



NEWS FOR YOU

A Bi-monthly information sheet for EI service coordinators

The purpose of this information sheet is to address general topics that may be of interest in the performance of your job as a service coordinator

DOCUMENTATION

Did you know that.... Early Intervention Records are subject to requirements of: Family Educational Rights Privacy Act (FERPA), Individuals with Disabilities Education Improvement Act of 2004, EIP Regulations and last but not least, Medicaid Program Regulations.

Did you know that....Service coordinator notes must include the recipient's name, date of service, description of specific service coordination activity performed, date of contact and purpose of contact for providers or others contacted on behalf of the child and family, start and end time for each contact and name, signature and your title. {EI Regs – Sec 4.26(d)}

The New Revised regulations added a new section 4.26 - Content and Retention of Child Records addressing documentation and what must be included in a child's file.

And if you are **really** interested you can find other documentation regarding responsibilities of the service coordinator in regulation sections 69-4.6, 4.7, 4.17, 4.20, and 4.22

1.) PROGRESS NOTES –

- The latest change is that **ALL BILLABLE** services (including phone calls!) must be reflected with time in and time out annotations. This was reflected in the June revised regulations. It has been further clarified by subsequent emails from the state and disseminated out to all the OSC agency supervisors via email.

- **ALSO** it has also been clarified that to start the “billing clock ticking” there must be at least 6 minutes of a billable service (this can be comprised of either shorter time periods added together – i.e., a 4 minute and 2 minute phone call – or 1 time period of 6 minutes or more)

- **ALSO** remember that as an OSC you need to document the start date for each service, and if it was not within 30 days from the start date of the IFSP you need to reflect the reason why in your notes.

2.) **ICD CODE -**

- This code is important to have for several reasons. For an FYI: the Initials ICD stand for **INTERNATIONAL CLASSIFICATION of DISEASES**. The code is important as Health Economics Group is allowed to bill the insurance companies only on certain ICD codes. IF the code is left off or not updated, Early Intervention may be losing money on services that they could be reimbursed on.
- DOCUMENTATION that reflects ICD codes are: Evaluation reports, IFSP services plan (you CAN list More than one ICD code here if needed), and the UPDATE/CLOSING form.

3.) **CODING SUPPLEMENTAL EVALS AT STRONG**

- To accommodate the cost of having a Developmental Pediatrician provide evaluations for us, in response to concerns raised by Strong, the county in working with the state and Strong have determined that for these evaluations, they will be coded as a core evaluation so that Strong may receive the higher rate (\$396) as compared to a supplemental physician evaluation rate (\$187).

4.) **CODING INPUT SHEETS FOR GROUPS**

- Remember that the compositions of our groups are fluid, they change from year to year – double check your codes i.e., re: # of typical developing children within a group, your transportation vendor, whether mileage reimbursement is indicated, etc.

5.) **REMEMBER** when reflecting changes in services or referencing results of supplemental evaluations — A child IS ELIGIBLE FOR THE EARLY INTERVENTION PROGRAM – NOT- eligible in a domain! “The early intervention program does not have an eligibility standard for specific EI services to be provided. Once eligibility for the EIP is established, the decision regarding appropriate services for the child is undertaken by the IFSP team” (NYS BEI email)

Did you know ... :

In our Early Intervention program we have:

2 Full Time EI/OD's

9 EI SC Supervisors

39 service coordinators (county and OSC agencies)

Together we have **59** (and 2 on the way) children and **12** grandchildren.

♪♪ . . . Getting to Know You . . . ♪

Three of our service coordinators are described below – the first two people to contact me correctly matching the below information with the correct person wins A PRIZE!!!!*****

“**JENNIFER GULES** - County SC” and “**RACHEL HILDRETH** – CFC OSC” and “**LINDSAY FITTER** – FRC SC”

1.) In her spare time she . . . is a voracious reader (reads a minimum of 2 – 3 books a week) or plays computer games
She has a BSW from SUNY Brockport
Her favorite restaurant is the Olive Garden
Diet Coke is her favorite drink

If she had all the money in the world she would:

- pay off her cars
- pay for her children's college expenses
- buy a bigger house
- and open a bookstore

AND the best thing to her about being a service coordinator is meeting with her families.

2.) In her spare time she . . . does LOTS of laundry but enjoys spending time with her family
She has a Bachelors from SUNY Brockport in Childhood Inclusive Education – Special Ed Certified

Her favorite restaurant is Monte Alban (Mexican food)

Her favorite drink is Michelob Ultra (she drinks very responsibly of course!)

If she had all the money in the world she would:

- Provide for her whole family (immediate and extended) (note to us: if this ever happens we are all her cousins!)
- Travel to everywhere in the world
- While she is traveling she would pay for all funding necessary for all elementary school needs
- Provide the money so that every expecting mother could stay home for 1 year.

AND the best thing to her about being a service coordinator is working with all the different kinds of people she meets every day.

3.) In her spare time she . . . Studies for her grad classes – she is working on obtaining a Literacy degree for certification for birth through 12th grade.

She has a bachelors degree in American studies and Adolescent Education from St. John Fisher

Her favorite restaurant is Taco Bell

Her favorite drink is Diet Coke

If she had all the money in the world she would:

Buy Houses for each member of her family and they would live around Conesus Lake (5 family mbrs)
Pay off her student loans

Quit work and stay home with her children
Build a daycare that services low income families (would cover costs for children to attend)
AND the best thing to her about being a service coordinator is: Doing the Paperwork!!! (Do you think she is for real or not?)
Actually: The exposure it gave her with families so as she is considering becoming a Special Education provider.

THE CHANGE CORNER – a quick list of recent changes:

- **New Transition Notification Form**
- **New Transition Referral Form**
- **DOCUMENTATION – Put your TIME IN/TIME OUT on your progress notes – (Modifications to regs per 6/4)**
- **Group reimbursement based on ratio of children to staff 6:1:1/8:1:1 (State response irt CAP about group process)**
- **The contracts for transportation vendors has been re-negotiated, this year we have added a new vendor – Monroe School – remember to double check vendor when writing up your group matrices.**

FOR THE NEXT ISSUE WE CAN LOOK FORWARD TO REVIEWING THE TRANSITION CHANGES, MORE “GUESS THE SERVICE COORDINATOR”, AND INFO ON UPCOMING CONFERENCES/TRAININGS THAT MAY BE AVAILABLE.

Editor’s Note: Any comments, feedback, suggested topics strongly welcomed. You can reach me at CMizerny@monroecounty.gov or phone # 753-5265.