

**Transformation of the Demographic Record to an Enrollment Record
Questions and Answers Document
July 20, 2011**

1. Sometimes it is necessary to have the DOB for the parent or guardian in order to bill insurance for services. Is there a place in the demographic record that will have this information or is it now obsolete? **The demographic record was replaced by the enrollment record and this data field was eliminated. If you need access to information previously entered in an eliminated data field, please contact the UF Data System to receive a report of old data. It is then recommended that this information be placed in the long note of a record for future use.**
2. The system does not accept a TCON barrier for late entry children who have not been determined Part C eligible. Can this rule be changed to allow TCON barriers prior to eligibility determination? **A child who has not been determined Part C eligible does not need a TCON barrier. An initial IFSP date must be entered before a TCON barrier can be applied. These children will not be included in any data compliance reporting.**
3. The record for DEI Only children who have been determined Part C eligible must be closed before the Part C enrollment record can be started. Please identify an existing disposition code or define a new one for this situation. **Disposition code "C" with a definition of "DEI-only child identified as potentially eligible for Part C" has been created. This code is to be used when a DEI-only child is suspected or actually determined to be eligible for Part C. This will prompt for a new enrollment record which will show the child as DEI and Part C. This code is only to be used for disposition dates after 07/01/11.**
4. Should an annual or periodic review be used in the IFSP screen for a child with an initial IFSP who was closed and then re-opened in the data system six months later? Is a barrier code needed? **Please refer to slide 15 of the Transformation of the Demographic Record to an Enrollment Record which describes two situations where a new enrollment record must be created. The following examples demonstrate the second situation.**

Example #1: A child is referred and found eligible for Part C services, and then is closed after 4 months of his initial IFSP because his parents withdraw him. He is re-referred 8 months after initial IFSP. A Periodic Review could be done after re-referral, with a

barrier code of F (Family Reason, since the family chose to withdraw the child.)

Example #2: A child is referred and found eligible for Part C services and then closed after 4 months of initial IFSP because his parents withdraw him. His is re-referred 11 months after his initial IFSP. An annual IFSP should be done since eligibility must be re-determined within 30 days of the re-referral. If the Annual is completed within 12 months of the initial IFSP, no barrier code is needed.

Training Coordinator Conference Call

DATE and TIME:	July 19, 2011	1:00 - 2:00 EDT	
CALL IN NUMBER	1-888-808-6959	Code 6254120367	
FACILITATOR:	Janice Miller, Room 335N		
NOTES TAKEN BY:	Haylie Smith		
LES Representation on the Call:	Bay	Pat Grosz, Annalise Campisi	
	Big Bend	Juli Melara, Shawn Seabrook	
	Central	Lynn Coleman, Mary Grimmer	
	Gold Coast	Kim Werner, Kathy Carroll	
	Gulf Central		
	North Beaches	Gayla Clark	
	North Central		
	North Dade	Maria Calejo	
	Northeastern	Amy Lane	
	Southernmost Coast	Elma Pierre	
	Southwest	Elli Grim	
	Space Coast		
	Treasure Coast	Sarah Corrigan	
	West Central	Jamie Johnson	
	Western Panhandle		
	Children's Forum		
	FSU		
	DOE		
	ESSO	Arnetta Givens, Patricia Herring	Dawn Lynch, Sally Golden-McCord, David Johnson
TOPIC	PRESENTER	RELATED DOCUMENTS/REFERENCES	OUTCOME
Data Enhancements	David Johnson		The first three phases of data enhancement pertaining to demographics, IFSP tables and Enrollment tables have been completed. The fourth phase, Service Coordinator Reports, is being worked on now and will be implemented soon. There will be no formal training or testing of Phase IV - Service Coordinator Reports. Documentation on the UF website will explain how to use the reports and there will be a question and answer session scheduled if needed.
BDI-2 Surveys	Sally Golden-McCord & Arnetta Givens		Arnetta gave an update on the survey that was sent to programs to find out about how training is being conducted and maintained in individual LESs. As soon as two outstanding responses are received, the results will be compiled and shared. More information about assessment data quality will be discussed on the July 20th conference call pertaining to Child Outcomes.
Statewide Meeting	Haylie Smith		The Statewide Meeting will be held on November 8-10, in Orlando at the Doubletree @ Universal. Please submit topics of interest and proposed presenters and keynote speakers to Haylie or Janice.
Training Updates and Request to Send Training Developed by LESSs to ESSO	Janice Miller		The Autism Navigator training that is being developed by Amy Wetherby and Julianne Woods will be released in early September. The Tools for Early Steps Teams (TEST) Project will also be completed in September. The LES Administrator Orientation, Cultural Competency in Early Intervention and Transition at Three training modules will be completed later in the year. There was a reminder that training that is developed locally by the LES should be submitted to the Training Unit at ESSO for review and inclusion in the Training Tool Kit that will be available to everyone.
Autism Society of America National Conference	Sally Golden-McCord		Sally was able to attend the Autism Society of America National Conference recently held in Orlando. She will prepare an article with links to presentations for the ESSO Weekly. The presentations include topics on teaming, parental involvement and functional outcomes. Please share this information with your providers.

Next Call			August 16, 2011 from 1:00 - 2:30 EDT (Same Conference Call Number and Code)
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TPA EVALUATION / ASSESSMENT MANAGEMENT and SERVICE COORDINATION Users Survey

1	Location	xxxxxxx Early Steps	
EVALUATION / ASSESSMENT MANAGEMENT MODULE			
2	# of Installations per Location	How many computers need access to the Evaluation/Assessment Management module of the TPA?	
3	# of Users with R/W Access	How many personnel need access to read and add or edit information in the Evaluation/Assessment Management module of the TPA?	
4	# of Users with R/O Access	How many personnel need only need to read information in the Evaluation/Assessment Management module of the TPA?	
5	# of Concurrent Users	How many personnel could possibly be using the Evaluation/Assessment Management module of the TPA at one time?	
6	Average # of Types of Evaluations per Month	These would be the individual evaluation/assessment activities that require an individual appoint. Example: Eligibility Evaluation/Assessment, Hearing Screening, ADOS Evaluation = 3	
7	Average # of Kids per Evaluation Type per month	Average number of kids per month for each Evaluation Type from #6 above?	
8	Average # of Transactions per Child per Scheduled Evaluation Type	Examples of a "Transaction" and counting these: Scheduling event = 1, Sending Appointment letter = 1, Sending appointment reminder = 1, Entering that child showed up (or didn't) to the scheduled appointment = 1, Rescheduling an event due to no show = 1, etc. Count the average # of each "Transaction" per child, Example: 1.25 events scheduled, 1 appointment letter, 1.25 update of status of scheduled event, .12 reschedules, .12 sending reschedule appointment letter = 3.74	

SERVICE COORDINATION MODULE			
2	# of Installations per Location	How many computers need access to the Service Coordination module of the TPA?	
3	# of Users with R/W Access	How many personnel need access to read and add or edit information in the Service Coordination Module of the TPA?	
4	# of Users with R/O Access	How many personnel only need to read information in the Service Coordination Module of the TPA?	
5	# of Concurrent Users	How many personnel could possibly be using the Service Coordination module of the TPA at one time?	
6	Average # of Service Coordination Events per month	Consider each case note to be an "event"	
7	Avg. # of Kids per Service Coordinator	Average case load in one day for a full time service coordinator	
8	Average # of Service Coordination Transactions per Kid per month	Examples of a "Transaction" and counting these: Written prior notice = 1, Sending letters to providers = 1, Sending letters to request records = 1, Sending IFSP meeting notices = 1, etc. Count the average # of each "Transaction" per child per month, Example: Written prior notice = .25, Sending letters to providers = 2, Sending letters to request records = .15, Sending IFSP meeting notices = .25 = 2.65	