

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT) Meeting

Early Steps Program
Division of Children's Medical Services
November 21-22, 2024



Council Roll Call



AGENDA: NOVEMBER 21, 2024

- Call to Order and Standing Items
- Voices from the Field
- Early Steps Public Awareness
- Lunch
- Early Steps Funding and Allocation
- Local Early Steps Contracts and Monitoring
- Closing Announcements

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MEETING MINUTES



Review and Approve
Meeting Minutes

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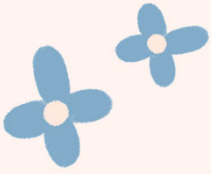
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VOICES FROM THE FIELD

Ashley Murray
Family Resource Specialist
Western Panhandle Early Steps





About us

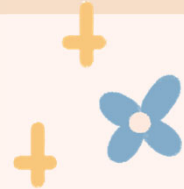
My son, Christian, was diagnosed with spinal muscular atrophy as a baby. Early Steps played a pivotal role in his quality of life.



1st Day of School



Important Adaptations



The Early Steps team taught me ways to incorporate Christian into everyday activities



Helping wash the car



Putting toys in reach



Making home accessible



Early Steps helped him live life in action!



Making it comfortable to ride in a bike trailer



Adaptive seat for wagon rides



Swim float

Support

Meals at the table



Standing to play



Power stander

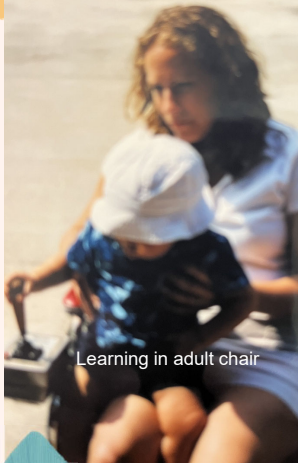




Learning to "walk"



FIRST



Learning in adult chair

SECOND

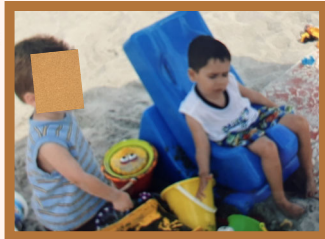


Learning in a loaner chair at 14 months old

THIRD



Received his own chair at 16 months old



Adventures and opportunities

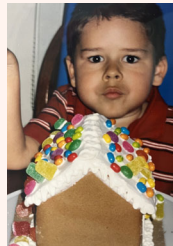
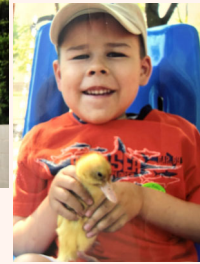




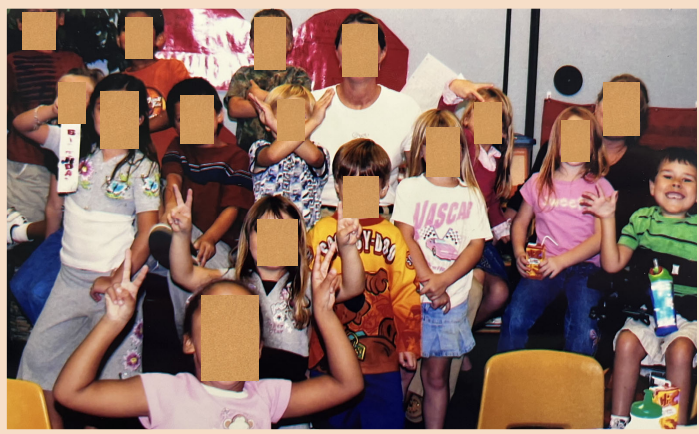
Christian got to enjoy and experience so much despite having spinal muscular atrophy.



Early Steps helped give him a phenomenal start to life.



Conclusion

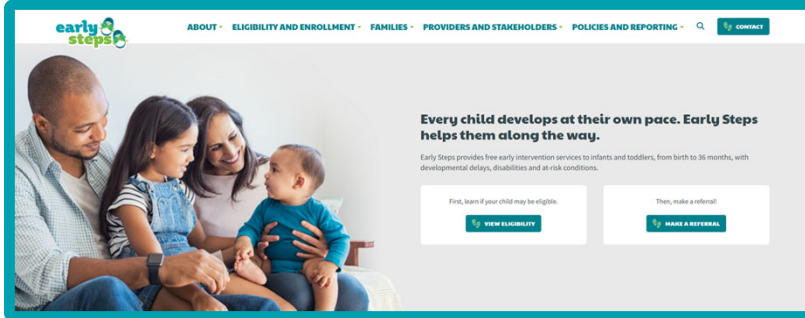


Early Steps greatly improved Christian's quality of life, helped him integrate confidently into society and provided a terrific support system.





PUBLIC AWARENESS EFFORTS



The Early Steps State Office (ESSO) began the first of multiple media campaigns in 2021.

- In May 2021, Florida Early Steps introduced a user-friendly website featuring a secure online referral system.
- The online referral form enhanced accessibility and Child Find efforts.



EARLY STEPS ANIMAL AMBASSADORS



PUBLIC AWARENESS EFFORTS



- To maintain a consistent and recognizable programmatic image across the state, materials and exhibit display items were provided to all fifteen local offices.
 - Items included educational print materials, tablecloths, banners, pop-up tents, and wagons.

EDUCATIONAL MATERIALS

- Multilingual educational materials have been developed and updated as part of ongoing outreach and Child Find efforts.
- Materials are frequently developed in collaboration with stakeholders and partners.

OUTREACH

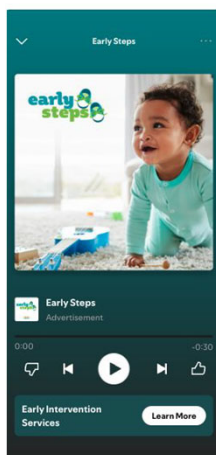
Data-driven targeted marketing

- Families and caregivers of children aged 0-36 months
- Regions:
 - Bay Area
 - Central Florida
 - Gulf Central
 - Northeastern
 - North Central
 - North Dade
 - Southwest
 - Space Coast
 - Western Panhandle



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OUTREACH, CONTINUED

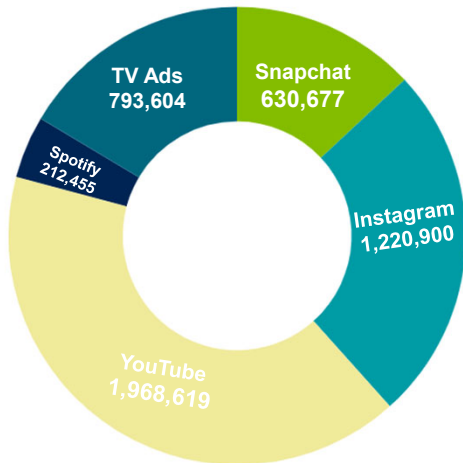


Multimedia Targeted Marketing

- Social media ads
 - Instagram
 - Snapchat
- Digital media ads
 - Television
 - Spotify
 - YouTube
- Print ads

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ENGAGEMENT



Digital ad engagement

Measured by impressions, or “views,” by platform.

- Digital ads positively influenced FloridaEarlySteps.com traffic.
- Top 5 traffic sources:
 - Snapchat “Don’t Have To Do It Alone” video – English
 - Instagram “Looking For Answers” video – English
 - Google
 - Direct (www.floridaearlysteps.com)
 - Floridahealth.gov referral

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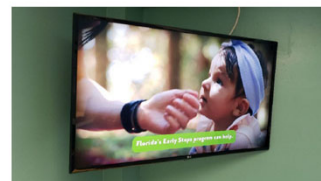




PUBLIC AWARENESS EFFORTS

Family and Provider Outreach

- Digital and physical ad placements in provider offices
 - 111 locations
 - Pediatric offices
 - Family care offices
 - OBGYN offices



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FAMILY INVOLVEMENT

- Public service announcements (PSAs) were developed in collaboration with Early Steps families and the ESSO State Parent Consultant.
 - Featured four families detailing their experience in the Program.
- Family stories are collected annually, and quotes are featured on the website.
- Family-friendly videos were developed to provide clarity to families entering the Program.
 - Introduction to Early Steps, Procedural Safeguards, and Insurance and Billing



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PROVIDER RECRUITMENT

Help Make Milestone Magic with Early Steps

Early Steps provides early intervention services for children up to 36 months old. We're looking for compassionate providers to join our team.

Early Steps supports families as they help their children learn new skills during everyday routines and activities.

Our providers have autonomy over their schedule, can customize their care for each patient, and watch with joy as children overcome challenges every day.

What's it like working for Early Steps?

- Flexible schedules and dynamic work
- Hands-on, family-centered care
- Extensive training, professional development, and support groups
- Real, lasting impact on Florida's children and families

If you're ready for a unique and rewarding work experience, visit our website to get in touch with your Local Early Steps about current job opportunities.

FloridaEarlySteps.com/Career

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- Outreach
 - Statewide conferences and events
 - “Connect with your LES” webform
 - iPad available at events
 - Centralized “Careers” webpage
 - LES can submit postings by region
- Marketing
 - Doctors’ offices
 - Radio/Spotify ads
 - Postcards and mailers
 - University advertisement placements
 - Items for providers to identify in the field

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FL-EPIC

FL-EPIC: Florida Embedded Practices and Interventions with Caregivers Early Steps Professional Development

- An approach to early intervention service delivery where providers coach caregivers to use strategies during everyday routines that support their child's development and learning.
- Campaign goals are to increase Family and Provider engagement and awareness of FL-EPIC.

Supporting You EVERY STEP of the Way

early steps
Making Florida EPIC

Contact your Local Early Steps to get started.

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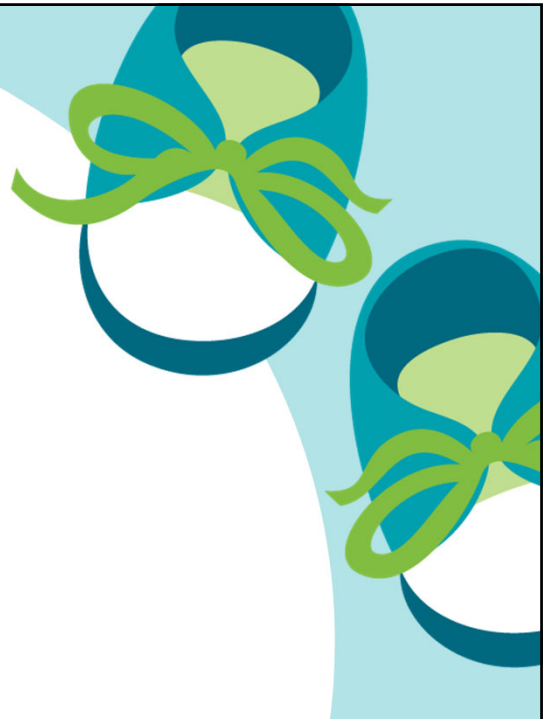
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Questions and Council Discussion

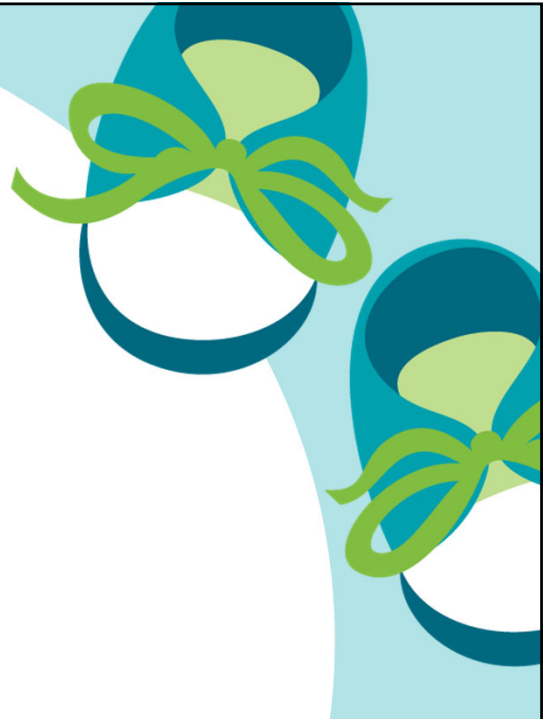
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Lunch



Local Early Steps Funding and Allocation



FUNDING STRUCTURE

Early Steps has three primary funding sources:

- State General Revenue funds
- Federal grant funds from IDEA Part C
- Third-party revenue from billing for services to private insurance, Medicaid, and any local resources

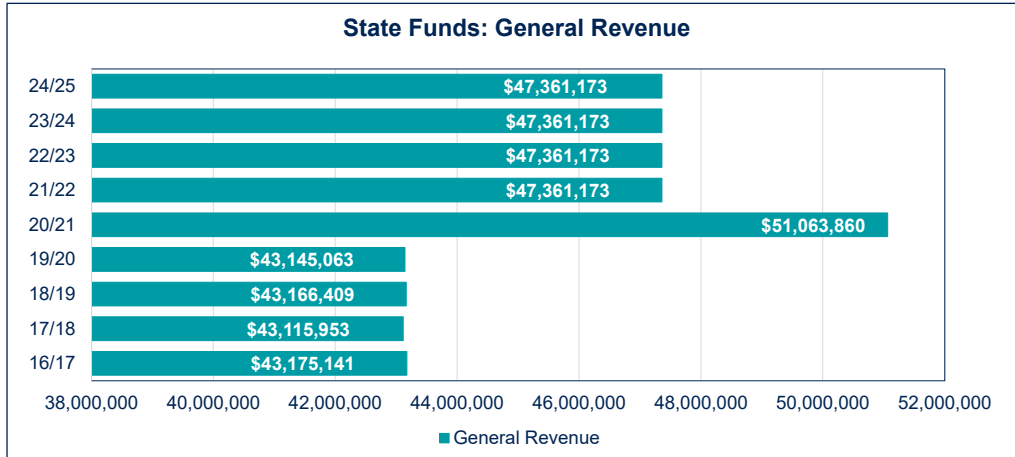
Early Steps System of Payment Funding Stream



Early Steps is a “payor of last resort” program.

- System of Payments Policy
- Exhausts all available funds prior to using IDEA Part C funds

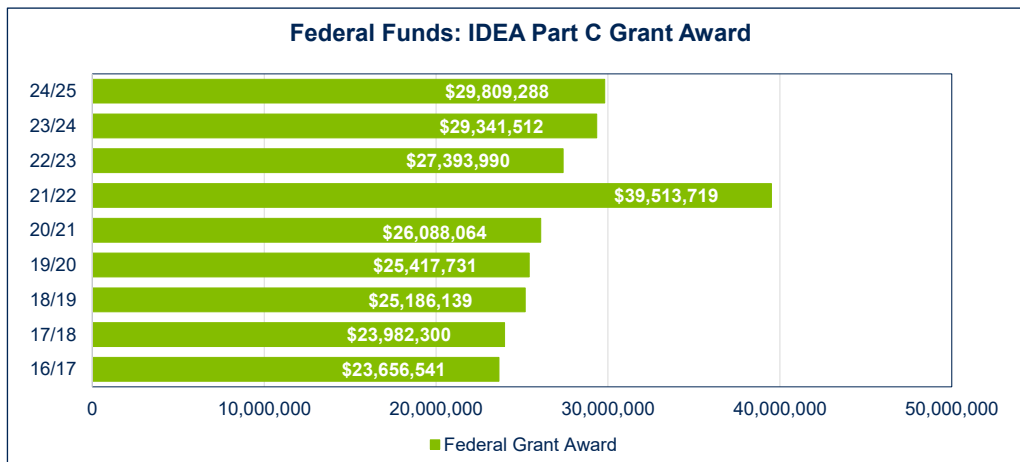
STATE GENERAL REVENUE FUNDS



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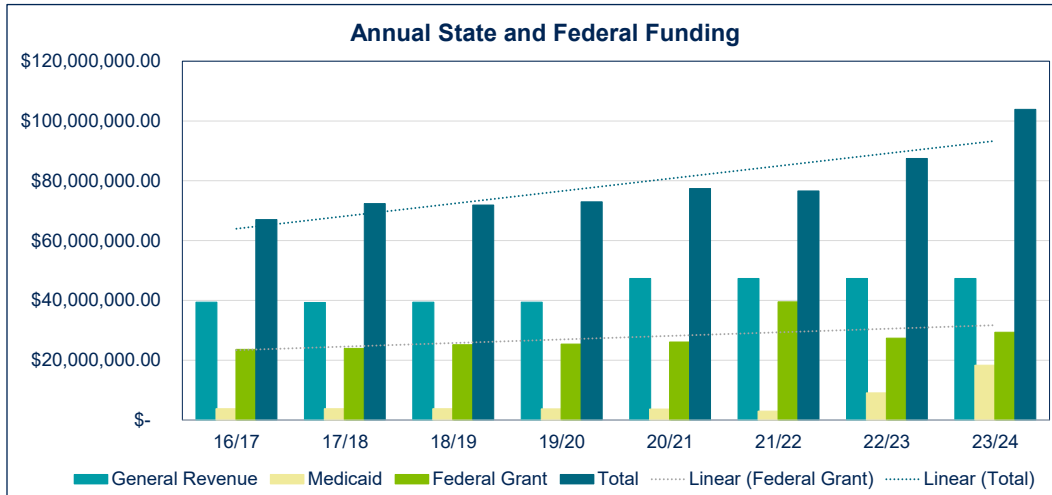
FEDERAL GRANT FUNDS



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ANNUAL STATE FUNDS INCLUDING MEDICAID AND FEDERAL FUNDS



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LOCAL EARLY STEPS (LES) CONTRACT ALLOCATION AMOUNTS BY YEAR

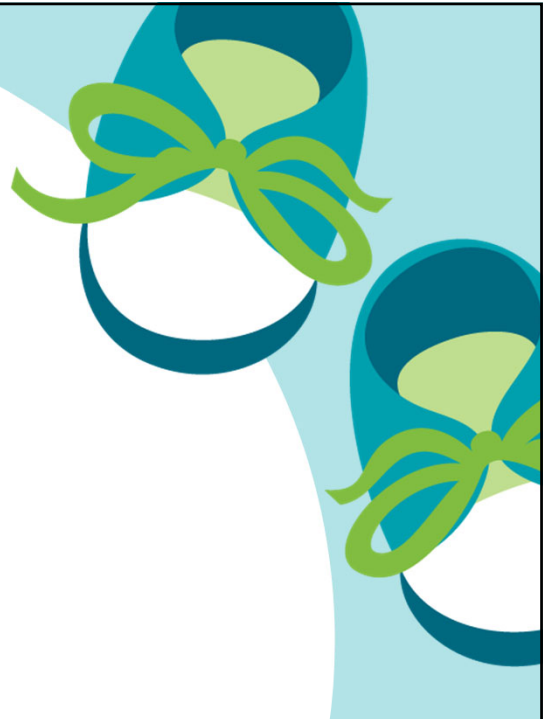


*LES contract amounts do not include any third-party revenue the LES receives from billing services.

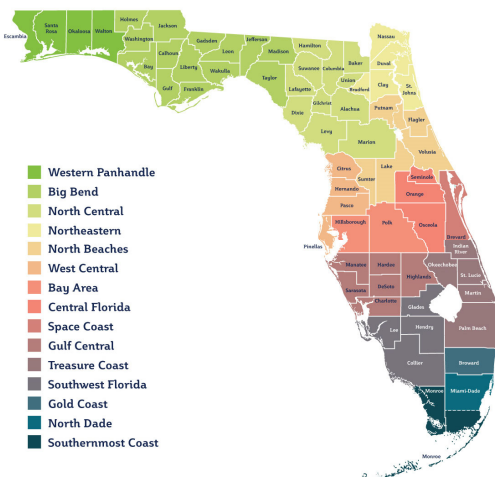
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Early Steps Contracts, Monitoring, and Accountability



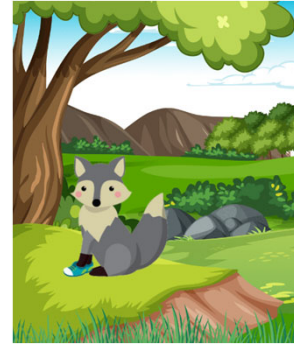
LES PROGRAM CONTRACTS



- The LES Programs are competitively procured to render early intervention services to all children enrolled in the Early Steps Program across 15 regions.
- To ensure all children are properly served, the programs are responsible for preparing plans, policies, procedures, and reports through a scope of work that comprises 27 detailed tasks.
- The Early Steps State Office (ESSO) monitors the LES Programs on a monthly, quarterly, and annual basis and holds each LES Program accountable through the contract that result in financial consequences should any of the required tasks not be met.

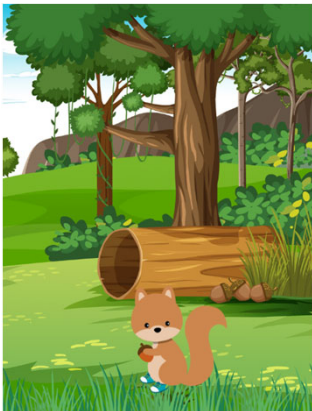
MONTHLY DELIVERABLE HIGHLIGHTS

- Must maintain a minimum child count outlined in the contract.
- Responsible for maintaining a minimum number of service coordinators.
- Must maintain the following specialty staff positions:
 - Family Resource Specialist
 - Services Billing Specialist
 - Child Find Coordinator
 - Professional Development and Credentialing Coordinator
 - Lead Implementation Coach
 - Provider Coach(es)
- Claims report detailing all service claims that require use of Part C Funds.
- Third-Party Revenue Report that details all incoming funds to the program.



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ANNUAL DELIVERABLE HIGHLIGHTS



Plans and Reports due to ESSO annually:

- Child Find Plan and Status Report
- System of Family Involvement Plan and Status Report
- Provider Recruitment and Retention Plan and Status Report
- Business Continuation Response Plan
- Funding Resource Plan
- Professional Development Training Log
- Calendar of Staff Professional Development Training Activities
- Scaling and Sustainability Plan
- Subcontract Monitoring Plan and Status Report
- LES policies related to timely payment of Community Service Providers.

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CONTRACT MONITORING ACTIVITIES

State Requirements:

- Monthly Invoice Documentation Reviews and Processing
- Quarterly Expenditure Review and Reconciliation
- Programmatic Monitoring (annually)
- Administrative Monitoring (every three years)
- E-Verify Review (annually)
- Annual Contract Year End Reconciliation



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PART C FISCAL MONITORING

Early Steps also monitors Part C Fiscal Indicators to ensure the System of Payments Policy and Payor of Last Resort requirements are followed.

Fiscal Indicator 1: Parental Rights

- Families are informed of their rights and receive the Procedural Safeguards.
- Families received the System of Payment policies and are informed of the purpose.

Fiscal Indicator 2: Insurance Consent

- Signed consent forms allowing billing for public or private insurance.
- Signed *Consent to Share Personally Identifiable Information* form prior to billing insurance.
- New consent forms are completed for increase in frequency, length, duration, and/or intensity in the provision of services.

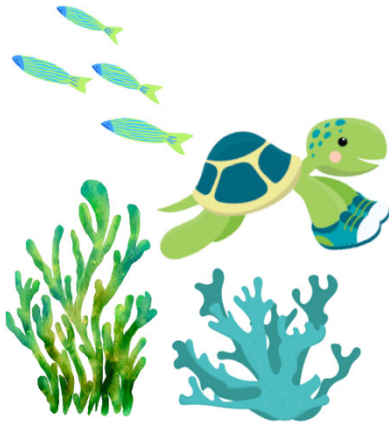
Fiscal Indicator 3: Payor of Last Resort

- Reviewing documentation to ensure valid use of Part C funds.



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QUALITY ASSURANCE MONITORING



Annual review of case files, which includes indicator reviews for reporting on the State Performance Plan/Annual Performance Report (SPP/APR). Reviewers look at:

- Indicator 1: Timeliness of Early Intervention Services
- Indicator 7: Timeliness of Individualized Family Support Plan (IFSP)
- Indicator 8: Early Childhood Transition
 - a) Developed IFSP with transition steps
 - b) Notified the State Education Agency and Local Education Agency of toddler's potential eligibility
 - c) Conducted timely transition conference

Additionally, the reviewers look at the records to assess the individualization of services based on the developmental status of the child and the family's concerns, priorities, and routines.

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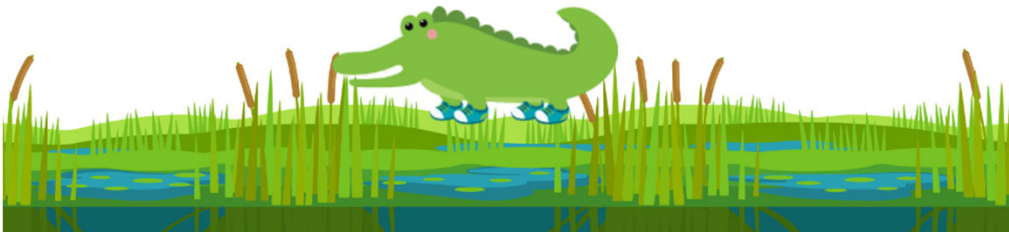
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PERFORMANCE IMPROVEMENT PLANS

Once the case file reviews are complete ESSO will issue a **Quality Assurance and Fiscal Summary Report**.

This report outlines the indicators reviewed, performance percentage, and whether there had been full correction from the prior year. Determinations are assigned based on the compliance indicators: Meets Requirements, Needs Assistance, Needs Intervention, or Needs Substantial Intervention.

LES Programs with reports indicating non-compliance or low performance are required to develop a Performance Improvement Plan (PIP).

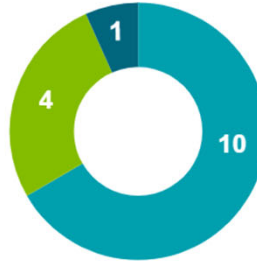


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LES DETERMINATION STATUS SUMMARY 23/24



23/24 Summary of LES Determinations

- Meets Requirements
- Needs Assistance
- Needs Intervention

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PUBLIC REPORTING

Federal Indicator Data FY 2022-2023



Early Steps Performance and Accountability - FDOH Early Steps
floridaearlysteps.com

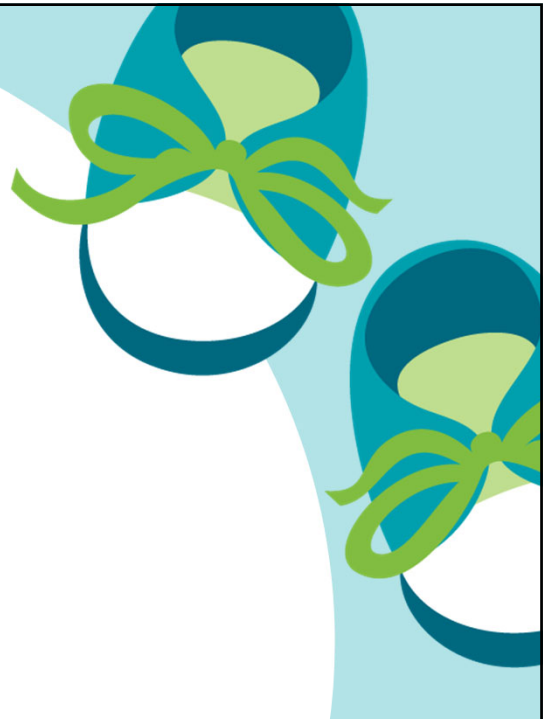
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Questions and Council Discussion

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End of Day 1 Logistics



Adjourn



Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT) Meeting

Early Steps Program
Division of Children's Medical Services
November 22, 2024



STANDING ITEMS



Council Roll Call

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MEETING AGENDA: SEPTEMBER 12

- Call to Order
- Service Coordination Overview
- State Updates
- Public Comment
- Closing Announcements

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Service Coordinator Overview



What is a Service Coordinator?

The Early Steps Service Coordinator is like a family's personal tour guide through Early Steps.

Why is a guide needed?

A service coordinator will be with a family every step of the way providing guidance and explaining the process.

WHAT IS A SERVICE COORDINATOR?

Service Coordinators work with families from first contact through transition. They provide assistance, guidance, and coordination of services such as:

- Intake
- Screening
- Evaluation and Assessment
- Individual Family Support Plan (IFSP)
- Referrals for Services
- Transition

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Why is a Service Coordinator needed?

Early Steps is a family-centered program.

Teamwork

The family is the most important part of the team. Early Steps is here to support parents and caregivers in reaching their child's goals.

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ROLES AND RESPONSIBILITIES

The service coordinator roles and responsibilities are outlined in Component 4 of the Policy Handbook.

They include:

- Coordinating
- Assisting
- Facilitating
- Arranging
- Providing information
- Maintaining records and open communication

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QUALIFICATIONS FOR SERVICE COORDINATORS

Service Coordinators are employed or contracted by their LES Program.

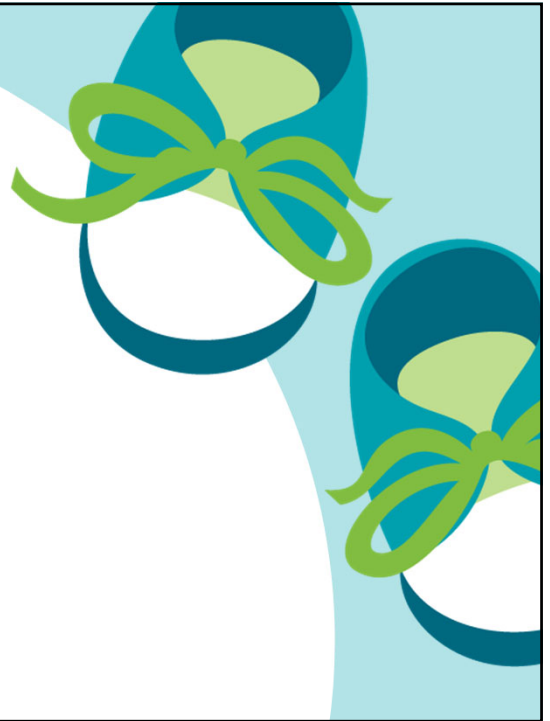
Must:

- Have a bachelor's degree or equivalent degree
- Be a registered nurse

Must complete LES Service Coordinator Attestation checklist and Service Coordinator training provided by ESSO.

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Early Steps State Office Updates



UPDATES

- State Performance Plan/Annual Performance Report (SPP/APR) Data Review
- Cost Study, Program Evaluation, and LES Allocation Methodology Project Updates



Public Comment



CLOSING ANNOUNCEMENTS



- Next Meeting
- Travel Reminders
- Follow-up and Materials

Adjourn

