



ESSO WEEKLY MEMO – NOVEMBER 10, 2010

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ACTION NEEDED

Local Early Steps Accountability and Productivity Tools

Calling all Local Early Steps! The Florida Developmental Disabilities Council, Early Steps Sustainability Project is coming to a close, and we expect to get the final plan in December. Some of the strategies that will be in the strategic plan are already being addressed by ESSO. To begin implementation of the strategy related to identifying cost containment, productivity, and billing efficiencies, we are asking that you send us your tools and methodologies that help you implement

Early Steps within your annual allotment of funds and ensure that these funds are payer of last resort.

We would like to receive anything you use to track performance, trends, productivity, etc., as well as your processes to ensure contract funds are payer of last resort. Once we have received these we will likely call each LES to have you walk us through your process to ensure we understand what you are doing and how it effects your day to day business. A group will then be convened to identify the best and brightest ideas.

Please send your information by **COB November 24** to Tameka Davis, at Tameka_Davis@doh.state.fl.us **with a subject line of PRODUCTIVITY TOOLS** or

via US Mail to our mailing address:

Early Steps
Children's Medical Services
Florida Department of Health
4052 Bald Cypress Way SE Bin #A06
Tallahassee, FL 32399-1707

or via Overnight Mail to our Physical Address:

Early Steps
Children's Medical Services
Florida Department of Health
4025 Esplanade Way, Rm. 235.14
Tallahassee, FL 32399-1707

INFORMATION AND RESOURCES

Reopen / Re-referral

We have received many questions on how to code "not eligible" on a re-referral when prior services were completed and the record closed.

When a child with a previous IFSP (where services were completed and the record closed) returns to ES for another eligibility evaluation and it is determined that the child is not eligible, the appropriate disposition code is "4" (Completion of IFSP prior to age 3).

For children who had a DEI-only IFSP and were never determined eligible for Part C, the Part C flag should be marked N when the record is closed.

Email Communication

As a reminder, Early Steps policy 8.5.2 requires LESs to provide written notice and obtain written consent in order to obtain, release, or exchange personally identifiable information concerning the

child and family. Policy 8.5.5 allows LESs to use locally developed forms to document parental consent to release personally identifiable information. Locally developed forms must include the specific information outlined in policy 8.5.5.

Dr. Chiaro provided a reminder earlier this week that any email used to communicate confidential/personally identifiable information must be encrypted. When you do not have encryption software, e-mail can be used to communicate "general" information, educational information, newsletters, and appointment reminders. Such reminders should be phrased as non-specifically as possible. "This is to remind you of your appointment tomorrow at 1:00 pm," is acceptable, whereas "John H. Smith has an appointment in the heart clinic tomorrow at 1:00 p.m." is not. You may email multiple individuals simultaneously, by putting all email addresses for families on the "bcc" line with your own name on the "To" line. You may also create "distribution lists" but these must also be on the "bcc" line. Please use this mass-communication option only for the most general of purposes, such as newsletter distribution. At no time should any email address be re-disclosed to any other person in any way without the permission of the parent who gives you the address. We will pass that information on as applicable to LESs.

NECTAC News

For the current issue of NECTAC eNotes go to <http://www.nectac.org/enotes/enotes.asp>

UPCOMING TRAININGS, MEETINGS, CONFERENCES AND OTHER OPPORTUNITIES

Ohio Center for Autism and Low Incidence (OCALI): FREE Autism Internet Modules (AIM)

The AIM project was started in 2007 as a way to provide parents and professionals with the up-to-date information they need to help individuals with ASD achieve their highest potential. Developed by the Ohio Center for Autism and Low Incidence (OCALI) in partnership with the Autism Society of America (ASA), the Nebraska Autism Spectrum Disorders Network, the National Professional Development Center on Autism Spectrum Disorders and Toronto's Geneva Centre for Autism, this series of online learning modules includes information on assessment and identification of ASDs, recognizing and understanding behaviors and characteristics, transition to adulthood, employment, and numerous evidence-based practices and interventions. All module content has been written by ASD experts from across the U.S., including the Arizona Department of Education, the Indiana Resource Center for Autism, and the University of Miami Center for Autism and Related Disorders (CARD). In addition, OCALI staff members have designed each module to be consistent with research on how adults learn; information is presented at a universal reading level, and interactive activities both reinforce knowledge and teach learners how to make the latest research applicable

to real life. A list of the available modules can be found at http://www.autisminternetmodules.org/user_mod.php. In order to login and view the modules, you must first establish an account by completing a registration form which can be found at http://www.autisminternetmodules.org/user_reg.php.

- Link: http://www.autisminternetmodules.org/user_mod.php
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