

# Monroe County Early Intervention Program

OSC Admin. Minutes  
Rochester Childfirst Network  
March 6, 2012

## Review of Minutes and Announcements

- Diane Stevely out for 2-4 weeks from CAFL
- Providers need current OSC list – please make changes, web site version leaves off cell phone
- Autism research study information should have been circulated
- Should extend IFSP prior to case expiring
- SCs should get pediatrician info onto the homepage of NYEIS if it is not already there
- Provider updates – They will be downsizing SC staff at FRC
- Ann Marie has not heard back from Lisa Canny. If anyone sees her, please have her call Ann Marie

## Discussion

- OSC & Common Manual Review
  1. Discussion of Family Caregiver Activity Worksheet
    - Is this needed?
    - Should we move it to “Resources” section
    - Conclusion – remove it from OSC manual and leave it in resources for providers
  2. Need to update Tab 21 – Monitoring Insurance status
  3. Clarify what is at 21 A “Review Annual Reviews in NYEIS” (Jeanne had a document dated 10/11) Barb may have a newer one than that.
  4. Need to update provider abbreviations (codes)
  5. Transition section to be discussed next time and IFSP Services Manual
- Remind OSCs that at CPSEs they should not be accepting the suggestions of Chairs to push needed evals back onto EI. If evaluations are needed for transition, they should be part of the preschool transition process
  1. e.g.: EI is not responsible for providing an FBA during transition period.
  2. Please let Ann Marie know if chairs are asking OSCs to do this
- A list of questions that OSC could ask parents during phone conversations was shared which is used by EI-West
  1. We can use these questions as documentation or just as a tickler for the OSCs to consider
  2. OSC administrators can share this page with their staff and decide how to use it
- Letter from Beth Grier-Leva (2-27-12) regarding Verification/Registration
  1. This is a slight change from how Beth spoke at the Quarterly
  2. Please share with your staff
- IFSP Review process Document
  1. Everyone likes them. They need to be added to the OSC manual
  2. Does not have parent’s name/ address and phone # – could we add a line for name?
  3. The guidance documents need to be tweaked to match. (“will be considered”)
- Revision 1.6 is coming in the next few weeks for NYEIS

1. Transfer scenarios – went through each one
  - This new feature is not active until new version comes out
  - There will be up dates in the user manual
  - MDE correction in NYEIS - EIOD will now be able to reopen the MDE for corrections;
    - If date of MDE is < 3 months and determines eligibility, then EIOD can reopen and the evaluator can make revisions.
    - SA for the Eval will be voided and the evaluator needs to void the claim
    - If the date of the Eval is > 3months, then BEI will need to become involved with a data-change requests.
    - This does NOT allow receiving county to go in and correct an MDE
2. ALSO they changed restriction for times in groups
  - Field value to 59 minute limit is removed
  - You can now use the actual times.
3. ALSO EIOD signing changes but this is not a big deal
4. Webinars seem to be how ongoing training is going to be provided
5. There is a 2 page sheet on FAQ on service coordination and transitions and transfers
  - Transitions – even if child is not potentially eligible they need to document this on “Create CPSE transition” screen **AND** “Create Other Transition” Page.
  - If thought to be eligible but ultimately not eligible, still do both. (see CMA website)
  - Even if they don’t get to CPSE, you do have to fill in both screens
    - Our question – do we need to print out pages and keep them in our folder for IPRO? = probably yes for now.- or hand write it in the form which is already printed.

-OSC Quarterly-

1. She will provide a 10-15 minute presentation
2. Please collect questions for Susie Nettleton – fax these to Deb T. by end of March.
3. Susie has packets but wants things to be targeted.
4. Further OSC Quarterly discussion after this note taker left:
  - Ann Marie read her handwritten notes from the last OSC Admin meeting. She noted that as part of the documentation as the primary agenda for the OSC Q:
    - Nancy agreed to discuss what SC's include in the comments section in NYEIS. It can be a small group discussion or individual activity.
    - SC Sups, Chasa and Cindy have an active role with documentation agenda.
    - We'll finalize this at next OSC Admin meeting.

**Next Meeting:** Tuesday, April 3<sup>rd</sup>, 2012 @ Rochester Childfirst Network, 941 South Ave., Rochester, NY 14620