



## **ESSO WEEKLY MEMO –JUNE 30, 2011**

### **IN THIS MEMO:**

#### **ACTION NEEDED**

- 1. LES Contract Invoices**
- 2. ESSO Notice to LESs, Therapists and Other Providers re: 2011 Medicaid Audit Overpayments**
- 3. Incorporating the Five Protective Factors into Home Visiting in Florida**

#### **INFORMATION AND RESOURCES**

- 4. Local Early Steps ITN**
- 5. Florida's Determination Under IDEA**
- 6. *Caring for Our Children*, 3rd ed.**
- 7. Child Outcomes (BDI-2 Data Manager) Annual Purge Notice**
- 8. Medicaid Alerts**

## **UPCOMING EVENTS, MEETINGS, OR TRAININGS**

### **9. Looking for Online Training Course Testers**

### **10. Save the Date- Early Steps Statewide Meeting**

## **ACTION NEEDED**

### **1. LES Contract Invoices**

To enable the department to provide ESSO with the amount of Part C grant roll-forward to include in the allocation methodology, we are requesting that the June 2011 LES contract invoices be received by the Contract Manager no later than Wednesday, July 15. This assumes as well that the May 2011 invoice and any other monthly outstanding invoices have also been received.

The Final Invoice due date will remain August 31, but the sooner you send it the better.

**We also request that the 4th Quarterly Expenditure Report be sent as soon as possible.**

### **2. ESSO Notice to LESs, Therapists and Other Providers re: 2011 Medicaid Audit Overpayments (With 5 Attachments)**

Attention LESs and Early Steps providers: Because of the value placed on partnerships between LESs and providers, and due to the extent of past Medicaid billing misunderstandings, ESSO will use IDEA Part C funding to reimburse **qualifying** ES authorized services that resulted in recoupment. This opportunity will be offered for a limited time, and **only** for those qualifying services between April 1, 2006 and June 30, 2011 that are appropriate for Part C as payer of last resort and that were identified as overpayments due to "FFS Payments While Recipient in HMO".

**If this applies to you, please review the following attached documents carefully and FOLLOW ALL INSTRUCTIONS completely and promptly:**

The attached documents describe:

- (1) ESSO's process for Part C reimbursement, including
- (2) A letter to Early Steps providers,

- (3a) Provider Instructions for Requesting Part C Funds (with qualifying criteria),
- (3b) LES/ESSO/CMS Instructions for Processing Requests, and the
- (4) Required Cover Sheet to complete and submit with each batch of service claims.

### **3. Incorporating the Five Protective Factors into Home Visiting in Florida**

Dear Colleague,

Thank you for your interest in participating in Florida's Home Visiting Protective Factors Initiative. We have extended the deadline for completing the [self-assessment tool](#) and reporting your results online until **July 8th at 8:00 pm ET**.

You can access the online reporting tool at:

<http://survey.constantcontact.com/survey/a07e3qicjt2gmqglehb/start>

As a reminder, the results from your self-assessment are completely anonymous. Your participation in this initiative will allow programs providing home visiting services throughout the state to work together more effectively to strengthen services for Florida's vulnerable families. If you have any questions, please do not hesitate to contact me at (850) 488-1752 ext 127 or your state lead.

Sincerely,

Holly McPhail *on behalf of the*

Home Visiting Protective Factors Workgroup

## **INFORMATION AND RESOURCES**

### **4. Local Early Steps ITN**

Please check the Vendor Bid System for important information on the DOH 10-050 ITN.

### **5. Florida's Determination Under IDEA**

While Florida has made significant progress in meeting the targets in the State Performance Plan (SPP), we have been determined by the Office of Special Education Programs (OSEP) to continue to Need Assistance in meeting the requirements of IDEA, Part C and have been directed by OSEP to seek technical assistance for timely correction of identified noncompliance. This Determination is based on data submitted in the FFY 2009 Annual Performance Report (APR.) You can view Florida's Determination letter and supporting documents, including the current SPP and APR, on the Early Steps website at the following link. To view, scroll to the bottom of the page and click on OSEP response letter.

[http://www.cms-kids.org/providers/early\\_steps/reports/program\\_performance.html](http://www.cms-kids.org/providers/early_steps/reports/program_performance.html)

## **6. *Caring for Our Children*, 3rd ed.**

The National Resource Center for Health and Safety in Child Care/Early Education is very pleased to announce the release of *Caring for Our Children*, 3rd ed. (CFOC) online at <http://nrckids.org/CFOC3/index.html>. Chapter 8, Children with Special Health Care Needs and Disabilities, is of particular interest to Early Steps and can be downloaded at <http://nrckids.org/CFOC3/index.html>.

On the Website you will find several ways to access *CFOC*, 3<sup>rd</sup> ed., they are identical to the print version in content, only they are different online formats. If you have issues with access to the content, email [info@nrckids.org](mailto:info@nrckids.org). The print versions of *CFOC* are available from the bookstores of the American Academy of Pediatrics ([aap.org](http://aap.org)) and the American Public Health Association ([apha.org](http://apha.org)).

## **7. Child Outcomes (BDI-2 Data Manager) Annual Purge Notice**

We recommend that each LES maintain a copy of all Data Manager records for future reference. Since we have had several inquiries regarding the specific export files that should be stored each year, we are sending this follow-up message to provide guidance on recommended export files.

In addition to the two files normally used with the macro tool (i.e., **Student and Assessment Summary** and **Assessment Domains**), below is a list of other recommended files to back up each year, along with a short description of each file's contents:

- **Students** –this file contains ALL of the child demographic information, including User-Defined fields, which are not included in the Student and Assessment Summary file. User-Defined fields include Home County (for Early Steps only), Pre-K ID (for Early Steps), and Early Steps ID (for Pre-K).

· **Assessment Details** – this file contains all item-level scores for each assessment. This information is not included in either of the two macro tool files.

· **Assessment Observations** – this file includes any notes regarding invalid domains, which are stored in Test Observations -> Other Information.

Since this is the first year we will be purging records, we recommend that you save ALL records with test dates up to 6/30/2011. If you have any questions, please contact Piedra Data Services at (305)254-9986.

## 8. Medicaid Alerts

### Reminder -- January 1, 2012 Version 5010 Implementation

Provider Type(s): All Providers

The current HIPAA standard transaction set for claim submission, remittance and eligibility verification will change from version 4010 to 5010, effective January 1, 2012. This change will require action by all current participants in the electronic data interchange (EDI) process.

This message is intended for any provider and/or vendor submitting or receiving electronic data files from the Florida Medicaid Program and its fiscal agent, HP. The Florida Medicaid Public Provider Portal highlights the changes planned, testing options, key dates and resources for additional information. The site [http://portal.flmmis.com/FLPublic/Provider\\_EDI/Provider\\_EDI\\_SubmissionInformation/tabId/66/Default.aspx](http://portal.flmmis.com/FLPublic/Provider_EDI/Provider_EDI_SubmissionInformation/tabId/66/Default.aspx) includes the following topics:

- Inbound files
- Outbound files
- Ramp Manager testing
- Steps for updating Trading Partner ID for 5010 submission

Providers and vendors will have the option starting in July 2011, to send and/or receive version 5010 of all transactions. This will allow a transition period for EDI stakeholders to test and transition to exclusive use of version 5010. Effective January 1, 2012, version 4010 will no longer be accepted or sent by the Florida Medicaid Program. Failure to prepare for this deadline will result in delayed Medicaid payments.

HP staff is available to assist with questions or additional information at 1(866) 586-0961. **Please** take advantage of the various resources as quickly as possible to prepare for the upcoming change. As the implementation deadline approaches, the opportunity for testing will be limited.

### Therapy Services Web Page Updates

Provider Type(s): 83

The Medicaid Therapy Services Web page has been updated with the following additions:

- \*New\* June 24, 2011 Therapy Forum Agenda
- \*New\* [Therapy] Plan of Care Form
- \*New\* [Therapy] Treatment Form
- \*New\* Therapy Services Useful Information Sheet (Smart Phone Edition)
- \*Updated\* Therapy Services Useful Information Sheet
- \*Updated\* Therapy Services Referral/Evaluation/Prescription Form

The Medicaid Therapy Services Web page can be viewed at the following address: [www.ahca.myflorida.com/therapy](http://www.ahca.myflorida.com/therapy)

## **UPCOMING EVENTS, MEETINGS, OR TRAININGS**

### **9. Looking for Online Training Course Testers (With 1 Attachment)**

The UMass Medical School/Eunice Kennedy Shriver Center is offering eligible staff a great opportunity to take online courses selected from a series of Early Intervention courses. Staff who are selected will participate in a test pilot of 2 online distance learning courses free-of-charge from this series. The series of Early Intervention courses are currently under development and funded by a grant from the National Institutes of Health. The series currently includes the following courses:

- The Natural Environment in Early Intervention;
- Working with Families;
- Authentic Assessment in Early Intervention;
- Infant Mental Health;
- Working with the Medically Fragile Child.

Each course should take 4 - 8 hours to complete, and participants will be asked to complete the courses within a three week time frame.

The center is looking for staff who are new to Early Intervention; are competent in reading and understanding written communication in English; and feel competent using a computer with Internet broadband connectivity for media streaming and other graphics. Because they hope to have a representative group, they are especially interested in enrolling staff members from diverse ethnic, cultural, and racial backgrounds. Please share this request with other colleagues who might also wish to pass this information along as it will help them reach a wide number of

potential participants.

Interested staff should provide their contact information and answer a few eligibility questions at the secure registration link at:

<https://www.surveymonkey.com/s/FVGHTNC>

A member of the project team will be in direct contact with them by phone or by email after they respond for further follow-up and to answer any questions they may have.

The attached letter goes into greater detail. Please share this information right away with any staff you think might be interested, since the goal is to register all potential participants no later than Friday, July 1, 2011. Thank you so much for helping us get the word out about this wonderful opportunity.

## **10. Save the Date- Early Steps Statewide Meeting**

The planning has begun!! Save the dates of November 8-10, 2011 for the Early Steps Statewide Meeting to be held in Orlando, Florida. More details will be provided in future ESSO Weekly Memos. Stay tuned!

*ESSO would like to wish everyone a safe and happy  
Fourth of July!*

