

Ongoing Service Coordination Administrative Minutes
June 7, 2011

Present: Ann Marie, Jeanne, Gina, Chasa, Cindy, Deb, Barbara, Kathy, Nancy and Renee

Minutes from the May meeting approved.

Announcements

CFC-Rachel H had a baby girl: Nadia, 6 lbs +(close to 7). She had to be induced - 4th child.
County- Kolleen Morse has accepted the position as AHSC. Her start date is 6/27. She comes from Foster Care Clinic. Carina is on medical leave and may be back in July.

Action: Ann Marie will send out the Respite and Transportation packets electronically. SC's will need to distribute them to families. Ann Marie will be sending them to printing. Barbara is working on revisions to the OSC record review.

Agenda

OSC Admin Meetings- need location for September. **Action:** Renee will see if a room at FRC is available.

Record EI Review Summary

Action: Please to complete and bring to the July Meeting. Please send Barbara any recommended changes to the OSC Record Review form.

EI All County Conference Call

- The Billable/Non-billable document is coming out soon from NYSDOH.
 - Emailing is not a billable activity unless the family says it is the primary means of communication for them.
 - Letters are not a billable activity.
 - Attending the first CPSE meeting is a billable activity. You can include the 'wait time' but do not document that you are waiting. Make that time productive-discuss transition extending IFSP, etc with the family.
 - Visiting preschool programs with family is not a billable activity.
 - List of Capitation activities will be coming in October
- There is a Webinar on Child and Family Outcome Data on June 9th. **Action:** Ann Marie will email. The long term intent of this project is to look at the effectiveness service delivery in NYS.
- Autism Research Grant is recruiting 300 families whose children have a diagnosis of ASD, 100 kids within range. 10 counties are involved including Monroe. A family survey is being developed re specific outcomes. The outcomes being collected includes a parent stress measure, expanded demographics (ex. parent education) and a record review with focused protocol and clinical service delivery. This is starting in August.
- IPRO is using a new provider Review Tool. Municipalities and providers will receive feedback including findings as well as comments.
- NYEIS - If providers want to file electronically they need to use the 837 claiming process. They are working on the antivirus software so the attachment feature will be ready soon.

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- AT- State needs to provide more guidance including re emerging technology (IPAD). The States current take on IPADs is not favorable as the APPs goes beyond a young child's ability and needs.

Miscellaneous

- Provider Updates – ARC of Orleans is no longer doing evals or home and community services. MCCC is ending their contact with EI the end of August. BOCES 2 will no longer be doing preschool evals or Autism classes as of 7/1. Step by Step is losing 1 ½ PTs. CCHS's organization structure is not approved by the state re approved providers so CCHS is completing the process and moving forward to correct this.. K. Guche is ending her EI contract on 8/31 but will continue in preschool. J. Fisher has ended her contract for EI and Preschool. CAFL is bringing on 2 new PTs in July and September.
- Provider Availability & Provider Availability Grid- **Action:** Need to remind providers to keep up to date and contact Renee if not on grid. Possible openings d/t end of the school year this month. Add to PIP meeting 6/15. If ISC's have not secured services or services are not available yet, they will be adding this information in the comments section in the IFSP in NYEIS. Examples include: parent agrees to any level of service, services up to 1 visit/week, TVI when services become available, and parent requests a copy of the child's' IFSP is sent to the day care provider. **Action:** Remind ISC's re this.
- Flexibility with provider schedules- D/t limited availability, have SC's discuss with families need to be flexible re scheduling time especially with OTs and PTs. Also d/t time in and time out, providers can not overlap their visits unless approved for co-visits. This is especially important to discuss at every IFSP. As NYEIS has calendar, providers may want to consider using to minimize overlapping and update when changes occur in scheduling.

Insurance Form & Billing for OSC

EIOD is noted in the agreement section on revised form. Is it ok for OSCs to forge the EIODs signature on re insurance changes? OSCs need to check with families 1x/month re insurance status and include it during a home visit with a provider and bill for that home visit. Monroe County lost a significant amount of Medicaid monies so more effort needs to go into this. The OSC Quarterly agenda will include this topic. **Action:** Barbara will contact Cathy at HEG. Ann Marie will f/u if the out of state claims are a very small %, whether the agreement section and signature need to be on insurance form.

NYEIS Update/Discussion:

- Additional NYEIS Training- August 8th or 9th-waiting confirmation, but will be one for SC's
- Providers still not registered in NYEIS. **Action:** Ann Marie will send out list. They can not be assigned a case in NYEIS until they are registered.
- User role in NYEIS. Any person registered can only have 1 user role. **Action:** Please contact county re. FYI: HEG can only have 1 person for one county designated to do NYEIS billing per State BEI.

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- CMA has 4 levels of tickets they complete for any calls/emails requesting assistance NYEIS. For levels 3 and 4, CMA contacts BEI for assistance and guidance.
- Parent Respite & Transportation packets- Service Coordinators will give out for children in NYEIS.
- Services can be front loaded for 3 visits/week for the first month, and then the SA can be changed in NYEIS with EIOD approval. Use comments field to explain.

Policy changes/updates and reminders:

- When adding a service and/or requesting a consult, a reminder that there should be a related goal on the family and child outcome.
- Make-up policy- Informal rule re 6 visits in 6 month IFSP period. This correlates to an average of 25 % of scheduled visits that were missed. If more visits are needed after the Initial IFSP, EIOD reviews and approve. An example is a medically fragile child. If there is a missed visit, it needs to be made up that week. The make up policy also applies to re-referrals.

OSC Quarterly Tuesday July 19th

Reminder to all. **Action:** Ann Marie is working on a location.

Also, anyone is welcomed to attend the LEICC meeting 7/27 from 10-12 at the Pittsford Library.

Provider Fair

Ann Marie has been approached to have this in the fall, probably in October. Cindy M. has volunteered to take the lead and needs 1-2 OSCs and 1-2 Providers. **Action:** Please let Cindy know if there are volunteers from you agency.

Other

Renee: If SC units go over 3 hours/month, (d/t involved family needs, child has a diagnosis of Autism, etc) what is the expected number of hours that will be approved?

EIOD's have approved 4 hours/month and 5 hours/month once. The EIOD's need to have the request made for the increase and the rationale for it.

Next Meeting

County now has locked parking lot. Renee to check room at FRC

Rochester, New York 14605

July 12th, 2011

8:30 AM – 10:30 AM

Respectfully submitted by:

Deborah Tetlow

Monroe County