Questions from QA Monitoring 2013-2014 Conference Calls

Q1: When are the QA samples due?

A1: Following are the due dates. They are also on page 2 of the Instructions for QA Self Assessment.

		# of Child Records to be Reviewed for Self Assessment (Per Sample)	Due Date for Self Assessment to be Submitted to ESSO
Small	Big Bend North Beaches North Central Southwest Space Coast Western Panhandle	10	Friday, September 6, 2013
Medium	Central Florida Gulf Central North Dade Northeastern Southernmost Coast West Central	20	Friday, September 13, 2013
Large	Bay Area Gold Coast Treasure Coast	30	Friday, September 20, 2013

Q2: Is the COUN service listed on worksheet 2 and 4 “Counseling”?

A2: Yes, definition from UF Taxonomy: Individual/family therapy. Also, the UF Early Steps services codes and CMS-KIDS CPT codes will be listed on both Worksheet 2 and 4.

Q3: What notification date is listed in Column P on Worksheet 3? There is only one notification date in the data system?

A3: Column P will be pre-populated with the notification date from the data systems. We expected that LESs would provide notification to both parties on the same date, so did not anticipate the need for an additional data field. We recognize that most LESs had not developed a practice strategy for implementation on January 1 and that there may be different dates for children in the sample. Each LES must enter the LEA Notification date per child’s record or other information source in column R and enter DOE Notification date per child’s record or other information source in column S. This date should be the date Notification was **sent.**

Q4: Can an LES use their own e-mail encryption service to receive the populated worksheets if not registered with Direct Secure Messaging (DSM)?

A4: Yes, send an encrypted email to Angela Marcus if you do not have a DSM account so that she can reply and attach your populated worksheets

Q5: Will the completed Form I checklists that are done by ESSO during the desk review be provided to the LES?

A5: Yes, the completed checklists will be scanned and emailed along with the scored worksheets upon completion of the desk reviews.

Q6: What back up documentation is needed to verify provision of procedural safeguards?

A6: When procedural safeguards are explained over the phone, documentation must be provided to verify that a copy was subsequently provided or family declined.

Q7: When will the Worksheets be sent to the LESs?

A7: Friday Aug 2, 2013