



WEEKLY UPDATE – DECEMBER 5, 2008

ACTIONS NEEDED

CONTINUOUS IMPROVEMENT PLANS

The 2008-2009 Continuous Improvement Plan (CIP) format was distributed this week. The completed CIP is due January 30, 2009. It is requested that each LES contact the Early Steps State Office for consultation prior to finalization of the CIP. Also, consideration should be given to including the LES Training Coordinator in development of the CIP. Thanks to everyone for continuing their work on correction of new and historical noncompliance.

INFORMATION AND RESOURCES

POLICY UPDATES EFFECTIVE DECEMBER 1, 2008 AVAILABLE ON THE NEW EARLY STEPS WEBSITE AT:

http://www.cms-kids.com/resources/es_policy/index.html

The interim Early Steps Policy Handbook and Operations Guide has been updated. The updates are summarized in Policy Update Index 4, located at http://www.cms-kids.com/resources/es_policy/policy_update_index_4.doc, and users may click on this link to read the updated material. It is very important that users read the updated material and file hard copy versions of the documents as it is the user's responsibility to follow correct policy. If you have questions, please contact your program manager in the Early Steps State Office.

CMS-ES DATA SYSTEM TRANSITIONED TO A NEW SERVER ON DECEMBER 1, 2008

As part of keeping the system hardware up-to-date, the Early Steps data system switched to a new machine (a "virtual server") as of December 1, 2008. Attached is a document which contains critical information that should be shared with all data system users and IT support personnel so this transition goes smoothly for everyone. Questions or concerns can be directed to the UF Maternal and Child Health Education and Research Data Center @ (352)334-0201.

MEDICAID PROVIDER ENROLLMENT APPLICATION PROCESSING UPDATE

Shawn McCauley from the Agency for Healthcare Administration has provided the following update related to processing Medicaid provider applications:

"I just want to share some facts and figures regarding the provider application inventory and what is being done to reduce that inventory and get us back to "normal" processing timelines. Sorry in advance for the length of this email but this is important information for everyone to know since we are all getting inquiries from applicants regarding the status of their application.

As I reported at the FOM meeting here in Tallahassee, EDS found an error in the number of applications they were reporting to be in queue. There were two factors that led to this error. First, the initial tally of all apps received from ACS, both those in-process and those waiting to be processed, and those apps received by EDS prior to the go-live date was incorrect. The individual counts of the various applications were correct but there was an error in tallying those counts which set the inventory low from the start. The second factor was as apps were sent to MCM for review they were subtracted from the inventory. When they were returned to EDS for completion of the processing, they were subtracted again but were never added back into the inventory. This artificially lowered the already understated inventory.

Both of these issues were identified and corrected through an audit that MCM requested. From the audit, we learned that the inventory was actually around 3,300 applications pending processing and the oldest date stamp pending was early July. This count included all pending apps, both those that had been RTPd and were resubmitted as well as new receipts. EDS and MCM met to determine the best game plan to eliminate this inventory and I have attached a description of the process that was worked out in that meeting. It shows the dedicated effort on both EDS and MCM's parts to alleviate this situation.

The new process described in the attachment was started on Wednesday, November 19th and we now have enough data to share the initial results of that processing:

The week of 11/17-11/21, we started with 2978 applications in queue. In the six business days since the processing push began, EDS has processed 1,073 applications. In the same time period, they have received 466 new or resubmitted applications. Doing the math, we see there was a net drop in inventory of 607 applications leaving the current count at 2,372 apps. The current date stamp being worked is 09/09/2008.

Assuming the number of applications processed and the number of applications received each week remains constant, we will be down to 500 applications in the queue by close of business Christmas Eve. That would be an excellent Christmas gift for all.

Please take a moment to look at the attachment so you will understand the tremendous effort being put into this project."



Enrollment
Strategy.doc

DEMOGRAPHIC FORM REVISED TO CONTAIN NEW NOTIFICATION FIELDS

The demographic form has been updated to include new notification fields and is available for download from the [Early Steps data system](#) homepage or directly at http://159.178.32.66/es/docs/forms/dem_form_1108.doc. For more information about the three new notification elements in the demographic of the Early Steps data system, please refer to the ESSO weekly update sent *Friday, November 14th*.

FAMILY RESOURCE SPECIALIST LIST

Attached is the most up to date Family Resource Specialist List. This list will also be updated on the CMS-Kids website

NECTAC NEWS

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

WORKFORCE DESIGNS: A POLICY BLUEPRINT FOR STATE EARLY CHILDHOOD PROFESSIONAL DEVELOPMENT SYSTEMS

Source: National Association for the Education of Young Children - Retrieved November 26, 2008

The National Association for the Education of Young Children (NAEYC) has published a new report entitled *Workforce Designs: A Policy Blueprint for State Early Childhood Professional Development Systems*, by Sarah LeMoine, which looks at policies that support an integrated state professional development system for all early childhood education professionals. It is available online at http://www.naeyc.org/policy/ecwsi/pdf/Workforce_Designs.pdf.

A database of state policies organized by the blueprint's six essential policy areas of professional standards, career pathways, articulation, advisory structure, data and financing is being developed. Go to <http://www.naeyc.org/policy/testing/>

AMERICAN OCCUPATIONAL THERAPY ASSOCIATION FACT SHEET

<http://www.aota.org>

UPCOMING MEETINGS, TRAININGS AND CONFERENCES

FLORIDA INTERAGENCY COORDINATING COUNCIL FOR INFANTS AND TODDLERS (FICCIT)

QUARTERLY MEETING ANNOUNCEMENT

The meeting is scheduled to begin at 9:00 a.m. on Tuesday, January 27, 2009 and will end by 1:00 p.m. on Wednesday, January 28, 2009. The Conversations with Families is scheduled to begin at 6:30 p.m. on January 26, 2009 and will end by 9:00 p.m. on January 26, 2009. The Conversations with Families location will be forthcoming.

Hotel Information:
Homewood Suites
2987 Apalachee Parkway
Tallahassee, FL 32301

If have questions regarding this invitation please contact the FICCIT Liaison, Tameka Davis at 850-245-4444, extension 2268 or Tameka_Davis@doh.state.fl.us.