



## WEEKLY UPDATE – OCTOBER 17, 2008

### ***ACTION NEEDED***

#### ***CONTRACT SURPLUS/DEFICIT REPORT***

CMS/ESSO is hoping to be able to execute amendments to provide deficit relief to Local Early Steps before the end of December. The CMS Network Administration team is pressing the department to provide us the dollar figure of our roll forward from 2007-08 and to get us additional budget authority so we can use the roll forward to help LES with deficits. Although it is early in the year each LES must complete the Surplus/Deficit Form attached and [submit it to LynnMarie\\_Price@doh.state.fl.us](mailto:LynnMarie_Price@doh.state.fl.us) no later than **November 26**. These reports will be the basis upon which we determine the use of our roll forward. Please submit a report regardless of whether you need additional funding or not.

### ***UPCOMING TRAINING OPPORTUNITIES AND CONFERENCES***

#### ***STATEWIDE CONFERENCE CALL TRAINING***

The conference call numbers for the upcoming statewide training conference are as follows:

Dial-In Number: **1-888-808-6959**

Conference Code: **2452268**

The call is scheduled for October 28, 2008 from 1:00pm to 3:00pm EST. Topics that will be covered will include the following:

- New SCONLY code in service taxonomy
- "Other services" vs. Early Steps services
- New notification fields in data system
- Using disposition code "unsuccessful attempts to contact" or "1"

Please make sure Training Coordinators and as many of your service coordinators, service coordinator supervisors, and data entry staff participate.

A PowerPoint presentation will be provided prior to the call via an ESSO Weekly Memo.

## ***INFORMATION AND RESOURCES***

### ***FAMILY RESOURCE COALITION FALL NEWSLETTER***

This is the Family Resource Coalition Fall Newsletter, English version. Please share with CMS clients, families, and other interested parties.

### ***POSITION VACANCY AT ESSO***

Please be aware of a job vacancy in the Early Steps State Office. The closing date for the position is Friday, October 17th.

<https://jobs.myflorida.com/viewjob.html?erjob=305559&eresc=ERNOTIFY>

### ***INVOICE PREPARATION FOR TITLE XXI DUALY ENROLLED CMS / EARLY STEPS KIDS***

File matches have been run of kids that are dually enrolled in CMS Network Title XXI and Early Steps for October. These files are now posted in your data custodians' Early Steps Data System Reports Directories for all centers except 02 and 58 for whom there are no matches. These reports are the back-up documentation for your invoice to the CMS Area Office to receive \$116.25 per dually enrolled child per month. Some of you will have to send invoices to more than one CMS Area Office based on the Ofc\_City on the match report. The match file has been formatted to print each CMS office location on a separate page.

We have attached an invoice template that meets the requirements of the CMS Network office for you to print on your letterhead as the invoice cover sheet. Use of the template is not mandatory, but whatever alternative invoice cover sheet you use has to include the exact information at a minimum. If you have questions please contact Ken McCain regarding the data match (Ken\_McCain@doh.state.fl.us / 850-245-4444 Ext. 2490) or Lynn Marie Price regarding invoicing (LynnMarie\_Price@doh.state.fl.us / 850-245-4444 Ext. 2714).