

DATE:	5-24-2010	SHINE Call
FACILITATOR:	Liza Smith	
NOTES TAKEN BY:	Pat Herring	
TOPIC	PRESENTER	OUTCOME
Roll Call	All	Participants: Elaine Shamloo, Chris Moleski, Dina Vouis, Linda Harrison, Pat Rush, Kelly Hubyan, , Hilda Bernhardt, Sharon Coat, Kim Werner, Kathy Carroll, Alana O’Conner, Kristen Jarrett, , Dawn Lynch, Diana Quintin, Julie Vincent, Pat Herring. Liza Smith, Pam Tempson, Rachel Eastman, Stacy Hatcher, Ashleigh Lorenz, Ann Milton, and Shana Wetherington, Whitney Hendricks.
Notes from Last Call	All	The notes were approved.
Newborn Hearing Screening Updates	Pam Tempson	<ul style="list-style-type: none"> • New EHDI Coordinator- Pam Tempson is now in this position in place of Ann Filloon. • Diagnostic Hearing Evaluation Form Revised <ul style="list-style-type: none"> ▪ Added birth order if baby is a multiple (required field) ▪ Added place for ICD-9 code to be entered by audiologist (required field) ▪ Added place for PCP address and fax if known ▪ Removed child’s race and primary language must be written in. ▪ Added space for audiologist’s address (needed if you want Hearing Aid Listening Kit) ▪ Deleted brochure request (if you want brochures, please call) • Packets for Families of Newly Identified- The Newborn Screening Program is now sending a packet of information to parents of infants and toddlers identified with a hearing loss through Newborn Hearing Screening. The packet will consist of the following: <ul style="list-style-type: none"> ▪ A letter stating that the baby was referred to Early Steps and that someone from Early Steps will make contact soon. ▪ An Early Steps brochure. ▪ An Early Steps SHINE (Service Hearing Impaired Newborns Effectively) brochure. ▪ A DVD titled “Infant Hearing Guide” from the University of Arkansas that explains the screening/diagnosis process, causes of hearing loss, amplification options, communication methods, early intervention services, and resources. ▪ A BabySigns Quick Reference Guide –a folded 8x16 laminated card that provides illustrations of communication signs. ▪ A “Communicate with your child” booklet that explains the various communication options available. ▪ A “Florida Resource Guide for Families of Young Children with Hearing Loss” book. <p>In addition, parents will receive the following from the CDC (Centers for Disease Control and Prevention) including:</p> <ul style="list-style-type: none"> ▪ A CD-ROM titled “A Parent’s Guide to Hearing Loss”. ▪ A brochure titled “Questions You May Want to Ask Your Child’s Audiologist”. ▪ A brochure titled “Questions You May Want to Ask Your Child’s Genetics Team”. ▪ A brochure titled “Ear, Nose, and Throat Doctor Questions”.

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| | <ul style="list-style-type: none">▪ A brochure titled “Speech-Language Pathologist Questions”.▪ A brochure titled “A Parent's Guide to Genetics & Hearing Loss”.▪ A brochure titled “Early Intervention: Communication and Language for Families of Deaf and Hard-Of-Hearing Infants”.● SHINE Reports – LES will soon be receiving reports on a quarterly basis of children under the age of three who show an ICD-9 code or eligibility code indicating a hearing loss (Coding handout for hearing+vision revised 5_08.doc) in the Early Steps data system, but do not have SHINE numbers yet. For some reason, SHINE numbers were never assigned. A SHINE number is important for two reasons. First, it enables CDM data to be entered. Without a SHINE number, CDM data cannot be entered. Secondly, the process of requesting a SHINE number notifies the Newborn Screening Program of the child with a diagnosed hearing loss. Federal data reporting of children with a hearing loss comes from the Newborn Screening Program, so it is important for the data to be accurate. When LES get their list, they will be expected to either explain why the child is truly not a SHINE child or fax to newborn hearing screening a completed SHINE ID Number Request form and a completed Diagnostic Hearing Evaluation Form from the audiologist.● SHINE Referrals – Please respond to the emails from Shana Wetherington regarding SHINE referrals. The Newborn Screening Program counts on LES to confirm that the SHINE referral was received via this email reply. Although a fax confirmation receipt is received, it is recognized that the SHINE coordinator is not always the person who gets the faxes. The email is a way to confirm that the SHINE coordinator actually received the referral● Hearing Magnets – The Newborn Screening Program has magnets 3” X 4” magnets with hearing milestones on it available for LES to request. They are in English, Spanish, and Creole. The target audience for these magnets is families with children under 12 months of age for which a hearing loss has not been identified. All of the birth hospitals in Florida have received a shipment, but LES may also have opportunity to use them. Please contact Pam Tempson with your request |
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- Listen Little Star Kits - The January 14th ESSO Weekly Memo provides instructions for obtaining Listen Little Star kit. Children who have hearing loss in both ears greater than mild degree (moderate – profound) under the chronological or developmental age of 12 months are eligible for a Listen Little Star kit. The kits are intended to be provided to the hearing specialist that is serving the family so that they can discuss the kit together. Listen Little Star kits are supplied by the Newborn Screening Program when requested by the SHINE service coordinator. **A kit can be requested by faxing back the cover sheet that is sent to Early Steps from newborn screening with the name, address, and phone number of where the kit should be sent.** If the LES never received the fax cover sheet from newborn screening, this is probably because the child was identified elsewhere, perhaps in another state. In this case, the LES must fax to newborn screening a complete [SHINE ID Number Request form](#) and a completed [Diagnostic Hearing Evaluation Form](#) from the audiologist. After this is done, the LES will receive the fax and then be able to request a Listen Little Star kit.
- Florida Resource Guide for Families of Young Children with Hearing Loss Books available – Newborn screening has plenty of these available for LES to request. Use the request form emailed to you.

CDM Data	Liza Smith	Provided summary of the Communication Development Monitoring (CDM) data. Only 52 CDM records statewide have been entered for this fiscal year. Barriers to getting this data entered were discussed on the last call and it was determined that providers needed additional training on the CDM process. As a result, Liza contacted Lynn Miskiel, (University of Miami Debbie School) to request her assistance in conducting training on the next SHINE call.
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		Additional barriers that were reported had to do with the fact that many children do not have SHINE numbers yet. In order to receive a SHINE number, the SHINE service coordinator or provider must fax a completed <i>SHINE ID Number Request Form</i> with a <i>Diagnostic Hearing Evaluation Form</i> completed by the audiologist or the audiologist's report to Newborn Hearing Screening. These forms were provided by Pam via email after the last call.
Shine #	Liza Smith	Provided update on the status on identifying a way to record the SHINE number in the Early Steps Data System. The proposed enhancement is to put a shine flag in the demographic record and use a new unique identifier for all kids so that it can be referenced by SHINE and other data sharing projects. The enhancement is not yet finalized.
Upcoming Training	Liza Smith	<p>2010 SOUTHEAST REGIONAL EARLY HEARING DETECTION AND INTERVENTION (EHDI) CONFERENCE (April 15) The 2010 Southeast Regional EHDI Conference will be held July 26-27, 2010 at the University of Tennessee Conference Center in Knoxville, TN. You can find out more information about his by referring to the April 15 version of the ESSO Weekly Memo.</p> <p>ALEXANDER GRAHAM BELL 2010 BIENNIAL CONVENTION Florida has the honor of being chosen for the AG Bell 2010 Biennial Convention on June 25-28 at the Hilton Bonnet Creek in Orlando, FL. Every two years, the AG Bell Biennial Convention hosts more than 1,800 individuals from around the world dedicated to the listening and spoken language outcome for individuals who are deaf or hard of hearing. Attendees include individuals who are deaf or hard of hearing who listen and talk, and the families and professionals who support them. The AG Bell Biennial Convention is the only event of its kind that brings together such a diverse group of people who are committed to listening and spoken language for individuals with hearing loss. Please visit http://nc.agbell.org/NetCommunity/Page.aspx?pid=323%20 for more information.</p>
Future Agenda Items	All	None suggested.
Next Call	All	August 10, 2010 at 2:00pm.



SUGGESTED WORKSHOPS FOR EARLY STEPS FAMILIES

Often, families attend the Family Café for the first time when their child is in Early Steps. In order to assist you in navigating the numerous workshops, your Early Steps Family Resource Specialists and the Early Steps State Office has put together the chart below to assist you. Of course, you may attend any workshops you choose, but the ones below are specifically focused on children birth to 5 years and their families.

DAY	TIME	WORKSHOP	FACILITATOR	NOTES	ROOM
Friday	1:30 – 2:30	New Star: Logging the Journey: Communication and Organization	Paula Keyser		Acapulco
	3:00 – 4:00	Conversations with Families	Kelly Purvis, Sharon Paul, Karen Hartz, Sue Cannon		Fiesta 8
	4:30 – 5:30	TATS Talks with Families about Pre-K	Paula Kendig		Coronado F
Saturday	9:00 – 10:00	A Successful Journey from the NICY to EELP: A Parent's Perspective	Michelle Smith		Coronado C
	1:00 – 2:00	Conversations with Families	Lourdes Quintana	SPANISH	Fiesta 8
	1:00 – 2:00	It's Playtime! Inclusive Playgroups for Infants and Toddlers	Rhonda Gage Sharon Cope		Main Pool/Sandbox
	2:30 – 3:30	New Star: Sailing Through Transition	Sue Loftis		Coronado E
	2:30 – 3:30	New Star: Navegando en un mar de sentimientos y emociones	Doris Tellado	SPANISH	Coronado T
	2:30 – 3:30	New Star: Traveling the Sea of Families, Feelings and Emotions	Sue Cannon	Moved from Sat 4:00 – 5:00	Fiesta 8
	4:00 – 5:00	New Star: Logging the Journey: Communication and Organization:	Glomaris Gonzalez	SPANISH Moved from Sat 2:30 – 3:30	Coronado D

Sue Cannon
 State Parent Consultant, Early Steps State Office
Sue_Cannon@doh.state.fl.us 321 725-5763

You're Invited!



Early Steps, Early Wishes



at the



If your child is currently enrolled in Early Steps or has recently graduated (within the last year), please join us for "Early Steps...Early Wishes - A Gathering For Early Steps Families" to celebrate your child's success in Early Steps.

**Friday, June 18th, 2010
9:00 am-11:00am
In the Fiesta Ballroom
at Disney Coronado Springs Resort**

There will be activities to suit every infant and toddler including: Arts & Crafts, a Memorable Photo Opportunity, Face-Painting, Story Time, Puppet Shows and More. You will even get the opportunity to learn how to 'Make 'n Take' an Adaptive Book to take home. We will have some light snacks, so please bring your whole family to join in the fun!



Please RSVP To Your FRS

Esta invitado!



Pasos Tempranos, Ilusiones Tempranas



En el



Si su niño forma parte de Pasos Tempranos o se ha graduado recientemente (durante el transcurso del pasado año), porfavor únase a nosotros para “Pasos Tempranos, Ilusiones Tempranas – Una reunión para las familias de Pasos Tempranos” para celebrar el suceso de sus hijos en Pasos Tempranos”

Viernes, Junio 18 del 2010

9:00 am-11:00am

En el Fiesta Ballroom

En el Disney Coronado Springs Resort

Habrán actividades adecuadas a cada infante y niño pequeño incluyendo : Arte y Manualidades, Una oportunidad memorable para tomarse una fotografía, Caritas Pintadas, cuentos, Festival de títeres y mas. Tendrá la oportunidad de hacer un libro adaptativo para llevar a casa. Tendremos algunos refrigerios livianos, así que traiga a toda su familia y únase a la diversión.



Porfavor RSVP con su FRS

Community Leadership and System Change

Thursday, June 17, 2010

Disney's Coronado Springs Resort, Durango Room

AGENDA

9:00 AM – 9:15AM	Introductions and Opening Remarks
9:15AM – 10:15AM	Vision and Values: Creating a Shared Vision
10:15AM – 10:30AM	Break
10:30AM – 11:15AM	Anatomy of Change
11:15AM – 12:15AM	Pacing the Work of Change
12:00PM – 1:00PM	Lunch (on your own)
1:00PM – 2:00PM	Leadership Styles and Choices
2:00PM – 2:45PM	Formal and Informal Leadership
2:45PM – 3:00PM	Break
3:00PM – 4:00PM	Thriving in Chaos: Building a Toolkit
4:00PM – 4:30PM	Wrap-Up and Questions

Gary De Carolis, President
Center for Community Leadership
P.O. Box 3069, Burlington, VT 05408
www.centerforcommunityleadership.com
gary@centerforcommunityleadership.com, 802-863-9132 (p)



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
Secretary of Health

Florida Resource Guide For Families of Young Children with Hearing Loss

Please send _____ English guides
Please send _____ Spanish guides
Please send _____ Creole guides to:

There is NO CHARGE for these guides

Mail to Name/Title:

Organization Name:

Address:

City/Zip:

Phone (required):

Date requested:

FAX: Pam Tempson at 850-245-4049

MAIL: Department of Health, Children's Medical Services,
4052 Bald Cypress Way, Bin A06,
Tallahassee, FL 32311-7840
(850) 245-4673

the question if a LHAP, enrolled in EI Medicaid, can mentor an ITDS. The CMS Provider Handbook currently states that the Mentor must be from the same discipline. Penny questioned the need for the ITDS to complete Mentorship prior to enrollment. Lynn Marie suggested we might want to use the same process as we do for the extended apprenticeship for Service Coordinators - enroll and then complete the mentorship.

- ESSO requested that this subcommittee develop their recommendations within the next few weeks.
- Discussion on the pending EIS Medicaid applications. Based on a SIWG discussion on 5/17/10, lengthy delays are a common problem in the state for both ITDS and LHCP applicants. Suggestion that the LESs forward a list of their pending applications to Gail Underwood.
- Liza reported that the new LES Provider Recruiters will assist in assessing our need to continue the ITDS Waiver process.

6. Renewal Process

- Brenda reported that the timeline to begin the ES enrollment renewals is still TBA. Currently physician, dentists, ARNPs and PAs are in the renewal process.
- Enrolled providers who did not originally apply on-line will be sent a letter from the CMS PMU with instructions as to how to access the system with a user name and password.
- CEUs for licensed providers are reviewed through the Medical Quality Assurance (MQA) system. Lynn Marie asked about the process for non-licensed providers - pending per Brenda.

7. Other Issues

- Discussion on new LES Recruiter positions. Roles and responsibilities may include educating providers on the ES service delivery model.
- Brenda stated there is now a link on the CMS PMU website with LES contact information for new applicants.

8. Next Sub-Committee Call - Thursday, August 19, 2010 at 9 AM

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9:00 AM to 10:30 AM

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Participants: Amanda Farrell, Brenda Tune, Dawn Smith, Ellie Schrot, Jeanne Miley, Joy McAfee, LaTasha Dullivan, LynnMarie Price, Pam Tempson, Penny Geiger, Judy Corso, Kathy Riley, Michele Gaston, Sandra Whittington, Conference Call Face-to-Face Minuteseeting, August 26, 2009

St. Petersburg
AGENDAMINUTES

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June 4, 2009 August 26, 2009

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Attendance: Ellie Schrot, Jeanne Miley, Brenda Tune, Shelli Buckley, Michele Gaston, Vonda Gordon, Althea Puzio, Elma Pierre, Penny Geiger, Jill Bishoff, Kathy Riley, Lourdes Quintana, Haylie Smith, April Smith, Sandra Whittington, LouAnn Long, Ann Milton, LaTasha Dullivan, Dawn Lynch

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Participants: Brenda Tune, Vicki Posner, Ellie Schrot, Jeanne Miley, Joy McAfee, Penny Geiger, LaTasha Dullivan, Michele Gaston, Gail Underwood, Sandra Whittington, Hayley Smith, Wilma Jackson, Dawn Lynch, JB Doty

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Enrollment Flow Charts

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Brenda reported that the new system is going well.

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Update on initiation of the ""

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; there is a box w/ descriptors on the system

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Discussion as to what. For therapist there are not documents required. For ITDS, PMU only needs the Level II and the ESSO ITDS Certificate. Discussion on the definition of the various

flags. Brenda stated that they are internal codes such as green for a clear file, yellow for a file with pending issues/items and red for major barriers to approval. At times the problem may be how the name is spelled or the applicant got married. The applicant and the LES is immediately noticed when something is missing. Penny reported a

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Definition of flagscomputer glitch -

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(applicant has 6 months to do so). Theandthe eos them hershe needed is needed. Brenda stated this was a computer glitch that she will look into.

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, per Brenda, are much better within a couple weeks. Ws are done each Sunday.

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Update on LES Provider Relations

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/face-to-face regional meeting

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will be scheduled for the LES Provider Liaison

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s. Suggestion was made for

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if possible and that the process be included.

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Update on the 10/31/09 automatic approval process initiation – no manual intervention

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The Provider Management Application Process flow charts provided on May 2009 werewas acknowledged to have been most appropriate to internal processing rather than to cueing Liaisons re. review and approval of applications.

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Vicki Posner walked the sub-committee through the

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Update on the May, 2009 draft PM Process Flow from that had been previously distributed on May 18, 2009 E-Mail chart– see attached

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Vicki responded to questions related to the "Time Sequence" column, explaining some processes are congruent. A complete application will take approximately 4 weeks to process; the electronic system will minimize need for supplemental documents and will support more efficient verification of information. The LES Provider Relations Liaison will be notified at the 2 week mark if the applicant's file is still missing information /documentation; if not received within the subsequent two weeks, the application will be terminated.

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Brenda Vicki reported that the projected completion date of 7/1/09 has been delayed by at least 2 months Update on Tthe by Image API upgrade is scheduled next weekfor 8/28/09, and will include many enhancements, that will impact both applicants and administration. Supplemental documentation will no longer be required as electronic verification of credentialing will be implemented with an . 60-day delay on the automated verification process.;

Concerns expressed that using the application employment history for substantiation of pediatricof pediatric experience could dilute the ES standard as historically applicants have presented *Certificates of Experience* they believed demonstrated relevant experience that the LES didLES did not. - the contracted project provider.

Discussion/recommendation about use of the federal stimulus money to purchase each LES a scanner to expedite sending documentation to the PMU. LESs may request a scanner as part of their ARRA funding request.

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Feedback on the revised SC Attestation that includes the Extended Apprenticeship

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and AHCA

Although Roberta Brewer from the local AHCA office attended, no EDS or state representative for AHCA did. Therefore, no first-hand update regarding erroneous requirements for on eitherboth TCM orand ITDS/EI applications was available. (These applicants continue to be asked to provide an occupational license and/or DCF/SAMH certification);

LES reported that they have had few if anyreported few SC waiting for . Consensus that EDS is completing approvals more quickly, however,enrollments processed since last fall and those that have been approved were submitted prior

to October 2008. LaTasha will communicate with AHCA that significant delays in Medicaid enrollment continue.

the LESs expressed continued frustration that EDS is very difficult to reach by phone. EDS often hangs up on the caller or has very long waits. At time the EDS staff are unpleasant when they do finally answer the line. Jeanne reported that a recently enrolled SC was

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Update from Gail Underwood, AHCA

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pending with EDS for a long time

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volunteered.

reported that they each have a LaTasha will conduct a LES survey to determine the number of ITDS EIS applications pending with EDS. Michele stated that she has an ITDS who has been in the process for two years. It was suggested that this applicant just start the process all over again and/or communicate with Gail Underwood and the local AHCA office.

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Gail stated that the information/changes must be reviewed and compared to what the Medicaid feds approved before AHCA can go forward with any changes

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Jeanne reported that the *Supervision form* attachment is being sent to ST/OT/PT applicants, causing some confusing. The Supervision form should only be sent to therapy assistants and provisionally licensed providers.

Question about the t

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Decision regarding ES enrollment renewals is

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ESSO stated that and Roberta were working on this issue and they thought it had been resolved. We need an update from Gail.

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– print certificates for the Orientation and ITDS modules

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LynnMarie will check on this glitch. There is a new ESSO web master and LynnMarie asked that we contact David Johnson, the new data manager at ESSO, if this happens again. His e-mail address is _____. Brenda answered the question as to how it will be addressed during the renewal process in the future. It is not an issue or concern for providers now. Discussion about the ESSO policy that all ST/OT/PT providers must have an EIS Medicaid number in addition to their Therapy Medicaid number. Our Sub-Committee had recommended a year ago that this policy be revised to state that each LES would determine the need for therapists to secure an EIS Medicaid number based on their function within their local service delivery system. LaTasha stated that this revision was included in the draft policy revisions submitted to OSEP of CEU's be required?, which are still pending.

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TBD after assessing system

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**will be held at the CMS/Early Steps State meeting in St. Pete
on 8/25/09 at 5 PM**

Early Steps Provider Issues Sub-Committee

Minutes

February 25, 2010

Conference Call Participants: Brenda Tune, Ellie Schrot, Gail Underwood, Dawn Lynch, Haylie Smith, JB Doty, Jill Bischoff, Jeanne Miley, Joy McAfee, Kathy Riley, LaTasha Dullivan, Lynn Marie Price, Liza Smith, Michele Gaston, Pat Grosz, Penny Geiger, Sandra Whittington, Shelli Guy, Vicky Manzaroli, Vicki (for Sandra).

1. Update on the 8/09 Electronic/Automated Verification Process - CMS/PMU

- Brenda reported that the “reports” function is now available; there is a box w/ descriptors on the system. Brenda will send a description of the report options to the LES Provider Liaisons.
- Brenda reported that the computer glitch problem with therapists who need to complete a mentorship has been corrected with a drop-down menu.
- The Sub-Committee members again requested that the PMU conduct a LES Provider Relations conference call/face-to-face regional meeting with a walk through of a sample application/Medicaid portal. Brenda did not feel that a face-to-face meeting would be feasible due to fiscal constraints, however, she will talk to Dr. Sloyer about a web-based training.

2. Service Coordinators Approval Process - ESSO

- Discussion on the revised SC Attestation that includes the Extended Apprenticeship. Participants were reminded that the SC must wait to complete the extended apprenticeship before they apply for TCM Medicaid. (*see revised Attestation form on the ESSO Weekly memo 1/8/10*)
- Participants found the Medicaid TCM Checklist helpful. (*see ESSO Weekly memo 1/8/10*) Gail reported that the TCM Medicaid Manual is moving forward and is now in rule development. She is hopeful that we will have the manual by June 2010.

3. Provider Specific Enrollment Checklists - CMS/PMU

- Brenda reported that the checklist for Non-Licensed Healthcare Professionals on the CMS Web-site is still pending, however, a checklist is part of the on-line application.
- Brenda verified that the PMU sends an e-mail to the applicant directing them to contact the local LES in the area they will serve.
- Request that prior to opening the application, there be a prompt to first contact the LES for region specific information/assistance. Brenda stated that this would not be possible, as there is no way to stop the applicant before they apply on-line.
- LES members requested a procedure change related to the current policy that an application is terminated after 30 days, even if the Level II (*through the Medicaid approval*) is pending. Brenda will consider a policy change to extend the period if the PMU has confirmation that a complete Medicaid application has been submitted.

4. CMS Approval Process - Current Backlog - CMS/PMU and ESSO

- The current backlog is 177 applicants, up from the 158 pending at our last conference call.

5. ITDS Enrollment

- ITDS Virtual School Project discussion specific to the concern that ESSO is using ARRA funding to support students who would not be eligible to enroll as they do not meet the ITDS degree and/or experience requirements. Haylie will be speaking with the Indian River Community College folks this week to review the ITDS provider enrollment checklist and to remind them that the students must meet ES criteria.
- Haylie reported that the new Equivalent Degree/Certificate from another state guidelines are of help but that so far only a few of these reviews were needed. *ESSO Weekly memo 12/11/09*)
- Small subcommittee to review and revise the ITDS “Mentorship Observation and Performance/Participation Requirements” and clarify the definition of “*direct supervision*” as a requirement of mentorship is in process - Penny Geiger, Ann Milton, Judi Corso and Shelli Buckley. Question discussed if a LHAP can mentor an ITDS. Lynn Marie will work with Brenda to clarify the policy.
- LES members reported on their ITDS EIS Medicaid applications pending with EDS for a long time: Michelle had 1 application lost and is having to re-submit, Kathy has 2 applications older than 6 months, Penny has 1 older than 6 months.
- The biggest challenges with EDS include that they loose paperwork (especially when additional follow-up documents were sent). Gail asked that she be notified when this happens.
- Pat indicated that the Medicaid application still has the wrong mailing address. Brenda stated that CMS PMU still gets some Medicaid applications mailed to their unit that they return to the applicant. Gail said that this will be corrected with the next update.

6. Other Issues

- Brenda stated that the timelines to begin the ES enrollment renewals has not been determined as of yet.
- The computer problem with the printing of certificates for the Orientation and ITDS modules appears to have been corrected.
- Lynn Marie announced that the contract for the LES Recruiter positions should be finalized in April 2010. The LES Recruiters will be pre-screened and employed by the vendor but the LES will hire and supervise them.

7. Next Sub-Committee Call – Thursday, May 20, 2010, 9:00 AM to 10:30 AM



Charlie Crist
Governor

Ana M. Viamonte Ros, M.D., M.P.H.
State Surgeon General

DATE: June 14, 2010
TO: Early Steps Community Partners and Referral Resources
FROM: Lynn Marie Price, Bureau Chief, Early Steps State Office
RE: Eligibility Changes to Early Steps

A handwritten signature in black ink that reads "Lynn Marie Price".

Effective July 1, 2010, Early Steps eligibility criteria for infants and toddlers under the age of 36 months will change in accordance with the following details.

Established conditions (which must be confirmed by written diagnosis) fall into one of the following areas:

- A. Genetic and metabolic disorders
- B. Neurological disorder
- C. Autism Spectrum Disorder
- D. Severe attachment disorder
- E. Significant sensory impairment (vision/hearing)
- F. Infants who weigh less than 1,200 grams at birth

Developmental delay as measured by appropriate diagnostic instruments and procedures in the 5 developmental domains listed below.

- A. Cognitive
- B. Physical (including vision and hearing)
- C. Communication
- D. Social or Emotional
- E. Adaptive

The new eligibility criteria for all eligibility determination evaluations performed on or after July 1, 2010 are as follows:

- meets or exceeds 2.0 standard deviations below the mean in one or more developmental domains.
- meets or exceeds 1.5 standard deviations below the mean in two or more developmental domains or,

All children will be evaluated based on their chronological age; premature children will no longer be adjusted to gestational age. All children currently Early Steps eligible will remain Early Steps eligible, even if they do not meet the new eligibility criteria.

Families can be referred for our services using our statewide toll-free phone number **1-800-654-4440**. We thank you for your continued support in referring all families who have children that you feel might be eligible.

4052 Bald Cypress Way
Bin A06
Tallahassee, FL
32399-1701



Phone: (850) 245-4200
Fax: (850) 921-8138
<http://www.cms-kids.com/EarlyStepshome.htm>

Service Coordination Workgroup

DATE:	June 9, 2010		
FACILITATOR:	Janice Miller		
NOTES TAKEN BY:	D'Lo Trejo		
LES Representation on the Call:	Bay		
("X" = LES participated on the call)	Big Bend		
	Central	X	
	Gold Coast	X	
	Gulf Central	X	
	North Beaches		
	North Central	X	
	North Dade		
	Northeastern	X	
	Southernmost Coast		
	Southwest	X	
	Space Coast	X	
	Treasure Coast	X	
	West Central	X	
	Western Panhandle		
TOPIC	PRESENTER	RELATED DOCUMENTS/REFERENCES	OUTCOME
Roll Call	Janice Miller		
Review of Notes	Janice Miller	4-12-10 Notes Service Coordination Workgroup Call	
Early Steps Sustainability Project	Gary Walby		The Ounce of Prevention has been contracted to develop a strategic plan for long term sustainability of Early Steps. In order to accomplish this, the Ounce is conducting focus groups, gathering data from within the state and from other states, talking with LES Directors, families, providers, and other stakeholders. The process has been designed to utilize many methods to determine what works here in Florida and in other states. The resulting strategic plan will address 5 target areas: recruitment & retention of providers, eligibility, system of services, policy, and cost efficiencies. If you have information or suggestions regarding this process, please contact Gary Walby (email g_walby@ounce.org).
Follow-up Regarding Consent for Children Transferring	Kelly Purvis	Early Steps Policy Document	Policy clarification was provided on the question: Is parent consent required to transfer child related information from one LES to another? Yes, based on Policy 8.1.6 , and Guidance 7.1.1.b.(2) written consent of the parent is required to release information from the child's record to another LES. The Workgroup decided to include this reference as an item on the Transfer of Child Record form.
Transfer of Child Record Documents Form	Liza Smith	Transfer of Child Record Documents Draft	Workgroup members were asked to review the form to ensure that all recommended changes have been incorporated. Other items that will be added: BDI 2 score sheet, a place to check that parent consent has been obtained, proof of established condition, and the policy/guidance references for transfer of child record information from one LES to another. These additions will be made to the draft document.
Update on Service Coordinator Apprenticeship Training Modules	Liza Smith		When originally developed, this training was labeled "Service Coordinator Core Training Modules". This training has been renamed "Service Coordinator Apprenticeship Training" to more clearly explain the intent of this training which is to accompany the Service Coordinator Apprenticeship period. The training should be ready to pilot in August at two different LES locations (size and location will be factors when determining locations to pilot). In November and December 2010, after completion of the pilot, six one-day train-the-trainer sessions will be take place at various locations across the state. Upon completion of the train-the-trainer events, the modules will be available for use by LESs.

Statewide Meeting Update	Haylie Smith		The Early Steps Statewide meeting, which combines the Directors and Coordinators statewide meeting and the Service Coordinator Statewide meeting, will be held on September 29 - October 1 at the Orlando Hilton, Disney World resort. The meeting will begin @ 1:00pm on 9/29 and end by 1:00pm on 10/1. Within the next two weeks, hotel registration information will be included in the Weekly Memo. Haylie also requested input from workgroup members regarding an informal social gathering for service coordinators one evening. A volunteer was requested to help coordinate the gathering. Travel for LES participation in the meeting will need to come from each LES budget.
Race & Ethnicity Data Enhancements	David Johnson		David discussed changes to the race/ethnicity reporting requirements. The weekly memo that was sent out last week (June 3, 2010) included information about this and also announced two training sessions. The training sessions are scheduled for June 10 (9:00-10:00) and June 15 (4:00 - 5:00). Service coordinators are encouraged to participate in one of these calls to help prepare them for these changes, which will be effective July 1, 2010.
Response to West Central Questions Re: Policy Changes & Miscellaneous	Dawn Lynch & Carol Burch		The following policy questions were addressed: (1). Will the policy webinar information be available prior to July? Response: The policy webinar slides are available on the Early Steps website. They can be used for training purposes. (2). When will new IFSP forms be available? Response: The new IFSP is currently available on the Early Steps website. At this time the "print" version is available and since it is a word document, it can be used to print out or as an electronic version. We recognize that this is not optimal for an electronic version, since the formatting is compromised. The "official" electronic version of the new IFSP will be available in the near future. Documents are being translated into Spanish, which we hope will be available by July 1. At least two LESs stated that a Creole translation of the IFSP and other documents are beneficial to families, so this will be pursued after all.
			(3). Can you make it clear that the established condition list is not an exhaustive list? Response: "This is not an exhaustive list" is noted at the top of the list and also noted in Guidance 3.1.3.A. (4). Is a g- tube an established condition? Response: A g-tube within itself is not an established condition. (5). Is tortocollis an established condition? Response: Tortocollis within itself is not an established condition. (6). Will there be changes to the demographic screen in the Early Steps Data System? Response: Yes, changes to the demographic screen are planned, but there is not yet a definite timeframe for implementation. (7). Has the foster family policy issue been resolved? Response: ESSO is collecting information from all LESs and an interagency meeting is planned for June 15 to address this issue.
Service Taxonomy	David Johnson		Values in the Service Taxonomy are being updated and when completed, there will be an announcement in the Weekly Memo.
Service Coordinator Enrollment	David Johnson		There have been problems getting service coordinator enrollment records loaded into the data system. If you are involved in the process of adding service coordinators, it is important to complete all required information. Be sure that telephone numbers are entered correctly (with dashes in between), email addresses are correct, and that the appropriate action box is checked (Add, Update, Delete) , etc.
Medicaid Survey Re: HMO/PSN Managed Care to ID Denial of Service	Carol Burch		New policies and other priorities have taken precedence. Hopefully, in the next couple of weeks, this will be addressed in the Weekly memo. Be gathering documentation if possible.
	Next Call		July 14 from 12:00 - 2:00 EDT

TRANSFER OF CHILD RECORD DOCUMENTS

DATE: _____

SENDING AGENCY _____

TRANSFERRING SERVICE COORDINATOR _____

FAX NUMBER: _____ PHONE NUMBER _____

DATE OF LAST IFSP _____

RECEIVING AGENCY : _____

FAX NUMBER: _____ PHONE NUMBER _____

The following child was receiving services in our service area but family has moved to your area. We are, therefore, transferring this child to you for Part C, Early Steps follow-up.

CHILD'S NAME: _____ PARENTS' NAME _____ CHILD'S DOB _____

ADDRESS: _____ CITY/COUNTY: _____ ZIP CODE: _____

FAMILY PHONE: HOME - - - CELL - - -

OTHER CONTACT PH: - - -

REQUIRED DOCUMENTS:

- IFSP [most recent; all pages]
- Eligibility Determination
- Evaluation/Assessment/Screening (including BDI2 Score Page)
- Received Written Consent
- Established Condition Documentation

ADDITIONAL DOCUMENTS

- Demographic Page
- Vision & Hearing
- Other _____

COMMENTS:

Please refer to Early Steps Policy Guidance and Handbook, Components 3, 5, 7 and 8 for more information regarding consent and transfer of child records procedures.