



NEW YORK CITY DEPARTMENT OF
HEALTH AND MENTAL HYGIENE
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Bureau of Early Intervention
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Dear Early Intervention Provider:

The New York City Department of Health and Mental Hygiene (NYC DOHMH) Bureau of Early Intervention (BEI) has completed the conversion from the previous IT system, KIDS, to NYEIS. The transition has been challenging for all, and provider partnership and patience is appreciated.

The BEI is now working to manage information on cases that were migrated from KIDS to NYEIS in September 2011. Until now, Service Coordinators have not been able to access these children's records in NYEIS prior to an IFSP meeting; therefore, the IFSP has had to be recorded on paper. To eliminate paper IFSPs, BEI has developed a process to ensure that Service Coordinators are able to access those records in NYEIS in preparation for IFSP meetings.

NYC BEI will stop accepting paper IFSPs effective February 20, 2012, for those children who meet ALL of the criteria below:

1. Have active IFSPs in KIDS
2. Do not have OSC assignments in NYEIS
3. Are aging out **after** August 31, 2012

The process below does NOT apply to those children who meet any of the following conditions:

1. Have IFSP periods that have expired in KIDS
2. Already have OSC assignments in NYEIS and/or IFSPs in NYEIS
3. Are aging out **before** or on August 31, 2012 and were never entered into NYEIS

In addition, NYC BEI is entering previously approved paper IFSPs into NYEIS in order to facilitate the conversion.

Guidance for Early Intervention Provider Agencies

To eliminate working and billing in two systems, the following procedure is mandatory for Early Intervention (EI) provider agencies

For children who are **not** aging out by August 31, 2012

1. **Starting February 6, 2012, and each Monday following**, every EI provider agency must submit a list of children who do not have Service Coordination assignments in NYEIS and whose IFSP will be completed within the next two (2) weeks to NYCNYEIS@health.nyc.gov
 - a. The list should include the child's initials, ID number (from NYEIS Child Homepage) and date of upcoming review.
2. NYC BEI will create the child's next IFSP in NYEIS, authorizing only Ongoing Service Coordination. This will create a task in NYEIS for the Service Coordination Supervisor who will accept the Service Coordination task by:
 - a. Selecting "Inbox" from the navigation bar, then:
 - i. Selecting "Work Queues"
 - ii. Selecting the "Service Authorization" work queue by clicking "View"
 - iii. Accepting the Ongoing Service Coordination assignment by selecting the "Task ID" of the case
 - Under Primary Action select "Accept/Reject Service Authorization"
 - On the Service Coordination Search Screen select "Use Currently Assigned Service Coordinator"
3. The assigned Service Coordinator will then complete the child's IFSP in NYEIS.
 - a. Complete the child's IFSP by:
 - i. Selecting "My Cases" from the navigation bar
 - ii. Selecting the "Case Reference Number" of the case
 - iii. Selecting the "Case Reference Number" of the IFSP under the "IFSPs" section of the "NYEIS Integrated Case" screen
 - iv. Selecting "Edit" under the Manage section to complete the relevant IFSP narrative sections
 - On the "Create Request to Amend IFSP" screen select the reason for IFSP amendment as "Data Entry Error"
 - Complete all relevant sections of the IFSP document as part of the child's IFSP review meeting.
 - Select "Submit" at the top of the "Create Request to Amend IFSP" page
 - b. Create service authorizations in NYEIS for each currently authorized service by:
 - i. Selecting "Add Service Authorization" on the "Individualized Family Service Plan Home" screen
 - ii. Clicking "Select" next to "Amendment to Add Service Authorization"
 - iii. Selecting the Category, Service Type and Service Method of the service authorization

- c. Submit the amendment review task to the EIOD, once all service authorizations are created, by selecting "Create Service Authorization."

Note:

- If a parent would like a face-to-face meeting with the EIOD, follow the NYCEIP Scheduling Policy to set-up the face-to-face meeting.
 - A face-to-face meeting is required if an increase in services or addition of a service type is being requested, or if the upcoming review is an annual review.
4. The EIOD will approve the IFSP within one (1) week from date of submission by the Service Coordinator.
 - a. Tasks to the EIOD will be reflected as amendment review tasks.

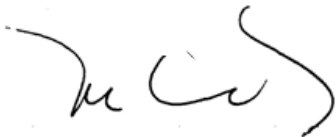
For Children who are aging out before or on August 31, 2012 and were never entered into NYEIS

1. Submit paper IFSPs to the Regional Office.
2. The EIOD will review and approve the IFSP; information will be entered into KIDS by BEI staff and paid through CSC (Covansys).

Note: If the child is aging out before or on August 31, 2012 but already has an IFSP in NYEIS, the IFSP and billing must occur in NYEIS.

If you have any questions, please submit them to NYCNYEIS@health.nyc.gov.

Sincerely,



Marie B. Casalino, MD, MPH
Assistant Commissioner