

ESSO WEEKLY MEMO

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ACTION NEEDED:

No items.

FOLLOW UP:

No items.

UPCOMING EVENTS:

1. FDLRS & Panhandle Area Education Consortium in conjunction with the Outreach Services for the Blind and Deaf present 3 upcoming WEBINARS

Please see [attached flyer](#) for information on the following webinars:

Letting Go: Time to Land the Helicopter - April 23, 2013 1:00 - 2:30 p.m. CST

Parent Survival Skills - May 2, 2013 1:00 - 2:30 p.m. CST

Understanding IDEA and the IEP: What Does it Mean to the Mainstream Teacher?
- May 23, 2013 1:00 - 2:30 p.m. CST

2. Business, Accessibility, Communication, Equality & Service (BACES) Central Conference

The BACES conference will happen July 18-22, 2013 in Orlando. There will be workshop and activities for parents and deaf and HH children. The website is www.bacescentral.com.

3. Florida Association of the Deaf, Wet and Wild Event

The Florida Association of the Deaf will have the Wet and Wild event on July 20. Check www.fadcentral.org for more information.

4. Free Webinars: Identification, Screening and Assessment of Substance Abuse in Child Maltreatment

The Florida Department of Children and Families (DCF) Substance Abuse Mental Health Program Office (SAMHPO) in conjunction with the Florida Alcohol Drug Abuse Association (FADAA) would like to invite you to a series of FREE webinars. Two CEUs are available per webinar at no cost. Please see [attached flyer](#) for more information.

MEDICAID UPDATES:

5. Medicaid Alerts and Questions

The Florida Medicaid program has created an e-mail alert system to supplement the present method of receiving Provider Alerts information and to alert registered subscribers of "late-breaking" health care information. An e-mail will be delivered to your mailbox when Medicaid policy clarifications or other health care information is available that is appropriate for your selected area and provider type. Visit the [Florida Medicaid's Health Care Alerts](#) page to subscribe now, or to unsubscribe or update your subscription at any time. Please direct questions about Medicaid policies to your local Medicaid area office. The Medicaid area offices' addresses and phone numbers are available on the [Area Offices](#) web page.



MEDICAID UPDATES, CONTINUED:

6. Medicaid Training Opportunities Available in Tampa

The Area Six Medicaid Office is offering Medicaid provider training opportunities in Tampa during the month of May 2013.

- **The MediPass and Child Health Check-Up training will be held on May 8, 2013 from 9am to 12pm.**
- **The CMS-1500 training will be held on May 14, 2013 from 9am to 12pm.**

The training location is the Area Six Medicaid office at 6800 North Dale Mabry Highway, Suite 220, Tampa, FL 33614.

To download a copy of the Area Six training calendar, please visit [Florida Medicaid web portal](#) and click on Area Office 6, then go to the link for Area 6 Provider Training Calendar. To register for training sessions, please visit [Training and/or Public Meetings/Workshops](#). Click on Tampa, and choose the desired training session.

7. Direct Secure Messaging (DSM) Webinars

You are invited to join the Florida Health Information Exchange (HIE) staff during one of our upcoming webinars to learn more about the benefits of Direct Secure Messaging (DSM) and how you can sign up for this free service. DSM is a secure, encrypted email service that enables users to safely send messages and attachments containing protected health information.

Each webinar will take participants on a tour of DSM and will be followed by a question-and-answer session with Florida HIE staff. You are not required to register in advance to participate. Simply follow the instructions below to join the webinar. Dates/Times:

Friday, April 19th from 1:00 pm to 2:00 pm ET

Monday, May 6th from 5:00 pm to 6:00 pm ET

Friday, May 31st from 8:30 am to 9:30 am ET

Instructions to access the audio portion of the webinar:

Call 1-888-670-3525

Enter the **passcode 7707193414** followed by the # key.

To access the visual portion of the webinar, visit <http://meetingplace.harris.com>

Enter the meeting **ID number 76554** and click Attend Meeting

Enter your name in the name field and click Attend Meeting

Accept any security warnings you receive and wait for the meeting room to initialize.

Note: you may be prompted to perform a quick browser test prior to attending your first webinar.



MEDICAID UPDATES, CONTINUED:

8. Provider Address/Custodian of Records Change Reminder

If you have changed your billing and/or rendering service address or telephone number and have not updated your information with the Agency, please do so, as you are required to report any changes per the Provider General Handbook (page 2-44):

“To report a change of address, the provider must obtain and complete the Medicaid Provider Change of Address Request, AHCA Form 2200-0004, July 2008. The form is available by calling the Provider Contact Center at 1 (800) 289-7799 and selecting Option 4. It is also available from the Medicaid fiscal agent’s [Web Portal](#). Select **Secure Information for Providers** and sign in. Select **Demographic Maintenance** and then **Location Name Address.**”

Click on **Change Address** and then click on the link to **Print the Change of Address form**. If you have updated or need to assign a delegated custodian of records, this is a perfect time to make note of this change as well.

9. Back by Popular Demand: Provider Training Florida Medicaid Recipients with Other Medical Insurances

The Agency for Health Care Administration invites Medicaid providers to attend the training about “Florida Medicaid Recipients with Other Medical Insurances.” During the training session, Medicaid policy on third party liability will be discussed.

This training session will be offered via webinar on Thursday, May 9, 2013, at 10:00 am, Eastern Time.

To join the webinar on Thursday, May 9, 2013, at 10:00 a.m, ET, please:

1. Dial: 1(888) 670 - 3525 and at the prompt enter the Participant passcode 633 897 8710 then #

2. Go to:

<https://suncom.webex.com/suncom/k2/j.php?ED=178210772&UID=1372051057&HMAC=46a56017b82a5534ab2631e4d542263688969bf8&RT=MiMxMQ%3D%3D>

3. Enter your name and email address.

4. Enter the session password: This session does not require a password.

5. Click "Join Now".

6. Follow the instructions that appear on your screen.

*** If at the time of the training, you have problems joining the webinar, please contact the BT Help Desk at: 1-800-280-1520 ***

The presentation is posted at the Florida Medicaid Provider Training e-Library at:

<http://ahca.myflorida.com/Medicaid/e-library/index.shtml>. To download the presentation to view during the training, please click on the “Upcoming Training and Schedules” tab, then right click on the hyperlink for the Training Presentation, choose “Save Target As...” and save a copy of the presentation to your computer.

You may also click on the hyperlink for the training presentation and view it online.

If you have any questions about the webinar, please contact elibrarytraining@ahca.myflorida.com.

INFORMATION AND RESOURCES:

10. The UF Data System Team is in the process of implementing changes to restore user access to the Online Reports (Demographic, Case Management, and Due Date/Calendar Reports).

Important notes include:

- Due Date/Calendar Reports for all SCs for the months of March and April have already been delivered to LES Centers. Centers are expected to use the information in these reports, as well as the Supervisor Fix-It report, to help maintain and track compliance with critical timelines and goals.
- UF's target date for restoring access to the reports is May 1st. In the meantime, contact the UF Help Desk and they will immediately run and deliver report output.
- Once changes are implemented, Users will be required to re-enter their user name and password in the Windows dialog box when the button for an Online Report is clicked.
- Because Windows accounts must be created and synchronized with the user's current login and password, the Help Desk team will need to refresh the account and reset the password for all users needing access to Online Reports.
- In order to avoid having all users reset their passwords, access to the Online Reports will be established only for those users designated by the Center Data Custodian(s).
- A checkbox for the Online Reports has already been added to the updated User [Security Agreement](#) form, now available online (Documentation, Forms).
- Data Custodians must submit an updated User Security Agreement form for every user that needs access to the reports. These users will be required to reset their passwords.
- Watch for related emails and notices on the UF's data system's web-page

LES SPOTLIGHT:

11. Early Steps of Central Florida: (submitted by Sue Cannon, Early Steps State Parent Consultant)

Early Steps of Central Florida is a leader in providing training and information. Family Resource Specialists, Rose Marie Lumm, Shirliene Navarro, and Glomaris Gonzalez organized the following workshops for Early Steps families:

- **Transitions from Early Steps** – Stephanie Thomas, Angie Summerfield and Andrea McCarter shed a lot of light on what is sometimes a confusing time for families.
- **Using Fun and Improvisation Games** – Lauren Morris provided a workshop on how parents can help their children with skills while having fun.
- **Planning for the Future** – Sylvia Williams shared resources and information on planning for the future
- **ABA** – Jing Zhou presented information on Applied Behavioral Analysis and answered many questions about specific behavior and tools to help.

As FRS Rose Marie Lumm states, "Central Florida is a wonderful community for families because of people (presenters) like each of you!"



PROGRAM MANAGER INFORMATION

12. List of Program Managers and their Contact Information

The assigned program manager at ESSO is the primary contact person for the LES to submit questions, issues or concerns to. The program manager will be responsible for responding to the LES and prior to responding, will inform and involve others in the ESSO, when necessary, to assist in clarifying or resolving the issue.

Early Steps State Office Telephone Number - (850) 245-4444

LES	Program Manager	PI Lead
Bay Area	Haylie Mistrot (ext. 2267) Haylie_Mistrot@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Big Bend	Dawn Lynch (ext. 2270) Dawn_Lynch@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Central Florida	Arnetta Givens (ext. 3904) Arnetta_Givens@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Gold Coast	Arnetta Givens (ext. 3904) Arnetta_Givens@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Gulf Central	Mary Sandler (ext. 2240) Mary_Sandler@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
North Beaches	Carol Burch (ext. 2224) Carol_Burch@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
North Central	Dawn Lynch (ext. 2270) Dawn_Lynch@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
North Dade	Janice Miller (ext. 3910) Janice_Miller2@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Northeastern	Janice Miller (ext. 3910) Janice_Miller2@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Southernmost Coast	Janice Miller (ext. 3910) Janice_Miller2@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Southwest	Mary Sandler (ext. 2240) Mary_Sandler@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Space Coast	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Treasure Coast	Mary Sandler (ext. 2240) Mary_Sandler@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
West Central	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Western Panhandle	Carol Burch (ext. 2224) Carol_Burch@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us

FDLRS PAEC, in conjunction with the Outreach Services for the Blind and Deaf, are proud to present via Webinar

Letting Go: Time to Land the Helicopter

April 23, 2013 ~ 1:00 – 2:30 p.m. CST

The Letting Go workshop examines the importance of encouraging independence in a child with special needs. The workshop also discusses how hard it can be for parents to step back and offer the increasing levels of freedom to the child to allow the child to develop that independence. Finally, the training offers some ideas for parents in learning how to let go in a constructive fashion.

Parent Survival Skills: May 2, 2013 ~ 1:00 – 2:30 p.m. CST

Explores the family dynamics of having a child with a sensory loss and looks at the impacts that can occur on the social and professional relationships in and around the family. Stresses the need for internal communication in the family as well as developing strategies to cope with issues that may arise for the family members.

Understanding IDEA and the IEP: What Does it Mean to the Mainstream Teacher? May 23, 2013 ~ 1:00 – 2:30 p.m. CST

This workshop explains IDEA and the IEP for the mainstream teacher. The workshop works to explain IDEA, the IEP, and how they apply to the mainstream classroom. A teacher or staff person should walk away with a clearer understanding of what they need to do to provide appropriate services to a student with a disability in their classroom.

These webinars will be presented by Mark Keith, Florida School for the Deaf and Blind.

You do not need to register for these Webinars.

To attend at the appropriate date and time please click this Adobe Connect link or copy and paste to your browser <http://paec2.adobeconnect.com/outreach2013/>

For more information please contact Rusty Holmes at
1-877-873-7232 Ext. 2240 or holmesr@paec.org

The Florida Diagnostic and Learning Resources System is funded by the State of Florida, Department of Education, Bureau of Exceptional Education and Student Services, through federal assistance under the Individuals with Disabilities Education Act (IDEA), Part B; IDEA Part B, Preschool; and state general revenue funds.



The Florida Department of Children and Families (DCF) Substance Abuse Mental Health Program Office (SAMHPO) in conjunction with the Florida Alcohol Drug Abuse Association (FADAA) would like to invite you to a series of FREE webinars. Two CEUs are available per webinar at no cost.

WHAT: Identification, Screening and Assessment of Substance Abuse in Child Maltreatment

PRESENTER: Pam Baston, MPA, CAP, CAPP
President, Solutions of Substance, Inc.

DATES: Webinar #1 - May 21; 10:00 am - 12:00 pm
Webinar #2 - May 23; 10:00 am - 12:00 pm
Webinar #3 - June 4; 10:00 am - 12:00 pm
Webinar #4 - June 6; 10:00 am - 12:00 pm
Webinar #5 - June 11; 10:00 am - 12:00 pm
Webinar #6 - June 13: 10:00 am - 12:00 pm

CEUs: 2.0 Continuing Education Units/Contact Hours are provided for this event
Florida Certification Board Provider #A-001, Exp. Date 12/31/2013
Florida Board of Social Work, Marriage and Family Therapy and Mental Health Counseling Provider #50-676, Exp. Date 3/31/2015
Florida Board of Nursing Provider #50-676, Exp. Date 10/31/2014

WHO SHOULD ATTEND: Substance abuse, mental health, child welfare professionals and key stakeholders in the child welfare system.

ABOUT THIS WEBINAR: A series of six webinars are being offered to train substance abuse, mental health and child welfare professionals and key stakeholders in the child welfare system regarding the need for identification, screening and assessment of substance abuse as a factor in child maltreatment.

The first three webinars focus on the prevalence of substance use among parents involved in the child welfare system, the risk and protective factors that play a role in their substance use and maltreatment behaviors, and the complex nature of addiction and associated feelings and values about working with parents whose substance abuse contributes to the maltreatment of their children.

The remaining three webinars focus on how to recognize signs of the most commonly used substances and the importance of observations, collateral information, screening, assessment and treatment for parents whose substance use is a contributing factor in child maltreatment.

Participants mastery of the knowledge and skills associated with these webinars can contribute to

the effective identification, screening and treatment of substance use disorders (SUDs) resulting in increased family safety, more timely reunifications, reduced repeat maltreatment and better child and family outcomes.

REGISTRATION:

Webinar #1 -
<https://fadaaevents.webex.com/fadaaevents/onstage/g.php?t=a&d=661712542>

Webinar #2 -
<https://fadaaevents.webex.com/fadaaevents/onstage/g.php?t=a&d=668035859>

Webinar #3 -
<https://fadaaevents.webex.com/fadaaevents/onstage/g.php?t=a&d=660212307>

Webinar #4 -
<https://fadaaevents.webex.com/fadaaevents/onstage/g.php?t=a&d=667006017>

Webinar #5 -
<https://fadaaevents.webex.com/fadaaevents/onstage/g.php?t=a&d=667831756>

Webinar #6 -
<https://fadaaevents.webex.com/fadaaevents/onstage/g.php?t=a&d=665657812>

Please read the following important messages before registering for this event:

FADAA uses WebEx as our online event system. Audio for the event is accessible via the internet. To receive audio, attendees must join the event by using computers equipped with speakers. There is no teleconference for this event. Once the host approves your registration, you will receive a confirmation email message with instructions on how to join the event. To avoid problems with log-in and receiving credit for attendance, please use the confirmation email to join the event. This email is coded with your registration information. Also, please confirm that email from "MESSENGER@WEBEX.COM" is not blocked as spam or junk by your email server.

ABOUT THE PRESENTER:

Pam Baston, President of Solutions of Substance, has over 30 years of experience in designing, operating, managing and evaluating alcohol, tobacco and other drug abuse prevention and treatment programs and systems for juveniles and adults. Her prior experience includes serving as Single State Agency Director, Prevention Chair for the National Association for State Alcohol and Drug Abuse Directors (NASADAD). Pam has a MPA and Child Welfare Certificate from the University of South Florida.

Information Security/Confidentiality Agreement for the CMS-ES Web-Based Data Reporting System

All ES Web-Based Data Reporting System users must complete this agreement prior to obtaining access, and whenever level of access changes.

ES CENTER NUMBER: _____ UPDATE FOR CURRENT USER _____ NEW USER _____

One of the most important responsibilities of the CMS Early Steps Program (ES) is to protect and maintain the security, integrity and confidentiality of the information collected about eligible children and their families. All individuals and providers have the right to expect that all communications and other records pertinent to an individual's health, including source of payment for treatment, will be treated in a secure and confidential manner. Specific laws relevant to these issues include, but are not limited to, Health Insurance Portability and Accountability Act of 1996 (HIPAA), Individuals with Disabilities Education Act (IDEA), Family Educational Rights and Privacy Act (FERPA), Florida Statutes (FS) 394.4615 (Mental Health Records), FS 397.501 (Substance Abuse Treatment), FS 381.004 (HIV-AIDS), FS 415-5055 (CPT), 316-1932, and .1933 (Blood Alcohol) and FS (supplement 1996) chapter 815: Computer Related Crimes.

1. **I understand that the following login/password policy has been established to maintain on-line computer system security, and that my access will be audited periodically. This policy is in addition to any other information security/confidentiality policies that may be in place at my local ES Program Center/Hospital. I agree that:**
 - I will **only** access the system with my assigned ID and password.
 - I will **not** reveal or loan my password to another person.
 - I will **not** leave a terminal unattended while signed on to confidential data, and will use a screensaver password where appropriate.
 - I will report any violation of the security system immediately to my supervisor and the designated Data Custodian at my local ES Program Center.
 - I will only use my access to perform my job function. All data that I enter into the ES Web-Based Data Reporting System will, to the best of my knowledge, be a true and accurate documentation of the services represented.
 - I will immediately notify my supervisor and/or the designated Data Custodian at my ES Program Center when and if I am no longer authorized to access the ES Web-Based Data Reporting System due to termination of employment or contract.
 - I understand that I am responsible for any breach (accidental or otherwise) of the security and/or confidentiality of information that may be stored or reported from the ES Web-Based Data Reporting System under my login ID/Password.
2. **I understand that failure to comply with the confidentiality laws and security policies listed above may subject me to appropriate disciplinary action, including dismissal, as provided by the Florida Administrative Code.**
3. **I understand that unauthorized disclosure of any data containing medical or financial information is strictly prohibited and may be criminal. In committing such a violation, I understand that I may be subject to personal liability as well as appropriate disciplinary action, which may include termination of employment.**

By my signature, I certify that I have read and understand this confidentiality and security agreement and agree to comply with its provisions. A copy of this agreement will be maintained in my personnel file at my local ES Program Center.

Employee Name (Print CLEARLY): _____ Date Signed: _____

Employee e-mail address (REQUIRED of ALL users): _____

Employee (Signature): _____ Phone Number: _____

Role: <input type="checkbox"/> Service Coordinator <input type="checkbox"/> Administration (no services to kids) <input type="checkbox"/> Early Interventionist	The ES Program Center Data Custodian must indicate the activities that this user will perform in each of the Web-Based ES Data Reporting System components listed below:								
ACCESS LEVELS	Enrollment (Demographic)	Add Multiple Enrollments for patients (re-enroll)	Intervention	FSPSA	IFSP	Provider	Agency	Standard Reports	Online Reports
0 No Access	___ 0	___ 0	___ 0	___ 0	___ 0	___ 0	___ 0	___ None	___ None
1 View Only	___ 1	___ YES	___ 1	___ 1	___ 1	___ 1	___ 1	___ Full	___ Full
2 View & Add Records	___ 2	___ NO	___ 2	___ 2	___ 2	___ 2	___ 2	Access	Access
3 View & Change Records	___ 3	___ 3	___ 3	___ 3	___ 3	___ 3	___ 3	Access	Access
4 View, Add & Change Records	___ 4	___ 4	___ 4	___ 4	___ 4	___ 4	___ 4	Access	Access
5 View, Add, Change & Delete Records	___ 5	___ 5	___ 5	___ 5	___ 5	___ 5	___ 5	Access	Access

My signature authorizes ES Technical Support to grant this user access to the Early Steps Data System.

Data Custodian (Signature): _____ Immediate Supervisor (Signature): _____

Data Custodian (Print clearly): _____ Immediate Supervisor (Print clearly): _____

Please fax the completed form to: 352-334-0243. Immediately contact the CMS-ES Technical Support Center in Gainesville ((352) 334-0201) if you have any questions concerning this agreement, or if a breach of security or confidentiality occurs.

Form date: April 25, 2013