

OSC ADMIN MEETING MINUTES

January 3, 2012

All present except for Cindy and Gina.

Review of Minutes-Barbara will make changes to minutes re Transition reports. Providers need to send transition reports to CPSE chairs. Reports can also be used as discharge summary for older toddlers if appropriate.

Announcements

- CAFL- now has M. Myers who is a TOD (former Independent Provider) and is also available to be part of the Core Eval team.
- FRC is now fully staffed!
- CFC-Rachel Hildreth is back full time!

Follow Up On Action Items from previous meeting

- IFSP Outcome Pages-If you are not receiving the Outcome Pages, please contact Norene.
- Transition reports-AMS was to bring this issue to Dec CPSE meeting, but was unable to attend.

L. Peterson suggested that the EI Providers send the Transition report to the CPSE's who will share with the 3-5 Eval Team. Some of the Eval teams, such as CAFL, are not getting them from some of the CPSE's. Sometimes the CPSE's call the OSC's to obtain a copy, but they don't have a copy.

Action item: The OSC's can remind the Providers and CPSE's that the Transition report needs to go to the CPSE's. EIODs were going to report back regarding whether or not NYEIS will automatically increase the number of units when an IFSP is extended, but this situation has not yet occurred. Jeanne S offered to ask her staff to let her know if this happens the next time one of the OSC's extends an IFSP.

- ABA services- Barb added to the form as per CMA this is required data in NYEIS even if the child is not receiving ABA services *exclusively*.
- Supplemental-Core Evaluations- Christy Coles has done the attachment and also sent instructions for providers on how to do attachments.
- Cloning an IFSP-will review at the OSC Quarterly this month. When adding QP for co-treats can go in an edit so OSC can add the QP(s) who will be doing the co-treats. So far, it's going well. **Action:** This will be covered at the OSC Quarterly this month. If you have not done so already, a reminder to please poll your staff re what topics, professional development, etc. they would like at the quarterly meetings.

Agenda

Tracking referrals (July, Oct, Jan, April)- Deb sent totals from October-December via email 1/3/12.

Record Review Summaries (January & July)

CAFL Summary: Noted missing a transfer summary on one record, order or program record is inconsistent, make up visits not clear and need to have a number in NYEIS, start of services not always documented, difficulty contacting families every month d/t cell phone disconnected or other challenges (try to make initial visit with a provider early on), no date re notification on transition check list (suggest put date on top of form when faxing to CPSE), what to do if parent wants to wait (notification is a heads up to the district), making sure referral gets sent on time, using old statement re make up visits to be determined between parent and provider and a specific number in NYEIS. We discussed the quality of IFSP Service Plans. OSC's need to utilize the Why question especially if increasing services at the time of an IFSP via a paper review. Other issues discussed with

family, for example housing, resources, etc. can also be documented in progress notes. A separate Outcome Page would be appropriate if SW is needed.

CFC Summary: CFC includes peer review. One challenge is quality of documentation in progress notes. Some staff feel they have to write a lot to justify billing units. Some staff writes very thorough and others write sketchy notes. Other challenges include new providers at agencies who either need supervision from their agencies re policies, reports, etc. There may also be seasoned independent providers

Suggestions recommended:

- Review the Documentation and Record Keeping Guidance in the SC Common Manual.
- OSC's to review the Family Assessment as see if the areas families identified as needing assistance on were met.
- Progress notes documentation could be a future OSC quarterly topic. OSC sups to see if there is an OSC whose p. notes could be shared as samples, ensuring confidentiality is maintained.
- Make good use of the narrative on the IFSP Services Plan.

Jeanne asked for clarification re which form is the final version of the OSC record review. Barbara will email Jeanne.

Reminder from Barbara: K Spawton/RCSD indicated that families can bring the required documentation (immunizations, health appraisal within the last 12 months, birth document, etc) to the CPSE meeting. However, if they do not have all of the required documentation with them, the CPSE meeting will not occur. This is per State Ed Regs. Nancy mentioned. Jeanne also recommended use of program record by ISC's prior to transferring cases.

Action: Barbara and Deb will remind their staff.

FRC Summary: General consent and/or health insurance forms are sometimes missing in the transfer record. An ISC did not start Transition paperwork and it was not documented why (for example - family request).

Action item: Please communicate with OSC's that when they contact families re health insurance please read back to the family the specific health insurance they have on file and ask the parent/caregiver to confirm that this info has not changed.

Action: Barbara will check with clerical staff re general consent and health insurance forms needed in transferred records and fiscal file.

Provider Updates: Is Lisa Canny still on contract?

Action: Ann Marie to contact her regarding status of her contract.

Policy changes/updates & reminders

NYEIS IFSP- Enter the following info in comments section on the IFSP screen in NYEIS:

1. Date the parent signed the Parent Consent form. Date the EIOD signed the Parent Consent form and change paperwork or reviewed the supplemental eval.
2. IFSP review- if a paper review, then enter the date the EIOD signed the IFSP paperwork
3. If a different EIOD signed the paperwork, then please make a note of this in the comments section.

Reminder- When cloning the IFSP, you can edit the Home Page-go to domains, highlight and copy.

Action: Update NYEIS process.

OSC & Common Manuals

We reviewed the rest of the SC Manual- Procedures Common.

Action: Barbara will email the current Order of Program Record, General Release, Health Insurance form, NYSDOH letter to parents and NYS Memorandum re, Supplemental and Core Evaluation Policy. The updated lists will be sent out by Ann Marie. Please keep

these in your Manuals and feel free to have copy for every day use. Add 'transfer to another county process for NYEIS' in Transfer Policy.

Jeanne is updating the Foster Care section and will send to Ann Marie when completed.

Please let your OSC Agency Liaison know if you need any other updated documents.

OSC Quarterly, January 17th.

Monroe community Hospital does not have internet access. Renee offered her lap top and wireless card. Barbra is looking into the Brighton town library but would have to start the meeting a little after 10 instead of 8:30. Agenda includes Transition by Barbara and Beth Greer-Leva, workshop on NYEIS IFSPs. Progress Notes and Documentation is a tentative agenda for the April 29th meeting. Goodies: Ann Marie-paper products, Jeanne- mini bagels, Deb-juice, Kathy-fruit, Nancy-trail mix, Barbara-deviled/other egg dish and Renee-pastry or bread.

Next Meeting: Tuesday, February 7th, 2012 at FRC, 1 Mustard Street Suite 250, 14609 654-1709 Agenda to date: SC Manual-Ongoing Service Coordination; Provider Fair; debrief OSC Quarterly