

Training Coordinator Conference Call

DATE and TIME:	November 16, 2010	2:00 - 3:30 EDT	
CALL IN NUMBER	1-888-808-6959	Code 6254120367	
FACILITATOR:	Janice Miller, Room 335N		
NOTES TAKEN BY:	Haylie Smith		
LES Representation on the Call:	Bay	X	Annalise Campisi, Pat Grosz
("X" = LES participated on the call)	Big Bend		
	Central	X	Lynn Coleman
	Gold Coast	X	Kim Werner
	Gulf Central		
	North Beaches	X	Alicia Hart
	North Central	X	Sharron Hennessey, Beverly Jones
	North Dade	X	Maria Calejo
	Northeastern	X	Amy Lane
	Southernmost Coast	X	Elma Pierre
	Southwest	X	Nicole Basora
	Space Coast	X	Christy Baudek, Althea Puzio
	Treasure Coast	X	Sarah Corrigan
	West Central	X	Claudette Nelson
	Western Panhandle	X	Elaine Shamloo
	Children's Forum	X	Lou Ann Long
	DOE	X	Carole West
	ESSO	X	Liza Smith, Sally Golden-McCord, David Johnson, Dawn Lynch, Patricia Herring
TOPIC	PRESENTER	RELATED DOCUMENTS/REFERENCES	OUTCOME
Service Coordinator Apprenticeship Train-the-Trainer Sessions	Liza Smith and Terry Hoover		Due to the upcoming holidays and to allow ample time for travel arrangements to be made, the Train the Trainer sessions have been postponed. New dates and training sites will be announced in January.
Update on Current Training Projects	Liza Smith		Liza requested feedback on the idea of highlighting one LES each month to discuss their local training projects. She explained that this would allow training coordinators to hear what's going on in other areas and encourage duplicate and/or joint trainings. The responses were positive that LESs would like to hear about training events in other areas, particularly about upcoming trainings that would be available for joint participation. Treasure Coast suggested that the Quarterly Training Plans be made available to those on the call as a means of sharing ideas and resources.
CARD Newsletters	Sally Golden-McCord	CARD Newsletters are filled with training opportunities.	Sally asked if TCs receive or would like to receive and be listed on the distributions list for the monthly CARD Newsletters. The newsletters contain a variety of items such as training tips, training opportunities, etc. Sally will send a link to each of the TCs who are not on their local CARD Center's Newsletter and asked that they please share this information with providers and families. Sally sent link to statewide CARD centers (http://autism.fsu.edu/regionalCARDs.php) to Lynn, Nicole, Claudette, Maria, Sarah and Alicia as requested.
BDI-2 Field Training	Sally Golden-McCord		Sally asked for an update on the BDI 2 Training that is being provided. Southernmost Coast stated that they have implemented a practicum training for the providers to be able to get practice and they will ask the trainer to share the tool or outline and description of the training with Sally. Northeastern stated that the school district has asked them to provide training. They have scheduled training for LES staff and public school staff, however, the LES does all child outcomes assessments. Spacecoast stated that they conduct training on an as needed basis and will be having training in the near future with the school system and community providers. Southwest stated that a couple of people have been trained on the BDI 2. The outside providers do not conduct BDI 2s.

BDI-2 Macro Training	Sally Golden-McCord		<p>ESSO is in the process of conducting a webinar training for LESSs and school districts on how to use an EXCEL spreadsheet with a macro in it. It will allow spot checking to make sure data is entered correctly and it will be able to track information in the web data manager. Webinars are being presented to regions in order to allow for a small audience. TATS regions are how the areas are being identified. TATS Southeast Region and TATS West Central are the only regions that have been scheduled so far. Please be sure that your LES Child Outcomes contact is aware of these webinars.</p>
Update on Data Changes	David Johnson		<p>The Early Steps Data System Enhancement project has begun. Extensive changes will occur to the ES Data System. (1) The UF website is the main tool for communication. (2)"Enhancements" Page on their website will describe all changes. (3) On the "Enhancements Page" is a new Tab for "Status Reports". (3) There is also a Tab called "Timelines" to show you when changes will occur. (4)There will be Four bundles of work or rollouts beginning in January. (5)The Appointment and Evaluation portions of the system is going away 1/1/2011. (6)You will also see major changes to the Demographic page of the system such as the format of Hispanic question.</p>
			<p>(7) Tracking individual IFSPs and referrals will be possible with the new changes. (9) David reminded everyone to read the weekly memo and visit the UF data website to stay informed! David asked for any questions to be submitted to him and/or Janice. See http://mch.peds.ufl.edu/es/enhancements/index.html for more information.</p>
Next Call			<p>By unanimous agreement, the December 21st conference call has been cancelled. The next call is scheduled for January 18, 2011 2:00 - 3:30. A change in the standing date and/or time for the conference call is under consideration because of scheduling conflicts.</p>

Service Coordination Workgroup

DATE and TIME:	November 10, 2010	12:00 - 2:00 EDT	
CALL IN NUMBER	1-888-808-6959	Code 6254120367	
FACILITATOR:	Janice Miller; Room 125N		
NOTES TAKEN BY:	Claudia Kassack		
LES Representation on the Call:	Bay	x	Annalise Campisi, Betty Ann Austin-Lee, Mandy Couret, Karen Childres, Richard Enrich
(*X* = LES participated on the call)	Big Bend		
	Central	x	Lynn Coleman, Selena Tellechea
	Gold Coast	x	Kim Werner
	Gulf Central		
	North Beaches		
	North Central	x	Beverly Jones
	North Dade		
	Northeastern	x	Ann Milton, April Smith, Elizabeth Tharpe, Kimberly Allmond, Lisa Lane
	Southernmost Coast		
	Southwest	x	Tina Cordell, Shannon Loseto
	Space Coast	x	Vonda Gordon
	Treasure Coast	x	Sandra Nixon, Sara Corrigan, Donna DeSanto, Kimberly McMahon, Kelly Habyan
	West Central	x	Jamie Johnson, Eva Bryce, Pat Califano, Tone Stansel
	Western Panhandle	x	Lane Guess
	ESSO		David Johnson, Haylie Smith, Patricia Herring, Kelly Purvis., Arnetta Givens, Liza Smith, Carol Burch, Dawn Lynch, D'Lo Trejo, Catherine Duncan
	AHCA- DOE	x	Gail Underwood, Carole West
TOPIC	PRESENTER	RELATED DOCUMENTS/REFERENCES	OUTCOME
Update Membership List	Janice Miller	<i>Update membership list as roll is called.</i>	As roll call was conducted, group membership was checked to make sure that we have appropriate staff on the email list for the workgroup.
Statewide Meeting Debriefing and Suggestions for Next Year's Meeting	Liza Smith	<i>Liza will lead a discussion regarding what worked and what didn't work at the statewide meeting to begin preparation for next year's meeting. Be prepared to share your ideas.</i>	Liza expressed that she was pleased that we had so many participants, great presenters and breakout groups. Liza asked for feedback on what suggestions you may have for next year such as hotel accommodations, meeting rooms, topics for next year. The feedback included the following comments: (1)Hotel: West Central stated that even though the hotel was lovely, the food was very expensive, especially for service coordinators. Gold Coast stated that the location was good and it was no more expensive than other large hotels. Perhaps allowing more time for staff to leave the hotel for lunch could solve the problem. Last year, the box lunch was an option and that could also be a potential solution. It was also suggested that it would be helpful to let people know if there would be refrigerators, etc in the rooms. (2)Timeframes: There was some concern that staff are out of the office 3 full days. In contrast, someone stated that due to Orlando traffic, leaving at noon Friday was good.
			(3)Break out sessions: Should we have pre-registration? Depends on timing issues, staff would have to have agenda ahead of time to review and decide. More specific information about the content of the sessions would be helpful. (4) Suggested topics for next year's meeting: Grief, UF project, Dr Weatherby, organization tips, reflective supervision, EI playgroups, mediation, IFSP, data, consultation/coaching. Additional recommendations included having separate tracks for service coordinators; one for those who were more experienced and one for newer service coordinators. If you think of other topics, please send them to Liza by email: liza_smith@doh.state.fl.us

Data System Changes	David Johnson		The Early Steps Data System Enhancement project has begun. Extensive changes will occur to the ES Data System. (1) The UF website is the main tool for communication. (2)"Enhancements" Page on their website will describe all changes. (3) On the "Enhancements Page" is a new Tab for "Status Reports". (3) There is also a Tab called "Timelines" to show you when changes will occur. (4)There will be Four bundles of work or rollouts beginning in January. (5)The Appointment and Evaluation portions of the system is going away 1/1/2011. (6)You will also see major changes to the Demographic page of the system such as the format of Hispanic question. (7)Testing will be done by members of the Data Users group. David asked if anyone on this call would like to volunteer to be on the testing team. If so, email your name, title, and LES location to David. Details for testing are not confirmed yet but will be released soon. (8)Tracking individual IFSPs and referrals will be possible with the new changes. (9)David reminded everyone to read the weekly memo and visit the UF data website to stay informed! David asked for any questions to be submitted to him and/or Janice.
Response to Specific IFSP Questions	Catherine Duncan	<i>Questions submitted by Central Florida</i>	Catherine discussed a question regarding the Creole translation of the IFSP submitted by Central Florida. She said that ESSO was not aware of any problems with the Creole translation of the IFSP. ESSO uses private consultants to provide translation services. Questions or specific issues should be sent to Carol Burch. Also, send names of anyone locally that could review Creole forms to Pam Porter.
			NOTE: PLEASE READ THE FOLLOWING INFORMATION CAREFULLY BECAUSE IT IS SLIGHTLY DIFFERENT FROM WHAT WAS STATED DURING THE CONFERENCE CALL. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT YOUR PROGRAM MANAGER.
Response to Specific IFSP Questions	Carol Burch	<i>Questions submitted by Central Florida</i>	QUESTION: Different resources within different ES lend to issues of transferring ES IFSP not being conducive to receiving ES IFSP...* What if the IFSP being transferred does not support the PSP approach to service delivery? * What if the receiving ES does not have access to those services or comparable services? ANSWER: A family moving from one Early Steps region to another should not find a different approach to service delivery. Shortly after the family moves, the receiving LES should conduct an IFSP review, regardless of the next IFSP review due date, to determine appropriate services for the child/family. While community resources and provider availability may impact service decisions, all LESs must implement a PSP approach to service delivery.
			The purpose of the Individuals with Disabilities Education Act (IDEA) Part C statute and regulations is to provide assistance to states to "maintain and implement a statewide, comprehensive, coordinated, multidisciplinary, interagency program of early intervention services to infants and toddlers with disabilities and their families." The intent of Early Steps' policies, guidance, training, technical assistance and performance improvement activities is to ensure as much consistency as possible in implementation of Early Steps across the state. While individualized service decisions are made based on the unique needs of each child and family, Florida's statewide system of early intervention supports and services must be consistent with the Primary Service Provider (PSP) approach to service delivery. Eligibility must be determined in a consistent manner. The IFSP process must be consistent. There are variations across communities related to the administrative structure of the LESs, community resources, provider availability, etc.; however, there should not be wide variations in the approach to service delivery.

Response to Specific IFSP Questions	Carol Burch	<i>Questions submitted by Central Florida</i>	QUESTION: Reopen/Re-referral: When a child with a previous IFSP (where services were completed and case closed) returns to ES for another eligibility evaluation and it is determined that the child is not eligible we are unable to use the appropriate disposition code for closure (N-Not Eligible). What is the appropriate disposition code in this case? ANSWER: The correct disposition code to use in this case is Code #4- discharged. The use of N-Not Eligible would indicate that the child was never eligible, which isn't true at all if the child was ever in the system and received services. Once the new system enhancements are finished, you will have the capability of completing information by segments whenever a child leaves ES and is later re-referred. Until then, use the appropriate current codes and document the details within the notes. [note...discussion at last week's Director/Coordinator Call included the possibility of a new Disposition Code—may be "S"...for "not eligible, due to passing developmental screening". Status of if/when/what final decision of this and other changes can be accessed through UF website @ http://mch.peds.ufl.edu/es/enhancements/index.html
DCF Involvement in IFSP Meetings	Kelly Purvis	<i>Continuation of Central Florida questions</i>	The question was who should be present for initial/annual/periodic IFSP meetings that require DCF involvement; and could the foster parent have a dual role as the DCF designee and parent. Kelly responded that foster parents cannot serve as the DCF designee. Foster parents may consent for early intervention services however the DCF case worker, or designee, must sign consent for children in the care and custody of the Department of Children and Families (DCF). Refer to attachment in the weekly memo dated 10/28/10 that contains answers to questions that came up during policy conference calls regarding this issue. Kelly requested that if there are barriers to getting consent from the DCF case worker, or designee, send them to your LES director and to the ESSO Program Manager however it is always encouraged to address implementation issues at the local level first.
Kelly Purvis	Family Surveys		Kelly is developing a team to analyze the 2010 Family Survey data and identify improvement strategies. Please email Kelly if you are interested in participating on this team.
Discuss Purpose and Vision of the Workgroup	Liza Smith and Janice Miller	<i>Be prepared to discuss your vision of the workgroup.</i>	Janice asked for input from the workgroup regarding suggestions for agenda topics or projects that the members wanted to address. There were no specific topics that members requested, but it was stated that the information sharing that occurs is a valuable way to keep service coordinators informed and up-to-date on pertinent issues. Members agreed to submit agenda items they would like to have covered. Liza announced that Arnetta Givens had returned to the Training Unit and would be assuming the role as facilitator for this workgroup. Arnetta has previously been a service coordinator and she will be a great asset to the group.
IFSP	Carol Burch		Carol asked if anyone had used the latest version of the electronic IFSP form (dated 11/1/10), and if so whether anyone had any concerns or if they had found any new challenges. There were no responses. In answer to a SC question, Carol stated that Form G has also been changed along with Instructions, to allow for DCF caseworker signature documenting consent to modify IFSP services, as a result of clarifications needed from the last policy conference call about Form H and related new guidance regarding the DCF caseworker signature on the IFSP Form. Carol reminded everyone to look at the Policy Change Index and to make sure to read the weekly memo to keep abreast of changes.
Next Call			The Workgroup agreed to cancel the December 8 conference call. The next call will be on January 12th from 12:00 - 2:00.