# Early Steps
# Data System Enhancements
# Phase III

## Transformation of the Demographic Record to an Enrollment Record
## Presentation
## July 11, 2011

## Training Objectives

**This training presentation will explain the:**

- conversion of the demographic record to an enrollment record
- rules for the use of the enrollment record
- impact of the implementation of this enhancement

# Training Objectives Cont…

The purpose of this enhancement is to allow demographic records to be converted into multiple enrollment records so that a history is stored of program eligibility from referral to closure. This will assist primarily in aiding LESs to be able to determine when a DEI only child becomes Part C eligible, distinguish between re-enrolls and could also be used to record and track a child's Medicaid status.

**This presentation will demonstrate:**

- what the system looked like prior to the change
- how the system will look after the change

**You will become familiar with:**

- the new rules after this change
- how this change will improve the data system

# Patient Data View Screen – Before Phase III

Demographics

Interventions

FSPSAs

IFSPs

## Patient Data View Screen – After Phase III

**Enrollment**

**Interventions**

**FSPSAs**

**IFSPs**

The UF data system will convert current demographic information for existing children into the initial enrollment record which will allow for creation of subsequent records.

early steps

# Demographic to Multiple Enrollment Records
# New Patient Data Screen Shot

,Center 65

| ACTION | Enrollment | Interventions | FSPSAs | IFSPs |
|---|---|---|---|---|
| Add New Record | ◉ | ○ | ○ | ○ |
| Change Record | ○ | ○ | ○ | ○ |
| Delete Record | ○ | ○ | ○ | ○ |
| See Record | ○ | ○ | ○ | ○ |

Found 3 Sibling Demographic, Records In 16 Milliseconds.

| Action | | | Child Name | RefDate | DispDate | Child DOB | Unique Num | PSC | MedRec# | Medicaid | Med Type | Dis |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| + Sibling | + Twin | Re-enroll | ENROLL,MULTIPLERECORDS | 01/01/09 | 02/01/11 | 12/01/08 | 0000157882 | PSC | | | | Y |
| + Sibling | + Twin | Re-enroll | ENROLL,MULTIPLERECORDS | 03/01/11 | | 12/01/08 | 0000157882 | PSC | | | | Y |
| + Sibling | + Twin | Re-enroll | ENROLL,ONERECORD | 01/01/09 | | 12/01/08 | 0000157881 | PSC | 15425666 | | | Y |

+ New Enrollment For New Patient

# Phase III Implementation Changes

1. The Demographic Record will be replaced by the "Enrollment Record" for each child
2. Some data entry fields will be removed
3. Some data entry fields will be added
4. Fewer data entry fields will be required to save a record
5. Users will not need to create unique numbers (ES IDs)
6. New data entry rules will help to support these changes
7. Child Count, FSPSA, and Fiscal/Billing Reports will use the current Enrollment Record*

- *Note: The output and filters will use the "current" enrollment for validation.

# Multiple Enrollment Records Allowed for Child

- Prior to implementation, each child had a single Demographic Record where values were overwritten each time the record was saved.
- Upon implementation of Phase III, each child may have more than one "Enrollment Record".
  - Enrollment Records will allow LES Centers to have a separate data record for each unique period of participation defined from the Referral Date to the Disposition Date. Enrollment periods may not overlap. The enrollment record with the most recent referral date is the "Current Enrollment Record".

*<u>Example:</u> If the 1st enrollment period is from Referral Date 01/01/11 through Disposition Date 06/01/11, then the next enrollment record cannot start unless the referral date is 06/02/11 or later. Only the "Current Enrollment Record" may be "Active"!*

  - Enrollment Records will contain almost all of the same fields as the Demographic Record that is being used now.

# Multiple Enrollment Records Allowed for Child

- Certain fields will not change in subsequent records; those fields include: Name, DOB, Race/Ethnicity, Sex, Birth Weight.
- When attempting to change these fields a warning will display questioning whether or not you want to do this change. If the change is made then all prior enrollment records will also be changed to be consistent. *(see Slide 13)*
- When Adding under Enrollment, users will see choices for adding a sibling, twin, re-enrolling the same child or adding a new record for a child that is new to the system. *(see Slide 14)*

early steps

# Screen Shot Prior to Phase III

REFERRAL INFORMATION

*ES Referral Date: 01/11/11

Initial Contact Date: 01/18/11

*Referral Source: 8,PUBLIC HEALTH AGENCY

*Referral Reason: HAR4, Developmental Delay Suspected/At Risk

BIRTH INFORMATION - CHILD

Medical Record ID:

*Child(Last,First): EXAMPLE,JOHN

*Child's DOB: 06/01/10

Child's AKA:

Local ID:

Child's SSN:

Birthweight (grams): 2211

*Sex: M

*Gestational age (weeks): 37

*Birth Order: 1

*Number of Births: 1

Birth County: 29, Hillsborough

Birth Country: , USA

Birth Hospital: St. Joseph's Womens Hospital, 901

Discharge Date:

Birth ICD9 Codes:

Click for ICD9s (Excel)

# Fields No Longer Required in Phase III

REFERRAL INFORMATION

*ES Referral Date: 01/11/11
Initial Contact Date: 01/18/11
*Referral Source: 8,PUBLIC HEALTH AGENCY
*Referral Reason: HAR4, Developmental Delay Suspected/At Risk

BIRTH INFORMATION - CHILD

Medical Record ID:
*Child(Last,First): EXAMPLE,JOHN
*Child's DOB: 06/01/10
Child's AKA:
Local ID:
Child's SSN:
Birthweight (grams): 2211
*Sex: M
*Gestational age (weeks): 37
*Birth Order: 1
*Number of Births: 1
Birth County: 29, Hillsborough
Birth Country: , USA
Birth Hospital: St. Joseph's Womens Hospital, 901
Discharge Date:
Birth ICD9 Codes:
Click for ICD9s (Excel)

- Gestational Age
- Birth Order
- Number of Births
- Birth County, Birth Country
- Birth ICD9 Codes – This field will be removed completely

# Fewer Required Fields to Create and Save a Record

*Referral Date
*Referral Source
*Primary Reason for Referral
*Child's Name
*Child's DOB
*Child's Sex
*Part C Flag (Y/N)
*DEI Flag (Y/N)
*Primary Caregiver's Name
*Relationship to Caregiver to Child
*Residence County
*Street Address
*City, State and Zip Code

REFERRAL INFORMATION

*ES Referral Date: 01/11/11
Initial Contact Date: 01/18/11
*Referral Source: 8,PUBLIC HEALTH AGENCY
*Referral Reason: HAR4, Developmental Delay Suspected/At Risk

BIRTH INFORMATION - CHILD

Medical Record ID:
*Child(Last,First): EXAMPLE,JOHN
*Child's DOB: 06/01/10
Child's AKA:
Local ID:
Child's SSN:
Birthweight (grams): 2211
*Sex: M
Birth Hospital: St. Joseph's Womens Hospital, 901
Discharge Date:

early steps

# Error Message for Inappropriate Additions or Changes

,Center 65

| ACTION | Enrollment | Interventions | FSPSAs | IFSPs |
|---|---|---|---|---|
| Add New Record | ◉ | ○ | ○ | ○ |
| Change Record | ○ | ○ | ○ | ○ |
| Delete Record | ○ | ○ | ○ | ○ |
| See Record | ○ | ○ | ○ | ○ |

| | | | | |
|---|---|---|---|---|
| Child: **ENROLL,MULTIPLERECORDS** | ESID: **0000157882** | DOB: **12/01/08** | Referral Date: **03/01/11** | SC: **PSC** |
| Part C Flag: | DEI Flag: **Y** | TPIN Flag: | MED Flag: | Medicaid ID: |
| PartC Initial IFSP: | Most Recent IFSP Type: | Most Recent IFSP Date: | Next IFSP Type: **DEI Only IFSP** | Next IFSP Date: **As Needed** |
| Last TCM: | Disposition Code: | Disposition Date: | | |
| Record Created: **06/22/11** | Updated by: | Record Updated: **06/22/11** | | |

There is still an active enrollment for 0000157882. Previous enrollments need to be closed before re-enrolling this patient.

early steps

# Multiple Enrollment Records Allowed for Child

,Center 65

| ACTION | Enrollment | Interventions | FSPSAs | IFSPs |
|---|---|---|---|---|
| Add New Record | ◉ | ○ | ○ | ○ |
| Change Record | ○ | ○ | ○ | ○ |
| Delete Record | ○ | ○ | ○ | ○ |
| See Record | ○ | ○ | ○ | ○ |

Found 3 Sibling Demographic, Records In 16 Milliseconds.

| Action | | | Child Name | RefDate | DispDate | Child DOB | Unique Num | PSC | MedRec# | Medicaid | Med Type | Dis |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| + Sibling | + Twin | Re-enroll | ENROLL,MULTIPLERECORDS | 01/01/09 | 02/01/11 | 12/01/08 | 0000157882 | PSC | | | | Y |
| + Sibling | + Twin | Re-enroll | ENROLL,MULTIPLERECORDS | 03/01/11 | | 12/01/08 | 0000157882 | PSC | | | | Y |
| + Sibling | + Twin | Re-enroll | ENROLL,ONERECORD | 01/01/09 | | 12/01/08 | 0000157881 | PSC | 15425666 | | | Y |

+ New Enrollment For New Patient

# Multiple Enrollment Records Allowed for Child

## A New Enrollment Record MUST Be Added For An Existing Child Under Two Situations:

1. Re-referral of a child with a Part C flag of "Yes" to the same LES Center to re-start/continue services, with or without a Part C Initial IFSP.
   - A new enrollment record and referral date starts a new 45-day "clock" only if the child does not have a Part C Initial IFSP.
   - If the child has a Part C Initial IFSP, measurement of IFSP compliance picks up where it left off.
     - *Appropriate barrier codes should be used for all gaps in IFSP compliance*

# Multiple Enrollment Records Allowed for Child

**A New Enrollment Record <u>MUST</u> Be Added For An Existing Child Under Two Situations (Cont):**

2. When a DEI Only child (DEI flag is “Yes”; Part C flag is “No”) is reconsidered to determine or confirm Part C Eligibility.
   - Children who are both DEI and Part C at the time of referral from the NICU do not need two separate records as both flags are “Yes” at the time of the initial referral.

early steps

# Birth & Current Family Information Required Prior to Phase III

BIRTH INFORMATION - BIRTH PARENTS

Mother's SSN:

Mother's Name(Last,First): EXAMPLE,MARY

Mother's DOB: 09/22/92

*Mother's Marital Status at Birth: 4, Never Married

*Mother's Ed Level at Birth: 11, 11th grade

*Mother's Race: 1,BLACK

*Mother's Country of Origin: ,USA

Father's SSN:

Father's Name(Last,First): EXAMPLE,JOSEPH

Father's DOB: 04/11/91

CURRENT FAMILY INFORMATION

*Primary Caregiver (last,first): EXAMPLE,MARY

*Relation of Caregiver to Child: 1, biological parent

*Caregiver Marital Status: 4, Never Married

*Caregiver Ed Level: 11, 11th grade

Other Caregiver:

Language in Home: 1, English

Interpreter Needed:

*County: 29, Hillsborough

*Street Address: 1234 FIRST STREET

*City: TAMPA

*State: FL,FLORIDA

*Zipcode: 33610

Home Phone: 123 - 456 - 7890

Other Phone: 123 - 456 - 7890

Extn: GMOM

Phone Type:

*Yearly Income: 10000

*Family Adults: 4

*Family Children: 3

Family Size:

*Household: 7

# Birth and Family Entry Fields Changed or Removed

BIRTH INFORMATION - BIRTH PARENTS

| | | | |
|---|---|---|---|
| Mother's SSN: | Mother's Name(Last,First): EXAMPLE,MARY | Mother's DOB: 09/22/92 | *Mother's Marital Status at Birth: 4, Never Married |
| *Mother's Ed Level at Birth: 11, 11th grade | *Mother's Race: 1,BLACK | *Mother's Country of Origin: ,USA | |
| Father's SSN: | Father's Name(Last,First): EXAMPLE,JOSEPH | Father's DOB: 04/11/91 | |

CURRENT FAMILY INFORMATION

| | | | |
|---|---|---|---|
| *Primary Caregiver (last,first): EXAMPLE,MARY | *Relation of Caregiver to Child: 1, biological parent | *Caregiver Marital Status: 4, Never Married | *Caregiver Ed Level: 11, 11th grade |
| Other Caregiver: | Language in Home: 1, English | Interpreter Needed: | *County: 29, Hillsborough |
| *Street Address: 1234 FIRST STREET | *City: TAMPA | *State: FL,FLORIDA<br>*Zipcode: 33610 | |
| Home Phone: 123 - 456 - 7890 | Other Phone: 123 - 456 - 7890 | Extn: GMOM | |
| Phone Type: | *Yearly Income: 10000 | | |
| *Family Adults: 4 | *Family Children: 3 | Family Size: | *Household: 7 |

**The following data entry fields are removed with Phase III:**

- Names, Dates of Birth and Social Security Numbers for Birth Mother and Father
- Codes for Birth Mother's Marital Status at Birth, Educational Level at Birth, Race, and Country of Origin

# New or Changed Fields in Current Family Information in Phase III

- **Email Address –** Procedures for the use of the family's email must be addressed by each LES Center (Optional)
- **Value for Household Size -** (Family Size (Family Adults + Family Children) will be used to calculate potential eligibility for Medicaid based on income) – Field available, but no longer required.

CURRENT FAMILY INFORMATION

*Primary Caregiver (last,first): ENROLL,MOM
*Relation of Caregiver to Child: 1, biological parent
Caregiver Marital Status: 7, Unknown
Caregiver Ed Level: 19, unknown
Other Caregiver:
Language in Home:
Interpreter Needed:
*County: 80, *OTHER U.S. STATES
Caregiver Email:
*Street Address: 123 ELM STREET
*City: ALACHUA
*State: GA,GEORGIA
*Zipcode: 32606
Home Phone: - -
Other Phone: - -
Extn:
Phone Type:
^Yearly Income: 524564
Family Adults: 2
Family Children: 5
Family Size: 7

# New Insurance Information Field Added

- PHCP and PHCP phone
- Medicaid Participation information, including Notes
- TPIN Information, including Notes

INSURANCE INFORMATION

Medicaid Active Now? (Y/N): Y

Medicaid ID: 1245658777

Primary Health Care Provider (PHCP):

PHCP Phone:

Medipass Physician Authorization ID:

Medicaid Type:

Medicaid Start Date:

Medicaid End Date:

Title XXI? (Y/N): Y

CMS? (Y/N)

MEDICAID NOTE:

TPIN Active Now? (Y/N)

Parents Gave Permission to Bill TPIN? (Y/N)

TPIN NOTE:

early steps

# Screen Shot of Program Participation/Eligibility Before Phase III

PROGRAM PARTICIPATION/ELIGIBILITY

Primary Svc Provider (PSP) Identified? (Y/N)
Y

Service Coordinator (SC):
LED

Other Service Coordinator (OSC):

Initial IFSP Date:
02/21/11

Barrier to Initial IFSP Compliance:

Initial IFSP Due:02/25/11

Most Recent IFSP Date:
02/21/11

Annual IFSP Due Date:
02/21/12

First Annual IFSP Due Date:
02/21/12

Transition Conference Date:

Transition Conference Barrier

Transition Conference Due Date: 09/01/12 - 03/03/13

Opt Out Notice Provided On:

Parent Opted Out: Yes/blank

Notification to LEA:

LEA Notification Goal Date:
09/01/12

---

Current ICD9 Codes: 315.9 | 315.32 | | | | Click for ICD9s (Excel)

Primary Eligibility Category:
DDSP, Developmental Delay - Speech

Other Eligibility Categories(type in codes):

DEI? (Y/N) N  Part C? (Y/N) Y

Healthy Start (HS) ? (Y/N) Y  ESE? (Y/N) N  Other Programs: N

Disposition Code (blank for Active):

Disposition Date (blank if Active):

Closed or Inactive Before?

Demographic Note:

Print

# Fields Changed in Phase III

- **PSP Flag -** Primary Service Provider (PSP) Identified removed!
- **Addition of CAPTA (Y/N/Blank) and SHINE (Y/N/Blank) Flags!**
- **DEI? (Y/N) and Part C? (Y/N) <u>now</u> required!**
- **Flag Indicating whether the Child was Closed to ES Before -** Only applicable if entered prior to this implementation

PROGRAM PARTICIPATION/ELIGIBILITY

Primary Svc Provider (PSP) Identified? (Y/N): Y

Service Coordinator (SC): LED

Other Service Coordinator (OSC):

Initial IFSP Date: 02/21/11

Barrier to Initial IFSP Compliance:

Initial IFSP Due:02/25/11

Most Recent IFSP Date: 02/21/11

Annual IFSP Due Date: 02/21/12

First Annual IFSP Due Date: 02/21/12

Transition Conference Date:

Transition Conference Barrier

Transition Conference Due Date: 09/01/12 - 03/03/13

Opt Out Notice Provided On:

Parent Opted Out: Yes/blank

Notification to LEA:

LEA Notification Goal Date: 09/01/12

Current ICD9 Codes: 315.9 | 315.32 | Click for ICD9s (Excel)

Primary Eligibility Category: DDSP, Developmental Delay - Speech

Other Eligibility Categories(type in codes):

DEI? (Y/N) N | Part C? (Y/N) Y

Healthy Start (HS) ? (Y/N) Y | ESE? (Y/N) N | Other Programs: N

Disposition Code (blank for Active):

Disposition Date (blank if Active):

Closed or Inactive Before?

Demographic Note:

Print

# Screen Shot of Program Participation/Eligibility After Phase III

PROGRAM PARTICIPATION/ELIGIBILITY

Service Coordinator (SC): PSC

Other Service Coordinator (OSC):

Opt Out Notice Provided On:

Parent Opted Out: Yes/blank

Notification to LEA:

Current ICD9 Codes: 754.0 Click for ICD9s (Excel)

Primary Eligibility Category:

Other Eligibility Categories(type in codes):

*DEI? (Y/N) Y *Part C? (Y/N)

Healthy Start (HS) ? (Y/N) ESE? (Y/N) Other Programs:

CAPTA Flag:

Shine Flag:

Disposition Code (blank for Active): 5,TRANSFER TO OTHER CENTER/DISTRICT

Disposition Date (blank if Active): 04/01/11

Closed or Inactive Before?

Demographic Note:

Change

# Enrollment Record Information Required to Enter an IFSP Record

- **Hispanic** Y/N
- **Race** (American/Alaskan Native, Asian, Black, Pacific Islander, White)
- **Annual Income**
- **Primary Eligibility Category** (e.g., ECD1, DDSP, etc.)
- **ICD9 Codes**
  - ICD9s are still required for all Medicaid billing
  - ICD9s must not be terminated prior to the Referral Date

** If the above information is not already entered, then it must be inputted before an IFSP record can be created and saved.*

# How is IFSP Data Entry Affected By Multiple Enrollment Records?

- Each IFSP date must be between the referral date and the disposition date of a single enrollment record.
- The data system will automatically compare the IFSP Date, if one is entered, with all enrollment periods, and will use the appropriate Enrollment Record's information to check the IFSP Record.
  - *Assume that a child is DEI Only during one enrollment period, but is both DEI and Part C in the next. IFSP data entry rules will require the Part C Initial IFSP to be after the referral date in the <u>second</u> enrollment record.*
- If no IFSP Date has been entered, the current enrollment period will be used to check the IFSP Record.

# 1. Multiple Enrollment Records Allowed Per Child – Example One: IFSP Data Entry (cont.)

In the record below, the child has 3 enrollment periods; the Current Enrollment begins with a Referral Date of 01/01/11.

If a Part C Initial IFSP is completed on 07/01/09, a barrier code MAY NOT be used because 07/01/09 occurs in the 2nd enrollment period (06/01/09 to 02/10/10) and less than 45 days passed between the relevant enrollment period's referral date of 06/01/09.

| Action | Unique Num | RefDate | DispDate | Child DOB | Child Name | PSC | MedRec# | Medicaid |
|---|---|---|---|---|---|---|---|---|
| Change | 156972 | 01/01/11 | | 01/01/09 | TEST,IFSPS | | | 1554679997 |
| Change | 156972 | 06/01/09 | 02/01/10 | 01/01/09 | TEST,IFSPS | | | 1554679997 |
| Change | 156972 | 01/01/09 | 03/01/09 | 01/01/09 | TEST,IFSPS | PSC | | |

# Multiple Enrollment Records Allowed Per Child – Example Two: IFSP Data Entry (cont.)

In the record below, the child has 3 enrollment periods; the Current Enrollment begins with a Referral Date of 01/01/11.

Assume the child has a Part C Initial on 07/01/09 (previous example on prior slide).

The subsequent Part C Periodic Review completed on 01/15/11 MUST have a barrier code because more than 6 months would have elapsed between the Part C Initial IFSP and the 01/15/11 Periodic Review.

The barrier code for the Periodic Review should be related to the reason the child was closed in the previous enrollment.

| Action | Unique Num | RefDate | DispDate | Child DOB | Child Name | PSC | MedRec# | Medicaid |
|---|---|---|---|---|---|---|---|---|
| Change | 156972 | 01/01/11 | | 01/01/09 | TEST,IFSPS | | | 1554679997 |
| Change | 156972 | 06/01/09 | 02/01/10 | 01/01/09 | TEST,IFSPS | | | 1554679997 |
| Change | 156972 | 01/01/09 | 03/01/09 | 01/01/09 | TEST,IFSPS | PSC | | |

# How are Intervention and FSPSA Data Entry Affected By Multiple Enrollment Records?

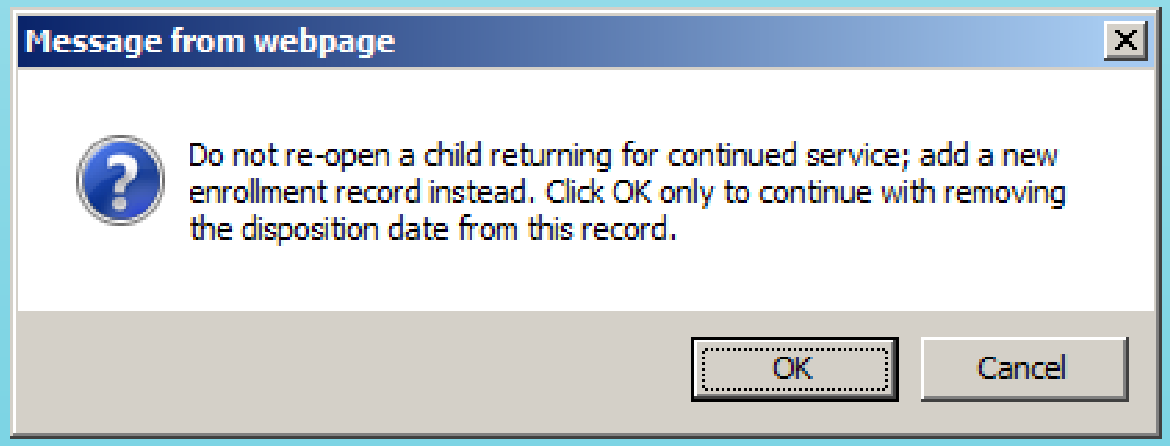
- When entered or edited, all Intervention and FSPSA records must start and end within a single enrollment period (i.e., from_date and to_date)
- The data system will compare the "Start Date" of Intervention and FSPSA records with all enrollment periods, and will use the appropriate enrollment record to validate the Intervention or FSPSA Record.
  - *Assume that a child has two enrollment periods; during the first enrollment period, the child has Medicaid. In the second, he/she does not have Medicaid. All Intervention or FSPSA records with dates during the first enrollment period can be saved with a MED payer code, but those with dates during the second enrollment period may NOT use a MED payer code.*

# Significant Enrollment Record Rules

- Upon initial implementation, all users who have the access to add, view or change demographic records will be able to add, view and change enrollment records.
  - Data Custodians may adjust user permissions via a revised User Agreement form as needed after implementation.
- New enrollment records may be created only for children re-referred on or after 07/01/11.
  - Users will not need to re-enter existing information; all data except for Referral Date, Disposition Date and Disposition Code will “copy over” into the new record, much like the “Add Sibling” or “Add Twin” button functions now.

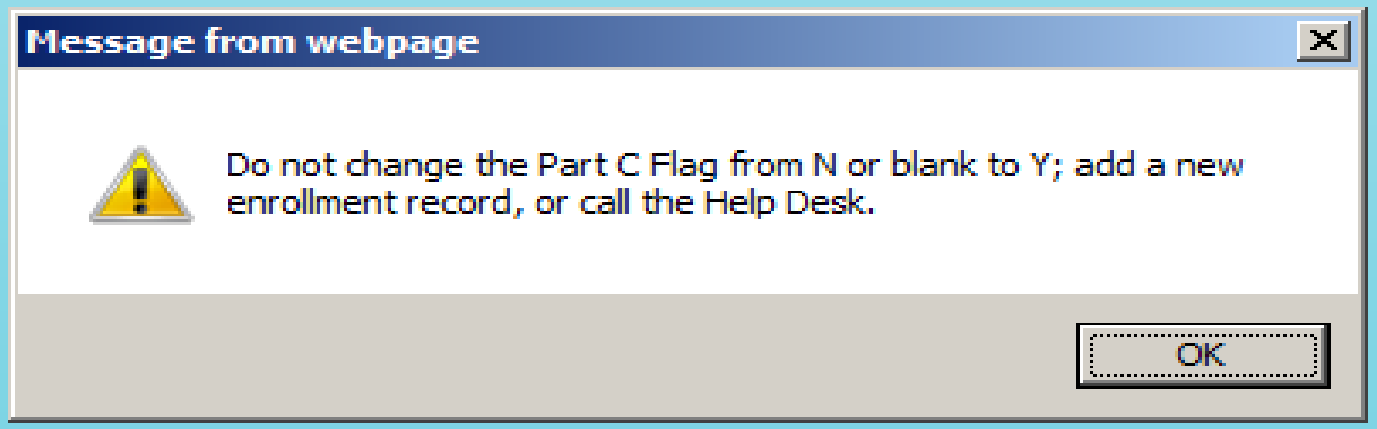
# Significant Enrollment Record Rules Cont…

- Users will see a warning when changing the referral or disposition dates in any Enrollment Record.
- Users will see a warning when re-opening a closed child (changing a disposition date and code back to blank).



# Significant Enrollment Record Rules Cont…

- Users will not be able to change the Part C flag to “Y” for any DEI Only child whose Part C flag is “N”. Contact the ES Data System help desk for assistance with data entry errors involving these values.



# Summary of Phase III

- With this enhancement, every child in the ES Data System may have more than one enrollment record to describe all periods of participation within the LES Center.
- Each enrollment period is defined by the span between the referral date and the disposition date.
- Enrollment periods may not overlap. There is a one day minimum interval between the disposition date of one enrollment record and the referral date of the next *(e.g., if the 1st enrollment period is from Referral Date 01/01/11 through Disposition Date 06/01/11, then the next enrollment record cannot start unless the referral date is 06/02/11 or later)*
- Only one enrollment record may be “Active” at one time (i.e., one enrollment period must end before another one can begin).
- The most recent enrollment record is considered to be the “Current Enrollment”.

## New Rules For The Enrollment Record

- No Referral Date can be before the child's DOB
- No Referral Date can be on or after the child's 3rd birthday
- No Disposition Date can be before the child's DOB
- No Disposition Date can be on or after the child's 3rd birthday
- The data system will preserve uniform data between Enrollment records for fields like birth weight, gestational age, etc.

# New Rules For The Enrollment Record

- **All Unique Numbers (ESIDs) are created by the data system.**
  - In the screen shot below, there are three enrollment records for two children who are siblings.
  - Siblings will share the leftmost 9 digits, and the last digit will be incremented by one for each new sibling in the family.
  - Old Unique numbers (ESIDs) will not be converted, so that linkages to SHINE, EXIT data programs, etc. are preserved, but users may request changes from the Help Desk

| Action | Child Name | RefDate | DispDate | Child DOB | Unique Num | PSC | M |
|---|---|---|---|---|---|---|---|
| Change | ENROLL,MULTIPLERECORDS | 01/01/09 | 02/03/11 | 12/01/08 | 0000157882 | PSC | |
| Change | ENROLL,MULTIPLERECORDS | 03/01/11 | | 12/01/08 | 0000157882 | PSC | |
| Change | ENROLL,ONERECORD | 01/01/09 | | 12/01/08 | 0000157881 | PSC | 1 |

Display Took 0 Milliseconds.

# Enrollment Records In Standard Reporting: Report Output

Upon initial implementation, all Child Count, Fiscal Billing, and FSPSA reports, regardless of the report period, will only include data from the "Current Enrollment Record".

- *Output fields like Child's Name, Residence County, Medicaid Number, Service Coordinator, etc. will be drawn ONLY from the most "Current Enrollment Record".*

D30

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | ctr_num | sc | es_id | child_name | child_dob | child_ssn | medrecid | local_id | es_refdate | ref_src | ref_reason |
| 2 | 65 | | 6688112233 | TEST,CHILD | 12/30/2007 | 787878788 | 11111111 | 00099898 | 12/15/2009 | 1 | DDSP |
| 3 | 65 | QQQ | SQL0201101 | SEQUEL,SEQUALAE | 1/1/2009 | 999887777 | 90909099 | 090909 | 2/21/2010 | 1 | DDAD |
| 4 | 65 | | TES1029022 | AA,CC | 1/1/2010 | | | | 1/1/2010 | 4 | DDAD |
| 5 | 65 | | TES1029023 | AA,DD | 1/1/2010 | | | | 1/1/2010 | 4 | DDAD |
| 6 | 65 | | TES0202101 | SQUEAKY,MERRILL | 1/2/2010 | | | | 2/5/2010 | 1 | ECD1 |
| 7 | 65 | | 6688112232 | TESTING,TESTER | 5/1/2009 | | | | 6/1/2009 | 1 | DDCO |

# Enrollment Records In Standard Reporting: Report Filters

Regardless of the report period, all report *filters* for data from the Enrollment Record (e.g., County, Medicaid, SC), will consider only the data in the "Current Enrollment Record"

- The Child Count Report will include ONLY children whose Current Enrollment is within the report period. Name, County, etc. will be displayed only as they exist in the Current Enrollment Record.
- The Fiscal/Billing Report output will include ALL Intervention records with dates in the specified report period. Name, County, etc. will be displayed only as they exist in the Current Enrollment Record.
- Any type of FSPSA Report output will include ALL FSPSA records with dates in the specified report period. Name, County, etc. will be displayed only as they exist in the Current Enrollment Record.

# CMS-ESSO
# Data Entry Requirements

- Enrollment Records must be entered for each child within 10 calendar days of referral or re-referral.
- The assigned Service Coordinator is responsible for ensuring the completion and accuracy of IFSP Records.
- Complete CMS-ESSO IFSP policies/guidance:

http://www.cms-kids.com/home/resources/es_policy_0710/es_policy.html

## When Will The Change Occur?

- Implementation will occur July 11, 2011.
- Approximately 1 hour of downtime will be needed for data conversion.
- Information about implementation, known issues, glitches, etc. will be posted to the ES Data System web-site - http://mch.peds.ufl.edu/es/.

## Where do I find more information?

- More information about the implementation of Data System Enhancements Phase III – Multiple Enrollment Records may be found on the ES Data System Enhancement web-site:

  http://mch.peds.ufl.edu/es/enhancements/index.html

- Policies for the IFSP are located at:

http://www.cms-kids.com/home/resources/es_policy_0710/es_policy.html

***Thank - you*** *for viewing this training!*

*Send questions to Arnetta_Givens@doh.state.fl.us and they will be answered in a Q&A document.*

# Thank you!!!

**CMS-Early Steps Website Address:**

**http://www.cms-kids.com**

**Security Roles**

The Security roles have been defined based on our Functional Organizational Structure. The security of the users is configured according to individual job duties and functions.

- Program Administration – Role for Management positions might include, create, review and close customer service tickets, view all eligibility information such as demographics and program effective and term dates, access scheduled reports and create ad hoc reports.

- Care Coordination – Role for Service Coordinators might include completing the eligibility screenings, add and update Service Authorizations, add, update and screen applicants for eligibility. Add, update and maintain IFSPs, view all eligibility information such as demographics and program effective and term dates.

- Members Services – Role for Member Service might include intake of member information, view all eligibility information such as demographics and program effective and term dates.

- Provider Management – Role for Provider Liaisons might include view all provider information such as address and credentialing information, and view all eligibility information such as demographics and program effective and term dates.

- Fiscal Operations – Role for fiscal positions might include, access all information regarding processed, paid and pended claims; create, review and close customer service tickets, route claims and customer service tickets for resolution

| Employee | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| LES/Office | Last Name | First Name | Middle Initial | Work Address | Phone Number | E-mail Address | Program Administration | Care Coordination | Member Services | Provider Management | Fiscal Operations |
| Western Panhandle | Example | Management | A | 4025 Esplanade Way, Tallahassee FL 32399-1707 | (850)-245-4200 | Management@doh.state.fl.us | Y | N | N | Y | N |
| Western Panhandle | Example | Data Custodian | A | 4025 Esplanade Way, Tallahassee FL 32399-1707 | (850)-245-4201 | Data_Custodian@doh.state.fl.us | Y | N | N | Y | N |
| Western Panhandle | Example | Intake Specialist | A | 4025 Esplanade Way, Tallahassee FL 32399-1707 | (850)-245-4202 | Intake Specialist@doh.state.fl.us | Y | N | Y | Y | N |
| Western Panhandle | Example | Service Coordinator | A | 4025 Esplanade Way, Tallahassee FL 32399-1707 | (850)-245-4203 | Service_Coordinator@doh.state.fl.us | Y | Y | N | Y | N |
| Western Panhandle | Example | Fiscal | A | 4025 Esplanade Way, Tallahassee FL 32399-1707 | (850)-245-4204 | Fiscal@doh.state.fl.us | Y | N | N | Y | Y |
| Western Panhandle | Example | Non-User | A | 4025 Esplanade Way, Tallahassee FL 32399-1707 | (850)-245-4205 | Non-User@doh.state.fl.us | N | N | N | N | N |