services |
| **Basic Needs** | **(Non TFC)** | **Home Based Services** |  |
| MED-Srvcs | Medical Services | ISS | Individualized Support Services |
| TRAN-Svcs | Transportation | ISS | Behavior Management |
| MTCE-Enhanced | Maintenance - Enhanced | ISS | In Home Services |
| Crisis Stabil | Crisis Stabilization | IIHS | Intensive In-Home Services |
| Psych Hosp | Acute Psychiatric Hospitalization | MHSB | Mental Health Skills Building |
| IL-Svcs | Independent Living Services | Mentor | Mentoring |
| **Mental Health Services** |  | FSS-IFPS | Individual Family Preservation Services |
| Eval SVCS - Psych | Evaluation - Psychological | FSS | Family Support Services |
| Eval SVCS - PsychRe | Evaluation - Reassessment | Visit-Mon | Monitored Visitation |
| Eval SVCS - Develop | Evaluation - Developmental | Visit-Therap | Therapeutic Visitation |
| Eval SVCS - Parent | Evaluation - Parent/Child Eval | **Special Needs / Prevention Services** |  |
| Eval SVCS - Psychia | Evaluation - Psychiatric Eval | Crisis Intv | Crisis Intervention |
| Eval SVCS - Neuro | Evaluation - Neuropsychological | Crisis Stablz | Crisis Stabilization |
| Eval SVCS - SA | Evaluation - Substance Abuse | **Other Services** |  |
| Eval SVCS - MH | Evaluation - Mental Health | OTH-Legal | Other |
| Eval SVCS - Other | Evaluation - Other | Other- One to One  | Other- One on One |
| ABA | Applied Behavior Analysis | OTH-Misc | Other - Miscellaneous |
| Outpt-Grp | Outpatient Services – Group | OTH-OneTime | Other |
| Outpt-Indv | Outpatient Services – Individual | Respite-InHome | Respite –In Home |
| Outpt-Fam  | Outpatient Services – Family | Respite-OutHome | Respite – Out of Home |
| Outpt-Appr | Outpatient Services – Court Apperance | **Evidence Based Svcs** |  |
| DayTreat | Therapeutic Day Treatment for Children | FFT | Functional Family Therapy |
| **Planning Services** |  | DBT | Dialectical Behavior Therapy |
| FPM | Family Partnership Facilitation | PCIT | Parent-Child Interaction Therapy |
| ICC  | Intensive Care Coordination | MST | Multisystemic therapy |
| ICC-FSP | ICC Family Support Partner | **Basic Needs** | **(Non TFC)** |
| Utiliz Review | Utilization Review | MED-Srvcs | Medical Services |
| Case Supp | CSB Case Support | TRAN-Svcs | Transportation |
|  |  | MTCE Basic (By Age) | Maintenance - Basic |
|  |  | MTCE-IL Stipend | Maintenance - Independent Living |
|  |  | MTCE-Day Care | Maintenance-Day Care Assistance |
|  |  | MTCE-Clothing | Maintenance-Clothing |
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| **Day School** |  |  |  |
| DS-Tier 1 | Private Day School – Tier 1 |
| DS-Tier 2 | Private Day School – Tier 2 |
| DS-Tier 3 | Private Day School – Tier 3 |
| DS-Tier 4 | Private Day School – Tier 4 |
| DS-Tier 5 | Private Day School – Tier 5 |
| DS-Tier 6 | Private Day School – Tier 6 |
| DS-Tier 7 | Private Day School – Tier 7 |
| DS-Tier 8 | Private Day School – Tier 8 |
| DS-Tier 9 | Private Day School – Tier 9 |
| DS-Tier 1 NOVA | Private Day School(NOVA) – Tier 1 |
| DS-Tier 2 NOVA | Private Day School(NOVA) – Tier 2 |
| DS-Tier 3 NOVA | Private Day School(NOVA) – Tier 3 |
| DS-Tier 4 NOVA | Private Day School(NOVA) – Tier 4 |
| DS-Tier 5 NOVA | Private Day School(NOVA) – Tier 5 |
| DS-Tier 6 NOVA | Private Day School(NOVA) – Tier 6 |
| DS-Tier 7 NOVA | Private Day School(NOVA) – Tier 7 |
| DS-Tier 8 NOVA | Private Day School(NOVA) – Tier 8 |
| DS-Tier 9 NOVA | Private Day School(NOVA) – Tier 9 |
| DS-Out of State | Private Day School (Out of State)  |
| DS-Special Ed-Extend | Private Day School |
| PDS-VOC | Private Day School |
| IEP- 1 to 1 | Special Education Related Services |
| IEP-Fees | Special Education Related Services |
| IEP-Ind | Special Education Related Services |
| IEP-Grp | Special Education Related Services |
| IEP-Fam | Special Education Related Services |
| IEP-OT-Group | Special Education Related Services |
| IEP-OT-Ind | Special Education Related Services |
| IEP-PT-Group | Special Education Related Services |
| IEP-PT-IND | Special Education Related Services |
| IEP-Sp/L-Group | Special Education Related Services |
| IEP-Sp/L-IND | Special Education Related Services |