



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

<b>DATE:</b>	June 9, 2010	
<b>FACILITATOR:</b>	Janice Miller	
<b>NOTES TAKEN BY:</b>	D'Lo Trejo	
<b>LES Representation on the Call:</b>	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, <b>and that the appropriate action box is checked (Add, Update, Delete)</b> , 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.