



WEEKLY UPDATE – JUNE 25, 2008

Action Needed:

*Federal and State Audit Acts
and Vendor vs. Subrecipient Determinations*

On the June 27 Early Steps Conference call, Delanah Gebhart, Supervisor, CMS Contract Management Unit, presented information regarding the federal and state audit requirements and for determining subcontractors' status as a vendor or subrecipient. The attached document, *Early Steps Monthly Conference Call 062708.doc* contains the information presented. [Please review and direct any questions to CMS Contract Management Unit Supervisor Delanah_Gebhart@doh.state.fl.us](#).

Local Early Steps Training Coordinators

Effective July 2008, each Local Early Steps will have a designated Training Coordinator at a minimum of .5 FTE. The LES Training Coordinators will be serving in a critical role for facilitating and/or performing needed training for staff, providers and families. These individual(s) will also help identify short and long term training needs and collaborate with local resources to enhance the professional development in their area.

Several of the identified LES Training Coordinators participated in a Train the Trainer event in Tallahassee June 5th and 6th. We look forward to partnering with each of the local Training Coordinators and will be contacting them in the near future. Attached is the LES Training Coordinator Position Description which is being provided as a guidance tool to assist in implementing this at the local level. [Please contact Kathleen Reese via email at kathleen_reese@doh.state.fl.us](#) to provide the name(s) of the Training Coordinator for your service area by July 16, 2008.

Licensed and Non-licensed Early Intervention professionals must be enrolled as a Florida Medicaid Early Intervention (type 81) provider.

This is a reminder that all licensed and non-licensed Early Intervention professionals who participate in the evaluations and expect reimbursement from Florida Medicaid must be enrolled as a Florida Medicaid Early Intervention (type 81) provider. This requirement must be met even if the provider is enrolled with Florida Medicaid as another type of provider, such as a therapy services provider (type 83), or is employed with a Florida Medicaid enrolled in-patient or out-patient hospital. It is not acceptable for providers to participate in an Early Intervention interdisciplinary evaluation and seek reimbursement from Medicaid under a different program.

All licensed and non-licensed Early Intervention professionals who participate in the evaluations should have been enrolled as a Florida Medicaid Early Intervention (type 81) provider either prior to November 15, 2007 or as soon as possible thereafter.

Providers who are not enrolled as of May 1, 2008 will be held accountable for improper billing when a fiscal audit is conducted by AHCA Medicaid Office and will be required to refund to Medicaid any dollar amount in question.

The Dear Provider Letter you received (refer to the link below) may have a different date, please note this effective change date.

<http://floridamedicaid.acs->

[inc.com/XJContent/PN_08_080408_EI_Evaluations_Policy_Clarifications.pdf?id=000006612431](http://floridamedicaid.acs-inc.com/XJContent/PN_08_080408_EI_Evaluations_Policy_Clarifications.pdf?id=000006612431)

Public Awareness Magnets

Each birthing hospital in the State of Florida was recently sent a supply of Early Steps magnet picture frames. They most likely would have been delivered between May 30 - June 10. These picture frames have a green daisy print on the top and a punch out center with contact information for Early Steps. When the center is punched out, it can be replaced by a picture. The intent of these frames was to raise awareness of Early Steps in families with babies in the birth to 1 population, and the plan was for them to be included in the newborn gift packets put together by the hospitals. However, it appears that the intended instructions to the hospitals regarding the use of the frames were not sent out and some of the hospitals have been calling Early Steps to come get them believing the magnet frames were mistakenly delivered to the hospital.

The Early Steps State Office is working on rectifying this situation by contacting each hospital with a newborn nursery to let them know how the frames were intended to be distributed. In the meantime, [if a hospital contacts you with a question about the frames, please let them know that the frames were indeed intended for them and further instruction will be coming from the Early Steps State Office.](#)

Early Steps 2008 Service Coordinator Statewide Meeting

The Early Steps Statewide Service Coordinator Meeting is scheduled to begin on Tuesday, September 9, 2008 at 8:30 a.m. and will conclude by 4:30 p.m. on Wednesday, September 10, 2008. Registration will begin at 8:00 a.m. on Tuesday, September 9, 2008.

Each person planning to attend must complete [on-line registration](#) by Thursday, July 31, 2008.

The meeting will be held at the [Hilton Walt Disney World Resort](#), 1751 Hotel Plaza Boulevard, Lake Buena Vista, Florida, 32830. Registrants are to make hotel reservations as soon as possible, but no later than **Friday, August 8, 2008** in order to secure accommodations at the reduced rate of \$109/night. To make reservations, call **1-800-HILTONS** and indicate that you will be attending the "FDOH Coordinators Statewide Meeting". Reservations can be cancelled up to 72 hours before check-in.

ESSO will reimburse travel expenses for a **limited** number of service coordinators and service coordinator supervisors. **Directors/Coordinators or a designee must submit ONE travel authorization request form (attached) PER LES for all registered service coordinators and service coordinator supervisors by Sunday, July 13, 2008 to Pam_Tempson@doh.state.fl.us. Please pay special attention to the limitations listed on the form. These forms are simply requests.** It is ESSO's desire to have as many service coordinators and service coordinator supervisors attend as possible with a proportionate amount from each LES. Approvals and denials will be determined by ESSO according to how many people per LES are registered rather than on a first-come, first-serve basis. ESSO will provide an approval or denial in writing via email to each LES by August 6, 2008. Registrants may cancel their registration to the meeting at any time by contacting Pam Tempson at Pam_Tempson@doh.state.fl.us.

A DRAFT agenda is attached for your convenience.

If you have questions or need additional information, please contact your Program Manager or Pam Tempson at Pam_Tempson@doh.state.fl.us.

Early Steps Local Provider Monitoring

As a follow-up to the question regarding a report on the Local Provider Monitoring completed in each Early Steps, we received the following information from the CMS Contract Management Unit.

Even though the 2007-08 contracts did not contain language requiring a report of local provider monitoring, we have asked each Early Steps to submit a report to us for 2007-08. The language has been put back in the contract for 2008-09 as a result of a finding by the Office of Program Policy and Government Accountability on a lack of procedures for local provider monitoring. [Please submit your annual reports no later than August 15, which is also the deadline for your final invoice.](#)

Information / Resources:

**Important message for Florida Board of Psychology approved
and *Council of Dietetics & Nutrition registered educational
providers***

This message is being sent as a courtesy notice and does not necessarily require action from you.

Licensees can no longer find **End-of-Life Care and Palliative Health Care** courses by searching on that subject area. The **End-of-Life Care and Palliative Health Care** subject area no longer exists.

Any courses you have entered remain in the system as each Board has informed us they will count toward "general" requirements for renewal. Any courses entered using the **End-of-Life Care and Palliative Health Care** subject area will not display when searching for "general" courses. Therefore, you may wish to deactivate and re-enter your courses updating the subject areas.

It will no longer be possible to enter a course using the **End-of-Life Care and Palliative Health Care** subject area.

Upcoming Training Opportunities & Conferences

2008 CMS Statewide Business Meeting

The 2008 CMS Statewide Business Meeting will be held at the Renaissance Vinoy Resort and Golf Club located in St. Petersburg, Florida. The dates of the meeting are 7/28, 7/29, and 7/30. For travel arrangements note that the approximate meeting start time will be 12:00 noon on July 28th, ending around 12:00 noon on July 30th.