

Webinar Participant Questions:

Q: What is the Make-up Policy form that should be given to parents?

A: The Make-up Policy will be sent out with the Service Delivery Chapter of the manual.

Q: Should we still use the Consent To Release form?

A: Yes, continue to use the form.

Q: For the 6-month review, if a goal has been mastered, are we to write a new goal? And, if the goal has not been mastered, are we to continue using the old form?

A: If the Functional Outcomes has not been met, the *continued* box should be checked on the existing **form**. A new form is not necessary in this scenario.

Q: Will the Covansys system recognize the waivers on the worksheets?

A: Yes, it will.

Q: Is it correct that the MDE summary must also be attached to the initial IFSP? Whose responsibility is it to provide this?

A: Yes the MDE summary must be attached to Page 2 of the IFSP. The EI/OD is responsible for attaching the form.

Q: Can you give us an example of how a functional outcome should be written? Do the short term objectives need to be written in "so that" format?

A: IFSP Functional Outcome: Ida will be able to pick up small bits of food like raisins and cheerios with either hand using the thumb and index figure without resting her arm on the table so that she can feed herself every day during meal time.

Objective: Ida will pick up a cheerio with figures using a scraping movement.

Objective: Ida will pick up a cheerio with the side of her finger and thumb

Objective: Ida will pick up a cheerio with the tip of finger and thumb

Please refer to the Functional Outcome Power Point on the NYC Early Intervention Website.

Q: The instructions indicate that inability to provide progress reports will not prevent an IFSP from being held. Is there a specific format for documentation?

A: Submit a letter on Agency letterhead explaining why the Progress Notes have not been submitted with the SC case note documenting attempts to obtain the Progress Notes.

Q: Does page 7B where the child leaves EI before his third birthday eliminate the closure form?

A: The Closure Form **MUST** be completed anytime the child exits Early Intervention.

Q: What happens when the parent consents to CPSE and later want to withdraw consent?

A: If the parent chooses to withdraw referral to CPSE, the parent should write a letter to CPSE indicating the withdrawal. The SC can assist in the drafting of the letter.

Q: Do we still need to complete the transition packet in addition to the transition section on the IFSP?

A: Any forms related to transition are still in use in addition to pages 7A & 7B.

Q: Can waiver services be billed electronically with this new IFSP?

A: No, they cannot.

Q: What will replace the DEP1 extension paperwork, if any?

A: Currently the DEP1 is still in use. Any changes to the transition process will be sent to providers after the release of the New York State regulations.

Q: How can we get more information about the scheduling policy?

A: Please review the policy on scheduling and submit your questions to EITraining@health.nyc.gov and see attached PowerPoint.

Q: If the EIOD does not check the prescription box on Page 5A for OT/PT or RN services; are we now exempt from obtaining this prescription?

A: No, prescriptions are still required.

Q: Will the inability to get the Social Security card from parent affect the timeline of processing or receiving authorizations?

A: No, timeliness will not be affected. The Social Security Numbers Policy will be released at the same time as the Service Delivery Chapter.

Q: Are SCs expected to arrange for the CPSE official to attend a transition conference or be available by phone? Are the CPSE officials aware of the change?

A: The SC is expected to arrange for the CPSE official to attend a transition conference or be available by phone. CPSE officials are aware of this change.

Q: Instructions for page 4 state that all interventionists will work on all outcomes. How will feeding goals & gross motor goals requiring stretching, etc be addressed by all interventionists?

A: Functional Outcomes are related to a functional goal that the child will achieve in a part of his/her life. Specific feeding and stretching techniques are not Functional Outcomes. They are techniques used to achieve a functional outcome. Therefore, all interventionists will be able to assist the family to meet the outcomes using alternate techniques such as appropriate handling, etc.

Q: What if a parent refuses to provide the insurance information?

A: If a parent refuses to provide insurance information, a declination form will be completed by the SC and signed by the parent.

Q: If a case is closed before child's 3rd birthday, are parents required to sign both 7B and closure forms?

A: Yes, they are.

Q: Is the Notice of IFSP Meeting available in other languages?

A: Yes, Chapter 5 has been updated to include a Spanish version of the Notice of IFSP Meeting Form.

Q: Is the 45-day question related only to initials, or all IFSP meetings?

A: The 45-day requirement ONLY applies to the Initial IFSP.

Q: Who completes the AT Device Data Entry Form after an initial IFSP Meeting?

A: The EIOD in the Assistive Technology (AT) Unit or the Regional Office completes the AT Device Data Entry Form after Initial IFSPs.