





**NEW YORK CITY EARLY INTERVENTION COORDINATING COUNCIL (LEICC)**  
**MEETING OF October 28, 2014**

**STATE EARLY  
INTERVENTION  
COORDINATING COUNCIL  
(SEICC) REPORT**

- b. **Bureau Transition:** NYC BEI will move from the Division of Mental Hygiene into the new Division of Family and Child Health pending City Charter change (in process). The incoming Deputy Commissioner for the new division is Dr. George Askew, who is scheduled to start on November 3, 2014.
- c. **Ebola Update:** Basic information is available on the NYC website ([www.nyc.gov/health](http://www.nyc.gov/health)) including guidance for individuals working in day care centers and schools. The NYC doctor diagnosed with Ebola is being treated at Bellevue Hospital. All others who have been in contact or who are suspected to be at risk are being quarantined and/or monitored. NYC DOHMH employees are on-call and working on Ebola-related activities.
- d. **Department Updates:** These will be covered by Lidiya Lednyak later in the meeting.

**September 16, 2014 SEICC Meeting Report**

- a. **Evaluations by School Psychologists:** According to NYS Department of Health (SDOH) guidance, school psychologists cannot conduct evaluations or services for the Early Intervention Program.
- b. **NYEIS Performance:** This is still a high priority.
- c. **Task Force on Social-Emotional Development:** The goal of the Task Force is to develop guidance for the early intervention field to ensure that practitioners have the necessary tools to identify and treat young children in need of social and emotional supports or interventions. The Guidance document is being developed and set to be distributed by December 2015. There will be no changes made to the regulations.
- d. **Health Homes:** SDOH is moving towards the use of Health Homes to expand availability of Medicaid services. A Health Home is a care management service model that coordinates the patient's care across providers, and offers linkages to community services.
  - **Eligibility:** Must be enrolled in Medicaid and be diagnosed with either: Two (2) or more chronic conditions, or HIV/AIDS, serious mental illness or emotional disturbance. Must meet eligibility and be appropriate for Health Homes. There is no tool identified yet to determine eligibility for children, only for adults.
  - **Transition:** SDOH will be transitioning existing care management and waiver programs into Health Homes starting January 2016, prioritizing children for enrollment in July 2015.
  - **Implementation:** In a subsequent call, SDOH explained that a parent/caregiver, after being assigned an Initial Service Coordinator, will be given an option to choose either an Ongoing Service Coordinator from the EI system, or a Care Coordinator in the Health Home system.
  - **Advisement to Providers:** Providers (especially those offering Service Coordination) are encouraged to strengthen their care management expertise and consider joining the Health Home network. Applications will be coming out in November.
    - Linda Silver asked how payment would work. Dr. Casalino replied that it has not been



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determined yet.

- e. **Annual Performance Report (APR) – State Systemic Improvement Plan** Indicators will remain the same and will be set at 100% compliance. Statewide results are expected at the end of December.
- f. **NYS Office for Persons with Developmental Disabilities** The NYS Office for Persons with Developmental Disabilities (OPWDD) presented to the SEICC and encouraged service coordinators and evaluators to refer children to OPWDD. An overview of provisional eligibility for OPWDD services is available at: [http://www.opwdd.ny.gov/opwdd\\_services\\_supports/eligibility](http://www.opwdd.ny.gov/opwdd_services_supports/eligibility)
- g. **April 1, 2013 Transition**
  - SDOH reports that child enrollment data is consistent pre/post transition.
  - Statewide, the number of individual rendering providers has increased by 1.7% since transition, from 13,000 to 14,000. The number of billing providers has declined by 19% from 1,207 to 972. In NYC, ratio of rendering provider to children remains 1:4 pre/post transition.
  - Fiscal agent: Public Consulting Group (PCG)
    - Payments: From July 13, 2013 to August 31, 2014 PCG paid out \$592 million, with \$25 million outstanding. The mean number of days to full payment to providers was 60 days in the first quarter, but has shortened to 16 days.
    - PCG Parent Page: Will explain the fiscal process to parents, and will also provide insurance information.
    - Additional reports to come.
- h. **Assistive Technology Device Authorizations** SDOH is centralizing the process to ensure consistent availability of AT devices, beginning with NYC.
  - Process: Vendors will collaborate with interventionists that requested the general device category to ensure that the device provided meets specifications.
  - PCG is providing webinars to train providers.
  - PCG encourages use of the TRAIID Center.
  - The NYC roll-out will help inform the rest of NYS.

- III. **Lidiya Lednyak, Director of Policy and Quality Assurance**  
**Updates on the BEI Communication Efforts: Text 2 Families Parent Texting program and the NYC BEI Resource Guide:**
  - a. **BEI Resource Guide** *The NYC Early Intervention Program (EIP) Resource Guide for Families of Children with Disabilities or Developmental Delays: 2014* was released on June 20, 2014. The resource guide is a collaboration with community partners and EI providers to assist service coordinators and families with locating community resources. Currently being updated for release of Version 2 and will be translated into Spanish in 2015. (<http://www.nyc.gov/html/doh/downloads/pdf/earlyint/family-resource-guide.pdf>)

**COMMUNICATIONS: NYC EIP RESOURCE GUIDE AND THE PARENT TEXTING PROGRAM, THE PROVIDER LANDSCAPE, AND THE NEW ASSISTIVE TECHNOLOGY POLICY AND PROCEDURES**



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- b. **Text2Families** The Bureau engaged community partners and parents to develop a voluntary text messaging program for families who are in the NYC EIP to support their experience.
  - Launched July, 2014.
  - Banner ads are available to promote Text2Families on provider/agency websites or related pages. Providers interested in placing links with banners on their websites, please contact Ms. Felicia Poteat at [fpoteat@health.nyc.gov](mailto:fpoteat@health.nyc.gov)
  - Posters are also available.
- c. **Provider Landscape**
  - As of October 1, 2014, the NYC BEI provider community includes 96 active agencies and 3 active individuals.
  - Twenty-seven NYC EI providers have expanded to additional service areas including: center-based services, center-based including group development with ABA, home/community services, home/community services with ABA, service coordination, and multi-disciplinary evaluations.
  - Since the April 1, 2013 transition, 13 new provider agencies have completed the NYC EIP technical assistance (TA) process and are now accepting service authorizations. Another 27 agencies are actively engaged in the TA process.
  - More information can be requested at [EITA@health.nyc.gov](mailto:EITA@health.nyc.gov)
- d. **Assistive Technology**
  - SDOH and PCG are working collaboratively with NYC.
  - As of October 1, 2014, Assistive Technology Devices (ATD) will only be procured from vendors that have an agreement with SDOH.
  - Under the new process, NYC EI providers no longer pay for ATD upfront. Once the device is authorized, SDOH identifies the vendor, who collaborates with the interventionist who is recommending the general category of the device to identify the specific device(s). Then SDOH and PCG procure the device.
  - All questions about the new ATD procedures and forms should be sent directly to the: [EITA@health.nyc.gov](mailto:EITA@health.nyc.gov)
  - ATD vendors should contact Sheree Sinclair at PCG at [SSinclair@pcgus.com](mailto:SSinclair@pcgus.com) for information about entering into agreement with SDOH to provide ATD.

**LEICC Discussions:**

- Mr. Treiber wanted clarification on the new agencies involved in the TA process. Ms. Lednyak responded that the 27 agencies mentioned in the presentation include both new agencies, and existing agencies that are expanding into new services. Next report can look exclusively at those



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**DATA REPORT**

existing agencies which are expanding services. Some of the 27 include new agencies that have operated outside of NYC and are looking to expand into NYC.

- Ms. Sputz asked for examples of the ATD ordered through EI. Ms. Lednyak answered that specific information can be reported at the next meeting, but common examples include hearing aids and augmentative communication devices.
- Ms. LeBright discussed the fact that service coordinators have challenges finding a list of active providers because information on NYEIS is limited. Ms. Lednyak answered that there is an updated provider list on the EI website at: [www.nyc.gov/health/earlyint](http://www.nyc.gov/health/earlyint) on the Information for Providers Page under Directories of NYC Service Providers.

**IV. Nora Puffett, Director of Administration and Data Management**

**a. Data Report**

- Data is limited because staff has been temporarily re-assigned to work on the Department's Ebola activities.
- Data was presented on the distribution of developmental delays among children in the EI Program. It was noted that delay profiles vary by age of entry into the Program, with children entering before 18 months old having more physical delays, and children entering at 18 months or older being more likely to have communication and cognitive delays. It was also noted that it is very common for children to be diagnosed with additional delays while they're in the program, especially Autism Spectrum Disorder.
- Trends include a significant increase in children with Autism Spectrum Disorder over the past few years, including children who already have the diagnosis at evaluation; and children entering with two (2) or more areas of delay.
- EI is undertaking a review of cases for children in the Harlem District Public Health Office area, comparing those that reached evaluation and those that did not. The primary data source will be service coordination notes. Some explanations for delay may include: significant life issues taking priority for families, or service coordinators closing a case before it becomes non-compliant for 30/45 days and then re-opening it later.
- A subcommittee to address factors resulting in children not making it to evaluation should be convened to look at service coordination challenges and family challenges that may contribute to this issue.
- Initial data review also indicates that some agencies or individuals refer children without informing the family, which makes families resistant to calls from service coordinators.



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**ANNUAL PERFORMANCE REPORT**  
**CASE REVIEWS**

**LEICC Discussions:**

- Mr. Treiber asked if data can track whether those children who do not make it to evaluation are found eligible later on. Ms. Puffett answered that it is possible but the delay in getting to evaluation would need to be recent.
- Ms. Silver commented that the issue has been looked into before. Ms. Puffett replied that the program was called Family Navigators which was an intensive case management system. The program had difficulty locating and maintaining relationships with families. Dr. Casalino added that chart reviews and focus groups will be conducted to identify issues.
- Ms. Sputz discussed that additional support from the referral agencies (where the families may receive other services) can help address the issue of losing touch with parents because of lack of phone or contact information. Mr. Treiber mentioned the possibly of Health Homes addressing this issue.

**b. Annual Performance Report Case Reviews: Transition documentation**

- Two letters were sent to providers in the last month: one reporting on the provider's compliance with transition requirements in NYEIS (children who entered in 2010 who were still open in 2014), and one seeking information on specific children. Providers may have gotten the letters confused.
- Transition requirements in NYEIS: The Provider Oversight Unit assessed all 61 NYC service coordination agencies' compliance with required transition activities. Records for 1,182 children with 2010 birthdays were reviewed. (The 61 agencies excluded those agencies that never served children with 2010 birthdays (because they only recently opened); and agencies that were no longer providing service coordination by January 2014.)
- These requirements are established by the Federal government, which monitors NYS's compliance each year.
- All transition activities must be documented in NYEIS.
- Four aspects of compliance were examined via review of NYEIS screens:
  - Completion of required fields in the CPSE NYEIS transition screen. Seventeen (17) agencies had between 50-80% compliance, and the rest between 10-50%.
  - Completion of required fields in the "other" NYEIS transition screen. All agencies were below 40% compliance, with 27 at zero. Feedback indicated that many agencies did not know that the "other" screen existed.
  - Timely completion of CPSE-related transition activities, as reflected in the NYEIS screens. Only 5 agencies had compliance rates above 50%.
  - Submission of required forms in NYEIS. There was a wide range in compliance across agencies.



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- Agencies should now understand that transition documentation and reporting in NYEIS will be monitored. Many have reported that they will perform quality assurance and supervision around it.
- Portfolio-wide annual monitoring results for 2012-2014 will be reported at the next meeting.

**LEICC Discussions:**

- Ms. Silver commented that there was confusion around the letters. She reports that service coordinators are often overworked and do not focus on documentation.
- Ms. Sputz discussed that her agency was included in the transition review and can share a chart that was created by the agency that includes information from the Service Coordinator Tool Kit which includes a calendar of events according to NYEIS. Ms. Puffett encouraged all to share best practices. Ms. Sputz added that the agency is hoping to transition to having an electronic chart.

**V. Irete Bobb-Lewis, Director of Early Intervention Services**

**Annual Performance Reporting (APR):**

- There are seven Federal performance indicators, on which NYS is measured each year. NYC BEI asked for assistance in collecting data to report on two (2) indicators:
  - Indicator One (1): Timely start date of EI services; and
  - Indicator Seven (7): IFSP within 45 days of referral.
- Information requested is reported to SDOH who reports to the Federal government. then federally.
- Information should be accurately and proactively reported to ensure compliance with reporting requirements.
- Data on Indicator One needs to be reported to NYC by December 1, 2014.

**LEICC Discussions:**

- Ms. Silver commented that additional administrative tasks take away from the time that Service Coordinators have to do their notes and spend with the families. She mentioned that there was a study conducted on the matter in the past about how long it took for Service Coordinators to do their responsibilities. Ms. LeBright answered that the report was pre-NYEIS and therefore, not applicable today.
- Ms. Bobb-Lewis discussed that issues occur when information is initially reported incorrectly and additional explanation is then needed to justify late IFSPs, late evaluations, and late documentation.

**VI. Jeanette Gong, Ph.D., Director, Intervention Quality Initiatives**

**ANNUAL PERFORMANCE REPORTING**



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**ACADEMIC COLLABORATIONS**

**Academic Partnerships:** The Brooklyn College Early Childhood Program's Advanced Certificate Program in Early Intervention and Parenting received approval from the NYS Education Department in August 2014.

**a. Brooklyn College Courses:**

- Fall 2014 semester courses:
  - a. Typical and Atypical Physical Development in Infants, Toddlers and Young Children: Prevention and Early Intervention (taught by Sonia Ortiz).
  - b. Supporting Diverse Families and Parent-Child Relationships (taught by Haroula Ntalla).
- Spring 2015 semester courses:
  - Communication Development and Assessment of Young Multi-lingual Children with and without Special Needs.
  - Advanced Human Development I: Psychosocial Development in Early Childhood.
  - Supporting Diverse Families and Parent-Child Relationships.
- Next Steps at Brooklyn College:
  - Fieldwork Placements:
    1. Dr. Jacqueline Shannon will schedule follow-up meetings with fieldwork providers to further discuss and finalize clinical experiences, describe the role of the cooperating supervisor/professional, and complete the Parent Consent for providers agreeing to have students on home-visits.
    2. Finalize formal affiliations and Memorandums of Understanding with EI provider agencies, and finalize the Fieldwork Handbook for the Certificate Program.
  - Initiate planning meetings with Speech, Communication Arts, and Sciences departments to determine how both Early Childhood and Speech programs can partner together either on the Advanced Certificate Program or support the Speech Department in creating an EI core curriculum.
  - Apply for continuing education units from NYPTA, ASHA, etc., so that EI professionals may receive credit for participating in the courses.
  - Develop an Advanced Certificate Program Evaluation Plan.
  - More information is available on the Brooklyn College website: ([http://www.brooklyn.cuny.edu/web/academics/schools/education/graduate/early/program\\_details.php?major=668&div=G&dept\\_code=28&dept\\_id=524&mode=data](http://www.brooklyn.cuny.edu/web/academics/schools/education/graduate/early/program_details.php?major=668&div=G&dept_code=28&dept_id=524&mode=data)) or from Ms. Amanda Lopez at 718-951-5208 or [alopez@brooklyn.cuny.edu](mailto:alopez@brooklyn.cuny.edu)

b. NYC BEI will meet with other Early Childhood Programs and allied disciplines interested in developing an EI core curriculum program. One (1) new academic collaboration is with SUNY Downstate Occupational



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Therapy Graduate Program. Dr. Beth Elenko from Downstate is here today.

- **SUNY Downstate Occupational Therapy (OT) Program:** Specialization in Early Intervention (SEI-OT).
  - The main objectives are:
    1. To prepare OT students to work in Early Intervention.
    2. To provide students experience with administration, scoring, and interpretation of assessment tools.
    3. To recruit students to work in EI, especially students from under-represented groups.
    4. To increase the number of highly qualified OTs working in EI.
    5. To monitor and evaluate outcomes of the SEI-OT.
  - The EI Core Curriculum will consist of several courses that will cover the following:
    1. IDEA Part C, federal, state, and municipal policies and procedures;
    2. The Early Intervention Process;
    3. IFSP development and functional outcomes;
    4. The role of the Occupational Therapist in EIP;
    5. Models of practice (i.e., trans-disciplinary, inter-disciplinary, multi-disciplinary);
    6. Working with culturally diverse families;
    7. Supporting families in their goals and priorities;
    8. Embedding interventions within family routines; and
    9. Implementing collaboration and coaching with caregivers as a family-centered method for supporting the family and their child's development.
  - Agencies interested in providing fieldwork placement can contact Beth Elenko, Ph.D., OTR/L at [Beth.Elenko@downstate.edu](mailto:Beth.Elenko@downstate.edu). Dr. Elenko is now the point person for this academic partnership. Agencies can also contact Jasmin Thomas, MS, OTR/L, who is coordinating the fieldwork placements, at [jasmin.thomas@downstate.edu](mailto:jasmin.thomas@downstate.edu). Margaret Kaplan, Ph.D., OTR/L, Associate Professor, who was the initial point person for this initiative, has recently been promoted to Interim Dean at SUNY.

**LEICC Discussions:**

- Ms. Calderon-Cruz complimented Dr. Gong on the BEI's academic partnerships and how important EI-focused courses and certificate programs are for preparing the future early intervention workforce .
- Dr. Gong shared that there was a federal survey by the US Office of Special Education Programs with early interventionists from all disciplines across the country. The survey reported their levels of competence and confidence working with children birth to five and their families using family-centered



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	<p>best practices, assessment practices, natural environments, and collaboration and teaming, etc. (<a href="http://www.uconnucedd.org/pdfs/projects/per_prep/study7_partc_data_report_2_19_09_land.pdf">http://www.uconnucedd.org/pdfs/projects/per_prep/study7_partc_data_report_2_19_09_land.pdf</a>).</p> <p>The survey results provide more information about what is needed for personnel preparation and support the creation of graduate EI core curricula and/or certificate programs that focus on EI, typical and atypical early childhood development, and working with families.</p> <ul style="list-style-type: none"><li>• Dr. DeBey stated that an EI certificate program is important, especially after the information being presented at today's meeting.</li><li>• Dr. DeBey also inquired about the impact of ABA licensing on the field. Ms. Maistoru answered that you must become a licensed Behavioral Analyst to practice in New York State as of July 1, 2014. An application is available. It is mandatory that everyone who is board certified also become licensed. A grace period has been given until January 2016. New regulations from SDOH are going to be put forth.</li><li>• Ms. Maistoru asked about an ABA waiver for the different professions from the Office of Professions. Ms. Silver said it was a simple letter sent to David Hamilton. More information is available at: <a href="http://www.op.nysed.gov/">http://www.op.nysed.gov/</a></li></ul>
<p><b><u>CHAIRPERSON REPORT:</u></b></p> <p><b>Legislative Update</b></p>	<p><b>Christopher Treiber, LEICC Chairperson</b></p> <p><b>a. Provider Meetings Held on Tuesday, September 30, 2014</b></p> <ul style="list-style-type: none"><li>• Present at meeting: BEI Executive staff, Dr. Marie Casalino, Ireti Bobb Lewis, Lidiya Lednyak Felicia Poteat and Nora Puffett, Chris Treiber representing LEICC, Linda Silver from Village Child Development Center, Inc., Michael Grossfeld from ACTS, and Leslie Grubler from UNYEIP.</li><li>• Discussed issues concerning the provider community and how BEI can help. Next meeting is scheduled for December 2014 and will be reported back to LEICC.</li><li>• Mr. Treiber added that a subcommittee will be developed to look at best practices and how to address some of the issues providers face.</li></ul> <p><b>b. School Psychologists</b></p> <ul style="list-style-type: none"><li>• Children who are transitioning out of Early Intervention must be evaluated to see if they qualify for CPSE (Committee for Pre-School Special Education).</li><li>• According to the NYS Education Department (NYSED), school psychologists may no longer conduct EI evaluations as of August 2014.</li><li>• According to the SDOH memo to EI providers, only licensed psychologists who have a Ph.D and are licensed in NYS can conduct initial evaluations and provide services according to their scope of practice. As a result of the memo, most of the preschool special education evaluation sites stopped</li></ul>



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<p><b><u>LEICC COMMITTEE REPORTS</u></b></p> <p><b>POLICY REVIEW COMMITTEE</b></p> <p><b>MENTOR SUPPORT AND EDUCATION NETWORK</b></p>	<p>conducting evaluations for about four (4) weeks.</p> <ul style="list-style-type: none"> <li>• NYSED released a second memo recognizing the impact of the change, and advised preschool evaluation sites that they may continue to conduct timely evaluations. They will then not be cited. Some providers have not resumed conducting evaluations, based on concern for possible actions by the Office of State Comptroller’s audit authority.</li> </ul> <p><b>Oliver Trinidad, Program Director/President Ability Builders for Children, Policy Subcommittee</b></p> <ul style="list-style-type: none"> <li>• The NYC BEI Policy and Procedures Manual will be updated. Different chapters will be assigned for committee members’ review.</li> </ul> <p><b>Mary DeBey, Brooklyn College – Academic Partnerships</b></p> <ul style="list-style-type: none"> <li>• Dr. Jacqueline Shannon will be talking to other CUNY colleges as well to offer the Advanced Certificate in EI including Lehman College and Queens College.</li> </ul>
<p><b>PUBLIC COMMENT</b></p>	<p>No public comment.</p>
<p><b>MEETING ADJOURNED 11:41 AM.</b></p>	<p>Next meeting scheduled for March 2015.</p>