

Training Coordinator Conference Call

DATE and TIME:	July 27, 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	Pat Grosz, Kay Connolly
("X" = LES participated on the call)	Big Bend	La'Tasha, Juli Melara
	Central	Mary Grimmer, Lynn Coleman
	Gold Coast	Ellie Schrot, Kim Werner
	Gulf Central	
	North Beaches	
	North Central	
	North Dade	Maria Calejo
	Northeastern	Amy Lane
	Southernmost Coast	Elma Pierre
	Southwest	Nicole Basora
	Space Coast	Althea Puzio, Amanda Farrell
	Treasure Coast	Sarah Corrigan
	West Central	H. Fogle, J. Johnson, E. Bryce
	Western Panhandle	Penny Geiger

TOPIC	PRESENTER	RELATED DOCUMENTS/REFERENCES	OUTCOME
Roll Call	Janice Miller		
Review of Notes	Janice Miller	Notes From Training Coordinators Call on May 18, 2010	Notes approved with no changes.
Update on the Development of Service Coordinator Training Modules	Terry Hoover		(a) The Service Coordinator Apprenticeship Training is being developed in ten units. Units 1-5 have been reviewed by ESSO and revisions are being made based on the feedback. Plans are to have the first four units ready for another review by Friday, July 30. These units include an Overview, Building Relationships with Families, Child Development and Fundamentals of Service Coordination. Unit 5, Teaming, is still being developed. The field will have an opportunity to review the units and plans are to pilot the training in LESs that have new service coordinators starting in late August or early September. Following the results of the pilot, the decision will be made regarding the replacement of the existing service coordinator training with this training. The Train-the-Trainer training will take place in November & December. (b) Also, Orientation Modules 1 & 3 are being reviewed by the DOH Information Technology team and will be posted to the web very soon.
Solicit Feedback on Tips From the Field	Terry Hoover		The Service Coordinator Apprenticeship Training will include "Tips from the Field" or gems of advice that will benefit new service coordinators. The tips that have been previously submitted will be used and Terry is requesting that you send additional real life "tips" to Janice by July 30.
Statewide Meeting	Haylie Smith		The statewide meeting will be held in Orlando September 29, 30 and October 1. Hotel reservation information will be included in the July 29 ESSO Weekly Update. There will be sessions or a track for service and training coordinators and sessions or a track for directors/coordinators.
Status Report on Major Training Projects	Janice Miller for Liza Smith		(a) The Provider Recruiter Contract with Five Points Technology Group is continuing to move forward. Five Points is working with the LES Directors on the recruitment and hiring activities. The positions that will be hired in each LES are primarily for provider recruitment & retention, marketing development & public relations. LESs do have flexibility with adding additional responsibilities to meet their needs. (b) Autism Spectrum Disorder Training with Dr. Amy Wetherby (FSU) is being negotiated. The goal is to develop and pilot a web-based training tool that would support the train-the-trainer model to increase the capacity of providers to serve infants and toddlers with ASD. (c) The training contract with EWBryant Associates to develop web-based modules and DVDs with participant guides is in process. The modules include: IFSP child outcomes, Cultural Awareness, Orientation for New Directors, Updated ITDS Training Modules and Transition at Three.

Protocol for Disseminating Information	Janice Miller		Request for agenda items will be sent two weeks prior to call. The conference call agenda will be sent to Training Coordinators the week prior to the call. A meeting reminder will be sent to team members on the Monday prior to the call on Tuesday (3rd Tuesday of the each month). A draft of the minutes will be sent to presenters for their review and comments. Then the draft will be sent to the training coordinators for review and comment. The final minutes will be included in the ESSO Weekly (ideally the week following the call).
Quarterly Reports and Training Calendars	Janice Miller		Please remember to copy Janice on the 4th quarter training reports for 2009-10 and the 1st quarter training calendars for 2010-11. Thanks.
Next Call			August 17 from 2:00 - 3:30 EDT (Same Conference Call Number and Code)

ARRA Equipment & Property Management Guidelines of tracking equipment & property

One of the reasons of utilizing ARRA funds are for enhancements such as replacing and upgrading equipment, technological devices, etc. in support of the program and federal grant objectives.

ARRA regulations and guidelines have the same equipment and property management requirements as regular federal funds and the items are to be thoroughly monitored.

- State guidelines are any equipment, software, and property is at least \$1,000 each. This particular guideline supersedes federal guidelines of items greater than \$5,000.
- Any expendable or nonessential item below \$1,000 should not be tagged and tracked. This would be considered as supplies.
- Few exceptions: Hardback books of \$250 or more, as well as laptops and heavy duty printers/scanners are considered to be equipment & should be tagged & tracked.
- Competitive bids are required when making equipment, software, and property purchases

Why this topic of Equipment and Property Management? To reinforce financial management and inventory management impact and ensure accountability for purchased property with federal funds.

When does equipment and property management begin? It begins when it is decided to make a purchase or prior to making a purchase of equipment and property.

Make sure that:

- purchases are allowable under the Part C grant
- comply with EDGAR (Education Department General Administrative Regulations) references: <http://www2.ed.gov/policy/fund/reg/edgarReg/edgar.pdf>
 - 74.31 – 74.37: Purpose of Property Standards
 - 80.20 - Financial Management
 - 80.32 - Equipment
 - 80.33 - Supplies
- comply with OMB circulars:
 - A110 - Administrative requirements for Universities, Hospitals, and Other Non-Profit Organizations (Purpose of Property Standards) http://www.whitehouse.gov/omb/circulars_a110/
 - A122 - Cost Principles for Non-Profit Organizations http://www.whitehouse.gov/omb/circulars_a122_2004/
 - A133 - Audit procedures http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf
 - For technical assistance and training on these OMB circulars, please go to the Contract Administrative Monitoring (CAM) Unit website: <http://www.doh.state.fl.us/Admin/Finance/CAM/Contact.htm>

Equipment needs to be inspected and either accept or return to the place of purchase. When equipment is accepted:

- track and tag items for inventory records, and
- the items must be recorded in DOH Asset Management System

Other equipment and property management considerations can be:

- how many items on hand

- where are they located
- condition of items
- inventory properly maintained or cared for
- a requirement for tracking equipment is at least 1 year
- if equipment is still holding its current market value, then continual tracking is required
- if not, or if damage beyond repair, the equipment can be either dispositioned or disposed

Financial Management - according to EDGAR 80.20, the following standards must be met:

- Financial reporting must be accurate, current, and complete
- Maintain accounting records which identify the source and application of funds
- Accounting records must contain important information pertaining to obligations, unobligated balances, assets, liabilities, outlays, and expenditures
- Accounting records must have supporting documentation such as invoices, paid bills, payroll, time and attendance, etc.
- Internal Control is a very important component of an organization's management that provides reasonable assurance that people are abiding by the rules and ensure items are closely monitored. It is the first line of defense to safeguarding assets as well as detecting and preventing errors and fraud. It also helps achieve desired results through effective stewardship of public resources.
- Costs must be allowable in accordance to OMB circulars A-110, A-122, and A-133
- Equipment and property are to be monitored continually

Inventory Management - referenced in EDGAR 80.32

- lack of information with inventory management has resulted in audit findings
- auditors will look for last inventory conducted and a current up-to-date listing of equipment and property
- inventory must be properly cared for
- if outdated or no longer used, equipment is to be disposed

EDGAR 74.31 - 74.37 regulations (OMB circulars A-110) - Basic Requirements for Universities, Hospitals, and Non-Profits in which Organization's property standards must observe.

- 31. For Insurance coverage, recipients must maintain same levels of insurance coverage for both federally procured and recipient owned property
- 32. Real property lists minimum requirements for recipients use and disposition of real property in whole or in part under federal grant funds
- 33. Federally-owned and exempt property are to be returned to the department after use; exempt items may stay with recipients based on either statutory authority or based on the department's conditions
- 34. Equipment is subject to conditions listed in EDGAR 74.34
- 35. Supplies and other expendable property: disposition of supplies when the accumulated value exceeds \$1,000
- 36. Intangible property: The recipient may copyright any work that is subject to be copyrighted, or for which ownership was purchased
- 37. Property trust relationship: Real property, equipment, intangible property and debt instruments that are acquired or improved with Federal funds shall be held in trust by the recipient as trustee for the beneficiaries of the project or program under which the property was acquired or improved. The department may require recipients to record liens or other appropriate notices of record to indicate that personal or real property has

been acquired or improved with Federal funds and that use and disposition conditions apply to the property.

Audit Findings and Issues - OMB circular A-133 - Audit procedures

- Inability to account for property
- lack of sufficient documentation to support purchases
- instances of fraud, waste, and abuse
- Alternative use of equipment, other than the proper use
- unallowable purchases in accordance to federal guidelines and regulations
- improper use or equipment - such as personal and non- working use
- inadequate security of the warehouse or storage facility
- not storing equipment in proper facilities
- untrained staff - not knowing what to do, what their responsibilities are
- insufficient staff, or not enough staff
- improper disposal of equipment
- lack of accountability and responsibility

With that in mind, there are things to consider to make sure that:

- equipment is allowable and the cost is eligible
- equipment is necessary and essential
- equipment is accountable in purchasing, proper use, and inventory
- verifications should be made to fiscal monitoring to assure:
 - Your organization's policy is in compliance with EDGAR 74 regulations (OMB circular A-110)
 - Purchases are allowable and necessary
 - Documentation of purchasing equipment is available
 - Equipment is used within program funding purchase
 - Your inventory processes are in compliance with EDGAR 74 regulations (OMB circular A-110)
 - Make sure your expensive and high risks items are safeguarded
 - Reconciling physical inventory is required to be conducted every year
 - Inventory control system is required to investigate for loss, damage, and theft prevention
 - If equipment is damaged, adequate maintenance procedures must be in place

Fraud - crime of opportunity. Why report fraud?

- Reporting fraud is a major concern for the feds and the program offices
- It is a mandatory ARRA guidance and reporting requirement (refer to the OMB Guidance on ARRA Accountability and Reporting Requirements)
- you have to display ethical and moral responsibility to prevent yourself and others to commit fraud
- you have to avoid being part of fraudulent/criminal activities

Possible indicators of inventory fraud:

- one person in control
- mismanagement of federal funds
- lack of internal control or ignoring controls

- unexplained entries of records
- inadequate or missing documentation
- not tracking transactions
- inventories and financial records not reconciled
- altered records
- unauthorized transactions

Question: who is responsible for reporting such fraud? Everybody who deals with educational funding is responsible of reporting and controlling fraud

Providers can contact the program office to ensure equipment items are in compliance with federal guidelines and regulations

Ultimately, we have to comply with the federal and state guidelines to ensure that we all read, inherit, and follow federal procedures and regulations prior to purchasing, receiving, maintaining, monitoring, and disposing items accordingly.

ELIGIBILITY CHANGES EFFECTIVE JULY 1, 2010

QUESTIONS AND ANSWERS

NUMBER	QUESTION	ESSO RESPONSE
1	When making children eligible using sub domain scores, is a child eligible on numbers or clinical judgment?	Sub domain scores should be considered in conjunction with other information gathered about the child. Sub domain scores should not be used in isolation to determine Part C eligibility. Appropriate documentation of the sources and use of informed clinical opinion would be required.
2	If the IFSP team cannot come to a consensus regarding eligibility, can we use the following (for example) an expressive communication score of 4 or 5 and an adaptive developmental quotient score of 78, to equal two developmental domains that are -1.5 standard deviations below the mean?	Reaching consensus among the evaluation team is imperative when determining a child's eligibility for Part C. Sub domain scores should not be considered in isolation but must be used in conjunction with other information gathered about the child. The example given is a situation when it would be recommended and beneficial to administer a domain specific assessment to gain further insight about a child's communication abilities, with the goal of reaching consensus among the team.
3	The documentation of eligibility through Informed Clinical Opinion (slide 16) goes on IFSP Form D?	Yes, this information would be included under the Eligibility Determination section. This is where you would indicate what information was used in determining a child's eligibility. The IFSP instructions will be updated to outline how informed clinical opinion is to be documented on Form D.
4	What is a medical home?	A medical home is a trusting partnership between a child, a child's family and the pediatric team who oversees the child's health and well-being within a community-based system that provides uninterrupted care to support and sustain optimal health outcomes.
5	On the Standard Score sheet that was slide 9, I believe, the bolded black line shows 75 Standard Score with a 1.67 SD and a scaled of 5. What happened to the 1.50 standard deviation with a 78 cutoff and a scaled of 6 for eligibility purposes? They only show an 80 standard score 1.33 and a scaled score of 6.	Although a score of 78 does fall 1.5 SD below the mean, the intention of this chart was to provide a general range of scores and how these scores reflect a child's performance. The chart does not reflect Florida's specific eligibility requirements.

6	<p>If we have a 2.0 SD in receptive and a 2.0 in expressive does = eligible? Or no because they are in the same domain?</p>	<p>A developmental delay meets or exceeds 1.5 SD below the mean in one or more domains or 2 SD below the mean in at least one domain. Therefore, If a child has a delay of 2.0 SD below the mean in the communication domain, they would be eligible. However, if they do not, you cannot split a domain into 2 scaled scores to meet Florida's eligibility criteria.</p>
7	<p>Slide #21 on the presentation PowerPoint states that if a child fails the secondary ASD screen, the LES should make a referral to the child's medical home and if resources are not available, the LES should proceed with the evaluation process using the ADOS. My question is, does this mean that Early Steps is now taking on the diagnostic evaluation for ASD and Early Steps funds will be used to support the cost of that evaluation? Since we do not have any of our Early Steps Teams currently trained to conduct the ADOS, our LES would most likely be referring their children to the Hospital's new Autism Center for that evaluation and I'm assuming that the Center could be reimbursed for that service as an IPDEF.</p>	<p>For a child who fails the secondary screening for Autism Spectrum Disorder, the LES should make a referral to the child's medical home or other community resource, if available, for a diagnostic evaluation. However, this referral does not mean that Early Steps is responsible for payment of the evaluation. If no other resource is available, the Local Early Steps may evaluate the child for an Autism Spectrum Disorder if an ASD diagnosis is necessary to access appropriate, quality early intervention services designed to meet the developmental needs of the child and the needs of the family related to enhancing the child's development. The Autism Diagnostic Observation Schedule (ADOS) should be considered first.</p>

**FLORIDA INTERAGENCY COORDINATING
COUNCIL
FOR INFANTS AND TODDLERS**

QUARTERLY MEETING ANNOUNCEMENT

September 28 & 29, 2010

(PLEASE NOTE TIME CHANGE)

The meeting is scheduled to begin at **12:00 noon** on Tuesday, September 28, 2010 and will end by 2:00 p.m. on Wednesday, September 29, 2010.

Hotel Information:
The Doubletree Castle Hotel
8629 International Drive
Orlando, FL 32819

The group rate is \$89.00 per night. There may be additional charges for more than two adults staying in one room. We ask that you follow the guidelines below when making your reservations:

Call the reservation department at 1-800-952-2785

Tell the reservation department that you would like to make a reservation FROM the group code **FICCIT Meeting.** This code will allow the reservationists to pull up the negotiated rate and room type you have requested.

 **All attendees who wish to procure a sleeping room must call and make their reservation by August 28, 2010.** If you do not make a reservation by August 28, it is possible that the hotel will be sold out and not able to accommodate your needs.

If you should have any problems with the booking code above or for any reason should find it difficult to book rooms, please ask for the sales department management.

FICCIT Liaison: Tameka Davis
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