

March 16, 2011



Policy and Procedure Manual

2011

STEP ME IN THE RIGHT DIRECTION!



First Steps Webcast #4
May 2011

Purpose of Webcast

- ◉ *To introduce the new Policies and Procedure Manual*
- ◉ *To highlight key points in each chapter*

Format

Four webcasts are slated for the Manual—

April 6th—Definitions, Chapters 1-4

April 20th—Chapters 5-8

May 4th—Chapters 9-10, Records, Provider Guidelines

May 18th—Forms and Templates

Each webcast will highlight key actions and changes to the topic of the chapter. Follow-up will include Q & A documents distributed through the First Steps listserv and posted on the website.

Today's Topics

Chapter 9 Transition



Chapter 10 Case Closure



Appendix B: Records



Appendix C: Provider Guidelines





CHAPTER 9

Transition

Transition

- Transition is a common aspect of young children's lives.
- The First Steps regulations that address transition have not changed.



Transition

○ Reminders:



- Transition conferences must be held between the time that a child is 2.3 years of age and 2.9 years of age.
- LEA must be invited unless parent has opted out of inviting the school.
- Steps and services to support an effective transition must be documented in TOTS as part of the IFSP

Transition

- Children referred at 2 years, 9 months to 2 years, 10.5 months of age:
 - Process the inquiry/referral
 - If eligible, develop an IFSP that focuses on transition

Children who are referred to First Steps at 2 years, 10.5 months of age:

- No referral is accepted
- Family is linked to the local school district



Transition



- ◉ Exit IFSP meeting is recommended to provide closure for the family and child.
- ◉ Discharge summaries are provided by each provider.
- ◉ Exit 5AA is conducted, data entered in KEDS.
- ◉ Transition/Exit screen on TOTS completed.



CHAPTER 10

Case Closure

Case Closure

- ◉ When a child leaves First Steps—at age three or before—the early intervention record must be closed.
- ◉ **DO NOT CLOSE A CASE UNTIL ALL IFSP SERVICES HAVE ENDED.**



Case Closure

- Chapter 10 provides procedures for closing cases:
 - If family cannot be contacted
 - Persistent no show
 - Family moves out of state
- Clarifications for releasing personally identifiable information is also provided:
 - Release to child protection agencies
 - Release to school districts
 - Release to a third party



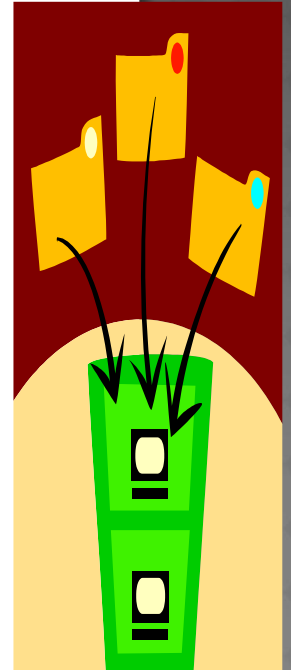


APPENDIX B:

Records

Records

- Early intervention records are considered educational records and are governed primarily by IDEA and FERPA.
- HIPAA applies to the business transactions due to billing health insurance (private and public).



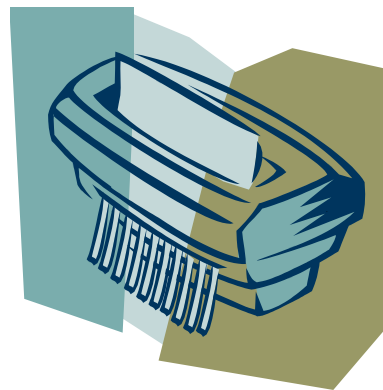
Records

- Clarifications are provided for various situations regarding records such as:
 - Noncustodial parent right to review records
 - Confidentiality
 - Releasing information



Records

- Early intervention records are maintained for 6 years after the date of last service.
- Destruction of Early Intervention Records
 - Notification to parents of impending destruction—POE and Service Provider





Appendix C:

Provider
Guidelines

Provider Guidelines

- Outlines procedures for enrollment as a provider:
 - Required background checks
 - HIPAA requirements
 - Tax identification
 - Insurance credentialing and billing

Providers

Provider Enrollment

Provider Guidelines

- ⦿ Early intervention services are defined as well as the types of providers.
- ⦿ Expected role of the provider includes consulting with parents and other service providers, training of parents and caregivers, and teaming to conduct assessments and develop IFSPs.

Provider Guidelines

- Documentation requirements include:
 - Service delivery
 - Missed visits
 - 6 month, annual and exit progress reports



QUESTIONS?

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Or call:

1-877-417-8377

1-877-41 STEPS



UPCOMING EVENTS

- Webcast #5: May 18, 2011
 - Policy and Procedure:
 - Forms and Templates

