

**Proposed Changes to Early Steps Policy Handbook**

For Public Participation: 2/10/14 – 4/10/14

Comments Accepted: 3/3/14 – 4/1/14

Component 1 -- General Supervision and Administration		
	Policy	Reference/Related Documents
	<p>1.4.4</p> <p><u>A.</u> The LES or service provider must bill public or private sources or third party payer for direct services for eligible children and their families unless the family denies permission per policy 1.7.1.</p> <p><u>B.</u> <del>LES or service providers shall not collect</del> <u>Service Providers shall not be paid</u> Individuals with Disabilities Education Act (IDEA), Part C funds for direct services unless third party collection is denied by the third party payer, and written evidence of denial is on file with the service provider. <del>The provider will be reimbursed in accordance with contract specifications.</del></p> <p><u>C.</u> <u>Part C funds may be used rather than billing insurance when the Early Steps rate for the service is less than the rate Early Steps would pay for the family's insurance copay and/or deductible.</u></p>	Operations Guide 1.4.4
	<p><u>1.4.14 Early Steps may perform fundraising activities to support program expenses, provided that no Part C funds are used to support the cost of fundraising activities.</u></p>	<p><u>Operations Guide 1.4.14</u></p> <p><u>2 CFR §225 Appendix B</u></p>
	<p>1.7.1</p> <p><u>A.</u> The LES must obtain written parental consent prior to using a parent's private insurance to pay for Part C services:</p> <ol style="list-style-type: none"> <li>1. When the LES or provider seeks to use the parent's private insurance or benefits to pay for the initial provision of any early intervention service in the IFSP; and</li> <li>2. Each time there is an increase in frequency, length, duration, or intensity of services in the child's IFSP.</li> </ol> <p><u>B.</u> <u>The circumstances listed in policy 1.8.3.B will not impact a family's right to deny use of insurance.</u></p>	<p>Operations Guide 1.7.1</p> <p><u>34 CFR §303.511(d)(2)</u></p> <p><u>34 CFR §303.520(b)(1)(i)</u></p> <p>Policy 5.3.18</p>

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	<p><u>Insurance cannot be used under any circumstance unless the family provides consent for its use.</u></p> <p>C. Parental consent to use private insurance is not required when both Medicaid and private insurance coverage are available since existing private insurance use is a prerequisite for the use of Medicaid.</p> <p>D. Written consent for use of private insurance must be documented on IFSP Form G, H and/or the separate Informed Consent for Use of Insurance form.</p>	<p><u>Informed Consent for Use of Private Insurance - Creole</u></p> <p><u>Informed Consent for Use of Private Insurance - Spanish</u></p>
<b>Component 2 -- <u>Child Find and Referral</u></b>		
<b>Policy</b>		<b>Reference/Related Documents</b>
There are no proposed changes to Component 2		
<b>Component 3 -- First Contacts/Evaluation/Assessment</b>		
<b>Policy</b>		<b>Reference/Related Documents</b>
	<p>3.2.3 The assigned service coordinator who is an ongoing member of the IFSP team is required to have a <u>face-to-face</u> conversation with the family prior to the day of the initial evaluation/assessment <u>unless the family requests an alternative method.</u> <u>The purpose of the conversation is</u> to gather information to prepare for the evaluation and/or assessment and to provide the family with information about Early Steps.</p>	<p>Policy Handbook 4.2.0</p> <p>Operations Guide 3.2.3</p>
	<p>3.2.4 The first contacts activities must be at times <u>and locations</u> convenient to the family.</p>	<p>Operations Guide 3.2.4</p> <p><del>Instructions for Completing the Early Steps IFSP, Form A</del></p>
	<p>3.6.1 Each eligible child, regardless of how eligibility is determined, must receive an initial and ongoing assessment to help identify:</p> <p>A. The child's unique strengths and needs <del>in each of the developmental areas in Policy 3.5.2 above</del> and the services appropriate to meet those needs throughout the period of the child's eligibility under Early Steps.</p>	<p>Operations Guide 3.6.1</p> <p><a href="#">34 CFR §303.321(a)(1)(ii)</a></p> <p><a href="#">34 CFR §303.321(a)(3)(i)</a></p>

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	B. The family’s resources, priorities and concerns, and the supports and services necessary to enhance the family’s capacity to meet the developmental needs of their child with a disability.	
	3.6.2 The assessment of each child must include: A. A review of the results of the evaluation B. Personal observations of the child C. <del>The</del> identification of <u>the needs of the child and family.</u> <del>needs in each of the developmental domains specified in Policy 3.1.4A</del>	<a href="#">34 CFR §303.321(c)(1)</a>

**Component 4 -- Service Coordination**

	<b>Policy</b>	<b>Reference/Related Documents</b>
	4.2.16 A. The service coordinator/targeted case manager must: <ol style="list-style-type: none"> <li>1. conduct a service coordination/targeted case management assessment using a tool of their choice to identify the emotional, social, behavioral, environmental, medical, and developmental needs of the child and family;</li> <li>2. file the completed assessment tool in the “Evaluation/Assessment” section of the Early Steps record;</li> <li>3. review and update the assessment at least annually;</li> <li>4. use the assessment information to develop the Targeted Case Management Plan, which will be documented on IFSP Form C;</li> <li>5. <u>obtain parent or legal guardian’s signature when the Plan is developed, reviewed, and/or updated; and</u></li> <li>6. <u>sign the Plan when developed, reviewed, and/or updated.</u></li> </ol> B. Service Coordination The service coordinator	Policy Handbook 12.5.2 Early Steps Case Note Early Steps Case Note Instructions

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	<p>must create targeted case management case notes for every contact or activity with or related to the child/family.</p> <p>C. The service coordination/targeted case management assessment, plan and case notes must include all of the required components included in the <u>Florida Medicaid Child Health Services Targeted Management Coverage and Limitations Handbook</u>.</p>	
	4.4.1 Service coordinators must meet State approved qualifications and training, <u>as outlined in Policy Handbook 10.4.0 and Operations Guide 10.4.0.</u>	<u>Policy Handbook 10.4.0</u> <u>34 CFR §303.31</u>
<b>Component 5 -- Individualized Family Support Plan (IFSP)</b>		
<b>Policy</b>		<b>Reference/Related Documents</b>
	5.1.3 The current departmentally approved Early Steps IFSP form must be used by all Local Early Steps <u>via CMS-Kids.</u>	Operations Guide 5.1.3
<b>Component 6 -- Early Intervention Services and Supports</b>		
<b>Policy</b>		<b>Reference/Related Documents</b>
	<p><u>6.1.20</u></p> <p><u>A. Early Steps will survey all families who have received Part C services for at least six months and exit based on disposition matching any of the following</u></p> <ol style="list-style-type: none"> <li>1. <u>completion of IFSP prior to age 3.</u></li> <li>2. <u>no longer eligible at redetermination</u></li> <li>3. <u>not eligible for Part B exit with referrals.</u></li> <li>4. <u>not eligible for Part B exit without referrals</u></li> <li>5. <u>withdrawal by parent after IFSP</u></li> <li>6. <u>Part B eligible, exiting Part C</u></li> <li>7. <u>moved out of state</u></li> <li>8. <u>not considered for Part B, or</u></li> <li>9. <u>Part B eligibility not determined</u></li> </ol> <p><u>B. The purpose of the survey is to determine the</u></p>	Operations Guide 6.1.20

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	<p><u>percentage of families who report that early intervention services have helped their family:</u></p> <ol style="list-style-type: none"> <li>1. <u>know their rights;</u></li> <li>2. <u>effectively communicate their children's needs; and</u></li> <li>3. <u>help their children develop and learn.</u></li> </ol>	
	<p>6.12.2 <del>A minimum of three documented consecutive unsuccessful attempts to contact the family using more than one method of contact must be made before closing a child to Early Steps due to unsuccessful contact attempts.</del></p> <p><u>A. A child may be closed to Early Steps if at least three consecutive unsuccessful attempts to contact the family are made that include all of the following:</u></p> <ol style="list-style-type: none"> <li>1. <u>Attempts are made on different days and at different times;</u></li> <li>2. <u>At least two different methods of contact are used;</u></li> <li>3. <u>Attempts to contact are completed over a period of time no less than two weeks;</u></li> <li>4. <u>Follow up with original referral source to verify contact information.</u></li> <li>5. <u>Contact the child's early intervention providers to inquire about the family's status;</u></li> <li>6. <u>Contact medical home or any other participating programs/agencies with whom the child and family are involved to inquire about the family's status;</u></li> <li>7. <u>Ensure that at least one contact attempt offers the review of the IFSP to determine if the outcomes, authorized services/supports, and/or providers are not meeting the needs of the family; and</u></li> <li>8. <u>Document the above in the child's record.</u></li> </ol> <p><u>B. The Early Steps record for a child/family who</u></p>	<p>Policy Handbook 12.3.11</p> <p><u>Operations Guide 6.12.2</u></p>

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	cannot be contacted will not be closed unless service authorizations have expired and parent consent for services is no longer valid or the child reaches age three.	
<b>Component 7 -- Transitions</b>		
	<b>Policy</b>	<b>Reference/Related Documents</b>
	<p>7.1.3 In preparing for transition planning:</p> <p>A. The LES will inform parents, not fewer than 90 days prior to the child’s third birthday, of the availability of services in the school district Prekindergarten Program for Children with Disabilities and will review the child’s options for the period from the toddler’s third birthday through the remainder of the school year, in collaboration with the Local Educational Agency (LEA) and with the involvement of the family.</p> <p>B. Families must be included in any meeting to develop the transition plan (Form I of the IFSP) for children transitioning from Early Steps to preschool, other appropriate services or exiting the program <u>prior to or at the age of</u> three.</p> <p>C. Any transition conference or meeting to develop the transition plan may be combined into one meeting with an IFSP meeting and must meet the requirements regarding accessibility and convenience of IFSP meetings and requirements per policies 5.2.1, 5.2.2, 5.7.4, and 7.3.1.</p>	<p><u>Operations Guide 7.1.3</u>  <a href="#">IDEA §637(a)(9)(A)(i)</a>  <a href="#">IDEA §637(a)(9)(B)</a>    <a href="#">34 CFR §303.209(d)(1)</a>  <a href="#">34 CFR §303.209(d)(1)(ii)</a>  <a href="#">34 CFR §303.209(e)</a>  <a href="#">34CFR §303.301(c)</a></p>
	<p>7.2.3</p> <p>A. <del>For children who become eligible for Early Steps prior to their 2<sup>nd</sup> birthday, the LES</del></p>	<p><u>Understanding Notification Brochure - Spanish</u>  <u>Understanding Notification</u></p>

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	<p>will provide a copy of the <u>Understanding Notification brochure</u> to the family a reasonable time prior to the <u>IFSP meeting</u> or <u>periodic review</u> closest to the child's 2<sup>nd</sup> birthday, ensuring that the brochure is provided prior to the date <u>notification is required</u>.</p> <p>A. <u>For children who become eligible for Early Steps 90 days or more before their third birthday, prior to the required notification date discussed in Policy 7.2.1, the LES must:</u></p> <ol style="list-style-type: none"> <li>1. <u>provide the Understanding Notification brochure to the parents, and</u></li> <li>2. <u>explain DOE and school district notification and the opt-out option.</u></li> </ol> <p>B. <u>For children who become eligible for Early Steps after their 2nd birthday, the LES will provide a copy of the Understanding Notification brochure on the date the child is determined eligible for Early Steps.</u></p> <p>B. <u>For children who become eligible for Early Steps less than 90 days before their third birthday, on the date the child is determined eligible for Early Steps, the LES must:</u></p> <ol style="list-style-type: none"> <li>1. <u>provide the Understanding Notification brochure to the parents, and</u></li> <li>2. <u>explain DOE and school district notification and the opt-out option.</u></li> </ol>	<p><u>Brochure - Creole</u></p>
	<p><u>7.2.5 DOE and school district notification and the opt-out option will be discussed with the</u></p>	<p><u>Operations Guide 7.2.5</u></p>



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	<p><del>parents no later than the IFSP meeting or periodic review closest to the child's 2<sup>nd</sup> birthday and, for children determined eligible for <u>Early Steps</u> after the child's 2<sup>nd</sup> birthday, at the initial IFSP meeting.</del></p>	
	<p>7.2.6 <del>No later than the initial IFSP meeting for children referred after age two or the IFSP periodic review closest to the child's 2<sup>nd</sup> birthday for all other children, the parents will be asked to indicate in writing at the meeting, using the required <u>Notification Opt-Out Form</u>, whether they choose to <u>opt-out</u> of <u>DOE</u> and <u>school district notification</u> for their child.</del></p> <p><u>Parents of Early Steps eligible children will be asked to indicate in writing, using the required Notification Opt-Out Form, whether they choose to opt-out of DOE and school district notification. Parents will indicate their choice:</u></p> <ul style="list-style-type: none"> <li>A. <u>no later than the initial IFSP meeting for children who become eligible for Early Steps less than 90 days prior to the child's third birthday; or</u></li> <li>B. <u>prior to the required notification date discussed in Policy 7.2.1 for all other children.</u></li> </ul>	<p><a href="#">34 CFR §303.401(e)</a></p> <p><u>Notification Opt-Out Form - Spanish</u> <u>Notification Opt-Out Form - Creole</u></p>
	<p>7.2.7 The LES will document in the child's Early Steps record and in the <u>LES Early Steps</u> data system:</p> <ul style="list-style-type: none"> <li>A. The date the parent was informed of the intent to provide notification to the DOE and the school district. <u>This date must be on or after the eligibility determination date.</u></li> <li>B. Whether the parent chose to opt-out of notification.</li> </ul>	<p>Operations Guide 7.2.7</p>



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	C. The date notification was provided to the school district and the DOE.	
	<p>7.3.2</p> <p>A. The following individuals must be present for the transition conference for a child potentially eligible for the school district Prekindergarten Program for Children with Disabilities:</p> <ol style="list-style-type: none"> <li>1. Family</li> <li>2. Service coordinator or designee.</li> </ol> <p>B. Local school district representative, with <u>parental consent approval of the family</u>, must be invited.</p>	<p>Operations Guide 7.3.2</p> <p><a href="#">IDEA §637(a)(9)(A)(ii)(II)</a></p> <p><a href="#">34 CFR 300.124</a></p> <p><a href="#">34 CFR §303.209(c)(1)</a></p>
	<p>7.4.2</p> <p>A. The following individuals must be present for the transition conference for a child not potentially eligible for the school district Prekindergarten Program for Children with Disabilities:</p> <ol style="list-style-type: none"> <li>1. Family</li> <li>2. Service coordinator</li> </ol> <p>B. Other potential service providers, with parental <del>consent</del> <u>approval</u>, must be invited.</p>	<p>Policy Handbook 4.2.6</p> <p>Policy Handbook 4.2.10</p> <p>Operations Guide 7.4.2</p> <p><a href="#">IDEA §637(a)(9)(A)(ii)(III)</a></p> <p><a href="#">34 CFR §303.209(c)(2)</a></p>
<b>Component 8 -- Procedural Safeguards</b>		
<b>Policy</b>		<b>Reference/Related Documents</b>
	<p>8.10.15 The due process hearing will be completed and <u>findings</u> mailed to each of the parties no later than 45 days after <u>the expiration of the 30 day time period for a resolution meeting, receipt of the hearing request</u>, unless a hearing officer grants a specific extension of time at the request of either party.</p>	<p><a href="#">34 CFR §303.440(c)</a></p> <p><a href="#">34 CFR §303.447(a)</a></p> <p><a href="#">34 CFR §303.447(b)</a></p> <p><a href="#">34 CFR §303.447(c)</a></p>

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Component 9 -- Family Involvement	
Policy	Reference/Related Documents
There are no proposed changes to Component 9.	
Component 10 -- Personnel Development and Standards	
Policy	Reference/Related Documents
 <p>10.4.6 All service coordinators must complete an apprenticeship prior to being assigned an individual caseload.</p> <p>A. The apprenticeship must be completed within 90 days of the service coordinator’s hire date.</p> <p>B. For those service coordinators who meet the educational requirements in Policy Handbook 10.4.3 but cannot document one year experience, an extended apprenticeship must be completed within 120 days of their hire date.</p> <p>C. A service coordinator completing their apprenticeship must do so under the supervision of an experienced, approved Early Steps Service Coordinator.</p> <p>D. <u>All service coordinators completing an apprenticeship are required to complete the Service Coordinator Apprenticeship Training prior to being assigned a caseload. The training can be accessed at <a href="http://cpeip.fsu.edu/earlysteps/units/">http://cpeip.fsu.edu/earlysteps/units/</a>, and the LES must maintain confirmation of the training completion.</u></p> <p>E. Service coordinators are not required to complete the apprenticeship <u>or the apprenticeship training</u> if the following conditions are met:</p> <ol style="list-style-type: none"> <li>1. They were employed as a service coordinator in Florida’s Early Steps system within the past 5 years, and</li> <li>2. They were employed in that role for at least one year</li> </ol>	<p><b>Operations Guide 10.4.6</b></p>

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Component 11 -- Interagency Agreements		
	Policy	Reference/Related Documents
There are no proposed changes to Component 11.		
Component 12 -- Data Collection/Reporting and Record Keeping		
	Policy	Reference/Related Documents
	<del>12.3.2 LES must ensure that for all referrals, the information denoted as required is entered in the Early Steps data system within ten (10) calendar days of when the referral is received.</del>	<del>Policy Handbook 2.3.1 Policy Handbook 2.3.4 Operations Guide 12.3.2</del>
	<del>12.3.3 LES must ensure that the following First Contacts information is entered in the Early Steps data system within ten (10) calendar days of when it is obtained:  A. Public/private insurance information B. Assigned service coordinator C. Initial contact date D. First face-to-face contact date.</del>	<del>Policy Handbook 3.2.3 Operations Guide 12.3.3</del>
	<del>12.3.4 LES must ensure that the following eligibility information is entered in the Early Steps data system within ten (10) calendar days of when it is obtained:  A. Status of eligibility B. Eligibility category C. ICD-9 codes.</del>	<del>Policy Handbook 3.5.2 Operations Guide 12.3.4</del>
	<del>12.3.5 LES must ensure that the following IFSP meeting information is entered in the Early Steps data system within ten (10) calendar days when it is obtained:  A. Date of the meeting, except for interim IFSP. B. Barriers to meeting required timelines. C. Type of authorized services.</del>	<del>Policy Handbook 5.4.1 Policy Handbook 5.4.2 Policy Handbook 5.4.3 Policy Handbook 5.5.1 Policy Handbook 5.5.2 Policy Handbook 5.6.1 Policy Handbook 5.7.1 Policy Handbook 5.7.2</del>

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	<p><del>D. Location of authorized services.</del></p> <p><del>E. Frequency of authorized services.</del></p> <p><del>F. Intensity of authorized services.</del></p> <p><del>G. Provider (if known) of authorized services.</del></p> <p><del>H. Beginning and end service authorization dates.</del></p> <p><del>I. Anticipated payor of services.</del></p> <p><del>J. Documentation of whether a primary service provider has been identified.</del></p>	<p><del>Operations Guide 12.3.5</del></p>
	<p><del>12.3.7 The LES must ensure that the interim IFSP date is not entered into the Early Steps data system as the “initial IFSP date”.</del></p>	
	<p><del><u>12.3.3 If data is originally entered showing the child as developmentally delayed and documentation is later presented that the child has an established condition, then the data must be updated.</u></del></p>	
	<p><del><u>12.3.4 The date of closure is the date that child exited Early Steps, which should be the same as the date noted on the written prior notice and not later than the child’s third birthday. It is not allowable to bill Medicaid for any action/service provided on or after a child’s third birthday.</u></del></p>	
	<p><del>12.3.8 LES must ensure that following information is entered into the Early Steps data system within thirty (30) calendar days following the end of the month when a service is rendered by the LES:</del></p> <p><del>A. Date(s) when service was provided.</del></p> <p><del>B. Type of service, including CPT code.</del></p> <p><del>C. Location of service.</del></p> <p><del>D. Amount of service.</del></p> <p><del>E. Provider of service.</del></p> <p><del>F. Payor of service.</del></p>	<p><del>Early Steps UF Service Taxonomy</del></p>

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	<p><del>12.3.9 LES must ensure that the following information is entered into the Early Steps data system within sixty (60) calendar days following the end of the month when a service is rendered by an individual not employed by the LES:</del></p> <p><del>A. Date(s) when service was provided.</del></p> <p><del>B. Type of service, including CPT code.</del></p> <p><del>C. Location of service.</del></p> <p><del>D. Amount of service.</del></p> <p><del>E. Provider of service.</del></p> <p><del>F. Payor of service.</del></p>	<p><del>Early Steps UF Service Taxonomy</del></p>
	<p><del>12.3.10 LES must ensure that the following information is entered in the <u>Early Steps data system</u> within ten (10) calendar days of the date when it is obtained.</del></p> <p><del>A. Date of the transition conference.</del></p> <p><del>B. Barriers to meeting required timelines.</del></p> <p><del>C. Date of notification to local education agency and state education agency.</del></p>	<p><del>Operations Guide 7.3.1</del>  <del>Operations Guide 12.3.10</del></p> <p><del>34 CFR §303.209(b)(1)(i)</del></p>
	<p><del>12.3.11 LES must ensure that the following information is entered in the <u>Early Steps data system</u> no later than ten (10) calendar days after the child's third birthday or closure from Early Steps if the closure occurs prior to age three.</del></p> <p><del>A. Date of closure.</del></p> <p><del>B. Reason for closure.</del></p>	<p><del>Policy Handbook 6.12.0</del>  <del>Operations Guide 12.3.11</del></p>
	<p><del>12.4.1 ESSO will ensure that <u>LES</u> have access to information in an electronic data system for all approved Early Steps providers.</del></p>	
	<p><del>12.5.2 If an initial IFSP has been developed, the Early Steps record maintained by the LES must, at a minimum, consist of the following:</del></p>	<p><del>Policy Handbook 2.3.4</del>  <del>Policy Handbook 3.4.1</del></p>

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	<p>A. Referral information.</p> <p>B. Informed Notice and Consent for Screening, Evaluation, Assessment and Follow-Up Review</p> <p>C. Informed Consent for the Use of Private Insurance</p> <p>D. Prior Written Notice documentation.</p> <p>E. Authorization to Disclose Confidential Information.</p> <p>F. Log of Access to Confidential Record (DH-CMS Form 1063).</p> <p>G. Individualized Family Support Plan(s).</p> <p>H. Participation in IFSP Meeting Documentation form(s)</p> <p>I. Progress Reports.</p> <p>J. Service Coordination/Targeted Case Management case notes.</p> <p>K. Consultation Documentation form</p> <p>L. Medicaid Freedom of Choice form (if applicable).</p> <p>M. All Correspondence related to the child/family, including that which is exchanged electronically, regardless of method of electronic exchange, sender or recipient.</p> <p>N. Additional documentation such as court order granting legal guardianship, documentation of resident alien status, documentation of insurance, as appropriate.</p> <p><del>O. Fiscal records and service payment documentation, including documentation of service provision by service providers.</del></p> <p>O. Any medical documentation related to the diagnosis or medical condition of the recipient, including history and services.</p>	<p>Policy Handbook 1.7.1</p> <p>Policy Handbook 8.5.5</p> <p>Policy Handbook 8.5.6</p> <p>Operations Guide 12.5.2</p> <p>Early Steps Case Note</p> <p>Early Steps Case Note Instructions</p> <p>IFSP (electronic version)</p> <p>Policy Handbook 12.5.3F - Progress Report Content Requirements</p>
	<p>12.6.1 <del>Early Steps providers, including those employed by the LES, must submit data to the</del></p>	<p><del>Operations Guide 12.6.1</del></p>

*New language denoted by green double underline. Deleted language stricken in green.*



Denotes a federally imposed policy required by the IDEA

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**Proposed Changes to Early Steps Policy Handbook**

For Public Participation: 2/10/14 – 4/10/14

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	<p><del>LES that document the actual services provided in accordance with a child's IFSP including the date, amount, provider, location and payer for any Early Steps eligible child in the region, regardless of the payer for the service, by the 15th of the month following the date of service delivery. —To ensure <u>timely and accurate data</u>, LES should have <u>mechanisms in place to resolve discrepancies</u>, <u>data errors or omissions when identified</u>.</del></p>	
	<p>12.6.2</p> <p>A. Local Early Steps have two options for travel reimbursement:</p> <ol style="list-style-type: none"> <li>1. flat rate per child per service per day; OR</li> <li>2. per minute basis for actual minutes of travel</li> </ol> <p>Specific reimbursement rates are detailed in the <del>UF Data System and</del> CMS KIDS taxonomy<u>ies</u>.</p> <p>B. Each Early Steps provider who will be reimbursed for travel to the child's natural environment for a service, IFSP meeting or consultation session destination on a per minute basis, must complete the <u>Natural Environment Travel Log</u> and maintain it in the provider record. The minimum required fields to be completed are Provider Name, Provider Signature, Date, Point of Origin, Departure Time, Child's Name, Destination, and Arrival Time. The Excel format will automatically calculate the charge total.</p> <p>C. <u>Travel can only be billed through CMS-KIDS when a service has been provided in conjunction with the travel.</u></p>	<p><del>Operations Guide 12.6.2</del></p> <p><del>Early Steps UF Service Taxonomy</del></p>

**Component 13 -- Developmental Evaluation and Intervention (DEI)**

Policy	Reference/Related Documents
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There are no proposed changes to Component 13.

**Definitions**

Policy	Reference/Related Documents
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Consultation	A process in which direct service providers <u>on the child's IFSP team</u> meet together to share content expertise in a specific area or discuss evidence-based practice related to the implementation of strategies to achieve outcomes on the individualized family support plan (IFSP). Consultation may be via telephone contact or face-to-face meeting. The family is informed of and participates in consultation at the level desired.	<u>34 CFR §303.12(b)(3)</u>
Hearing Impaired	<del>A hearing loss of 30 decibels (dB) or greater, pure tone average of 500, 1000, 2000 Hertz (Hz), unaided in the better ear measured by audiometers calibrated in accordance with the standards established by the American National Standards Institute.</del>	

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