

**Monroe County Early Intervention Program
Providers in Partnership (PIP) Meeting
May 18, 2011**

Introductions: - CP Rochester has a new program manager: Cathy Dell. She is part time. Individuals introduced themselves. Welcome Cathy!

Announcements / Sharing

- MCCC distributed a flyer re Interactive Parent Workshop to be held on June 2. Pre-registration is mandatory: Contact brauber@marycariola.org or 271-0261.
- CCHS: Fairport location now has an integrated classroom for Preschool Special Ed Program (PSE) Location is at the Village Sports, 2830 Baird Road in the lower level of the building. There will be an open house soon.
- CAFL has a new physical therapist that will be starting soon.
- CP Rochester has a new occupational therapist that has no EI experience and is on-site. C. Daniels is moving back to EI.
- RHSC- In-service Friday includes Mike Dedee, the magician!
- STEP by STEP has two new SEITs and a TOD. One SEIT speaks Spanish.
- Monroe County- Please sign up for first aid kits, a thermometer and/or CPR mask (1x use). ARRA funds being used. Providers need to have per BEI health & Safety Standards.
- CFC: A.Lane and R. Hildreth are going on maternity leave. Brianna Festa started 5/16 as the newest OSC. Action: County will send out the current OSC list with the minutes.
- The PAW committee from LEICC will be meeting again as a f/u from the April meeting. The plan is for a parent and provider to pair up and visit a local Assemblyman and/or Senator at their local offices in July or August. A second visit will occur in the fall. The pairs will present a fact sheet on EI. **Action:** Agencies- Please send Ann Marie the number of staff (FTE's) by discipline by 5/20.
- FRC requested the staff rosters be circulated. **Action:** Please send Ann Marie the most current list of staff rosters including name of each provider and their discipline within the next 2 weeks.

Agenda:

- **NYEIS:** Some providers have not completed the NYEIS process in order for NYEIS to be accessible to them re evaluations, IFSPs, billing, etc. If a provider has completed their user registration, but is unable to log into NYEIS, then contact the NYEIS Help Desk 1-518-640-8390. Each agency has to decide who will have what level of access and user role in NYEIS. In order to change user roles, notify the county.
- Billing issue 837 compatibility: need to have electronic ID number if using own billing system. For NYEIS billing and county staff who can bill, we use log sheets which they complete 2-3x/week. Leisa enters it into NYEIS. CCHS asked re HIPPA/837 electronic filing- needs more information. **Action:** Ann Marie will listen to a conference call with BEI and other counties on Friday and obtain more information. The state said they will also be offering webinars for providers regarding completing the 837 process.
- Reminder that service logs need to have time in and time out with provider's signature.
- Discussion on billing- It is recommended that providers print the invoice that contains the claims they have submitted until further notice b/c we are still unclear from NYSDOH what reports are available to functional for providers and municipalities to run.
 - Step by Step is completing two systems: their internal database which is then transcribed into NYEIS until the 837 process is completed and in place.
 - CP Rochester has their providers hand in reports which are manually put into their internal system. The report is run to ensure all the information is complete (front end). An electronic file is

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created and sent to HEG/EI. A copy of the voucher is printed out and signed. HEG matches this up and sends payment to CP Rochester.

submits MDE, etc in NYEIS but gets locked out at the financial end. Not sure what is happening. Recommend you contact the HELP desk.

- CAFL's feedback is that billing is very time consuming, not enough safeguard to minimize errors and in military time.

- Discussed the reality of overlap in providers' sessions, if, for example, one provider ends late and the next provider is waiting to start their session. A challenge is when providers need to reschedule their regular visit time with the family for various reasons. Communication on a regular basis between providers is even more important as the times of the sessions cannot overlap. Recommendation is for ISC's/OSC's, providers, and EIODs to discuss this with the family at IFSP meetings. Another suggestion was to use calendars with families so providers can write down when they will be visiting the family. There is also a calendar in NYEIS for each child that can be utilized to prevent scheduling at the same time another provider is going to be there.
- In NYEIS, the SC must write down a number of make-up visits. Question was asked as to why the state made this requirement. We don't know why NYEIS created this requirement. Discussion regarding how many make-up visits/sessions does a child need? A specific example was shared and questions were asked regarding how the 6 make up visits/IFSP period in NYEIS came from and why (25% is the average % of make up visits using case scenarios). It appears that in most cases, the 6 make up visits is a reasonable place to start. C. Mizerny explained in detail how that number is reached per IFSP. Initial IFSP includes the ISC/EIOD, evaluator and family. Subsequent IFSP's include the SC, EIOD, provider and family. If a member of the IFSP team feels that the number of agreed upon make-up visits is not going to be enough, please contact the SC.
- Guidance re OSC billable /non billable activities is frustrating. BEI will be issuing the revised guidance document.
- Step by Step has a process of when there are 2 xs no shows by the family, a letter is sent to the family. After the 1x no show, Step by Step contacts the OSC and also when discharging. Others have a 3xs no show policy and after that a letter discharging the child from their services is sent. Rene/FRC is very concerned because many providers inform the OSC at the last minute that they are discharge a child and have not kept the OSC in the loop re missed/no show visits.
- Another suggestion from SSLC is more discussion needs to occur with the families re EI philosophy, etc. Note- ISC's/EIODs use "Getting Started..." handout they review with families at the Initial IFSP. B. Rosenthal also noted that EI has more and more families living in poverty and usually adds other challenges than just getting EI services.

Action: Ann Marie summarized:

1) Make ups vs. missed visits. Missed visit vs. a make-up visit. If a child is authorized to receive a service 2x/week and one of these sessions is missed, but made up within the same week, then this is not considered a make-up visit since the same number of authorized visits is being made within the same week. If, however, one of these sessions is missed, but made up a different week, then it is considered a make-up visit since the number of authorized visits for that week would exceed the number that was authorized.

2) Review the process. NYEIS- The current process is that make-up visits are discussed and a specific number of make-up visits/service are determined at the initial IFSP, IFSP reviews, and anytime a new service has been authorized. It is a team discussion re how many visits the child needs. The team includes the family, Provider(s), SC and EIOD. Since the provider is not present at the initial IFSP and not present at every IFSP review, the expectation is that every provider review the make-up agreement with the family during their initial home visit. If the agreed upon number needs to change, then the family and/or provider can contact the SC to request this.

3) Providers follow the process described in #2.

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- Bright Start expressed concern re keeping track that their providers have not exceeded the number of authorized make-up visits.

- **Both EI and Preschool**

Provider Availability Grid: If changes occur regularly, providers need to update their availability on a weekly basis. Call Renee S. at FRC on her cell phone which is 354-3181. Feedback from CPSE Chairs is that they use this as well.

Action: Provider Availability Grid instruction will be sent out again with the minutes. Ann Marie will remind CPSE Chairs per PIP feedback that they still need to call the provider to confirm that they will be able to provide services for the child vs. looking at the chart and making an assumption based on the information on the chart.

Provider Updates: Providers need to send Transition report directly to CPSE Chairs. OSCs also need a copy of the Transition report. OSC's need to send the EI Evaluation reports directly to CPSE Chairs. This process is impacted if the person(s) responsible doesn't send the needed information in a timely fashion, so please be cautious about making assumptions about who hasn't "done their job" and do your best to work together as a team to get the needed info to the respective person. For example, eval team sends completed eval report to the SC's. SC's send the EI evaluation report to the CPSE Chair; providers send transition report directly to CPSE Chairs and CPSE Chairs send a copy of the transition report to OSC. The Preschool Evaluation team sends the evaluation report to the CPSE chair and, as a courtesy, a copy to the OSC.

- **EI**

EICC - Next meeting will be held 6/14. Mike will give Ann Marie an update to share.

There is a lot to sort out: fixed rates, 15 minute increments, etc. July 1- rate change due to providers billing in 15 minute increments; October 1st- rate change due to SC changed to a fixed rate.

Revised rates are awaiting approval by NYS Office of Budget and released to Municipalities to share with providers by the end of May. The wage equalization factor is applied to the home and community based visits. Once the revised rates are issued, NYSDOH will need to revise the rates in NYEIS as well as issue a new KIDS disk to counties.

April 13th- Notice of proposed rule making is accepting public comment through May 31.

ARRA update- deadline to sign up for H&S supplies is May 18, for assessment tools by May 20. Please send any training topics (intent of training) to Barbara. County is purchasing videotaping equipment and DVD's.

Update from 4/27/11 LEICC meeting-Additional information provided earlier in the meeting.

EI Medicaid Webinar- As of 9/2010 all approved providers are expected to be enrolled in the Medicaid program. If you have not yet done so, please complete this process immediately.

- **Preschool Updates**

New to IEP- Demographic page will show summary of recommendations, which will include names of providers and start and end dates for services.

Script info into Kinney- Karen sent instructions for how to enter script information to include end dates. For questions/concerns, contact Karen Shoemaker or the Kinney Help Desk. Action: Ann Marie to send out instructions to providers from Karen following PIP meeting.

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Transportation- Provider can send the page from IEP direct labeled “transportation” (vs. the entire IEP), the completed Special Children’s Services transportation form, and a completed STAC to the county.

Medicaid in Education Training Year One for “relevant employees.” This pertains to the preschool special education program only at this time, not EI. Ann Marie circulated a list from NYSED of the names of individuals who have not yet completed the year one training according to NYSED. Providers reviewed the list and filled missing info in where they could. If any of your staff has not taken the Year One training, they need to take it by 5/25 at the latest. If your staff has taken the training, this should be ok as long as you submitted your list to Ann Marie. A reminder that this is now required training by NYSED on an annual basis. Year Two training is scheduled to begin in June. Please see e-mail Ann Marie sent out. NYSED extended the on-line training for year one until 5/25, so the on-line training for year two is not yet available. This year there will be certificates that those who take the on-line training can print out. **Action:** Agencies- If you have not done so already, please send your completed lists of Medicaid In Education training for Year One- Please include: staff person’s name; discipline or role in your agency; date they took the training; whether they took the training on-line or in-person.

- **Other & identify topics for future meetings**

Strong Museum passes end in July- BG to follow up

Discussed whether we need to continue meeting form 1:30-4:30. Decision that we will meet from 2-4:30 next meeting.

Minutes submitted by Deborah Tetlow

Next Meeting: Wed, June 15th, 2-4:30pm at Rochester Childfirst Network, 941 South Avenue. Rochester, NY 14620, 278-1895.