



## **ESSO WEEKLY MEMO –AUGUST 4, 2011**

### **ACTION NEEDED**

- 1. Call for Family Advocates to Share their Journey**
- 2. DRAFT Medicaid Early Intervention Services Handbook Input Requested**
- 3. LES Dash Board**

### **INFORMATION AND RESOURCES**

- 4. Public Reporting of FY 0910 Statewide and LES Performance**
- 5. Data Entry Instructions for FSPSA Records**
- 6. State Performance Plan Process and Indicators: A Policy Forum**
- 7. Expired Medicaid Provider Agreements**
- 8. Denied EIS or TCM Claims Due To HMO Enrollment**
- 9. ESSO Notice to LESs, Therapists and Other Providers re: 2011 Medicaid Audit Overpayments**
- 10. Contacts for reporting Medicaid HMO Issues**

## UPCOMING EVENTS, MEETINGS, OR TRAININGS

### 11. Save the Date and Stay Tuned for More Information!!!

### 12. Conference Calls to Review October 1, 2011 Updates to Early Steps Policy Handbook and Operations Guide

## ACTION NEEDED

### 1. Call for Family Advocates to Share their Journey

The Genetic Alliance, in partnership with Family Voices and The Arc, launched an online questionnaire that allows experienced family advocates to share their advocacy journey, including how they developed certain skills and created the opportunities to influence systems. These experiences will be turned into stories that will inspire and encourage others to take action to improve lives and enrich communities. By collecting these stories into a publication and identifying the common themes, readers, who will be family members or individuals recently diagnosed with a genetic condition, chronic disease, disability and/or special health need, will begin to understand how to influence their own path in advocacy.

The online questionnaire will close on **Friday, August 19**. Parents (biological, adoptive, or foster), siblings, grandparents, other relatives, caregivers, and those with a health condition or disability are all welcome to participate. More details about the questionnaire can be found on the survey landing page:

<http://bit.ly/qii6iK>.

Please also send this survey to other chapters in your network and any families you feel would have a valuable story or experience to share. If you have any questions in follow up to this email, please don't hesitate to send them to Alyson Krokosky at [akrokosky@geneticalliance.org](mailto:akrokosky@geneticalliance.org).

### 2. DRAFT Medicaid Early Intervention Services Handbook Input Requested

An updated DRAFT Medicaid EIS handbook has been made available for comment prior to going into rule development. An alert will be sent out soon stating that a workshop will be held on August 22<sup>nd</sup>. Any comments/suggestions regarding the changes to become effective most likely October 1, **should be sent** to Gail Underwood **by C.O.B., August 12<sup>th</sup>** [Gail.Underwood@ahca.myflorida.com](mailto:Gail.Underwood@ahca.myflorida.com), with a

copy to your LES Program Manager and/or directly to [Carol\\_Burch@doh.myflorida.com](mailto:Carol_Burch@doh.myflorida.com). Thanks for your input. NOTE: In case you did not yet receive this handbook and want it for review, a separate e-mail will follow the ESSO Weekly with a copy. Those who already have it may simply delete the e-mail.

### **3. LES Dash Board**

ESSO is looking for 5 volunteers to help develop the standardized protocol for populating the data for the Local Early Steps Dash Board presented on the Directors and Coordinators conference call. One spot has already been filled by Lori Sang from Treasure Coast. If we get more volunteers than required, we will choose based on LES representation. Please email [LynnMarie\\_Firehammer@doh.state.fl.us](mailto:LynnMarie_Firehammer@doh.state.fl.us) to volunteer by **COB August 10**.

## **INFORMATION AND RESOURCES**

### **4. Public Reporting of FY 0910 Statewide and LES Performance**

In accordance with requirements of the 2004 reauthorization of IDEA, public reporting of statewide and LES performance on specific State Performance Plan indicators is required each year. This information has been posted on the Early Steps web site: [http://www.cms-kids.com/providers/early\\_steps/reports/program\\_performance.html](http://www.cms-kids.com/providers/early_steps/reports/program_performance.html)

### **5. Data Entry Instructions for FSPSA Records**

All authorizations for IFSP services are entered under each child's Family Support Plan Service Authorization (FSPSA) record in the Early Steps Data System. If the Service Coordinator is not sure which provider agency will be able to provide services for the child at the time the IFSP is written, "LSP" (Local Service Provider) should be entered in the agency field. Once a provider has been identified, the "LSP" code should be replaced in the FSPSA with the identified agency code. A new FSPSA should not be created when a provider is found. The FSPSA dates should reflect when services were authorized (during the IFSP meeting), not when a provider was identified. The start date of an FSPSA record should reflect a date subsequent to an IFSP meeting only when the IFSP team determines that a service should start at a later date based on the needs of the child and family.

## **6. State Performance Plan Process and Indicators: A Policy Forum**

(With 1 Attachment)

The attached Project Forum document was recently prepared under Federal Cooperative Agreement H326F050001. This policy forum proceedings document begins with an executive summary. The document provides a synopsis of the participants' input on the positives and concerns about the SPP/APR system and their suggestions for changes. No attempt was made to develop consensus recommendations and all input was accepted and documented. Florida Early Steps and Exceptional Student Education participated in the forum.

## **7. Expired Medicaid Provider Agreements**

Attention Medicaid providers! If any of you or your providers receives a notice of expired agreement and you/they want to continue with Medicaid, the reenrollment packet must be completed and submitted to Medicaid within 90 days. Non-compliance will result in automatic suspension of claims. If claims are suspended for 90 days, termination will occur.

## **8. Denied EIS or TCM Claims Due To HMO Enrollment**

Continue to send any ICNs that have denied EIS or TCM due to enrollment in an HMO to Gail Underwood [[Gail.Underwood@ahca.myflorida.com](mailto:Gail.Underwood@ahca.myflorida.com) - Fax: (850) 414-1721] as quickly as possible. AHCA appears to be getting somewhere with the related programming issue.

## **9. ESSO Notice to LESs, Therapists and Other Providers re: 2011 Medicaid Audit Overpayments**

One new step is required to receive Part C payment through ESSO, so please add this to your list of instructions: Providers must be registered with Department of Financial Services (DFS). Their website is <https://flvendor.myfloridacfo.com>.

The DFS site reflects two options, "Not Registered?" and "Sign On". Once you click on the "Click here to Register," you will find "Profile Registration" to complete. Part of this registration is developing your own password according to the instructions given within the "Password Information" section. Upon completion of this on-line form and submittal, DFS will process your information and send you an email containing your User ID. Document somewhere your password and user ID. Once

you complete your W-9 form on-line and then receive confirmation from DFS that your W-9 is in their system, then notify your LES or ESSO (as appropriate) that you are registered with DFS. We will then be able to continue processing and send your package to DFS for payment. (If request for payment is sent to DFS and the provider is not in the state system, payment will NOT be made).

## **10. Contacts for reporting Medicaid HMO Issues**

For any issues related to non-cooperation, denial of payment for services due to Natural Environment, or other provider or billing issues, report in as much detail as you can to the following:

Laura Rumph, AHCA Administrator  
2727 Mahan Drive, MS # 26  
Tallahassee, FL 32308  
Phone: (850) 412-4294  
Fax: (850) 414-6912  
[Laura.Rumph@ahca.myflorida.com](mailto:Laura.Rumph@ahca.myflorida.com)

Melissa Vergeson, AHCA Administrator  
Medicaid, Bureau of Health Systems Development  
2727 Mahan Drive, Bldg 3, MS # 50  
Tallahassee, FL 32308  
Phone: (850) 412-4004  
Fax: (850) 410-1676  
[Melissa.Vergeson@ahca.myflorida.com](mailto:Melissa.Vergeson@ahca.myflorida.com)

And copy Gail Underwood: [Gail.Underwood@ahca.myflorida.com](mailto:Gail.Underwood@ahca.myflorida.com)  
Fax: (850) 414-1721

Carol Burch: [Carol\\_Burch@doh.myflorida.com](mailto:Carol_Burch@doh.myflorida.com)  
Fax: (850) 921-8138

## **UPCOMING EVENTS, MEETINGS, OR TRAININGS**

### **11. Save the Date and Stay Tuned for More Information!!!**

Early Steps Statewide Meeting  
November 8-10, 2011

Orlando, FL

**12. Conference Calls to Review October 1, 2011 Updates to Early Steps Policy Handbook and Operations Guide (August 16 & 17, 2011)**

The Early Steps Policy Handbook and Operations Guide has been updated with changes to be effective October 1, 2011. The Early Steps State Office has scheduled two conference calls to review the updates and provide the field with the opportunity to ask questions. Identical information will be presented during the two calls, so you will need to participate in only one call. The updated policy documents will be posted for your review in the next day or so. Conference call dates, the call-in number and conference code are below:

**Date: Tuesday, August 16, 2011**

**Time:** 9:30 AM – 11:30 AM Eastern Time

Reservations-Plus Dial-In Number: **1-888-808-6959**

Conference Code: **9339119**

**OR**

**Date: Wednesday, August 17, 2011**

**Time:** 2:00 PM – 4:00 PM Eastern Time

Reservations-Plus Dial-In Number: **1-888-808-6959**

Conference Code: **9339119**