

## ESSO WEEKLY MEMO

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## **ACTION ITEMS:**

No Items.

## **FOLLOW UP:**

### **1. Message from the Early Steps Bureau Chief**

Thank you to all LESs that responded and sent documentation of issues related to getting providers on Medicaid HMO or claims paid. We will advise everyone on the result of the meeting with AHCA regarding Medicaid HMO issues on the next Director's and Coordinator's Call. ~ Penny Geiger

## **UPCOMING EVENTS:**

### **2. REMINDER: Early Steps Policy Webinar – August 20 and 21, 2013**

The Early Steps State Office has scheduled two webinars to introduce updates to Early Steps policy documents that will be implemented October 1, 2013. The updates include clarifications related to:

- Completion and documentation of service coordination/targeted case management assessment and plan
- Provision of compensatory services after a child turns three (as a result of a dispute or finding)
- Fundraising activities
- Documentation of “other services”
- Use of informed clinical opinion
- Payment for consultation
- Handling a due process hearing request
- Family Involvement Plans and Family Resource Specialist roles
- Obtaining consent in electronic format
- Paper and electronic recordkeeping for children who are adopted

Identical information will be presented during the two webinars, so it is necessary to participate in only one. The updated policy documents are in the process of being posted on the Early Steps website. Webinar information is below.

#### **Date: Tuesday, August 20, 2013 from 10:00 am – 11:30 am (EST)**

**To join the meeting, go to:**

<http://floridanewbornscreening.adobeconnect.com/esso1/> and enter as “guest”

**Conference Call #:** 1 888 670 3525

**Passcode:** 6861777454 then #

#### **Date: Wednesday, August 21, 2013 from 1:00 pm – 2:30 pm (EST)**

**To join the meeting, go to:**

<http://floridanewbornscreening.adobeconnect.com/esso1/> and enter as “guest”

**Conference Call #:** 1 888 670 3525

**Passcode:** 6861777454 then #

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## **MEDICAID UPDATES:**

### **3. Medicaid Alerts and Questions**

The Florida Medicaid program has created an e-mail alert system to supplement the present method of receiving Provider Alerts information and to alert registered subscribers of "late-breaking" health care information. An e-mail will be delivered to your mailbox when Medicaid policy clarifications or other health care information is available that is appropriate for your selected area and provider type. Visit the [Florida Medicaid's Health Care Alerts](#) page to subscribe now, or to unsubscribe or update your subscription at any time.

Please direct questions about Medicaid policies to your local Medicaid area office. The Medicaid area offices' addresses and phone numbers are available on the [Area Offices](#) web page.

### **4. Notice of Development of Rulemaking/59G-4.085 Early Intervention Services**

Location - Agency for Health Care Administration, 2727 Mahan Drive, Building 3, Conference Room D, Tallahassee, Florida 32308-5407

Date/Time - 10:00 - 11:00 AM, August 30, 2013

*Please see [attached document](#) below for further details.*

### **5. Direct Secure Messaging (DSM) Webinars**

You are invited to join the Florida Health Information Exchange (HIE) staff during the upcoming webinar to learn more about Direct Secure Messaging (DSM). DSM is a secure, encrypted email service that enables users to safely send messages and attachments containing protected health information.

The webinar will take participants on a tour of DSM and will be followed by a question-and-answer session with Florida HIE staff. You are not required to register in advance to participate. Simply follow the instructions below to join the webinar.

**Date/Time:** Tuesday, September 17th from 5:00 pm to 6:00 pm ET

#### **Instructions:**

To access the audio portion of the webinar:

1. Call **1-888-670-3525**
2. Enter the passcode **770-719-3414** followed by the # key.

To access the visual portion of the webinar

1. Visit <http://meetingplace.harris.com>
2. Enter the meeting ID number **45682** and click Attend Meeting
3. Enter your name in the name field and click Attend Meeting
4. Accept any security warnings you receive and wait for the meeting room to initialize.

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## **INFORMATION & RESOURCES:**

### **6. RFP: Early Steps Evaluator Credentialing**

#### **REQUEST FOR PROPOSALS (FDDC #2013-CD-10900) Early Steps Evaluator Credentialing**

The Florida Developmental Disabilities Council, Inc. (FDDC) is pleased to announce that this request for proposals (RFP #2013-CD-10900) is released to create a new credentialing process for the State of Florida's Early Steps Program to ensure that providers who conduct evaluation and assessment services to determine Part C eligibility are appropriately and adequately prepared and trained.

Individuals, not-for-profit, and for-profit agencies may submit proposals in response to this RFP. FDDC has set aside \$80,000 - \$100,000 of federal funds for a period not to exceed one (1) year for fiscal support of this RFP. The exact amount of this contract will be developed during contract negotiations.

Copies of this RFP can be downloaded from the FDDC website ([www.fddc.org](http://www.fddc.org)) or copies may be requested by writing FDDC at 124 Marriott Drive, Suite 203, Tallahassee, FL 32301, or calling (850) 488-4180 or Toll Free 1-800-580-7801 or TDD Toll Free (888) 488-8633.

The deadline for submitting written questions and letters of intent for this RFP is **August 27, 2013 by 4:00 p.m. EDT**. Letters of intent are encouraged but not mandatory. Letters of Intent will only be accepted by fax, mail, or hand delivery. Letters of Intent by email will not be accepted. All answers to written questions will be posted on the FDDC website during the week of **September 2, 2013**. The deadline for submitting proposals for this RFP to FDDC is **September 16, 2013 by 2:00 p.m. EDT**.

THE ABOVE ANNOUNCEMENT WILL APPEAR IN THE FLORIDA ADMINISTRATIVE REGISTER AND ON THE FDDC WEB PAGE ([fddc.org](http://fddc.org)) ON **AUGUST 14, 2013**.

PLEASE FORWARD ALL REQUESTS FOR COPIES OF THIS RFP TO CAROLYN WILLIAMS.

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## **STAFF AND LES SPOTLIGHT:**

### **7. New Guidelines**

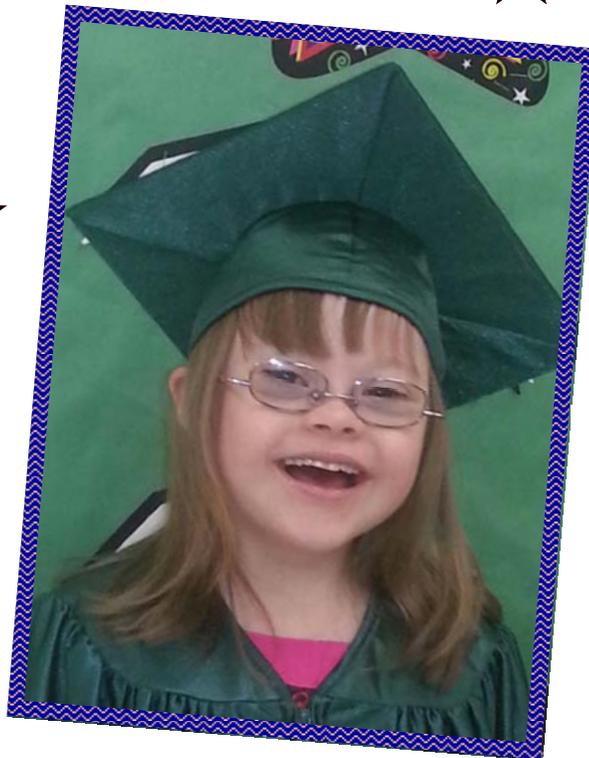
This section of the ESSO Weekly Memo will now be used for recognition of major accomplishments, awards, and milestones reached by either **LES/ESSO staff OR local programs**. All entries must be emailed to Katie Williams and Patricia Herring by 5:00 EST on Tuesdays. The subject line should read 'ESSO Weekly Memo Entry.' **Please include a picture when possible.**

### **8. Special Spotlight**

*Submitted by Kylee Barry, FRS, Gulf Central Early Steps*

Sophie, who is 5 years old and an Early Steps graduate, has been selected to have her picture included in the National Down Syndrome Society's Time Square video. The video will air in NYC's Times Square to kick off the NYC Buddy Walk on September 19th. The video, which will include pictures of over 200 individuals with Down Syndrome, will also be available on YouTube and NDSS website.

Here is Sophie at her VPK graduation this past May.



# **Way to go, Sophie!!**

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## 9. Staff Spotlight

### David Johnson

David joined the Early Steps State Office in December 2010, bringing his computer and database management skills to our team. These skills have been invaluable as we began the planning and development of the CMS-KIDS information system. His efforts have ensured that each roll-out to the system has been smoother than the previous one and been instrumental in modifying reports that are useful to users. He has helped us anticipate the ups and downs of the roller coaster ride and stay securely fastened! We so appreciate his skills and amusing sense of humor!



### Arnetta Givens

Arnetta has been with the Early Steps for over 15 years at both the local and state level. Over the years she has filled many roles from Service Coordinator, to ESSO program/contract manager. For the past two years, Arnetta has taken a lead role in development, training, roll-out, problem solving and relationship-based support for successful deployment of CMS-KIDS. Many programs have shared how thankful they are for the support Arnetta has provided. ESSO is proud and strong because Arnetta is on our team.



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## PROGRAM MANAGER INFORMATION:

### 10. 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   |
|---------------------------|--|---|
| <b>Bay Area</b>           | Haylie Mistrot (ext. 2267)<br><a href="mailto:Haylie_Mistrot@doh.state.fl.us">Haylie_Mistrot@doh.state.fl.us</a> | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a> |
| <b>Big Bend</b>           | Dawn Lynch (ext. 2270)<br><a href="mailto:Dawn_Lynch@doh.state.fl.us">Dawn_Lynch@doh.state.fl.us</a>             | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |
| <b>Central Florida</b>    | Arnetta Givens (ext. 3904)<br><a href="mailto:Arnetta_Givens@doh.state.fl.us">Arnetta_Givens@doh.state.fl.us</a> | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |
| <b>Gold Coast</b>         | Arnetta Givens (ext. 3904)<br><a href="mailto:Arnetta_Givens@doh.state.fl.us">Arnetta_Givens@doh.state.fl.us</a> | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |
| <b>Gulf Central</b>       | Mary Sandler (ext. 2240)<br><a href="mailto:Mary_Sandler@doh.state.fl.us">Mary_Sandler@doh.state.fl.us</a>       | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a> |
| <b>North Beaches</b>      | Carol Burch (ext. 2224)<br><a href="mailto:Carol_Burch@doh.state.fl.us">Carol_Burch@doh.state.fl.us</a>          | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a> |
| <b>North Central</b>      | Dawn Lynch (ext. 2270)<br><a href="mailto:Dawn_Lynch@doh.state.fl.us">Dawn_Lynch@doh.state.fl.us</a>             | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |
| <b>North Dade</b>         | Janice Miller (ext. 3910)<br><a href="mailto:Janice_Miller2@doh.state.fl.us">Janice_Miller2@doh.state.fl.us</a>  | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a> |
| <b>Northeastern</b>       | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a>    | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a> |
| <b>Southernmost Coast</b> | Janice Miller (ext. 3910)<br><a href="mailto:Janice_Miller2@doh.state.fl.us">Janice_Miller2@doh.state.fl.us</a>  | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |
| <b>Southwest</b>          | Mary Sandler (ext. 2240)<br><a href="mailto:Mary_Sandler@doh.state.fl.us">Mary_Sandler@doh.state.fl.us</a>       | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a> |
| <b>Space Coast</b>        | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a>    | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |
| <b>Treasure Coast</b>     | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a>    | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |
| <b>West Central</b>       | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a>    | Angela Marcus (ext. 3278)<br><a href="mailto:Angela_Marcus@doh.state.fl.us">Angela_Marcus@doh.state.fl.us</a> |
| <b>Western Panhandle</b>  | Carol Burch (ext. 2224)<br><a href="mailto:Carol_Burch@doh.state.fl.us">Carol_Burch@doh.state.fl.us</a>          | Susan Barrows (ext. 2231)<br><a href="mailto:Susan_Barrows@doh.state.fl.us">Susan_Barrows@doh.state.fl.us</a> |

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## Notice of Development of Rulemaking/59G-4.085 Early Intervention Services

### AGENCY FOR HEALTH CARE ADMINISTRATION

#### Medicaid

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this workshop/meeting is asked to advise the agency at least 48 hours before the workshop/meeting by contacting: Gail Underwood at the Bureau of Medicaid Services, (850)412-4224. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1(800)955-8771 (TDD) or 1(800)955-8770 (Voice).

RULE NO.: RULE TITLE:

59G-4.085 Early Intervention Services

PURPOSE AND EFFECT: The purpose of the amendment to Rule 59G-4.085, F.A.C., is to incorporate by reference the Florida Medicaid Early Intervention Services Coverage and Limitations Handbook, \_\_\_\_\_. The amendment updates eligibility criteria to align with the Department of Health/Early Steps policies, clarifies existing early intervention services policy, and incorporates required forms.

SUBJECT AREA TO BE ADDRESSED: Early Intervention Services.

An additional area to be addressed during the workshop will be the potential regulatory impact the amendment to Rule 59G-4.085 will have as provided for under Sections 120.54 and 120.541, Florida Statutes.

RULEMAKING AUTHORITY: 409.919 FS.

LAW IMPLEMENTED: 409.905, 409.908 FS.

A RULE DEVELOPMENT WORKSHOP WILL BE HELD AT THE DATE, TIME AND PLACE SHOWN BELOW:

DATE AND TIME: Friday, August 30, 2013, from 10:00 a.m. to 11:00 a.m.

PLACE: Agency for Health Care Administration, 2727 Mahan Drive, Building 3, Conference Room D, Tallahassee, Florida 32308-5407

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED RULE DEVELOPMENT AND A COPY OF THE PRELIMINARY DRAFT IS: Gail Underwood, Medicaid Services, 2727 Mahan Drive, Mail Stop 20, Tallahassee, Florida 32308-5407, telephone: (850)412-4224, e-mail: [gail.underwood@ahca.myflorida.com](mailto:gail.underwood@ahca.myflorida.com)

Please note that a preliminary draft of the reference material, if available, will be posted prior to the workshop at:

<http://ahca.myflorida.com/Medicaid/review/index.shtml>

THE PRELIMINARY TEXT OF THE PROPOSED RULE DEVELOPMENT IS:

59G-4.085 Early Intervention Services.

(1) This rule applies to all providers of eEarly iIntervention sServices who are providers enrolled in the Florida Medicaid program.

(2) All providers of eEarly iIntervention sServices providers enrolled in the Medicaid program must be in compliance with the provisions of the Early Intervention Services Coverage and Limitations Handbook, \_\_\_\_\_ CMS-1500, which is incorporated by reference in Rule 59G-4001, F.A.C. The Both handbooks is are available from the Medicaid fiscal agent's Web site at [www.mymedicaid-florida.com](http://www.mymedicaid-florida.com). Select Public Information for Providers, then Click on Provider Support, and then Provider on Handbooks. Paper copies of the handbook may be obtained by calling the Provider Services Contact Center at 1(800)289-7799 and selecting Option 7. Paper copies of the handbooks may be obtained by calling the Medicaid fiscal agent at (800)377-8216.

(3) The following forms are included in the Florida Medicaid Early Intervention Services Coverage and Limitations Handbook and are incorporated by reference: Early Intervention Services Request to Exceed Medicaid Limitations Form, AHCA Form 5000-3534, January 2013; Children's Medical Services Early Steps Certification for Providers of Early Intervention Services, AHCA-Med Serv Form 020, August 2007, one page; and Early Steps, Children's Medical Services, Medicaid Freedom of Choice and /Conflict of Interest Statement, AHCA-Med Serv Form 5000-3540 021, February 2013 August 2007, one page; Early Intervention Services Session(s) Plan of Care (Optional), AHCA Form 5000-3533, January 2013. The forms are available from the Medicaid fiscal agent's Web site at [www.mymedicaid-florida.com](http://www.mymedicaid-florida.com). Select Public Information for Providers, then Provider Support, and then Forms. Paper copies of the forms may be obtained by calling the Provider Services Contact Center at 1(800)289-7799 and selecting Option 7. These forms are available on the Early Steps provider Web site at <http://www.coms-kids.com/ESproviders.htm>. The following form that is included in the Florida Medicaid Early Intervention Services Coverage and Limitations Handbook is incorporated by reference: Early Intervention Services to Request to Exceed Medicaid Limitations Form, AHCA-Med Serv Form 019, August 2007, four pages, Appendix B. The form is available by photocopy from the Florida Medicaid Early Interventiouon Services Coverage and Limitations Handbook.

Rulemaking Authority 409.919 FS. Law Implemented 409.905, 409.908 FS. History—New 4-30-00, Amended 8-9-04, 5-22-06, 1-10-08,\_\_\_\_\_.