



Service Coordinator Statewide Meeting

Interim Policy Scavenger Hunt

1. *Which licensed healthcare professionals need to enroll in the CMS provider management system in order to provide services to Early Steps eligible children/families?*

10.5.1-all

2. *Exactly what information is the service coordinator required to keep in the child's Early Steps record if an initial IFSP has been developed?*

12.5.2

- a. Referral information
- b. Consent for Evaluation and Use of Insurance form
- c. Written Prior Notice documentation
- d. Consent for Release of Information
- e. Log of Access to Confidential Record Individualized Family Support Plan(s)
- f. Participation in IFSP Meeting Documentation form(s)
- g. Progress Reports
- h. Service Coordination/Targeted Case Management case notes
- i. Consultation Among Service Provider Team Members form(s).
- j. Medicaid Freedom of Choice form (if applicable)
- k. All Correspondences related to the status of the child/family
- l. Additional documentation such as court order granting legal guardianship, documentation of resident alien status, documentation of insurance, as appropriate
- m. Fiscal records and service payment documentation, including documentation of service provision by service providers
- n. Any medical documentation related to the diagnosis or medical condition of the recipient, including history and services

3. *How can I find out about local resource information for families?*

2.2.4 www.centraldirectory.org

4. *How does the Early Steps State Office get the IDEA, Part C funds?*

1.3.1 Submit to the U.S. Department of Education (U.S. DOE) an annual application, including any new or revised state policies addressing the minimum components of a statewide system under IDEA Part C, a description of the use of funds and a statement of assurances, as outlined in the IDEA, Part C and instructed by the Office of Special Education Programs (OSEP).

5. *Under what circumstances can Part C funds continue to pay for early intervention services after a child's 3rd birthday?*

- 7.8.1** Appropriate uses of IDEA, Part C funds after a child's third birthday would be to:
- a. Fund a service coordinator's attendance at an initial IEP meeting for a child transitioning from IDEA, Part C to IDEA, Part B.
 - b. Pay for the administration of the exit evaluation for child outcome measurement within 30 calendar days after exit.
 - c. Provide compensatory services after a child's third birthday, because it has been determined, via one of the following means, that services have been delayed or interrupted due to some failure on the part of the LES or service provider.
 1. Hearing decision
 2. State complaint decision
 3. Mediation agreement, or
 4. Finding through other state general supervision activities.

6. *How are decisions made regarding what services and supports the child/family will receive?*

6.1.2 Determined by the IFSP team.

6.1.13 What is necessary to meet the unique needs of the child and family and is based on peer-reviewed research, to the extent practicable.

6.1.15 Based on the priorities, concerns and resources of the family as well as the evaluation and assessment results.

6.1.16 Not based solely on the following:

- a. A specific diagnosis
- b. Provider/therapist bias
- c. Nature or severity of disability
- d. Age of child
- e. Availability of services
- f. Availability of space
- g. Administrative convenience
- h. Payment method or amount
- i. Preference of any single IFSP team member

6.1.17 Not restricted by any type of service limitations, including those established by Medicaid.

6.1.18 Based on the minimum frequency and intensity of supports and services necessary to achieve progress toward an identified.

6.1.19 Not reduced based on services the family has accessed outside the IFSP process using the family's own resources.

7. *If a child has an established condition, does Early Steps have to do an evaluation to determine if she is eligible for Early Steps?*

3.5.1 No

8. *Do LES's need to have public awareness materials approved by the Early Steps State Office?*

2.1.7 Yes

9. *Is the service coordinator required to meet with the family before the child's initial evaluation?*

4.2.17 No

3.2.3 The assigned service coordinator is required to have a conversation with the family prior to the day of the initial evaluation/assessment to gather information to prepare for the evaluation and/or assessment and to provide the family with information about Early Steps.

10. *What needs to happen in order to change services on the IFSP at times other than the annual IFSP meeting?*

4.2.7 The service coordinator will collaborate with the family and other IFSP team members to arrange IFSP meetings at times and in settings that are convenient to the family and facilitate the family's participation and the involvement of other IFSP team members.

4.2.11 and 8.4.5 If there is a modification to supports/services as a result of the periodic review or other update, the parent(s) must receive written prior notice (in this case Form G serves that purpose) and an explanation and copy of their procedural safeguards. The parent(s) will check the boxes on Form G to document this.

5.6.1 A periodic review of the IFSP must be held.

5.2.1 The meeting must be held in settings and at times convenient to the family and in the native language of the family or other mode of communication used by the family, unless it is not feasible to do so.

5.2.2 The service coordinator must make arrangements for the meetings with the family and other IFSP team members and provide notification in writing before the meeting date.

5.6.3 Can be carried out by a meeting or another means (phone conference) that is acceptable to the parents and other participants on the IFSP team.

5.6.4 Required participants are the parents, other family members, advocates or people outside the family (as requested by the parents), the service coordinator. If conditions warrant, provisions must be made for the participation of people directly involved in conducting the evaluation and/or assessment and persons who are or will be providing services to the child or family.

11. *What are the activities, timelines and documentation required to complete the service coordinator apprenticeship process?*

10.4.6

- a. Must be completed within 90 days (120 days for extended) of the service coordinator's hire date.
- b. Must do apprenticeship under the supervision of an experienced, approved Early Steps Service Coordinator.
- c. Do not need to complete the apprenticeship if the following conditions are met:
 1. Employed as a service coordinator in Florida's Early Steps system within the past 5 years, and
 2. Employed in that role for at least one year

12. *When is mediation a dispute resolution option for families?*

8.9.1 Whenever there is a dispute involving any matter, including matters arising prior to the filing of a complaint.

13. *Is Autism an established condition in Early Steps?*

3.1.2 Yes

14. *Is it optional for LES's to implement a team-based primary service provider approach to service delivery?*

6.2.1 No

15. *What is the purpose of an assessment? Is it different from evaluation?*

3.6.1 To help identify:

- a. The child's strengths and unique needs and the services appropriate to meet those needs.
- b. The resources, priorities and concerns of the family and the supports and services necessary to enhance the family's capacity to meet the developmental needs of their child with a disability.

3.5.2 Yes, it is different from an evaluation since the evaluation is to determine the child's developmental status.

16. *What notification information concerning a child/family is the LES able to give to a school district without parental consent?*

7.2.1, 7.2.2 Child's name, child's date of birth, and parent contact information, including parents' names, addresses, and telephone numbers for the purpose of notification unless the family opts out.

17. *Is the LES allowed to remove documents (e.g., evaluation reports) from the Early Steps record if a family requests?*

8.2.1, 8.2.3 No, but must be allowed to review and examine within 45 days of when requested.

8.2.5 Can have someone from the LES or the service provider explain or interpret any item that they do not understand.

8.2.6 Family can ask to change any statement that they feel is wrong or misleading. If the LES or service provider refuses to do so, the parents must be informed in writing of that refusal and they must be advised of the right to dispute the decision to refuse to change the record.

18. *What happens if a service on a child's IFSP is not available due to provider issues or for other reasons?*

6.11.1 If more than 30 calendar days have passed from when the family consented to the service or by the start date of the authorization period listed on the IFSP, the LES is out of compliance.

19. *Can Part C pay for services for a family who has private insurance?*

1.4.4 and 1.4.5 and 1.6.9 Yes

20. *Must informed clinical opinion be used for every child or just children who don't have a developmental delay based on scores from a test?*

3.1.8 The eligibility determination of **each** child must include informed clinical opinion that makes use of multiple sources of information. Specific information and sources supporting the informed clinical opinion must be documented.

21. *What exactly is required for "inactive" children/families?*

6.12.2 6.12.3. 6.12.4. 6.12.6 Designate as "inactive" in the data system, terminate services on IFSP by sending written prior notice, and then close when found again or turns three.

22. *Is notification required for "inactive" children?*

7.2.5 Yes

23. *By when does the Understanding Notification brochure need to be provided to the family?*

7.2.3 Prior to the IFSP meeting or periodic review closest to the child's 2nd birthday for children who become eligible for Early Steps prior to their 2nd birthday.

7.2.4 On the date the child is determined eligible for Early Steps for children who become eligible for Early Steps after their 2nd birthday.

24. *Can a child have both an IEP and an IFSP and be served by both Part B and C at the same time, as long as services are not duplicated?*

7.8.3 No

25. *Is it permissible to provide a copy the BDI2 test booklet to other IFSP team members with parental consent?*

8.2.1 No

26. *Does the LES have to provide a copy of the child's record if the family requests it?*

8.2.3 No