



New Individual Planning Funds (IPF) Process

Maine Department of Health & Human Services sent this bulletin at 07/07/2022 03:56 PM EDT

New IPF Process This new process will ensure cohesiveness and security of the PHI data.

IPF is submitted in EIS by provider

OCFS will be automatically notified of IPF submission

If more information is needed after OCFS reviews the IPF, submitter will be notified by email that more information is required to complete the request. Submitter will go into EIS on the IPF form and scroll down towards the bottom in the "IPF Status" section

IPF Status

IPF Status

IPF Request Incomplete, Need More Information

Need More Information *

what is need for more information will be in this box

Reason request is no longer needed

Reason request is no longer needed

3947 characters remaining

4000 characters remaining

Once approved or denied submitter will be notified through Email and will have a notification in EIS to download **approval** or **denial** letter. Submitter is responsible for printing and sharing with family/vendor. You will find them at the bottom of the IPF form in EIS in the "Documents" section. Click on the Download/Open box

Documents

Approval Letter

Type to search

Download / Open

Denial Letter

Type to search

Download / Open

After approved, submitter is responsible for uploading invoice and/or receipts in EIS (**must be in PDF**), within the people documents tab. Instructions on how to upload documents go the Quick links in the App Areas on the left hand side of the page or go to the [CBHS EIS website](#)

Once you have uploaded Invoice and/or Receipt you will need to go to the IPF form in EIS and check this box, this will send a notification to OCFS that Invoice and/or Receipt has been uploaded.

IPF Amount Requested

The \$ amount request is what is being asked of CBH to fund after the parental and other funding has been subtracted.

Total Amount Requested

Total Amount Requested

IPF bill/receipt has been uploaded (QUICK LINKS for directions to upload documents)



If vendor doesn't have a vendor code a W9 will have to be uploaded within the people documents tab (**must be in PDF**). Instructions on how to upload documents go the Quick links in the App Areas on the left-hand side of the page or go to the [CBHS EIS website](#)

Data entry assistance please contact:

- [Lynn Dorso](#), 626-8651
- [Jeanne Tondreau](#), 592-0734

Specific Individual Planning Funds questions please contact:

- [Judy Demerchant](#), 493-4135 or 551-2742