



Updates to Early Steps Policy Handbook and Operations Guide Effective January 1, 2015

Overview Presentation



- Audio for today's webinar is being broadcast via telephone
- Please dial:
 - 1-888-670-3525
- Participant passcode:
 - 6272156732 then #



Today's Presenters



- *Renee Jenkins*
- *Brenda Jones-Garrett*
- *Dawn Lynch*
- *Kelly Rogers*



No one likes change ...

But babies in diapers



Barbara Johnson

early steps

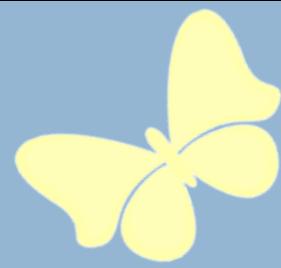
Purpose of Today's Call



- Orient field to policy updates to be implemented January 1, 2015
 - Clarify previously unclear, misinterpreted language
 - Delete/move some policy language

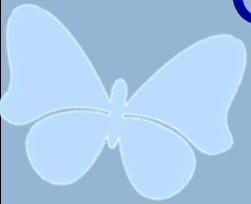


About the Q & A Period

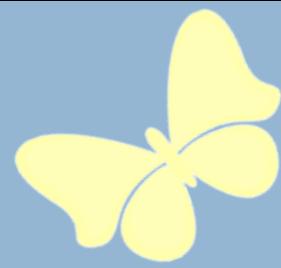


Q&A period at end, *if time allows*

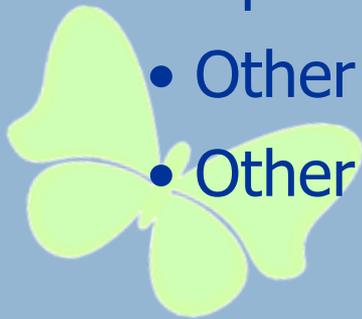
- Write questions down during presentation by slide number



Policy Handbook



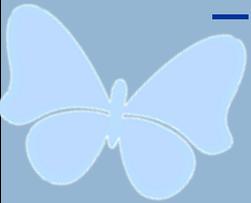
- Symbols continue to differentiate federal  and state  policies
- Formatted for electronic use
 - Links to:
 - Federal Statute & Regulations
 - State Statutes
 - Operations Guide
 - Other Policy
 - Other Relevant Documents



Operations Guide



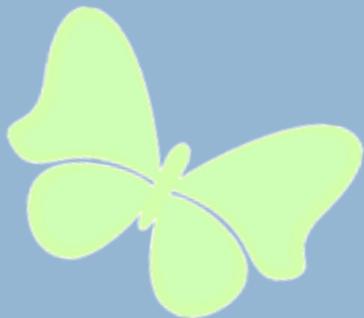
- Refers to related policy number
- Formatted for electronic use
 - Links to:
 - Attachments
 - Forms
 - Instructions
 - Websites
- Not guidance for every policy
- Navigate between policy handbook, operations guide and attachments



General Rules re: Policies



- Definitions linked
- Other agency/program policies (e.g., AHCA/Medicaid, DOE, DCF, provider management) not included/repeated, but linked





early steps

Component 1 – General Supervision and Administration

Use of Part C Funds



- Adds language that Part C funds may be used when the Early Steps rate is less than the family's copay or deductible



(1.4.4. C Policy)



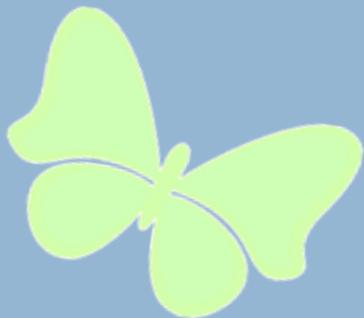
Medicaid Exception Procedure



- Clarifies the Medicaid Exception Procedure is found in the Medicaid Early Intervention Services handbook



(1.4.4 Guide)



Public and Private Insurance



- Clarifies it is the responsibility of the service coordinator to discuss the use of insurance with the family



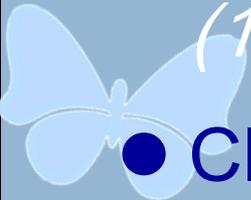
(1.6.1 Guide)



Public and Private Insurance



- Clarifies that the parent's consent must be obtained prior to use of private insurance
(1.7.1.B Policy)
- Clarifies that the family's consent to use their private insurance prior to the use of Medicaid benefits is covered during the Medicaid enrollment process *(1.8.3.A & B Policy)*



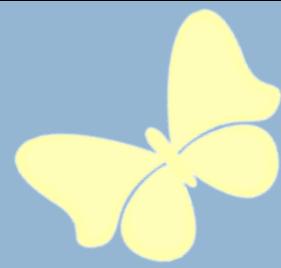


**There are no changes to
Component 2 – Child Find
& Referral**

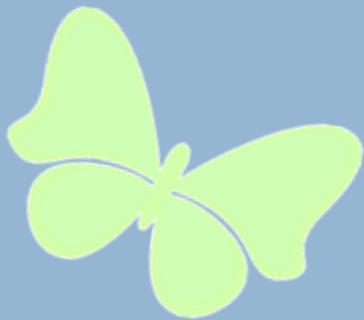


**Component 3 -
First Contacts/
Evaluation/Assessment**

Consent



- Clarifies that an evaluation or review conducted at times other than the initial IFSP or re-determination, also requires consent (*Attachment - Informed Notice and Consent for Screening, Evaluation and Assessment and Follow-Up Review*)





Component 4 – Service Coordination

Service Coordinator Follow Up



- Adds steps for service coordinator to take when notified that a family has missed two consecutive appointments without advance notice



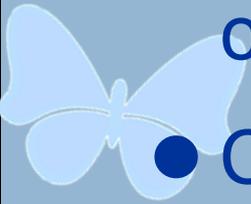
(4.2.6.A & B Guide)



Evaluation and Assessment



- Clarifies documentation requirements for reviews and updates of the TCM plan when it occurs more than annually (*4.2.16.B Policy*)
- Clarifies the documentation of parents' participation in the TCM plan when it occurs by phone (*4.2.16.D Guide*)





Component 5 – Individualized Family Support Plan (IFSP)

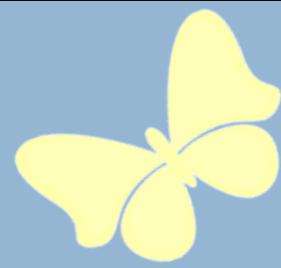
Electronically Recording IFSP Meetings



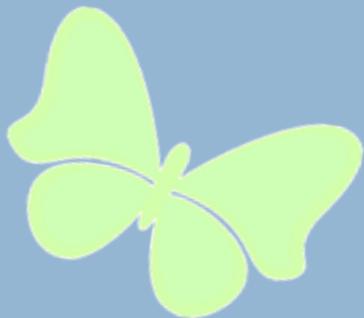
- Adds language allowing:
 - a family to electronically record an IFSP meeting
 - the LES to electronically record a meeting, with the approval of the family, and requires it to become a part of the record
 - an IFSP team member to refuse to participate in the meeting should they not want to be recorded, however, requires submission of their recommendations ahead of time that become part of the record *(5.2.1 Guide)*



Consent for IFSP Meetings



- Deletes language requiring consent be obtained before notifying agencies/programs of IFSP meetings *(5.2.3 Policy and Guide)*



IFSP Documentation for SC/TCM Only



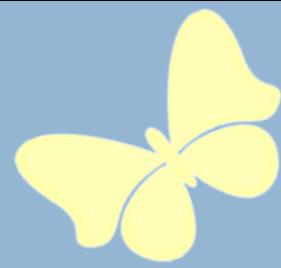
- For children and families who receive no other services other than service coordination/targeted case management:

- Clarifies that an outcome related to service coordination/targeted case management should be recorded on Form F *(5.3.3.B. Guide)*

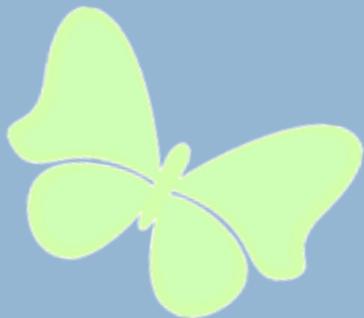
- Clarifies that the frequency, intensity, method of delivery, location, length, funding source and payment arrangements (if any) will be recorded on Form G

(5.3.6.D. Guide)

Closure to Early Steps



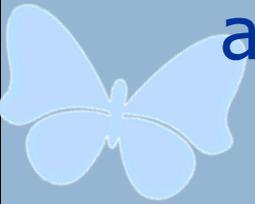
- Clarifies a periodic review should be conducted if a change, including closure to Early Steps, is requested by any member of the IFSP team
(5.6.1.D.1. Guide)



Periodic Review Via Phone



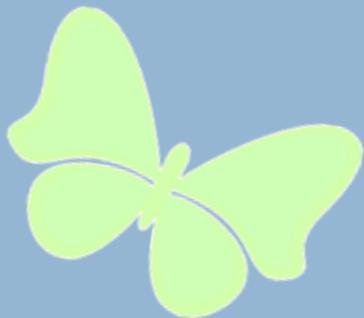
- Revises steps for the service coordinator to take if conducting a periodic review via phone and consent is required *(5.6.3.C. Guide)*



Print IFSP



- Removes Form J from the Print IFSP forms
(Component 5 Attachment)



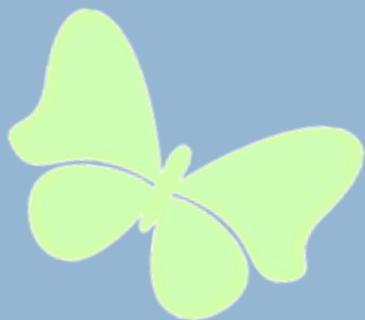


**Component 6 –
Early Intervention Services
and Supports**

Service Coordination/Targeted Case Management Only



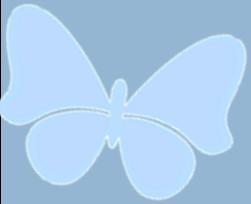
- Requires an outcome and service location when the child and family receive no services other than service coordination/targeted case management *(6.1.1 Guide)*



Missed Appointments



- Clarifies actions to be taken when a family misses appointments without advance notice



(6.1.3.B, C & D Guide)



Consultation



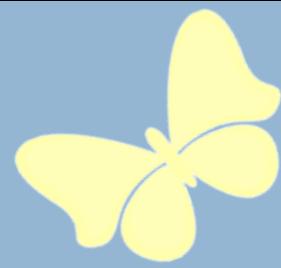
- Redefines consultation as:
 - meetings between providers on a child's IFSP team to discuss strategies
 - a joint visit in which a provider is supporting another provider on the child's IFSP team during an intervention *(6.3.1, 6.3.2. Guide)*
- Revises the Consultation Documentation form *(Attachment)*



Closure

- Adds steps to be taken by the service coordinator prior for closure of a family to Early Steps due to unsuccessful attempts to contact

(6.12.2 Policy and Guide)





**There are no changes to
Component 7 –
Transitions**



Component 8 – Procedural Safeguards

Mediation



- Adds language that both parties should disclose Mediation participants *(8.9.3 Guide)*





**There are no changes to
Component 9 – Family
Involvement**



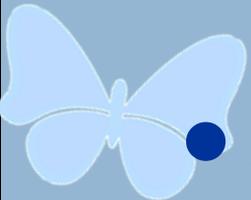
early steps

**Component 10 –
Personnel Development
and Standards**

LES Requirements



- Adds language that LESs may elect additional training beyond ESSO's minimum training standards *(10.2.1 Policy)*
- Adds following requirements for Provider agreements *(10.2.1 C Policy)*
 - Each LES must have agreements with their providers
 - Minimum requirements are expected of those agreements, including what providers must do when a family misses a second appointment without advance notice



Service Coordinator Requirements



- Component 10 has been reformatted so components below cover the following:
 - *10.4.4* – experience requirements
 - *10.4.5* – training requirements for those candidates with one year of professional experience; and
 - *10.4.6* – training requirements for those candidates who do not have 1 year of experience
- 
- 
- 

Service Coordinator Apprenticeship

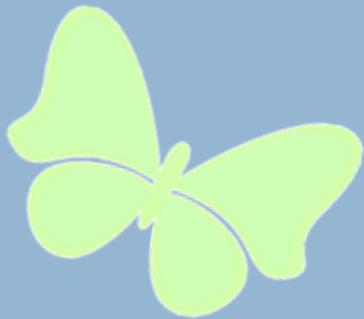


- Revises *Service Coordinator Attestation Checklist* to:



- add information that must be provided by those applicants who have an equivalent degree

- Re-order information so it is easier to follow



Service Coordinator Extended Apprenticeship



- Adds stipulation that only 400 hours of the one year professional experience requirement can be met by an extended apprenticeship *(10.4.6 A Policy)*
- Adds a 9 month timeline for completion of the extended apprenticeship *(10.4.6.B Policy)*



Service Coordinator Apprenticeship



- Revises *Service Coordinator Apprenticeship Checklist* to:

- add requirements for those applicants completing an extended apprenticeship, which includes more practice activities than for those completing a regular apprenticeship
- Replace data entry practice with completion of mandatory CMS-KIDS training modules

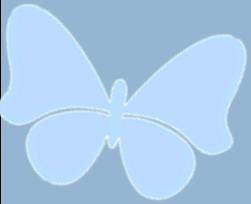


ITDS Certification



- Clarifies that there are two types of ITDS waivers for applicants who have not completed the university ITDS coursework
 - workforce hardship OR
 - applicant being highly qualified

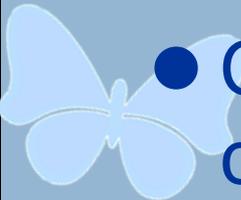
(10.6.3 & 10.6.5 Policy and Guide)



ITDS Certification



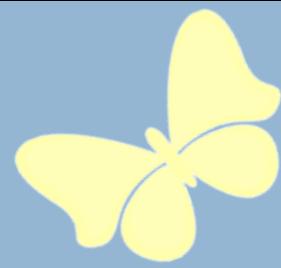
- Clarifies what and how long information will be maintained on ITDS applicants that are denied
- Clarifies that applications will be denied if ITDS on-line modules are not completed within 30 days



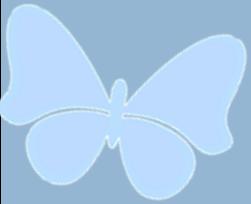
(10.6.3 Guide)



ITDS Certification



- Revises ITDS Checklist to:
 - change timelines so that ESSO now has 30 calendar days to notify LES of review committee's decision
 - Specify a timeline for ESSO to e-mail ITDS certificate to LES if applicant meets all requirements



(Form - ITDS Certificate Request Checklist)





**There are no changes to
Component 11 –
Interagency Agreements**



early steps

**Component 12 –
Data Collection/Reporting
& Record Keeping**

Data Entry



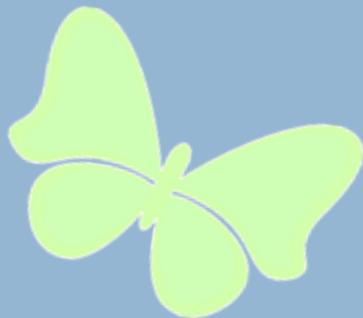
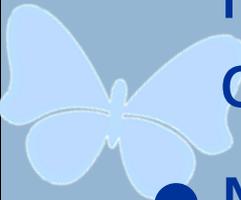
- Eliminates all information related solely to data entry (*12.3.2-12.3.5, 12.3.7-12.3.11 Policy and 12.3.3, 12.3.5 and 12.3.10 Guide*)



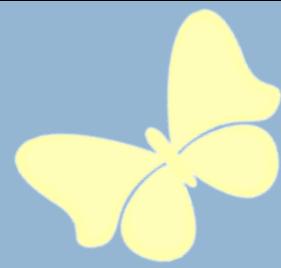
Early Steps Data System



- Deletes outdated information related to reporting demographic information, including a child's race and gender (*12.3.2 Guide*)
- Moves 12.3.4 Guide to *12.3.3 Policy* and 12.3.11.A Guide to *12.3.4 Policy*



Early Steps Data System



- Clarifies an IFSP date must be entered at redetermination but not at initial eligibility when the child is determined not eligible
(12.3.6 Policy)



Provider Information



- Deletes outdated information that is related to:



- maintaining provider information in the UF data system (*12.4.1 Policy*)
- invoice and billing information (*12.5.2 Guide*)
- maintaining fiscal records for providers (*12.5.2.0*)



Data Reporting



- Moves and clarifies information related to LESs having mechanisms in place to resolve data errors, discrepancies and omissions
(12.6.1 Policy)



Travel Reimbursement



- Replaces policy related to travel reimbursement (*12.6.2 Policy*)
 - Payment on a per minute basis will be eliminated
 - The \$10 flat rate is being replaced with a natural environment support fee set at three graduated levels -- \$10, \$20 and \$40
- Deletes guidance related to travel reimbursement (*12.6.2 Guide*)
- Eliminates the *Natural Environment Travel Log* form





There are no changes to

Component 13 –

Developmental Evaluation

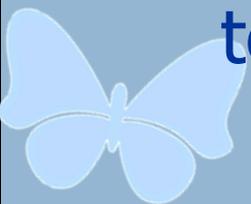
and Intervention (DEI)



Definitions

Consultation

- Clarifies that consultation occurs amongst direct service providers on the child's IFSP team



Individualized Family Support Plan Team

- Clarifies specialists are added to the IFSP team as necessary
- Adds to definition that a child care provider, home visitor, healthcare provider and others providing services to the child and family are considered a member of IFSP team



More Information at Early Steps website

http://www.floridahealth.gov/AlternateSites/CMS-Kids/home/resources/es_policy/es_Policy.html

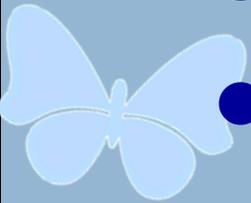
Questions



ESSO Next Steps



- Ensure implementation
- Incorporate changes into training materials
- Ensure performance standards are consistent
- Update policies and guidance as an on-going process



LES Next Steps



- Review all policy documents
- Orient staff, providers, families, and other stakeholders
- Inform program manager of questions or need for further clarification
- Make changes to local systems as necessary to implement revised policies





Thank You!

