



ESSO WEEKLY MEMO – NOVEMBER 18, 2010

IN THIS MEMO:

ACTION NEEDED

NONE

INFORMATION AND RESOURCES

1. CONNECTICUT'S BIRTH TO THREE SYSTEM EI VIDEO
2. QUALITY ASSURANCE REPORTS /CONTINUOUS IMPROVEMENT PLANS/ LOCAL DETERMINATIONS
3. TIPS FOR USING THE ELECTRONIC IFSP
4. NECTAC NEWS

UPCOMING MEETINGS, TRAININGS, CONFERENCES AND OTHER OPPORTUNITIES

5. SERVICE COORDINATION WORKGROUP
6. TRAINING COORDINATOR CONFERENCE CALL

ACTION NEEDED

No action needed for this week.

INFORMATION AND RESOURCES

CONNECTICUT'S BIRTH TO THREE SYSTEM EI VIDEO

We have received permission from the Connecticut's Birth to Three System to post and share this fantastic video on Early Intervention. This video shows what families can expect during a home visit. It includes explanations about a primary provider model, parent coaching, and using typical daily routines. We will be adding links to the following on our website and encourage you to do the same on your web page, including sharing the links with FRS's and Provider Liaisons' who maintain Facebook pages.

English Version:

<http://www.youtube.com/user/CTBirth23#p/c/CBE09BD900359C53/1/8fOJGmIdj0c>

Spanish Version:

<http://www.youtube.com/user/CTBirth23#p/c/CBE09BD900359C53/3/Ad5SmXzuR1M>

QUALITY ASSURANCE REPORTS / CONTINUOUS IMPROVEMENT PLANS/ LOCAL DETERMINATIONS

(With 1 Attachment)

Quality Assurance Reports were issued electronically to each Local Early Steps (LES) on November 12, 2010. The Continuous Improvement Plan (CIP) form and instructions will be emailed to LESs on or before November 30, 2010.

LES Determinations for 2010-11 will be issued simultaneously with the CIP information. This year, the Determinations are being issued prior to the submission of the Annual Performance Report (APR) since correction of non-compliance is considered only if it meets the one year timeline. This will allow the CIP submission schedule to reflect the current status of the LES.

As discussed on the June 2010 Directors and Coordinators conference call, changes are being implemented for determinations of LES programs. These changes are:

- Adding Indicator 9 (noncompliance corrected within one year of identification of noncompliance)
- Deleting Indicator 2 (percent of infant and toddlers receiving services in the natural environment), due to improved statewide performance (and OSEP does not require this to be part of the determinations criteria)
- Adding Probe II.1.7.(b), annual and periodic reviews of IFSP are conducted as required.

- Adding requirements that an LES can only be in "meets requirements" if performance is at least 75% in each compliance indicator and has corrected all "old" noncompliance.

The *Determinations Criteria for 2010-2011* document is included as an attachment to this Weekly Memo.

TIPS FOR USING THE ELECTRONIC IFSP

Step-by-step guidance regarding the use of the electronic Individualized Family Support Plan (IFSP) form can be found on pages 7 through 10 of the document, "Instructions for Completing the Early Steps IFSP Form", at http://www.cms-kids.com/home/resources/es_policy_0710/Attachments/5_IFSP_Instructions.pdf. Below are some useful highlights:

- If your IFSP form is not acting properly (i.e. "magic green buttons" don't work to create extra outcomes or rows), **check the security setting for Microsoft Word on your computer**. It should be set on "medium" to prompt the question whether to enable or disable "macros". Macros *must* be enabled in order for the form to work properly. IFSP Instructions, page 7, describe how to check and change your security setting.
- If your form is freezing when you initially load an IFSP form, be patient as this is normal...it is checking itself to see whether any fields contain data. If you skip ahead and don't wait for this internal action, the form will not populate correctly.
- It is recommended that the user "Save As" a new file name for each data-filled form.
- If you'd rather not wait for a previously filled form to clear for data entry, keep a blank form as a template.
- In almost any field, you can type as much information as is necessary, automatically expanding the form and dynamically adding additional form pages with pre-completed, numbered headings.
- When completing an electronic IFSP, you will have a more "friendly" view of the form if you select "View" and then "Print Layout".
- It is good to review/refresh by reading the "Instructions for Completing the Early Steps IFSP Form" often. New information/instructions have been added to the latest version dated "Revised November 2010".
- Save the link above in your computer "Favorites" and refer to it often, especially when having challenges with the electronic IFSP.

For any additional questions or comments regarding the use of your IFSP forms, please contact your ESSO program manager.

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

SERVICE COORDINATION WORKGROUP (With 1 Attachment)

The minutes from the November 10th Service Coordination Workgroup conference call are attached. December's conference call was cancelled by a unanimous vote, so the next call is scheduled for January 12, 2011 from 12:00 - 2:00.

TRAINING COORDINATOR CONFERENCE CALL (With 1 attachment)

The minutes for the November 16th Training Coordinator Conference call are attached. It was unanimously decided that there would not be a call in December. The next conference call is scheduled for January 18, 2011 from 2:00-3:30.

**PLEASE NOTE: DUE TO THE SHORT HOLIDAY WEEK, THERE
WILL NOT BE AN ESSO WEEKLY MEMO DISSEMINATED NEXT
WEEK**