



WEEKLY UPDATE – NOVEMBER 21, 2008

INFORMATION AND RESOURCES

CONTRACT INVOICE DOCUMENTATION CLARIFICATION

An issue has come up about the reports that are required to accompany an invoice under the new contract Method of Payment. The best way to articulate the issue is with an example.

For the OCTOBER invoice, due by November 30, the Monthly Report of 3rd Party Revenue and the Minority Business Expenditures Report will not be for the month of October because LES systems still have lag time to collect this information. These reports will be for whatever month is due next. If the last invoice processed had the August Monthly Report of 3rd Party Revenue and the Minority Business Expenditures Report, then the invoice for OCTOBER will have the September Monthly Report of 3rd Party Revenue and the Minority Business Expenditures Report.

While the invoice under the new method of payment is not DUE until November 30, it is entirely possible to prepare and send the LES invoice on November 1 since all the data needed to invoice under the new Method of Payment is available.

Please contact your Contract Manager or Program Manager if you need further clarification.

STATEWIDE INTERAGENCY AGREEMENT

Attached for your information is a state-level interagency agreement developed in order to promote collaboration in meeting the needs of children and families who access services from multiple agencies. Everyone is encouraged to work with your local DCF staff in order to determine the best processes for your area. For example, you may be asked for info on a child or requested to attend a meeting and you should know about the interagency agreement.

CMS ITEMS AVAILABLE TO ALL EARLY STEPS OFFICES

As budgets are tightened, we all need to look for creative ways to use items that already exist. There are some great CMS items available for you to order through the DOH Distribution Center that might work well at your Early Steps Offices. Below is the list of items currently in stock with thumbnail photos of the items. A few items that may be a particular interest are the CMS folders with the baby on front - a great 'welcome' packet holder for materials, CMS Network Pens - promotional items for outreach efforts, the Coping with Crying brochure, and the "We are All Special" Coloring books. The CMS Early Steps Fact Sheet can also be distributed along with CMS Network Programs and Services Fact Sheets at any local event where there is general public outreach.

Orders can be placed using the link below or, if there are specific questions about ordering, Jamie Eberhart or David Boyett can be contacted at (850) 413-7048. If there are any questions about the items themselves, you can have people contact Kristin Roberts directly at (850) 245-4111.

http://dohiws/divisions/administration/Gen_Services/SupportSvcs/DistributionCenter/DHForms/DH1370E.pdf

Form Name	Form Number	Unit of Issue	Stock Number
CMS Network General Brochure	DH 145-040, 10/06	100/PK	5730-040-0145-0
CMS Network Family Handbook	DH 145-031, 1/07	50/PK	5733-031-0145-6
CMS Network Folder - Baby	DH 145-032, 10/06	25/PK	5733-032-0145-1
CMS Network Folder - Hispanic Girl	DH 145-037, 3/07	25/PK	5733-037-0145-3
CMS Network Folder - African American Boy	DH 145-038, 3/07	25/PK	5733-038-0145-8
CMS Network ID Cards - BLUE	DH 145-035, 3/07	200/PK	5733-035-0145-4
CMS Network ID Cards - GREEN	DH 145-036, 3/07	200/PK	5733-036-0145-9
CMS Network Posters English/Spanish 16.5" x 25.5"	DH 145-051, 10/07	10/PK	5731-051-0145-0
CMS Network Posters English/Creole 16.5" x 25.5"	DH 145-052, 10/07	10/PK	5731-052-0145-4
CMS Network Programs and Services	DH 145-053, 1/08	100/PK	5730-053-0145-7
CMS Network Care Coordination Fact Sheets	DH 145-041, 4/07	100/PK	5733-041-0145-0
CMS Early Steps Fact Sheet	DH 145-045, 5/07	100/PK	5730-045-0145-2
CMS Network Youth Transition Fact Sheets	DH 145-047, 8/07	100/PK	5730-047-0145-1
CMS Telemedicine Fact Sheet	DH 145-057, 7/08	100/PK	5730-057-0145-5
CMS Network Pens	DH 145-046, 6/07	100/BX	5733-046-0145-2
Envisioning My Future	DH 145-054, 2/08	25/PK	5730-054-0145-1
Envisioning Your Future (Spanish)	DH 145-055, 2/08	25/PK	5730-055-0145-6
Since You're Not a Kid Anymore	DH 145-056, 2/08	25/PK	5730-056-0145-1
Coping with Crying for Child Care Staff	DH 150-417, 3/08	25/PK	5730-417-0150-8
Coping with Crying (Shaken Baby Syndrome)	DH 150-285, 8/05	100/PK	5730-285-01509
Coping with Crying (Shaken Baby Syndrome) (Spanish)	DH 150-408, 8/05	50/PK	5730-408-0150-9
CMS Network We Are All Special Coloring Books	DH 145-027, 10/06	250/BX	5733-027-0145-0

NEW EARLY HEAD START SERIES FOR INFANT-TODDLER TEACHERS AND HOME VISITORS

The Early Head Start National Resource Center at ZERO TO THREE has published a new series for infant toddler teachers and home visitors that focus on early development and quality services. A companion manual for trainers is also available.

- [Sharing Knowledge with Infant-Toddler Teachers and Home Visitors.](http://www.ehsnrc.org/Publications/Sharing%20Knowledge.html)
- [Trainer's Companion Manual.](http://www.ehsnrc.org/Publications/Sharing%20Knowledge.html#TrainersCompanion)

NECTAC NEWS

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