



## WEEKLY UPDATE – JANUARY 9, 2009

### *ACTION NEEDED*

#### *CHANGE IN SUBMISSION OF ITDS WAIVER REQUESTS*

All ITDS waiver requests should be sent directly to La'Tasha Dullivan, ESSO Training Director, at [LaTasha\\_Dullivan@doh.state.fl.us](mailto:LaTasha_Dullivan@doh.state.fl.us). Please refer to Component 10.6.6 in the Personnel Development and Standards Guide before submitting future requests. The documentation of workforce hardship is required for consideration of approval.

#### *UPDATE OF STATEWIDE CAPTA ACTION PLAN*

The Early Steps State Office is updating the Early Steps statewide CAPTA action plan and will need some information from each Local Early Steps. Please provide a response to the following questions via email to Dawn Lynch at [dawn\\_lynch@doh.state.fl.us](mailto:dawn_lynch@doh.state.fl.us)

1. Do you currently have CAPTA agreements with other parties at the local level? If so, which parties?
2. Did you use the template provided by the state for the agreement(s), or draft your own?

If you have replied in the affirmative to #1, the State Office would like a copy of your local CAPTA agreements. Please send your electronic copy(s) via email or a hard copy via regular mail to Dawn Lynch **by January 16, 2009**. If mailing hard copy by USPS, the address to send to is:

Dawn Lynch - Children's Medical Services, Early Steps  
4052 Bald Cypress Way, Bin A06  
Tallahassee, FL 32399-1707

### *INFORMATION AND RESOURCES*

#### *CONTRACT AMENDMENTS FOR DEFICITS*

The legislature is in special session this week to determine cuts in state appropriations due to a deficit in state revenues. There is a possibility that Early Steps' funding could be reduced. We should know by next week what our final funding is to apply to deficits. Thanks for your patience.

### *NECTAC NEWS*

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

## ***ANNOUNCEMENTS***

### ***CHANGE IN SERVICE COORDINATOR PROVIDER ENROLLMENT PROCESS***

Recently, a major change has been made to the provider enrollment process. As of January 7, 2009, service coordinators will no longer go through the CMS Provider Management System to be approved as an Early Steps provider but will be approved at the local level.

Additional information regarding how the approved service coordinators will be added to the UF data system for claims and payment purposes and local record-keeping requirements related to orientation and apprenticeship requirements will be forthcoming. The CMS Provider Management System's files for service coordinators who have been approved by the state office and those that are pending approval will be forwarded to the appropriate LES.

Please note that the LES service coordinators must become Medicaid targeted case management (TCM) providers. Medicaid requires a letter from CMS recommending the provider for approval as part of the application packet. This approval letter must be requested by LES staff to the local CMS area office Provider Relations Liaison. The LES Provider Relations Liaison or designee will now be responsible for collecting this letter and including it in the Medicaid application packet before it is submitted to Medicaid. Please contact your Program Manager if you need additional information.

Attached is a copy of an updated TCM checklist that incorporates this new process.

### ***EARLY STEPS PROVIDER MANAGEMENT HAS A NEW FAX NUMBER***

The fax number for Early Steps Provider Management (formerly 850-245-4295) has changed. The new number is (850)-921-5241. Please do not fax information to the old number as it will not be received by the appropriate person and will delay the approval of applications.

## ***UPCOMING MEETINGS, TRAININGS AND CONFERENCES***

### ***"PARTNERING WITH PATIENTS AND FAMILIES TO IMPROVE THE HEALTHCARE PLAN"***

There will be a Live Meeting educational presentation entitled: "Partnering with Patients and Families to Improve the Healthcare Plan" on Wednesday, January 21, from 10:00 A.M. - 11:00 A.M. (Eastern Time) at each local CMS office. The presenter is Angela Miney, Family Partner, Pediatric Pulmonary Center at the University of Florida. This program is approved for 1 hour credit for nurses and social workers.

If you are interested in attending, please contact your local CMS Nursing Director. For contact information for area CMS offices refer to the link below.

<http://www.cms-kids.com/contact/offices.html>