

Fourth Annual

Building Blocks *for* BIG Beginnings



Building communication, behavior and social skills through play
for early education administrators and teachers.

★ **Keynote Speaker: Paula Jones Martin**

Session topics include:

- Early Intervention: Birth—3
- Infant Mental Health
- Challenging Behaviors
- Transition to Pre-K
- Pre-Kindergarten Curriculum
- Protective Services
- Early Literacy
- Inclusion

WHEN: August 7, 2010

TIME: Registration begins at 7:45 am
Conference hours: 8:30 am - 4:30 pm

WHERE: Emerald Coast Conference Center
1250 Miracle Strip Parkway
Fort Walton Beach, FL 32548

**REGISTRATION BEGINS on March 15, 2010
and ENDS on July 10, 2010**

[See back of page for registration details](#)

Participants will receive: 6 In-service hours/points certificate (free)
.6 CEUs will be available for \$10.00 on-site

Sponsored by: Technical Assistance and Training System (TATS), Early Learning Coalitions,
FDLRS/PAEC, FDLRS/Westgate, Florida Inclusion Network,
UWF Personnel Development Partnership and the school districts of Northwest Florida

REGISTRATION



Register Online: www.tats.ucf.edu/Forms/reg/2010August7.html
(If computer access is not available, you may mail the registration form and check.)

After registering online, please mail your registration check payable to:

Foundation for Excellence
c/o Building Blocks for Big Beginnings
2841 Inverness Court
Pensacola, FL 32503
FAX: (850) 434-8132



Registration (includes morning snack and lunch) until July 10, 2010: **\$25.00**

Registration Fees must be received by July 15, 2010

(Please print clearly.)

NAME _____ AGENCY/ORGANIZATION _____

POSITION TITLE _____ EMAIL ADDRESS _____

Confirmation and Reminder emails will be sent to valid email addresses.

WORK ADDRESS _____ CITY _____ STATE _____ ZIP _____

WORK PHONE _____ HOME/CELL PHONE _____

SUMMER ADDRESS _____ CITY _____ STATE _____ ZIP _____

Please use information where you can be reached during the summer.

Box lunches include: Sandwich, fruit cup, chips, cookie and drink.

PLEASE CHOOSE ONE:

- Ham Sandwich Turkey Sandwich Chicken Salad Sandwich Veggie Sandwich
 Check Enclosed Cash Enclosed

NO REFUNDS CAN BE MADE.

QUESTIONS? Please call Paula Kendig, (850) 291-4776 or email: pkendig@gmail.com

Conference Program will be available on the TATS website after July 25, 2010.

Service Coordination Workgroup

DATE and TIME:	July 14, 2010	12:00 - 2:00 EDT
CALL IN NUMBER	1-888-808-6959	Code 6254120367
FACILITATOR:	Janice Miller	
NOTES TAKEN BY:	D'Lo Trejo	
LES Representation on the Call:	Bay	
("X" = LES participated on the call)	Big Bend	
	Central	
	Gold Coast	
	Gulf Central	
	North Beaches	
	North Central	
	North Dade	
	Northeastern	
	Southernmost Coast	
	Southwest	
	Space Coast	
	Treasure Coast	
	West Central	
	Western Panhandle	

TOPIC	PRESENTER	RELATED DOCUMENTS/REFERENCES	OUTCOME
Roll Call	Janice Miller		
Review of Notes	Janice Miller	Notes Service Coordination Workgroup Call on June 9, 2020	
Transfer of Child Record Documents Form	Janice Miller	Final Form	
DEI Only IFSP - Clarification on Use Related to Race & Ethnicity	Liza Smith		
Statewide Meeting Update	Haylie Smith		
IFSP Form Update	Carol Burch	IFSP Document	
Tips From the Field	Terry Hoover		
Next Call			August 11 from 12:00 - 2:00 EDT



NON-EXPENDABLE PROPERTY CONTRACT PROCEDURES

CONTRACT CLAUSE

9. **Non-expendable Property:** Non-expendable property is defined as tangible personal property of a non-consumable nature that has an acquisition cost of \$1000 or more per unit and an expected useful life of at least one year, and hardback-bound books, which are not circulated to students or the general public, with the value or cost of \$250 or more. Hardback books with a value or cost of \$250 or more should be classified as OCO expenditure.

All such property purchased under this contract shall be listed on the property records of the provider. Said listing shall include a description of the property, model number, manufacturer's serial number, funding source, information needed to calculate the federal and /or state share, date of acquisition, unit cost, property inventory number, and information on the location, use and condition, transfer, replacement or disposition of the property.

All such property purchased under this contract shall be inventoried annually and an inventory report shall be submitted to the department along with the final expenditure report. A report of non-expendable property shall be submitted to the department along with the expenditure report for the period in which it was purchased.

Title (ownership) to all non-expendable property acquired with funds from the contract shall be vested in the department upon completion or termination of the contract.

At no time shall the provider dispose of non-expendable property purchased under this contract except with the permission of the department in accordance with their instructions.

A formal contract amendment is required prior to the purchase of any item of non-expendable property not specifically listed in the approved contract budget.

PROVIDER PROCEDURE

Per the requirements in the contract language above, the following must be completed by the provider when contract funds are used to purchase property of \$1000 or more per item, or hard cover books costing \$250 or more, hereinafter referred to as non-expendable property.

1. Any purchase of non-expendable property as defined above must be specifically identified in the provider's line item budget and approved by the Contract Manager. If non-expendable property is not in the original line item budget, a contract amendment must be executed.
2. With the quarterly expenditure report following the date of receipt of the non-expendable property, submit to the Contract Manager verification on the *Non-*



NON-EXPENDABLE PROPERTY CONTRACT PROCEDURES

Expendable Property Purchase and Inventory Verification Form (Attachment I) that the non-expendable property is listed on the property records of the provider.

3. With the final expenditure report, submit to the Contract Manager verification on the *Non-Expendable Property Purchase and Inventory Verification Form* that non-expendable property has been annually inventoried.
4. Contact the Contract Manager for instructions prior to disposal of non-expendable property.
5. If the contract relationship is terminated, the non-expendable property must be returned to the department. Contact the Contract Manager for instructions.

DOH CONTRACT MANAGEMENT SYSTEM PROCEDURE

Contract non-expendable property purchased with state or federal funds must be recorded in the DOH Asset Management System (AMS).

- At the end of the useful life of non-expendable property or termination of the contract, non-expendable property purchased by the provider, as specified in their approved line item budget, must be recorded in the DOH Asset Management System with details of disposal. The contract manager is responsible for providing the CMS authorized user of the Asset Management System with the non-expendable property information from the *Non-Expendable Property Purchase and Inventory Verification Form*.
- At the time of purchase by providers of non-expendable property that retains memory or touches the DOH network the non-expendable property must be recorded in the DOH Asset Management System. The contract manager is responsible for providing the CMS authorized user of the Asset Management System with the property information from the *Non-Expendable Property Purchase and Inventory Verification Form*.

NON-EXPENDABLE PROPERTY PURCHASE AND INVENTORY VERIFICATION FORM

To be completed by the provider and submitted with the quarterly expenditure report following the date of receipt of the non-expendable property and to confirm annual inventory at the end of each fiscal year (June 30).

Provider Name: _____

Contract Number: _____

Initial Report of Non-Expendable Property

Confirmation of Annual Inventory

Description of the non-expendable property	Location and use of the non-expendable property	Date of acquisition	Model number	Manufacturer's serial number	Unit cost	Providers property inventory number

Use additional pages as necessary

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

