

NEW YORK CITY EARLY INTERVENTION COORDINATING COUNCIL (LEICC)		
4.25.2025	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>Patricia Gray, Ed.D., LCSW</p> <p>Renee Noel</p> <p>Sundari Periasamy, MD</p> <p>Jessica Wallenstein, Ph.D.</p> <p>Tricia DeVito, MS, Ed., SDL</p> <p>Christopher Tan, Esq.</p> <p>Danielle Herring</p> <p>Jackie Chessen, MSW, SSW, LCSW-R</p> <p>Theresa Pitogo, MS</p> <p>Dolores Giurdanella</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 March 2024 meeting were approved.</p>	

<p>SEICC Report, NYS Executive Budget Updates, and Referral Portal</p>	<p>Lidiya Lednyak MA, Esq., Assistant Commissioner, Bureau of Early Intervention provided a summary of the State Early Intervention Coordinating Council (SEICC) meetings held on September 12 & December 11, 2024. All SEICC materials were shared with the LEICC members, along with the NYC BEI Data Report and Agenda, in advance of this meeting.</p> <p><u>Bureau Administrative Updates – September 12, 2024</u></p> <ul style="list-style-type: none"> • Administrative Update <ul style="list-style-type: none"> ○ Covered lives assessment - NYS released a portion of the covered lives assessment to counties - \$15M is still owed ○ NYS DOH revised the implementation date of key regulatory changes from 4/1/2024 to 9/1/2024 • Summary of the Telehealth Survey for Providers and Families • Early Hearing Detection and Intervention (EHDI) Update • Fiscal Agent Payment Update • Provider Workforce Capacity Task Force Update <ul style="list-style-type: none"> ○ Recommendation for NYS Education Department engagement to address current licensure and credentialing requirements • Rate Setting Methodology Task Force Update <ul style="list-style-type: none"> ○ Recommendation regarding 4% modifier for underserved and rural communities • EI Hub Update <p><u>SEICC Agenda – December 11, 2024</u></p> <ul style="list-style-type: none"> • Bureau Administrative Updates • Annual Performance Report and State Systemic Improvement Plan <ul style="list-style-type: none"> ○ New York State’s efforts to implement the requirements of the Part C Early Intervention Program ○ Report submitted annually to Office of Special Education Programs by February 1st on federally established compliance and performance indicators. ○ Compliance target of 100% on established federal indicators and indicators established by NYS. ○ Based on the data submitted, NYS will receive a federal accountability determination ○ 2023-2024 accountability determination: Meets Requirements
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- SEICC Recap – 2023-2024 NYS Performance
- EI Hub Update
- Public Comment

Executive Budget Proposal Updates

- FY 2025 Executive Budget Implementation

Enacted

- Additional investments in Early Intervention to increase children’s access to health care, by:
 - Increasing fee-for-service rates for in-person services by 5%
 - Creating a 4% rate modifier for rural areas and underserved communities
- Amendment of NYS Education Law to remove the exemption currently provided to School Psychologists which allows them to practice in Early Intervention (EI).

Implementation Updates

- State Plan Amendment to implement 5% rate increase for in-person services submitted in 12/31/24 to CMS (retro to 10/1/24)
- NYS EICC passed a motion recommending a methodology to identify zip codes for the 4% rate increase. The State Plan Amendment for the rate increase must be submitted by 6/30/25 to have a retroactive date back to 4/1/25

- FY 2025 Executive Budget

Administrative measures proposed as part of the 12/31/24 State Plan Amendment

- 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,
- Prohibiting consecutive extended home visits on the same day for the same service,
- Reimbursing teletherapy at the existing facility rate

Implementation Status

- No action to date. Would require regulatory changes

NYC Early Intervention Program Referral Portal

- Priority 2025 goal for NYC BEI: Expand access to the current referral process through a public portal available on nyc.gov
 - Available to the public, EI providers, daycare providers, other community members
 - Basic child and family information can be entered to initiate a referral
 - Referral screens will appear similar to the EI Referral Form

	<ul style="list-style-type: none"> ○ With consent, welcome packet can be emailed through the portal ○ Stakeholders will participate in portal walkthrough and user testing ● Referral Portal Timeline <ul style="list-style-type: none"> ○ Jan - Feb 2025 <ul style="list-style-type: none"> ▪ Draft portal ▪ Develop reports ▪ Identify stakeholders ○ Feb - Mar 2025 <ul style="list-style-type: none"> ▪ Portal walk-through for stakeholders ▪ Vendor integrates feedback ▪ Review for plain language ○ Mar - Jul 2025 <ul style="list-style-type: none"> ▪ Stakeholder testing ▪ Vendor integrates feedback ▪ Launch end of July/early August
<p>Early Intervention Data Report</p>	<p>Nora Puffett, Director, Administration and Data, reviewed the data report. Data was presented on new referrals and re-referrals, receipt of services, and insurance status in the Program.</p> <ul style="list-style-type: none"> ● Number of New and Re-Referrals Per Fiscal Year, by Borough and Race July 2019 - December 2024 ● Number of Children Receiving General Services Per Fiscal Year, by Borough and Race July 2019 - December 2024 ● Outcomes for Children Aging Out of EIP by Race and Ethnicity, Citywide, July 2021 - December 2024 ● Insurance Status of Children Receiving General Services, July 2024 - Dec 2024
<p>EI-Hub Implementation Update</p>	<p>Nora Puffett, Director, Administration and Data, and Dolores Giurdanella, Director, NYC Regional Office Operations, presented an EI-Hub Implementation Update.</p> <p><u>Planning for the EI Hub Transition</u></p> <ul style="list-style-type: none"> ● To become familiar with the EI Hub and prepare for implementation, NYC BEI: <ul style="list-style-type: none"> ○ Reviewed materials on the PCG Learning Management System

- Worked cases in the EI Hub sandbox
- Provided EI Hub feedback to SDOH and PCG
 - Service Coordinator in Teams
 - Service Coordination Service Authorization in “Evaluation Information” tab
- Developed Regional Office teams for learning and practice
- Conducted practice sessions in the sandbox with 80+ NYC EI providers in May and August 2024
- NYC BEI also:
 - Rewrote the Policy & Procedure Manual
 - Referral
 - Evaluation and Eligibility
 - Before the IFSP
 - IFSP
 - Service Delivery
 - Restructured Regional Office staffing to accommodate EI Hub process shift in workload
 - Centralized Referral Unit
 - From EIOD Assistants to Pre-IFSP Specialists
 - Developed a cutover plan for the period when neither NYEIS nor the EI Hub was available
 - Ensuring that children aging out were extended
 - Conducting IFSPs early to prevent service gaps

EI Hub Implementation

- On October 15, 2024, the EI Hub became available
- It became immediately apparent that the EI Hub was not functioning as in the sandbox. Why?
 - Data migrated from NYEIS wasn’t conforming to the EI Hub environment
 - The system speed was very slow
 - There were a lot of error messages
 - Users were timed out of the EI Hub after a few minutes of inactivity
- As a result, case processing was delayed.

What Did NYC Do About the Implementation Concerns?

- Reached out to SDOH and PCG to raise issues, provide case examples and give feedback

- Participated in sessions to identify and prioritize issues with statewide groups such as the NYS Association of County Health Officials (NYSACHO)
- Worked with providers on individual cases to resolve challenges and move the case forward
- Launched the EI Systems Help Desk
 - Began accepting data change forms from providers and staff
 - Worked through cases where possible, submitting tickets to the PCG Help Desk where necessary to help resolve outstanding concerns

- Released Revised Policies and Procedures – Effective 12/09/24
 - Chapter 5: Individualized Family Service Plan
 - Policy 5B: Initial IFSP
 - Policy 5C: IFSP Review and Annual Meeting Policy
 - Chapter 6: Service Delivery
 - Policy 6K: Session Notes and Service Log
 - **Form:** NYC Early Intervention Program Service Log
 - Chapter 7: Amendments
 - Policy 7A- Amendment Policy
 - **Form:** Assignment and Change of Service Provider/Service Coordinator Form – No change to the form, but instructions have been amended to reflect the change to Policy 7A.
 - **Form:** Consent for Additional/Supplemental Evaluation – New form to be completed by evaluation site and parent prior to initiation of evaluation procedure.

- Addressed workflow regarding the paperwork being submitted via the Regional Office HCS account
- Addressed workflow regarding referrals
 - At Hub implementation, NYC BEI had referrals to process from the cutover period in addition to new referrals being submitted from the provider community via the Centralized Fax-to-Email line.
 - NYC BEI is currently processing referrals within a 24-hour period
 - Reminders for the submission of referrals:

- All required information is mandatory. The referral specialists cannot proceed with entering the referral in the EI Hub if all required information is not on the form.
- If the EI provider agency would like to receive the service authorization for Initial Service Coordination, this must be specified on the referral form.

What Have We Seen, Since Addressing the Implementation Concerns?

- We have begun to see performance improvement and resolution of some issues:
 - System speed
 - 10-day grace period implemented
 - Ability to copy a closed IFSP
 - Removal of duplicate IFSPs
 - Error message reduction
 - Decreased time-outs
 - Elimination of system-generated end dates on SC Teams assignments

What Concerns Remain?

- Unresolved role set-up issues
- Unresolved provider billing and claiming issues
- Consolidation of panels
- Print IFSP improvements
- EI Hub dashboards and reports
- Enhanced MuniProgAll functionality to address errors and corrections
- Unresolved migration issues
- Unnecessary edits in the system

PCG and SDOH have committed to working on outstanding concerns throughout the spring, until they are finished.

Next Steps for NYC

- Just-in-time presentations to Regional Office staff to ensure consistency and common knowledge across staff and boroughs.
- Greater coordination of BEI Help Desk with PCG's, and enhanced authority of BEI Help Desk to solve problems.
- Ongoing work with providers to identify workarounds for common problems.

	<ul style="list-style-type: none"> • Continued involvement with statewide groups and directly with SDOH and PCG to identify and prioritize problems and test fixes. • Looking beyond problems to improvements: consolidating panels, improving functionality.
<p>The NYC BEI-Hunter College Service Coordination Professional Development Institute 2025 (SCPDI)</p>	<p>Jeanette Gong, Ph.D., Director, Intervention Quality Initiatives, NYC Bureau of Early Intervention and Patricia Gray, Ed.D., LCSW, Director of BSW Field Education and Continuing Education Programs at Hunter College Silberman School of Social Work presented on the NYC BEI-Hunter College Service Coordination Professional Development Institute (SCPDI) 2025.</p> <p><u>Service Coordinator Professional Development Institute (SCPDI)</u></p> <ul style="list-style-type: none"> • Goal of SCPDI is to promote equity and access to NYC Early Intervention. • Focus groups highlighted the need for professional development that focused on culturally responsive interactions with families, reflective practices and supervision and use of family-centered best practices. • The NYC Bureau of Early Intervention partnered with Hunter College Silberman School of Social Work to create the Service Coordinator Professional Development Institute (SCPDI). • The SCPDI acknowledges the critical role that service coordinators play in the Early Intervention Program and the lives of families accessing the program. <p><u>Service Coordinator Professional Development Institute 2025 Series (SCPDI)</u></p> <ul style="list-style-type: none"> • For 2025, SCPDI is providing five (5) new and updated trainings. <ul style="list-style-type: none"> ○ New series titled: 2025 NYC EIP Policy Series trainings. Training focus will be: <ul style="list-style-type: none"> ▪ Changes to the EIP forms, policies, and procedures (Pre-IFSP, IFSP, and Post-IFSP), ▪ Developing desired outcomes and developmental steps, and ▪ Changes to surrogacy policies and forms for EI children in foster care. ▪ 2025 NYC EIP Policy Series Trainings are mandatory for SC supervisors and must be completed by the end of 2026. ▪ These mandatory trainings will be reviewed and updated by the LEICC SC sub-committee for the 2026 SCPDI series. ▪ All service coordinators are encouraged to register for these trainings too.

- Provider agencies should ensure that staff and independent contractors implement changes in the NYC EIP forms, policies and procedures to facilitate compliance with NYS Regulations and NYC requirements.

SCPDI: The Five Mandatory 2025 NYC Policy Series trainings

- The five mandatory 2025 NYC Policy Series trainings for SC Supervisors are
 1. 2025 NYC EIP Policy Series: Pre-IFSP Updates
 2. 2025 NYC EIP Policy Series: IFSP Updates
 3. 2025 NYC EIP Policy Series: Post-IFSP Updates
 4. 2025 NYC EIP Policy Series: The Integration of Natural Environments, Family-Centered Practices, and the Creation of Desired Outcomes
 5. 2025 NYC EIP Policy Series: A Collaborative Approach to EI Children and Families in Foster Care
- Each of these mandatory trainings will also be recorded and the recordings will be made available on the Hunter College website.
- Each of the 2025 NYC Policy Series remote trainings will be offered twice in 2025.

SCPDI: Other trainings returning in 2025

- Additional SCPDI trainings that are not mandatory on the 2025 schedule include:
 - Reflective Practice and Reflective Supervision
 - Establishing Connection in Early Intervention
 - Connecting Families Using Culturally Relevant Responses
- All remote SCPDI trainings may be used to fulfill the NYS DOH BEI annual requirement for professional development training.
- All SCPDI trainings cover the *NYS DOH BEI Competency Areas for Early Intervention*.
- **Resource for all EI stakeholders** - NYC Early Intervention Program *Information for Providers* webpage with the latest version of the Policy and Procedure Manual and writable PDF versions of forms: <https://www.nyc.gov/site/doh/providers/resources/early-intervention-provider-policies-procedures-forms.page>

SCPDI: Registration and Completion of Required Components

- To receive a certificate of completion or CEU/CTLE credits for the synchronous, remote training, registrants must:
 - Attend the entire remote training and actively participate
 - Verify your attendance at the beginning and the end of each training by signing in and signing out.
 - Complete the Pre-test before the start of each training at 9:00 am
 - Complete the Post-test after each training in a timely fashion and
 - Complete the Training Evaluation survey after each training.
- Each participant **must register** to receive the handouts and the link for each remote training.
- Participants who do not register will not receive a certificate of completion.

SCPDI: Certificates of Completion and Continuing Education Units

- Certificates of completion will be issued *only* to participants that complete *all* the components of each remote, synchronous training.
- CTLEs/CEUs are available *only* for certified early childhood special education teachers, and licensed LCSWs/LMSWs, occupational therapists, OTAs, speech –language pathologists, CFs, audiologists, physical therapists, and PTAs.
- NO certificates of completion or CTLEs/CEUs will be issued for reviewing the recorded trainings.
- The SCPDI Registration Flyer will be emailed to NYC Provider Agencies and will be available on both the Hunter College Silberman School of Social Work website and on the NYC EIP Professional Development and Trainings webpage.
 - Feb.4, 2025 & March 4, 2025 (Presenter: Jackie Chessen, MSW, SSW, LCSW-R)
 - 2025 NYC EIP Policy Series: Pre-IFSP Updates
 - March 7, 2025 (Presenters: Haroula Ntalla, MS Ed/SE/LP & Patricia Gray E.D., LCSW)
 - Reflective Practice & Reflective Supervision
 - Feb. 11, 2025 & March 11, 2025 (Presenter: Jackie Chessen, MSW, SSW, LCSW-R)
 - 2025 NYC EIP Policy Series: IFSP Updates
 - Feb. 25, 2025 & March 25, 2025 (Presenter: Jackie Chessen, MSW, SSW, LCSW-R)
 - 2025 NYC EIP Policy Series: Post-IFSP Updates

	<ul style="list-style-type: none"> ○ March 14, 2025 & December 2, 2025 (Presenters: Raisa Abad, MS Ed. & Patricia Gray Ed.D, LCSW) <ul style="list-style-type: none"> ▪ 2025 NYC EIP Policy Series: The Integration of Natural Environments, Family-Centered Practices, and the Creation of Desired Outcomes ○ March 18, 2025 & November 12, 2025 (Presenters: Anjella LaBarca, Esq. (ACS), Roberto Romero (ACS), Michael Arrington (AFC), Erika Palmer (AFC), Dolores Giurdanella (BEI) & Patricia Gray Ed.D, LCSW) <ul style="list-style-type: none"> ▪ 2025 NYC EIP Policy Series: A Collaborative Approach to EI Children and Families in Foster Care ○ October 14, 2025 (Presenters: Danielle Herring, Patricia Gray, Ruth Horry & Mica Rencher) <ul style="list-style-type: none"> ▪ Establishing Connection in Early Intervention ○ November 18, 2025 (Presenter: Nishanna Ramoutar, LCSW, MS. Ed.) <ul style="list-style-type: none"> ▪ Connecting Families Using Culturally Relevant Responses
<p>EHR EI Electronic Health Records Referrals to EI: Project Update</p>	<p>Tania Corporan, MD., EHR-EI Senior Project Manager, NYC Bureau of Early Intervention, presented the EHR EI project update.</p> <p><u>Project Goals</u></p> <ul style="list-style-type: none"> • BEI strives to increase EI referrals and retention among historically underserved groups. • The EHR→EI initiative <ul style="list-style-type: none"> ○ Enables the use of an electronic health record referral submission process ○ Provides bidirectional data exchange and follow-up ○ Aims to automate the bidirectional data exchange component by applying HIE technology (EIBDX) <p>BEI has increased awareness, equity, and retention of families in the EI Program by fostering clear communication pathways between EI, referring healthcare providers, health care systems, and families.</p>

EHR EI Electronic Referral Process includes:

- Family
- Health Care Provider/Support Staff
- Placement of the Referral by e-fax through the EHR
- Receipt of e-fax by the Citywide EI Referral Unit
- Assignment and involvement of Service Coordinator
- Involvement of EHR-EI staff via individual troubleshooting and status reports

Consent to Exchange Information between DOHMH and the Health Care System

- Our partners obtain parental consent for BEI to share EI information with the healthcare network. This consent facilitates follow-up with individual children and families through referral and evaluation, to promote retention in EI. It also allows hospital systems to implement population health initiatives. BEI returns information on the child's progress as frequently as bi-weekly.

Participating centers currently have the options of:

- Network Access to Electronic Referral Submission
- Active Bi-Directional Exchange
- Site Expansions with Bi-Directional Exchange

Participating centers include:

- MediSys Health Network
- Montefiore
- NYU Langone Health
- NYC Health & Hospitals
- One Brooklyn Health

Automated Bidirectional Exchange (EIBDX)

- The goal of EIBDX is to build sustainability by converting data exchange and progress reports to an automated electronic exchange mechanism using Health Information Exchange (HIE) technology, allowing for quasi-real-time reporting

- BEI & NYC Health + Hospitals are collaborating to build the exchange mechanism to automate updates in the electronic health records of consented children:
 - Using the Secure File Transfer Protocol (SFTP) Solution by June 2025
 - Using the Health Information Service Provider (HISP) Solution by June 2026
- This will ensure expansion of the automated mechanism across all EHR-EI partner sites.

The EIBDX Progress Note will provide updates on 46 data fields:

- Epic Internal Notifications
- Evaluation
- Referral
- OSC Contact
- Transition to CPSE
- Services
- Developmental Monitoring

Data & Analytics

- EI Referrals by Referral Source FY21 – FY25 (Q1)
- Volume of EHR EI Referrals
 - Grant 1 Referral Period: Jan 2022 – Jun 2023:3,614
 - Grant 2 Referral Period: Jul 2023 – Sep 2024: 3,964
 - As of Sept. 2024, 7,578 children were referred to EI via EHR-EI since 2021.
 - During 2024 alone 2,870 electronic referrals have been submitted via EHR-EI, with 2,107 consenting and 763 not consenting to inclusion in the EI bidirectional exchange.

Characteristics of EHR EI and NYC Referrals

- Grant 2: Jul 2023 – Sep 2024
 - Race
 - Neighborhood Poverty
 - Month of Age at Referral

**New York City
Public Schools
ATLAS Updates**

Averi Becque, Robin Bochner and Stephanie Crane, New York City Public Schools, Division of Instructional and Information Technology (DIIT) presented an ATLAS overview.

ATLAS System Overview

ATLAS (Accessible Tool for Learning About Students) will:

- Provide a single integrated and flexible system to support preschool and school-age students with disabilities
- Improve and support the delivery of special education programs and related services and improve outcomes for students with disabilities
- Manage workflows and guide the end-users through the special education data management process (referral, evaluation, IEP, placement, and service delivery)
- Capture all relevant information, events and documents in one place
- Enable families and staff to monitor, report, and execute on critical documents and milestones of the IEP process, from reviewing evaluations, to using digital signatures, and more

Improvements with ATLAS

Through ATLAS, EI SCs have the ability to:

- See all children assigned to them on a dashboard that can be filtered, sorted or printed
- Enter child information only once and edit when necessary (currently EI SCs enter child information each time a document is uploaded to the DOE)
- View all previously uploaded documents for a child (currently EI SCs receive confirmation email listing the document types submitted)
- Upload additional documents directly to a child’s record
- Receive requests from the DOE for (re)submission of documents for a child

Through Parent Portal, parents can:

- Directly submit a referral for their child even if the child does not have a DOE Student ID
- See status of case, open action items, scheduled appointments, child documents

ATLAS Release Roll Out Overview

- Overview of ATLAS Benchmark Release Dates
 - December 11, 2024 - Release 1 (Preschool only)

- User groups: CPSE staff, agency staff who conduct evaluations
- Functionalities: Referral, evaluation, IEP, placement, reporting
- Future Releases - TBA
 - Parent Portal release (Preschool only)
 - Families will gain access to ATLAS functions via their NYCSA accounts
 - Release 1.1 (Preschool only)
 - Release 2.0 (K-12)

NYCSA Parent Portal - ATLAS Functionality

All families, including those whose children attend non-public or charter schools, will be able to:

- Access NYCSA and submit referrals via the Special Education Hub
- See accurate, real-time information on where their child is in the IEP process
- Upload key documents and sign forms digitally using DocuSign
- Indicate scheduling preference for MDE/PRAC appointments online
- Find all their student's documents in one place, including past documents from prior years
- View general guidance information on the IEP process that corresponds to where their child is in the process, rather than having to cross-reference family guides.

Family Experience - Current vs. Future

- The NYCSA Special Education Hub is integrated within NYCSA to become a one-stop shop for families for their child's education needs
- Previously, families were not able to download their child's IEP, but with Parent Portal they will be able to download a copy of their child's important IEP documentation
- Families will be able to review important documents, initiate referrals, select the MDE they want to work with, grant consent for the initial process, request updates to provider assignments and consent to the IEP process digitally - making a once paper-heavy process now completely paperless
- NYCSA will act as a document repository for all pertinent information for a child, and through Parent Portal, families will be able to take actions to move the IEP process forward digitally with support and key information, which will make the IEP process easier and more transparent for families.

	<p><u>Parent Portal Family Engagement</u></p> <ul style="list-style-type: none"> ● Text campaign ● Informational one-pager covering: <ul style="list-style-type: none"> ○ New NYCSA functionality ○ What this means for families transitioning from EI ● Web-based information and training <ul style="list-style-type: none"> ○ Written & video training resources ● Presentation at Beyond Access series ● Engagement plan for programs who support families directly: <ul style="list-style-type: none"> ○ District schools ○ 4410s ○ NYCEECs
<p>Public Comments</p>	<p>No public comments.</p> <p>The meeting was adjourned at 12:05 PM.</p>