

NEW YORK CITY EARLY INTERVENTION COORDINATING COUNCIL (LEICC)		
3.22.2024	10:00 AM	WebEx
LEICC Member Attendees	<p>Lidiya Lednyak, MA, Esq., Assistant Commissioner, Bureau of Early Intervention, NYC DOHMH</p> <p>Elizabeth Leone, Chair of LEICC</p> <p>Mary McCord, MD, MPH (absent)</p> <p>Patricia Gray, Ed.D., LCSW</p> <p>Renee Noel</p> <p>Sundari Periasamy, MD (absent)</p> <p>Jessica Wallenstein, Ph.D.</p> <p>Tricia DeVito, MS, Ed., SDL</p> <p>Christopher Tan, Esq.</p> <p>Danielle Herring</p>	
Welcome, Introductions, and Minutes Approval	<p>Elizabeth Leone opened the meeting by reminding attendees that New York City’s Local Law No. 103 of 2013 and the New York State Open Meetings Law require “open” meetings to be both webcast and archived; therefore, today’s meeting was being recorded.</p> <p>Elizabeth Leone reviewed the procedures for LEICC meetings, including that, for in-person LEICC meetings, attendees should pre-register on the NYC Department of Health Early Intervention LEICC webpage. For web-based LEICC meetings, attendees will find a link on the NYC Department of Health Early Intervention LEICC webpage. Meetings are open to the public, but the audience does not address the LEICC members during the meeting. The Chat and Q&A features should not be used for today’s web-based meeting. Members of the public were asked to submit written public comments by emailing EmbeddedCoaching@health.nyc.gov.</p> <p>Elizabeth Leone stated that transcription will be available for this meeting, and that written meeting minutes will be made available.</p> <p>LEICC members introduced themselves. Minutes from the January 2024 meeting were approved.</p>	

<p>SEICC Report, 2024 Executive Budget Proposals, Adopted Regulations and Implementation Dates</p>	<p>Lidiya Lednyak provided a summary of the State Early Intervention Coordinating Council (SEICC) meeting held on March 14, 2024. All SEICC materials were shared with the LEICC members, along with the NYC BEI Data Report and Agenda, in advance of the meeting.</p> <p><u>Bureau Administrative Updates</u></p> <ul style="list-style-type: none"> • Final Provisions of the Regulations and Implementation Update • Academic Partners Research Presentation • Early Hearing Detection and Intervention (EHDI) Update • Transportation/Transportation Study Update (tabled until next meeting) • Provider Workforce Capacity Task Force Update • Rate Setting Methodology Task Force Update • EI Hub Update • Covered lives assessment <ul style="list-style-type: none"> ○ Last quarter NYS released a portion of the covered lives assessment to counties ○ \$10M is still owed • OSEP released federal audit findings of the NYS Early Intervention Program • SDOH undertaking additional work to build capacity <ul style="list-style-type: none"> ○ Measurement Inc. awarded contract ○ Contractor to attend graduate and undergraduate program events ○ Goal of expanding knowledge about Early Intervention to students earlier in their educational journeys • Developing training on becoming an EI Provider <ul style="list-style-type: none"> ○ Training will be in three parts describing and clarifying the provider approval process ○ To be posted on SDOH website in May 2024 • Investigating loan forgiveness <ul style="list-style-type: none"> ○ Investigating current mechanisms that exist at State DOH, including the current nursing model <p><u>PCG Fiscal Update FY 2025 Executive Budget Overview</u></p> <ul style="list-style-type: none"> • Proposes to make additional investments in Early Intervention to increase children’s access to health care, by
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	<ul style="list-style-type: none"> ○ Increasing fee-for-service rates for in-person services by 5% ○ Creating a 4% rate modifier for rural areas and underserved communities • Proposes to amend NYS Education Law to remove the exemption currently provided to School Psychologists which allows them to practice in Early Intervention (EI). However, this measure extends their authorization to provide non-EI services to preschool programs. <ul style="list-style-type: none"> ○ Measure would be effective April 1, 2024SDOH Fiscal Audit contract awarded • Proposes to modify administrative program components by: <ul style="list-style-type: none"> ○ Eliminating back-to-back group services for a child on the same day, limiting group size to 6 children, and limiting the number of children having a 1:1 aide in a group session to 4, ○ Reimbursing teletherapy at the existing facility rate, and ○ Prohibiting consecutive extended home visits on the same day for the same service. <p><u>NYS EI Adopted Regulations</u></p> <ul style="list-style-type: none"> • Published in State Register and effective February 14, 2024 • NYS DOH released an implementation schedule on March 3, 2024 for the provisions • This presentation covers the provisions and the NYS Department of Health implementation dates • NYC BEI is currently working on revised guidance and policy and procedure regarding the regulatory changes and expectations for implementation <p><u>Adopted Amendments</u></p> <ul style="list-style-type: none"> • Section 69-4.1 <ul style="list-style-type: none"> ○ Added four mental health provider types as Early Intervention qualified personnel: licensed mental health counselors, licensed marriage and family therapists, licensed psychoanalysts, and licensed creative arts therapists. <ul style="list-style-type: none"> ▪ Implementation Date: Date of EI – Hub Launch ○ School psychologists are eligible to provide Early Intervention Services until 6/30/2024. They will no longer be qualified effective July 1, 2024. <ul style="list-style-type: none"> ▪ June 30, 2024, or the Date set in statute by the Executive Budget • Two new definitions will be added: <ul style="list-style-type: none"> ○ collateral visits and group early intervention services <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 • Subdivision 69-4.1(q) was amended to add the word "directed" to the term family assessment. • Section 69-4.3 <ul style="list-style-type: none"> ○ Reduced the definition of elevated venous blood lead level from 15 mcg/dl to 5 mcg/dl.
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	<ul style="list-style-type: none"> ○ Clarified options for follow-up screening or diagnostic audiological evaluation after a failed newborn hearing screening <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 • Section 69-4.4 <ul style="list-style-type: none"> ○ Updated the timeline for completion of service coordination training to be completed within four weeks following Department approval and prior to the service coordinator furnishing services. <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 • Section 69-4.5 <ul style="list-style-type: none"> ○ Eliminated the requirement for discipline-specific Quality Assurance plans and requires an overall Quality Assurance plan be developed and overseen by the agency director or county Early Intervention Official, as applicable. ○ Requires an agency seeking approval to have all needed staff in its employ before being granted Department authorization to provide Early Intervention services. ○ Reduced the required number of documented clock hours of experience delivering services to children under five years of age from 1,600 hours to 1,000 hours. <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 • Section 69-4.5(b) <ul style="list-style-type: none"> ○ Repealed to remove references to Applied Behavioral Analysis (ABA) aides. <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 ○ Licensed behavior analysts and certified behavior analyst assistants are now recognized as qualified providers of Early Intervention services. <ul style="list-style-type: none"> ▪ Implementation Date: Date of EI – Hub Launch • Section 69-4.8 <ul style="list-style-type: none"> ○ Amended to clarify that the most recent version of the evaluation instrument must be administered, scored, and reported following all protocols in the examiner’s manual as issued by the test developer. <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 • Section 69 - 4.10 <ul style="list-style-type: none"> ○ Changed language used to clarify that sites where group early intervention services are provided must be identified in the provider’s initial or amended application and documented in the provider’s current Department approval.
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	<ul style="list-style-type: none"> ○ Amended to clarify the term "frequency" to mean the number of days or sessions per week the service will be provided. <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 • Subparagraph 69-4.20(b)(1)(i) <ul style="list-style-type: none"> ○ Amended to clarify that parental objection to notification of the child's potential eligibility for services through the local school district's Committee on Preschool Special Education (CPSE) must be in writing, to align with federal Office of Special Education Programs (OSEP) requirements. <ul style="list-style-type: none"> ▪ Implementation Date: February 14, 2024 • Section 69-4.26 amended to: <ul style="list-style-type: none"> ○ Clarify that written orders apply to multidisciplinary and supplemental evaluations for the purposes of this section. ○ Clarify that parents are to sign service logs, not session notes. ○ Require session notes to include the date the session note was created. <ul style="list-style-type: none"> ▪ Implementation Date: April 1, 2024 (please note that date revised after LEICC) • Section 69-4.30 <ul style="list-style-type: none"> ○ Amended to clarify that supplemental evaluations are driven by the Individualized Family Service Plan (IFSP). If the multidisciplinary evaluation team determines that supplemental evaluations are necessary, they are to be included in the Plan. ○ Provides that supplemental audiological evaluations to determine whether hearing loss is present are permitted prior to the IFSP. <ul style="list-style-type: none"> ▪ Implementation Date: April 1, 2024 (please note that date revised after LEICC) • Section 69-4.30 <ul style="list-style-type: none"> ○ Amended to clarify: <ul style="list-style-type: none"> ▪ multidisciplinary evaluation reimbursement. ▪ the number of additional multidisciplinary or supplemental evaluations that may be provided within a twelve-month period. ▪ Implementation Date: Date of EI – Hub Launch • Section 69-4.30 <ul style="list-style-type: none"> ○ Distinction between basic and enhanced group is repealed ○ Group early intervention service visit is defined as the provision of physical therapy, occupational therapy, speech-language therapy, applied behavior analysis, or special
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	<p>instruction early intervention services by appropriate qualified personnel to eligible children in a group.</p> <ul style="list-style-type: none"> ○ Up to 120 minutes per day as specified in an approved Individualized Family Service Plan. ○ Group Early Intervention service sessions – minimum of 60 minutes in length and maximum of 120 minutes in length in accordance with the child’s Individualized Family Service Plan. ○ Specifics requirements for group session notes <ul style="list-style-type: none"> ▪ Implementation Date: 9/1/24 - To ensure children transitioning to the Committee on Preschool Special Education (CPSE) will not have an interruption of services on their current Individualized Family Service Plan and allow sufficient time for agencies to plan for any changes. <ul style="list-style-type: none"> • Section 69-4.30 <ul style="list-style-type: none"> ○ Group size: two to ten children; use of 1:1 aides should be based on clinical appropriateness. ○ Groups shall be provided by, at a minimum, one approved and appropriately qualified early intervention provider and an assistant. ○ Groups should consist of children with similar Individualized Family Service Plan outcomes and include appropriate therapeutic approaches. ○ Children participating in a group Early Intervention service cannot also receive individual services (including push-in/pull-out services) while the group is in session. <ul style="list-style-type: none"> ▪ Implementation Date: 9/1/24 - To ensure children transitioning to the Committee on Preschool Special Education (CPSE) will not have an interruption of services on their current Individualized Family Service Plan and allow sufficient time for agencies to plan for any changes.
Data, Early Intervention Data Report	<p>Nora Puffett, Director, Administration and Data, reviewed the data report. Data was presented on new referrals and re-referrals, receipt of services, and children’s retention in the Program by borough and race.</p> <ul style="list-style-type: none"> • Number of New and Re-Referrals Per Fiscal Year, July 2018 - February 2024. <ul style="list-style-type: none"> ○ By Borough ○ By Race and Ethnicity • Number of Children Receiving General Services Per Fiscal Year, July 2018 - February 2024 <ul style="list-style-type: none"> ○ By Borough ○ By Race and Ethnicity

	<ul style="list-style-type: none"> • Outcomes for Children Aging Out of EIP, Citywide, July 2020 - February 2024 <ul style="list-style-type: none"> ○ by Race and Ethnicity • Insurance Status of Children Receiving General Services July 2023 - February 2024
Respiratory Virus Update	<p>Catherine Canary, MD, MPH, Medical Director, presented on COVID-19 guidance, prevention steps and strategies.</p> <p><u>5-Day Isolation for COVID-19 No Longer Needed</u></p> <ul style="list-style-type: none"> • Unified approach to addressing risks from a range of common respiratory illnesses: <ul style="list-style-type: none"> ○ Colds ○ Flu ○ RSV ○ COVID-19 • Far fewer hospitalizations and deaths associated with COVID-19 • More tools than ever to combat flu, COVID, and RSV <p><u>COVID-19 Guidance Now Sunsetting</u></p> <ul style="list-style-type: none"> • With this unified approach to respiratory viruses, the <u>DOHMH Early Intervention Program COVID-19 Precaution Guidance issued February 9, 2023</u> is now sunsetted. • The guidance will be removed from the NYC DOHMH Early Intervention webpage in the coming week. <p><u>Core Prevention Steps and Strategies</u></p> <ul style="list-style-type: none"> • Stay up-to-date with vaccination • Practice good hygiene • Take steps for cleaner air • When sick <ul style="list-style-type: none"> ○ Stay home and away from others • Return to normal activities when, for at least 24 hours: <ul style="list-style-type: none"> ○ Symptoms are improving, and ○ If fever was present, it is gone without use of fever-reducing medication <p><u>When You DO Resume Normal Activities</u></p>

	<ul style="list-style-type: none"> • Take additional prevention strategies for the next 5 days to curb disease spread: <ul style="list-style-type: none"> ○ Take more steps for cleaner air ○ Enhance hygiene practices ○ Wear a well-fitting mask ○ Keep a distance from others ○ Get tested for respiratory viruses ○ Enhanced precautions are especially important to protect those most at risk for severe illness <p><u>CDC Respiratory Virus Guidance Snapshot</u></p>
Electronic Health Record – Project Evaluation Results	<p>Katharine McVeigh, Ph.D., MPH, Director, Research and Analysis, presented Electronic Health Record – Early Intervention (EHR-EI) Project’s evaluation results.</p> <p><u>Impact of an EHR-Based Referral Workflow on the Rate of Referrals to the NYC Early Intervention Program</u></p> <ul style="list-style-type: none"> • EHR-EI Project Overview: Through EHR-EI, BEI aims to increase EI referrals and retention among Black children and children of other historically underserved groups • Partners are strategically located to reach families from underserved communities, including: <ul style="list-style-type: none"> ○ Health and Hospitals ○ Medisys – Flushing Hospital ○ Montefiore ○ NYU Langone – Sunset Park ○ One Brooklyn Health • Electronic health record-based referral workflow (initiated Spring 2021) • Manual bidirectional data exchange (initiated Spring 2021) • Community Health Worker follow-up (standardized Winter 2022) • Automated closed-loop referral (going to scale systemwide FY26+) • Evaluation Goals <ul style="list-style-type: none"> ○ To assess the impact of the EHR-EI referral workflow on EI referral rates ○ To ascertain the impact among Black children • Research Question

	<ul style="list-style-type: none"> ○ Did the EI referral rate among children who received care at intervention healthcare centers increase more than would have been expected based on the referral rate trajectory of children who received care at comparison centers? • Methods <ul style="list-style-type: none"> ○ Study Population and Design ○ Data Sources and Variables <ul style="list-style-type: none"> ▪ Data Sources – stratified by fiscal year and treatment group ▪ Denominator ▪ Primary care census data with PII for all children birth to three who made a primary care visit ▪ Numerator ▪ NYC Early Intervention Program referral database ▪ Dependent Variable – Referral to EI, regardless of referral source ▪ Independent Variable – Treatment group (intervention vs. comparison) ▪ Covariates – Child age, sex, race and neighborhood poverty ○ Statistical Analysis • Results <ul style="list-style-type: none"> ○ Difference in Differences Analysis of EHR-EI Impact on EI Referral Rates ○ Difference in Differences Analysis of EHR-EI Impact on EI Referral Rates among Black Children • Discussion <ul style="list-style-type: none"> ○ EI Referrals by Referral Source • Conclusions <ul style="list-style-type: none"> ○ EHR-EI has increased the proportion of EI referrals made by medical providers and has contributed to the improvement in EI referral rates we have observed among Black children.
NYC EI-Hub Update and Cutover Plan	<p>Nora Puffett, Director, Administration and Data, and Dolores Giurdanella, Director, NYC Regional Office Operations, presented on NYC EI-Hub Update and Cutover Plan.</p> <p><u>NYC EI-Hub Updates</u></p> <ul style="list-style-type: none"> • EI Hub launch date announced: June 3! • PCG has posted extensive resources on its Learning Management System to help municipalities and providers prepare, including:

	<ul style="list-style-type: none"> ○ “Bootcamp” demo videos ○ Job aids ○ Training scenarios ○ NYEIS-Hub role crosswalks ○ Other reference materials and system documentation • The EI Hub Sandbox is available for testing • LMS resources specifically for agencies include reminders to: <ul style="list-style-type: none"> ○ Ensure that all employee/contractor information is up to date in NYEIS ○ Designate an EI Hub Role Administrator ○ Identify roles for employees/contractors ○ Bill more frequently <ul style="list-style-type: none"> ▪ May 28 is the last day to work claims in NYEIS ▪ Final payments from the last NYEIS file will be made the week of May 27 <p><u>BEI PLAN AND TIMELINE FOR TRANSITION FROM NYEIS TO THE EI HUB</u></p> <ul style="list-style-type: none"> • The plan outlines the operational activities that the New York City Department of Health and Mental Hygiene, Bureau of Early Intervention will undertake to prepare for transition to the EI Hub on Monday, June 3, 2024. • This plan includes timelines for temporary cessation of submissions to NYEIS/BEI immediately before and during the cutover period when no case management system (NYEIS or the EI Hub) is available. <ul style="list-style-type: none"> ○ The cutover period, when no systems are available, is Monday, May 27 through Friday, May 31, 2024. • The plan addresses each element of the EI process, and clearly defines the roles of BEI and of providers. <p><u>REFERRALS</u></p> <p>May 17th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Last day to submit referrals, through any method • NYC <ul style="list-style-type: none"> ○ Last day to accept new suspected or at-risk referrals for immediate processing. <p>May 20th-24th</p>
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	<ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Hold all new referrals: no referrals submitted in NYEIS or faxed to EI ○ Promptly accept all ISC assignments to ensure Service Authorizations are resolved before the cut over. • NYC <ul style="list-style-type: none"> ○ Processes all referrals received by the previous Friday, May 17, and assigns ISC ○ Informs community and family referrals sources that NYC will accept and hold the referral. The referral will be processed when the system becomes available on June 3. <p>May 27th- May 31st (Cutover Period: No NYEIS or EI Hub)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Continue to hold all new referrals: no referrals submitted in NYEIS or faxed to EI • NYC <ul style="list-style-type: none"> ○ Continues to inform anyone who submits referrals by phone or fax that NYC will hold the referral and process it when the system becomes available on June 3. <p>June 3rd (EI Hub Go Live)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Begin submitting referrals via the fax-to-email Centralized Referral Line using only the writable PDF form. • NYC <ul style="list-style-type: none"> ○ Begins processing all suspected and at-risk referrals received and assigning ISC. <p><u>MULTIDISCIPLINARY EVALUATIONS (MDEs) AND INITIAL IFSP MEETINGS</u></p> <p>May 17th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Last day to submit eligible and ineligible MDEs • NYC <ul style="list-style-type: none"> ○ Last day to accept eligible and ineligible MDEs ○ Last day for initial IFSP meetings <p>May 20th – 31st (Includes Cutover Period: No NYEIS or EI Hub)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Hold all eligible and ineligible MDEs
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	<ul style="list-style-type: none"> ○ Evaluation agencies and service coordinators track cases in which an MDE is completed but not submitted by May 17. They will follow up on those cases in the EI Hub on June 3. ○ Service Coordinators work with NYC to schedule initial IFSP meetings for dates June 5 and later for children whose eligible MDEs were submitted on or before Friday, May 17. ○ Service Coordinators ensure that families are not offered meeting dates between Monday, May 20 and Friday, May 31. <ul style="list-style-type: none"> • NYC <ul style="list-style-type: none"> ○ Processes all MDEs that were submitted by Friday, May 17, and schedules IFSP meetings for dates June 5 and later <p>June 3rd-June 7th (EI Hub Go Live)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Evaluation agencies inform SCs of children whose MDEs have been completed and are ready for submission ○ SCs create MDE service authorizations in the EI Hub ○ Evaluation agencies who receive service authorizations submit MDEs in the EI Hub • NYC <ul style="list-style-type: none"> ○ Reviews and approves MDE service authorizations submitted by Initial Service Coordinators ○ Receives, reviews, and accepts MDEs submitted by evaluation agencies <p><u>IFSPs</u> March 25th - May 17th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Ongoing Service Coordinators and provider agencies should monitor IFSPs to identify all IFSPs that will be ending between April 1 and May 31. ○ Work with the Regional Offices to extend all review and annual IFSPs expiring between April 1 and May 31. ○ Notify families that IFSPs for non-transitioning children will be extended to ensure that services are not interrupted during the change over to the new system. • NYC <ul style="list-style-type: none"> ○ Extends all review and annual IFSPs that expire between April 1 and May 31. ○ Extends' cases as follows: <ul style="list-style-type: none"> ▪ For children found eligible for Part B, cases to be extended to August 31.
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	<ul style="list-style-type: none"> ▪ For children not found eligible for Part B, cases will be extended until the day before this third birthday. ▪ For all other children, cases will be extended for 6 months. ○ No meetings will be held unless the child is aging out (refer to Transition section below) or requires a transfer (see Transfer section). <p>May 17th Providers</p> <ul style="list-style-type: none"> ○ Last day to participate in interim, initial, annual, review, or amendment IFSP meetings • NYC <ul style="list-style-type: none"> ○ Last day for interim, initial, annual, review, or amendment IFSP meetings <p>May 20th – 24th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Work with the Regional Offices to timely provide any missed information and notify parents of determinations. • NYC <ul style="list-style-type: none"> ○ Resolves any outstanding IFSP/service issues in NYEIS <p>May 27th – May 31st (Cutover Period: No NYEIS or EI Hub)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service Coordinators work with NYC to schedule IFSP meetings for dates June 5 and later ○ Service Coordinators ensure that families are not offered meeting dates between Monday, May 20 and Friday, May 31 • NYC <ul style="list-style-type: none"> ○ Continues to schedule initial and ongoing IFSP meetings for dates June 5 and later ○ Facilitates IFSP meetings on paper for children at risk of aging out who have been found eligible for Part B <p>June 5th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service Coordinators resume participation in IFSP meetings • NYC <ul style="list-style-type: none"> ○ Resumes IFSP meetings <p><u>AMENDMENTS AND SERVICE CHANGES</u></p> <p>May 17th</p>
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	<ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Last day to submit amendments or service modification requests, all assistive technology requests, and evaluation requests. • NYC <ul style="list-style-type: none"> ○ Last day to accept amendments or service modification requests, including AT and evaluation requests. <p>May 20th-May 24th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service Coordinators work with the Regional Offices to provide any missed information and notify parents of determinations. ○ AT Coordinators and Service Coordinators work with the AT Unit to provide any missing information and notify parents of determinations • NYC <ul style="list-style-type: none"> ○ Resolves all submitted (pending) amendments and service modification requests in NYEIS, including AT. ○ Informs anyone who contacts the Regional Office or the AT Unit regarding an amendment, service modification, AT request, or evaluation request that the request must be submitted in the EI Hub on June 3. <p>May 27th – May 31st (Cutover Period: No NYEIS or EI Hub)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service Coordinators hold and keep a log of all amendment, evaluation, service modification requests. ○ AT Coordinators and Service Coordinators holds and keeps a log of all AT requests. • NYC <ul style="list-style-type: none"> ○ Informs anyone who contacts the Regional Office or the AT Unit regarding an amendment, service modification, AT request or evaluation request that the request must be submitted in the EI Hub on June 3. <p>June 3rd</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Resume submitting amendments and service modification requests in the EI Hub • NYC <ul style="list-style-type: none"> ○ Resumes acceptance and processing of amendments, service modification, and AT requests <p><u>TASKS AND CLOSURES</u></p>
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	<p>May 17th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Last day to submit tasks, including closures • NYC <ul style="list-style-type: none"> ○ Last day to accept tasks, including closures. <p>May 20th-May 24th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Follows up timely with the CMA Help Desk if needed regarding outstanding tasks • NYC <ul style="list-style-type: none"> ○ Clears all task queues in NYEIS and informs providers if they need to follow up with the CMA Help Desk regarding outstanding tasks <p>May 27th – May 31st (Cutover Period: No NYEIS or EI Hub)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service Coordinators continue to complete closure forms and obtain parent consent and keep a log of all pending closures for submission on June 3. • NYC <ul style="list-style-type: none"> ○ Inform anyone who contacts the Regional Office regarding closure that requests will be accepted on June 3. <p>June 3rd</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Follows detailed revised Policy and Procedures forthcoming • NYC <ul style="list-style-type: none"> ○ Resumes processing all case actions, including closures <p><u>TRANSITION</u></p> <p>March 25th - May 17th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service coordinators: Notify NYC ASAP if a child on their caseload requires an IFSP meeting to extend services during this time period. • NYC <ul style="list-style-type: none"> ○ Reaches out to SCs and DOE regarding any child who will age out April 1-June 28 to expedite the transition process ○ Ensures all cases are resolved
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	<p>May 27th – May 31st (Cutover Period: No NYEIS or EI Hub)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service coordinators: Notify NYC immediately if a child on their caseload requires an IFSP meeting to extend services during this week. • NYC <ul style="list-style-type: none"> ○ Convenes paper IFSPs for emergencies where a child requires an IFSP meeting to maintain services <p><u>TRANSFERS</u></p> <p>May 17th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Last day to transfer children across counties • NYC <ul style="list-style-type: none"> ○ Last day to accept transfers. ○ Last day to initiate transfers across counties <p>May 20th-May 24th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service Coordinators hold and keep a log of all transfer requests ○ Work with the Regional Offices to obtain all documentation, participate in meetings, and secure services needed for transferring cases. • NYC <ul style="list-style-type: none"> ○ Facilitates transfers received on or before May 17 ○ Convenes IFSP meetings for transfer requests received on or before May 17 ○ Informs anyone who contacts the Regional Office regarding transfer or submits a transfer request in NYEIS that the transfer request will be held until June 3. <p>May 27th – May 31st (Cutover Period: No NYEIS or EI Hub)</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Service Coordinators hold and keep a log of all transfer requests • NYC <ul style="list-style-type: none"> ○ Informs anyone who contacts the Regional Office regarding transfer or submits a transfer request in NYEIS that the transfer request will be held until June 3. <p><u>DATA CHANGE FORM REQUESTS</u></p>
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	<p>April 5th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Last day to submit data change forms (DCFs) to the NYC NYEIS Help Desk • NYC <ul style="list-style-type: none"> ○ Last day that data change forms (DCFs) will be accepted. <p>April 8th – May 24th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Follows up with the CMA Help Desk as early as possible when directed by the NYC NYEIS Help Desk. • NYC <ul style="list-style-type: none"> ○ Resolves all cases or notifies the provider and refers them to the CMA Help Desk <p>June 3rd</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ DCF process on hold; consults PCG Help Desk with EI Hub issues as needed ○ Detailed revised Policy and Procedure forthcoming. • NYC <ul style="list-style-type: none"> ○ Releases tentative date for resumption of DCF process, and EI Hub issues that can be addressed via DCFs <p><u>NYEIS ACCOUNTS</u></p> <p>April 30th</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Last day to request a new NYEIS account • NYC <ul style="list-style-type: none"> ○ Last day to accept new NYEIS account requests. <p>June 3rd</p> <ul style="list-style-type: none"> • Providers <ul style="list-style-type: none"> ○ Will be able to manage their own accounts in the EI Hub without NYC intervention • NYC <ul style="list-style-type: none"> ○ Only manages and issues NYC DOHMH EI Hub accounts. <p><u>NEW AGENCIES</u></p> <p>Immediately</p> <ul style="list-style-type: none"> • Providers
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	<ul style="list-style-type: none"> ○ Consult NYC regarding potential forming of new agency • NYC <ul style="list-style-type: none"> ○ Advises new providers regarding EI Hub resources and consideration of start date for launching in NYC on June 3 <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • NYC Provider Practice in the Sandbox <ul style="list-style-type: none"> ○ NYC BEI will work cases with providers in the sandbox April 8-May 17 ○ Providers will be grouped in cohorts and scheduled for one week of practice sessions with a BEI employee. ○ Sessions are practice, not trainings, and providers are expected to review all LMS materials before participating. • Dates and Reminders <ul style="list-style-type: none"> ○ Later today, NYC BEI will announce two Q&A sessions to answer provider questions about the cutover ○ Early next week, NYC BEI will send a reminder to the field that the NYC NYEIS Help Desk's last day to accept Data Change Forms is Friday, April 5. ○ NYC BEI will also send an email explaining the process for the sandbox exercise and asking interested agencies to respond to a Survey Monkey link by Thursday, March 28. ○ NYC BEI will inform agencies of their scheduled practice week by April 3. ○ NYC BEI will continue to send reminder emails as cutover deadlines approach.
<p>Centralization of NYC EI Referrals</p>	<p>Dolores Giurdanella, Director, NYC Regional Office Operations, presented on centralization of NYC EI referrals:</p> <ul style="list-style-type: none"> • Centralization of NYC Early Intervention Referrals <ul style="list-style-type: none"> ○ Background <ul style="list-style-type: none"> ▪ The NYC Early Intervention Program (EIP) receives approximately 30,000 referrals made by phone, fax to email, and via the current case management system (NYEIS) annually. ▪ Referrals are made to the Early Intervention regional office in the child's borough of residence. ▪ The NYC EI provider community can enter referrals into NYEIS (the current data management system). ▪ New York State will launch the new Early Intervention case management system, EI-Hub, in 2024 (anticipated). ▪ EI-Hub requires that referrals be entered by municipal staff.

	<ul style="list-style-type: none"> • Why Centralize? <ul style="list-style-type: none"> ○ NYC BEI expects that the requirement for all referrals to be entered by municipal staff will increase the volume of referrals and workload for regional office referral staff. ○ Centralizing the referral system will: <ul style="list-style-type: none"> ▪ Create efficiency of scale when referral processing is concentrated ▪ Build expertise with the upfront case creation, referral entry, team assignment and service authorization functions of the EI-Hub ▪ Promote consistency ▪ Meet the new demands in processing referrals required by the EI-Hub ○ Moving Forward <ul style="list-style-type: none"> ▪ The NYC BEI will implement the use of the same software used by the agency call center (311). ▪ One referral phone number will replace phone-based referrals coming to 5 different regional offices. ▪ A single fax-to-email line will replace referrals coming into 5 different regional offices. ▪ The referral staff will work as one team, processing referrals citywide. ▪ Referral teams will be based in the Brooklyn and the Bronx regional offices. • NYC BEI Centralized Referral Unit (As of Monday March 25th, 2024) <ul style="list-style-type: none"> ○ Phone Referrals <ul style="list-style-type: none"> ▪ Public and community partners can call 311 and ask for Early Intervention ○ Fax Referrals <ul style="list-style-type: none"> ▪ Public and community partners can complete New York City Early Intervention Referral form and fax it to a single centralized line at: 347-396-8801 ○ Phone and fax referrals will be routed to a Referral Specialist who will process referrals centrally ○ Referral team will answer calls, complete data entry, assign Initial Service Coordination, and prepare Welcome Letters ○ Upon completion, the case will be monitored by the Regional Office in the borough in which the child resides.
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	<ul style="list-style-type: none"> ○ NOTE: To ensure a smooth transition, calls or faxes made to the previous referral phone and fax numbers will be forwarded to the new line for approximately 30 days following March 25, 2024. All call/email forwarding will end on April 24, 2024. • NYC BEI Centralized Referral Unit (As of Monday June 3rd, 2024 with the launch of EI Hub) <ul style="list-style-type: none"> ○ Early Intervention providers with appendix agreements issued by the New York State Department of Health must begin completing the New York City Early Intervention Referral form and faxing it to a single centralized line at 347-396-8801 to make referrals ○ EI Provider-submitted referrals must be typed in a writeable PDF to prevent delays ○ EI Provider fax referrals will be routed to a Referral Specialist who will process referrals centrally ○ Referral team will answer calls, complete data entry, assign Initial Service Coordination, and prepare Welcome Letters ○ Upon completion, the case will be monitored by the Regional Office in the borough in which the child resides.
Open Leadership Collaborative Update: Local Efforts on Early Intervention Equity	<p>Carlos F. Rosales, Senior Community Outreach & Engagement Associate, Citizen’s Committee for Children of New York, presented an Open Leadership Collaborative: Early Intervention Equity Project Update.</p> <p><u>About CCC New York</u></p> <ul style="list-style-type: none"> • Since 1944, Citizens' Committee for Children of New York (CCC) has engaged and mobilized New Yorkers to make the city a better place for children. • CCC has spent the last 80 years developing and refining an approach to child advocacy that is fact-based. • CCC's mission is to ensure that every New York child is Healthy, Housed, Educated and Safe. <p><u>What Are We Doing?</u></p> <ul style="list-style-type: none"> • EI Equity Project Goal: To increase participation in EI for demographics/communities where it is disproportionately low. We do this by increasing both referrals to and retention in the enrollment process. • Key Activities <ul style="list-style-type: none"> ○ Communities Focused On: North Shore of Staten island Northern Manhattan (Washington heights/Harlem), South Bronx ○ Analyze your community’s EI data in partnership with CCC, UB, and the BEI team

	<ul style="list-style-type: none"> ○ Hold local stakeholder conversations about what the data says about EI access in your community ○ Community-lead interventions to improve EI enrollment rates for populations with inequitable access • Partnership Roles <ul style="list-style-type: none"> ○ CCC New York - Convener, advise on data collection and analysis, support problem solving, and translate local priorities into citywide and statewide advocacy ○ United for Brownsville - Share tools, strategies, and experiences from the work in Brownsville that may be applicable and replicable in other community ○ NYC Bureau of Early Intervention - Provide local and citywide data to track progress of local EI equity efforts; provide resources, support, thought partnership, and connection to their extensive network. • In Partnership With DOHMH <ul style="list-style-type: none"> ○ To support health equity and access of young children, the NYC Bureau of Early Intervention provides data and outreach resources to partner organizations working in partnership with communities to increase participation and retention in the NYC Early Intervention Program. ○ This partnership would not be possible without the support of DOHMH and additional data being provided on a zip code level to inform planning and track progress. <p><u>Early Intervention Equity Project Update</u></p> <ul style="list-style-type: none"> • Identifying Funding to Support: <ul style="list-style-type: none"> ○ EI Ambassador Positions ○ Data Analysis Technical Support ○ Community Advocacy Mobilization Technical Support ○ Supports for Parent/Caregiver Participation Needs • Shared Community Advocacy • Technical Assistance Provided by United for Brownsville <ul style="list-style-type: none"> ○ Community Intervention Design & Lessons Learned ○ Project Tool Development other Strategic Considerations ○ EI Ambassador Role Development • Early Intervention Ambassadors' Roles <ul style="list-style-type: none"> ○ With Providers: <ul style="list-style-type: none"> ▪ Troubleshoots pain-points and roadblocks for those referring to EI ▪ Facilitates workshops about EI, child development, and transitions to preschool settings.
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	<ul style="list-style-type: none"> ▪ Partners, support, and collaborate with local CBOs in their EI referral processes. ○ With Families: <ul style="list-style-type: none"> ▪ Provides families with information, resources and support through each stage of the EI referral and enrollment process. ▪ Supports transition from the EIP to CPSE/preschool. ▪ Facilitates developmental workshops, support groups, and socialization opportunities ▪ Engages with families weekly/bi-weekly to support individualized goals in education, advocacy, and activities of daily living. ▪ Supports a series of community workshops for parents and caregivers. <p><u>Laying the Groundwork for Impact</u></p> <ul style="list-style-type: none"> • Organizing Early Intervention Workshop Series • Hosting Early Childhood and Parent-led Community Events • Large Scale Engagement of Families: <ul style="list-style-type: none"> ○ Over 500 Parents/Families Engaged Across Communities to Date ○ Over 60 Parents/Families Expressing Interest In EI Services to Date • EI Training & Cross Community Coordination with EI Ambassadors • Partnership With Local EI Providers and Other Child Service Organizations in Each Community
LEICC Service Coordination Sub-Committee Update	<p>Jeanette Gong, Ph.D., Director, Intervention Quality Initiatives, NYC Bureau of Early Intervention and Thessa Pitogo, B.A., Director of NYC EI Services Provision, Achieve Beyond presented the LEICC Service Coordination Sub-Committee Update.</p> <p><u>Service Coordination Survey in Spring 2023</u></p> <ul style="list-style-type: none"> • 317 total respondents • 81 respondents (26%) were SC supervisors • 258 (81%) were ISCs and 250 (79%) were OSCs <p>*This means that many are both ISCs and OSCs.</p> <p><u>Main Take Aways: To build SC workforce capacity</u></p> <ul style="list-style-type: none"> • Work with academic partners • Course work in bachelor or associate level programs • Formalize pathways and introduce early intervention earlier than graduate school

	<ul style="list-style-type: none"> • Recruit students as service coordinators from colleges that can later go on to graduate school • Job fairs <ul style="list-style-type: none"> ○ Academic programs and EI providers partner to create a job fair for students ○ Include panels with EI representatives that include SCs and Early Intervention professionals to discuss their work and address questions and answers <p><u>NYC LEICC SC Sub-Committee is currently working on the following projects</u></p> <ul style="list-style-type: none"> • Building NYC EI Workforce Capacity <ul style="list-style-type: none"> ○ Work with academic partners to create pathways for students to careers in EI and service coordination ○ Job fairs with EI provider agencies to recruit students from colleges ○ Surveys will be emailed shortly to NYC BEI six academic partners and to EI provider agencies to see who will be interested in collaborating on job fairs together. • EI Info4SCs text messaging program –the text messages will be reviewed by the SC subcommittee in the spring of 2024: <ul style="list-style-type: none"> ○ Program updates related to NYC and NYS DOH Early Intervention (e.g., regulations, guidance) ○ Resources for both families and SCs ○ SC and EIP Best Practices ○ Alerts about professional development opportunities • Practical Guide to Service Coordination Professional Development Training – <ul style="list-style-type: none"> ○ The training will be given as part of the Service Coordination Professional Development Institute ○ This training will complement the mandatory NYS DOH BEI service coordination training.
Public Comments	<p>No public comments.</p> <p>The meeting was adjourned at 12:05 PM.</p>