

ESSO WEEKLY MEMO

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ACTION NEEDED:

1. Early Steps Taxonomy for UF Early Steps Data System Update

In order to allow a 10 dollar flat fee for travel in the UF System, we have added a new code to the Taxonomy:

TRAV FLAT for Provider Travel to Natural Environment \$10 per child

This code will allow the easy conversion of \$10 flat travel for each of the remaining LESs as they move to the CMS KIDS data system. This code will be effective as of 4/1/2013. Documentation that travel occurred associated with a service is still required with the use of the flat rate reimbursement. Please contact the UF FDC staff if you would like to have an aggregate conversion for existing FSPSA records.

FOLLOW UP:

No Items

UPCOMING EVENTS:

2. Summer Institute for Educational Interpreters ([Summer Institute Flyer](#))

The Summer Institute for Educational Interpreters will be held in Jacksonville August 3 - 6, 2013 with your interpreters/facilitators working with students who are deaf, hard of hearing or deaf-blind. This intensive professional development opportunity is provided without cost to participants or districts to all interpreters employed by a school district in the state. Financial assistance of about \$100.00 is provided to those attending from more than 50 miles away. This is a wonderful opportunity for interpreters to connect with one another in an encouraging environment and receive instruction from top-notch instructors, who are also experienced interpreters.

3. American Academy of Pediatrics Autism Awareness Resources

The American Academy of Pediatrics (AAP) is pleased to join with other child health organizations in recognizing April as Autism Awareness Month. Visit www.aap.org/autism -- the AAP's home for the latest information and resources on autism for health care professionals and families.

The AAP has new resources this year to add to its full range of autism-related information for pediatricians and families. The new items include:

Sound Advice on Autism is a series of audio interviews with medical experts and parents of children with autism. A new interview features James Perrin, MD, FAAP, who is a pediatric developmental expert and president-elect of the AAP. Dr. Perrin discusses the latest in autism research, diagnosis, and treatment.

Autism: Caring For Children With Autism Spectrum Disorders: A Resource Toolkit For Clinicians now is available as a digital download or CD-ROM and includes tested screening tools, clinical fact sheets, and family handouts in both English and Spanish.

Autism Spectrum Disorders: What Every Parent Needs to Know is a new book that helps parents understand how autism is defined and diagnosed and provides information on behavioral and developmental therapies.

During April, parents, caregivers, and health care providers can visit www.aap.org/autism for free samples from the toolkit and to preview chapters from the parent book.



4. Children's Week 2013

April 7 through 12, 2013 is designated as Children's Week in Florida. This is a broad-based promotion of children and family issues in our state. This grassroots event is supported by over 100 different non-profit, corporate, philanthropic, faith based organizations and state agencies. During this week, over 200 community events and activities will take place statewide, bringing thousands of parents, children, policy makers, professionals, community leaders and concerned citizens together to share valuable knowledge and information about children's issues in each community across the state and at the State Capitol.

MEDICAID UPDATES:

5. Universal Health Care HMO Termination

Please see attached information.

6. Area Six Medicaid Training Postponements

The Medicaid training sessions for Durable Medical Equipment providers in Tampa and Bartow have been postponed until further notice. The training sessions were scheduled for April 17, 2013, in Tampa; and May 15, 2013, in Bartow.

The Area Six Medicaid Office will reschedule these trainings. The rescheduled dates will be announced through the Medicaid Health Care Alert system when more information is available.

Providers may contact Melissa Sisk at 813-350-4809 or Lawanda Davis at 813-350-4820 with any questions regarding training or the Durable Medical Equipment program.

7. Medicaid Training Opportunities Available in Tampa

The Area Six Medicaid Office is offering Medicaid provider training opportunities in Tampa during the month of April 2013. The MediPass and Child Health Check-Up training will be held on April 10, 2013 from 9am to 12pm ET.

The CMS-1500 training will be held on April 18, 2013 from 9am to 12pm ET.

The training location is the Area Six Medicaid office at 6800 North Dale Mabry Highway, Suite 220, Tampa, FL 33614.

8. Provider Training: Florida Medicaid Recipients with Other Medical Insurances

Please see attached information.

9. Medicaid Area 1 - Medicaid 101 Webinar

Area One (Escambia, Santa Rosa, Okaloosa, Walton counties) providers are invited to attend the Medicaid 101 training to be held Wednesday, April 10, 2013 from 9:00 am -12:00 pm Central Time via webinar. This is training for those new to Medicaid or those needing a refresher.

Sign up for the class by registering at <http://apps.ahca.myflorida.com/medres/>.

INFORMATION AND RESOURCES:

10. Center on Enhancing Early Learning Outcomes (CEELO) Website Launches

The Center on Enhancing Early Learning Outcomes (CEELO) is pleased to announce the launch of our website at www.ceelo.org. This website gives you access to research and resources designed to help state leaders foster sustainable change in policy and practice for children birth through third grade. On this site you will find information about:

Our Mission, Goals and Partners

Selected Resources on Priority Topics

CEELO Sponsored Events

Regional and Content Center Contacts

State Education Agency staff and early childhood colleagues will have ready access to experts to answer questions about critical policy issues impacting outcomes for children birth through third grade. On the website, users can also sign up for the National Institute for Early Education Research newsletter featuring CEELO activities or access quick links to timely Preschool Matters blog posts.

11. Upcoming Webinars hosted by FDLRS and PAEC ([webinar flyer](#))

Three upcoming webinars, one for staff and two for families.

April 18, 1:00-2:30 PM Central Time - Understanding IDEA and the IEP: What Does it Mean to the Mainstream Teacher?

April 23, 1:00-2:30 PM Central Time - Letting Go: Time to Land the Helicopter

May 2, 1:00-2:30 PM Central Time - Parent Survival Skills

12. 2013 ITCA Parent Leadership Award Nomination ([Nomination Form](#))

Each year the IDEA Infant and Toddler Coordinators Association (ITCA) presents awards to deserving families who have been strong advocates for Part C and have made valuable contributions to the Part C system at the state and/or national levels. The awards will be presented at the ITCA Annual Meeting in July during the OSEP Leadership Conference in Washington DC. Please feel free to distribute the form to parent organizations and other relevant groups. The nomination form must be completed and submitted electronically by May 24, 2013 to: ideaitca@aol.com

13. “How to Cope with Being a Caregiver” ([article](#))

This article discusses the various issues that come up as part of being a caregiver to a loved one with a significant difficulty. The article talks about Tracy Petley, whose daughter Jessica was diagnosed with Fetal Alcohol Syndrome at age six.

14. AAP Report: Prenatal Substance Abuse: Short- and Long-term Effects on the Exposed Fetus ([article](#))

“This report will provide information for the most common drugs involved in prenatal exposure: nicotine, alcohol, marijuana, opiates, cocaine, and methamphetamine.” “This report reviews data regarding the prevalence of exposure and available technologies for identifying exposure as well as current information regarding short- and long-term outcomes of exposed infants, with the aim of facilitating pediatricians in fulfilling their role in the promotion and maintenance of infant and child health.”

LES SPOTLIGHT:

15. Reminder to the LES: This section of the ESSO Weekly Memo is for recognition of major accomplishments and milestones in the local programs. All entries must be emailed to Katie Williams and Patricia Herring by 5:00 EST on Tuesdays. The subject line should read ‘ESSO Weekly Memo Entry.’”

BUREAU UPDATE

16. Policy Unit Update

Happy spring from the ESSO Policy Unit! Early in the month of March, it was brought to our attention that certain hyperlinks in the Early Steps policy documents posted on www.cms-kids.com are broken. We are working with the Children Medical Services web master to determine the cause of the issue and repair the links. Although the convenience of clicking to quickly link to definitions or related policies, forms and guidance statements is not functional for some at this point in time, the documents are still accessible on the website.

Policy staff completed the final arrangements and conducted public hearings in Tallahassee and Orlando in March. The 30-day public comment period for the Individuals with Disabilities Education Act (IDEA) Part C application and proposed policy changes ended on March 29. The Early Steps State Office received a few comments via the public comment mailbox and a few comments from the Tallahassee public hearing. Policy staff are reviewing and considering each of the comments and will share with ESSO management and other staff for determination of next steps. As the legislative session continues, policy staff are covering House and Senate committee meetings as assigned and responding to requests for information.

Policy unit staff compiled input and responded to the Infant Toddler Coordinator Association's (ITCA) survey on pending re-authorization of the IDEA, Part C statute. We also responded to additional questions from ITCA members on issues related to Medicaid reimbursement for special instruction, parental choice and consent and provision of early intervention service.

Collaboration with the Agency for Healthcare Administration (AHCA) Medicaid office in the month of March included discussions regarding use of the Individualized Family Support Plan (IFSP), eQHealth authorizations, HMO provider billing and need for training on the Child Health Services Targeted Case Management (TCM) handbook. Since AHCA has started to review the Early Intervention Services (EIS) handbook again, policy staff are putting together input regarding needed changes to the current EIS handbook. Policy staff also attended the AHCA public hearing on the revised Therapies Handbook.

Policy staff continue to work with program managers across ESSO to respond to policy-related questions and provide clarification as necessary on a number of topics, this month addressing topics such as use of private insurance and Medicaid, MediKids program, targeted case management (TCM) unit calculations, IFSP Consent & Authorization, notification, late referrals and others. Policy staff have participated in meetings with other ESSO staff to discuss possible modifications to the Service Coordinator attestation and enrollment process. The state parent consultant worked on revisions to the Family Resource Specialist (FRS) Plan of Action/Family Involvement Plan document. Several informal grievances from families were brought to the attention of ESSO last month. The state parent consultant assisted in resolving those issues.

The ESSO Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT) liaison has been working with FICCIT chair and executive committee to plan and prepare for the upcoming FICCIT meeting. Final tweaks have been made to the FICCIT annual report and it has been submitted for printing. A recruitment packet targeting family members to fill vacant positions on the Council has been developed and disseminated. We are anticipating a productive FICCIT meeting this month as our new FICCIT liaison, Katie Williams, settles into that role.

PROGRAM MANAGER INFORMATION

17. List of Program Managers and their Contact Information

The assigned program manager at ESSO is the primary contact person for the LES to submit questions, issues or concerns to. The program manager will be responsible for responding to the LES and prior to responding, will inform and involve others in the ESSO, when necessary, to assist in clarifying or resolving the issue.

Early Steps State Office Telephone Number - (850) 245-4444

LES	Program Manager	PI Lead
Bay Area	Haylie Mistrot (ext. 2267) Haylie_Mistrot@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Big Bend	Dawn Lynch (ext. 2270) Dawn_Lynch@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Central Florida	Arnetta Givens (ext. 3904) Arnetta_Givens@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Gold Coast	Arnetta Givens (ext. 3904) Arnetta_Givens@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Gulf Central	Mary Sandler (ext. 2240) Mary_Sandler@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
North Beaches	Carol Burch (ext. 2224) Carol_Burch@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
North Central	Dawn Lynch (ext. 2270) Dawn_Lynch@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
North Dade	Janice Miller (ext. 3910) Janice_Miller2@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Northeastern	Janice Miller (ext. 3910) Janice_Miller2@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Southernmost Coast	Janice Miller (ext. 3910) Janice_Miller2@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Southwest	Mary Sandler (ext. 2240) Mary_Sandler@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Space Coast	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
Treasure Coast	Mary Sandler (ext. 2240) Mary_Sandler@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us
West Central	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us	Angela Marcus (ext. 3278) Angela_Marcus@doh.state.fl.us
Western Panhandle	Carol Burch (ext. 2224) Carol_Burch@doh.state.fl.us	Susan Barrows (ext. 2231) Susan_Barrows@doh.state.fl.us



Better Health Care for All Floridians

FLORIDA MEDICAID

A Division of the Agency for Health Care Administration

**Health Care Alerts & Provider Alerts Messages
March 2013**

Provider Type(s): All

Universal Health Care HMO Termination

Effective March 21, 2013, Universal Health Care, Inc. (Universal) was ordered into receivership for purposes of rehabilitation by the Second Judicial Circuit Court in Leon County, Florida. The Florida Department of Financial Services, Division of Rehabilitation and Liquidation, is the court appointed Receiver of Universal. Effective April 1, 2013, pursuant to the Court Order, Universal will automatically move into receivership for purposes of liquidation.

Universal is licensed as a health maintenance organization (HMO) in Florida. The company had approximately 40,000 Medicare members, approximately 60,000 Medicaid members and approximately 1,400 Nursing Home Diversion Program members as of February 2013. It is a Florida corporation which was licensed in February 2003 and is headquartered in St. Petersburg, Florida.

POLICY CANCELLATION EFFECTIVE 12:01 A.M. ON APRIL 1, 2013: By Court Order, effective at 12:01 a.m. on April 1, 2013, all contracts for health care coverage provided by Universal that have not already expired are automatically canceled. Policies or contracts of coverage with normal expiration dates prior to April 1, 2013, or which are terminated by insureds or lawfully canceled by the Receiver or insured before April 1, 2013, are considered canceled as of the earlier date.

Who will pay claims for services rendered prior to the effective liquidation at 12:01 a.m. on April 1, 2013?

Universal will continue its normal day-to-day activities while it is in rehabilitation and will pay claims during this period in accordance with its normal business practices. Claims which were not paid as of the liquidation, which is effective at 12:01 a.m. on April 1, 2013, will be considered as claims against the Universal estate and subsequently processed by the Receiver during the liquidation process. Detailed information regarding the filing of claims in a liquidation proceeding will be available on the Receiver's website, www.myfloridacfo.com/division/receiver, in the near future.

Claims for services or goods provided to or on behalf of the Universal members must be filed with the Receiver on the Receiver's Proof of Claim Form in order to be considered for payment. The procedure for the filing and evaluation of claims in a liquidation proceeding is set out in Part I, Chapter 631, Florida Statutes. Assuming there are sufficient assets in the receivership, the Receiver will evaluate claims in order of their priority as set out in Section 631.271, Florida Statutes. This statute establishes a system of priorities in paying claims. When the evaluation process has been completed, the Receiver will file a report with the Court setting out our

recommendations as to the amounts, if any, which should be allowed on each of the claims evaluated. Notice of the Receiver's recommendations and the deadline for filing any objections to the recommendations will then be provided to the claimants. It is unlikely that claimants will receive any correspondence or other communication from the Receiver until that time unless the Receiver has questions regarding the claim which has been filed. This is because the Receiver is trying to minimize the claims' processing costs in order to maximize potential distribution to the claimants.

During the claims evaluation period, the Receiver also commences litigation and/or takes whatever other action is necessary to collect and maximize the assets of the receivership estate. Please note: after the liquidation date of April 1, 2013, it may be several years before distributions, if any, are made in this receivership. Distributions of assets are made on a pro rata basis in accordance with the priority of claims which is set out in Section 631.271, Florida Statutes. Those whose claims fall into lower priorities are paid only if there is money left after paying the higher priority claims. It is too early in the receivership process for the Receiver to provide any estimate as to the timing and/or the pro rata percentage of the distributions, if any, which may be made in this receivership.

Additional general information concerning the receivership process is available at www.myfloridacfo/division/receiver.com.

Can Providers seek payment from Universal members for debt owed by Universal for medical services?

Under Section 641.3154, Florida Statutes, HMO subscribers are not liable to any provider for health care services for any services covered by the HMO. Additionally, health care providers and their representatives are prohibited from attempting to collect payment from the HMO subscribers for such services.

Coverage Information – Medicaid members:

Enrolled Medicaid members have continued health care coverage with Universal until 12:01 a.m. on April 1, 2013. Such recipients will receive a letter from the Agency with details regarding their continued health care coverage after April 1, 2013, and new Medicaid health plan assignment, if applicable. MediKids will be enrolled in a new Medicaid health plan effective April 1, 2013, and will continue to receive covered medical services from their new health plan. All other Medicaid recipients will receive covered services through fee-for-service Medicaid effective April 1, 2013. Recipients required to be in a managed care plan will receive information regarding their new Medicaid health plan which will become effective May 1, 2013.

CONTACT INFORMATION:

Prior to April 1, 2013: Providers and members may visit the company's website at www.univhc.com, e-mail the company at CustomerService@univhc.com or contact the company directly as follows:

Universal – Direct Contact Information:

Customer Services: 1-866-690-4842

Pre-Certification:

Physician Authorization Request:

Telephone: 1-866-690-4842 ext. 2989
Fax: 1-866-420-4842

Concurrent Review:

Hospital Authorization Request, Notification, and Clinicals
Skilled Nursing Facility Authorization Request, Notification and Clinicals
Telephone: 1-877-386-6670
Fax: Hospitals – 1-800-889-6745
Fax: Skilled Nursing – 1-877-261-2148

Case/Disease Management:

Telephone: 1-866-616-6398

Provider Relations & Network Services: 1-877-661-3920

Email: Providers@univhc.com

Main office number: 1-866-690-4842

Mailing Address: 100 Central Ave., Suite 200, St. Petersburg, Fl. 33701

Website: www.univhc.com

Medicare Information: Providers and members needing more information regarding Medicare, other Medicare Advantage plans, or coverage options from 12:01 a.m. on April 1, 2013, should visit www.medicare.gov or call 1-800-MEDICARE (1-800-633-4227).

Medicaid Information: Recipients needing more information regarding other Medicaid health plans should visit www.ahca.myflorida.com or call 1-866-454-3959, TDD users 1-866-467-4970 if in Broward, Baker, Clay, Duval and Nassau Counties. Medicaid recipients in all other counties should call 1-888-367-6554, TDD users 1-800-653-9803.

If you have further questions, please contact your local [Medicaid area office](#).



Better Health Care for All Floridians

FLORIDA MEDICAID

A Division of the Agency for Health Care Administration

**Health Care Alerts & Provider Alerts Messages
March 2013**

Provider Type(s): All

**Provider Training:
Florida Medicaid Recipients with Other Medical Insurances**

The Agency for Health Care Administration invites Medicaid providers to attend the training about **"Florida Medicaid Recipients with Other Medical Insurances."** During the training session Medicaid policy on third party liability will be discussed.

This training session will be offered via webinar on Tuesday, April 9, 2013, at 2:00 p.m., Eastern Time and again Thursday, April 18, 2013, at 10:00 a.m., Eastern Time.

To join the webinar on **Tuesday, April 9, 2013, at 2:00 p.m.**, ET, please:

1. **Dial: 1(888) 670 - 3525** and at the prompt enter the Participant passcode: **633 897 8710** then #

2. Go to:

<https://suncom.webex.com/suncom/k2/j.php?ED=171723827&UID=1329439332&HMAC=9e454dd4a1b68f09348ed549b0736f7e8d301b77&RT=MIMxMQ%3D%3D>

3. Enter your name and email address.

4. Enter the session password: This session does not require a password.

5. Click "Join Now".

6. Follow the instructions that appear on your screen.

The presentation is posted at the [Florida Medicaid Provider Training e-Library](#). To download the presentation to view during the training, please click on the "Upcoming Training and Schedules" tab, then right click on the hyperlink for the Training Presentation, choose "Save Target As..." and save a copy of the presentation to your computer. You may also click on the hyperlink for the training presentation and view it online. If you have any questions about the

teleconference, please contact elibrarytraining@ahca.myflorida.com.

To join the webinar on **Thursday, April 18, 2013, at 10:00 a.m.**, ET, please:

1. **Dial: 1(888) 670 - 3525** and at the prompt enter the Participant passcode **633 897 8710** then #

2. Go to: to

<https://suncom.webex.com/suncom/k2/j.php?ED=171730177&UID=1329477917&HMAC=c2d92f7f4d26b6672094566179158480eb5d706f&RT=MiMxMQ%3D%3D>

3. Enter your name and email address.

4. Enter the session password: This session does not require a password.

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If you have any questions about the teleconference, please contact elibrarytraining@ahca.myflorida.com.



2013 ITCA Parent Leadership Award

The IDEA Infant and Toddler Association (ITCA) promotes mutual assistance, cooperation, and exchange of information and ideas in the administration of Part C and provides support to state and territory Part C coordinators in the administration of effective early intervention services to infants and toddlers with developmental delays and disabilities and their families.

The IDEA Infant and Toddler Association (ITCA) ***National and Regional Parent Leadership Awards*** are given annually to acknowledge outstanding state / regional, and/or national parent leadership on behalf of the Part C program for infants and toddlers with developmental delays or disabilities and their families. Parents may be nominated on the basis of significant contributions, in either a volunteer or paid capacity, during a specific period of time, or for exceptional efforts over a period of several years. These efforts may range from family support efforts, recruiting and/or training families, serving on committees, working on legislative initiatives etc.

The *ITCA Parent Leadership Awards* are presented during the Part C Coordinator's Meeting, which is hosted by the IDEA Infant and Toddler Coordinators Association during the annual OSEP Leadership Conference in Washington, DC.

Criteria

Parent nominees can be biological/adoptive parents, foster parents or grandparents of children with special needs who have participated in a Part C program. Nominees can represent a variety of different leadership roles that contribute to the Part C program, including:

1. Parent volunteers or parents not affiliated with any formal organization.
2. Parents serving in appointed positions on state or local ICC's.
3. Parents in salaried positions, or who are compensated for their time.
4. Parents of young children with disabilities currently in the Early Intervention Program, as well as parents whose children have transitioned, or whose children are older, but have remained actively involved in the Part C program.

5. Parents associated with a PTI, advocacy or other formal organization.

In selecting the recipients, consideration will be given to a parent or parents whose contributions include any of the following activities:

- ❖ Actively engaging the involvement of other parents in local, state or national Part C policy/program level activities, and sustaining that involvement through ongoing mentorship.
- ❖ Promoting best practices in early intervention through participation in personnel preparation or collaborative training activities at the local, state or national level that enable families and providers to: understand and implement Part C family rights; understand and encourage children's development; build family-centered support; actively and successfully participate in their communities.
- ❖ Advocacy at the local, state or national level that includes, but is not limited to activities that result in: changes to public policy that strengthened the Part C program; increased or preserved levels of funding; enhanced service delivery, including creating opportunities for services in natural environments; better public awareness; implementation of family-centered supports and services, etc.

The ITCA will appoint an Awards Committee of at least three (3) individuals, one of whom is the ITCA Past President and another shall be an individual who previously received the ITCA Parent Leadership Award to determine the award recipients.

The ITCA reserves the right to not make a regional or national award in a particular year.

Nominations

Requests for nominations will be distributed broadly to numerous organizations and entities.

To nominate an individual for the *Parent Leadership Award*, prepare a nomination packet that contains:

1. The nomination form
2. A short biography and/or a copy of the nominee's vita
3. A brief description of the nominee's major achievements, which address at a minimum:
 - a. What was outstanding about the nominee's contribution(s)? Include information that highlights the scope of the nominee's achievements.
 - b. What was accomplished? How are these accomplishments relevant to the Part C Program? What was the impact of the activities on the Part C system at the state or national level? Are the activities consistent with the mission

and goals of the Part C program and the philosophy of family-centered early intervention?

- c. Who benefited? Did the nominee's contributions make a difference for: Infants and toddlers with disabilities and their families? Parents serving in leadership roles? Professionals involved in the Part C program?
4. Letter(s) of support.
 - a. One letter preferably from a parent (e.g., ICC Parent, parent mentee, parent advocate, etc.); and
 - b. One from the state Part C Coordinator.

Submit Electronic Nomination Packet by May 24, 2013 to: ideaitca@aol.com

2013 Nomination Form

Nominee: _____

Address: _____

Telephone Number: _____

Email Address: _____

I am nominating this person for:

Regional Award

National Award

Nominator Contact Information:

Name: _____

Phone: _____

Email: _____

Nominee's major achievements: