



The UPDATE

News and Information for MA EI providers!
May 2014

Important Dates:



Friday May 16, 2014: Bidders Conference for the EI RFR from 10am - Noon in the Public Health Council Room at 250 Washington Street, Boston, MA 02108

Tuesday, May 27, 2014: DPH Webinar 10am:
DPH updates and SSP expansion

Are there new SSPs available for children with ASD in your catchment area? Are the programs you are familiar with still around? Tune in to hear about the application process, the review process, and the outcomes.

Thursday June 12, 2014: ICC Meeting: Best Western Royal Plaza Hotel, Marlboro

Wednesday June 18, 2014 EI Program Directors Session Best Western Royal Plaza Hotel, Marlboro. Registration is now open on the EITC website.

Wednesday June 18, 2014 RFR Responses DUE

General DPH Announcements:

EI RFR:

The Department has released RFR # 500624 for comprehensive Early Intervention services which is now posted on COMMBUY. In order to respond to the RFR potential bidders must have submitted the required Letter of Intent specifying the catchment area(s) the vendor is interested in providing early intervention services. Vendors who failed to submit a Letter of Intent will not be eligible to bid on these services.

The RFR may be accessed at the following link:

<https://www.commbuys.com/bsobid/bidSummary.sdo?docId=BD-14-1031-BFH00-BFH03-00000000317>

Click Open Bids - to browse open bid opportunities and click on the Bid # for RFR 500624 Community Early Intervention.

A bidder's conference will be held on Friday, May 16, 2014 from 10am - Noon in the Public Health Council Room at 250 Washington Street, Boston, MA 02108. Responses are due on June 18, 2014.

Please share this information with your Executive Director and any other appropriate staff within the agency. Feel free to contact the DPH if you have any questions.

Provisional Certification Tracking Forms:

Provisional Certification Tracking forms for all newly hired staff working in the MA EI system will continue to be processed by Lynne Deschamps. Her start date is Tuesday, May 13, 2014 and her contact information will remain the same at lynne.deschamps@state.ma.us; 508-792-7880, ext. 2340; fax 508-792-7706. This new schedule should expedite the timely processing of tracking forms given this will be Lynne's only function. Please note that the process may take up to two weeks from the time the forms and all the required documentation is received by the DPH in a readable format. Please plan the submission of tracking forms and required documentation based on Lynne's part time schedule.

If you offer someone a position and obtain Provisional Certification for them but they never start, please notify Susan Breen and Lynne Deschamps. If you have any questions, please contact Lynne Deschamps at lynne.deschamps@state.ma.us

Coverage for the Central Regional Specialist:

Programs in the Central Region, please direct all questions and requests for technical assistance to Dorrine Sneed, Western Regional Specialist:

Dorrine.sneed@state.ma.us
413-586-7525 x3118

Early Intervention Program Directors' Session:

June 18, 2014 from 9:30am – 3pm.
Best Western Royal Plaza Hotel, 181 Boston Post Road West, Marlboro

The EI Program Director Session will provide an overview of the Massachusetts Part C – Mission and Key Principles of Early Intervention. The session will provide an opportunity to discuss the alignment of the mission and principles to ongoing work and initiatives as well as the uses and implications to enhance the system.

Registration is limited to Massachusetts Early Intervention Program Directors and Administrative staff. Programs are welcome to register staff members such as Team Leaders or Supervisors to participate in the training.

Each program will be allowed to register two individuals to attend the training.

EI Program Director Update:

Criterion Worcester Early Intervention Program has appointed an Acting Director. Lianne Renaud, RN. Contact information for Lianne is:

lrenaud@criterionchild.com
(508) 770-0089 x 222

Transportation Program Standards Reminder:

Daily Trip / Route Sheets

As a reminder, vehicles transporting three or more children to or from an Early Intervention program site **are required to have a monitor** if there is no parent or guardian on board.

A Program staff member is required to meet the vehicle and ensure that the children are safely escorted between the vehicle and the program. An essential part of this activity concerns the daily trip / route sheet which the driver presents to the program staff. This sheet, among other things, identifies the children actually being transported and whether a monitor is present. Program staff is a key part of the process which ensures chain of custody, provides billing verification and audit integrity.

Staff must verify the accuracy of the names of the children on the sheet and the monitor status. If accurate, the sheet should then be signed and dated. These sheets are retained at the program and available for the purposes outlined above.

If you have any questions, please feel free to contact Ed Bailey at Ed.bailey@state.ma.us or (617) 847-6551.

Thank you for your continued cooperation in insuring the safe transport of our children.
Ed Bailey

Data Manager Updates:

EIIS Upgrade – New Information

The next EIIS Client application upgrade will occur in May and will entail a version upgrade to Office 2010 to be run on a Windows7 operating system. **The Windows 7 operating system must be 32-bit.** EI providers should identify a Windows7 machine that will accommodate the EIIS application. Additionally, providers should communicate with their IT Department that the transmission file to be sent to DPH after this upgrade will be a zipped file (it is currently a zipped pgp file). Please make sure that this transmission will not be hindered by your IT security policies. If there are any issues, questions or concerns regarding this upgrade please contact Jean Shimer at (617) 624-5526 or jean.shimer@state.ma.us.

EIIS Paper Forms

A new version of the EIIS paper forms will be emailed to EI program directors soon. Programs can begin using these updated forms immediately or can schedule the best time to begin using them within the next one to two months. A list of changes will accompany the forms. Some of the more significant changes include the elimination of service fee section on the IFSP and an update on the definition of the Transition Plan Discussion Date.

REMINDER - Submission of TRANSITION SURVEY export file

Timeliness of TSS Data Entry

- LEA Referral information should be entered into the TSS as close to the LEA referral as possible but no later than two weeks from the LEA Referral Date
- TPC data should be entered at the same time that the EIIS Discharge form is entered but no later than two weeks from the child's Inactive Date
- **Children who are close to being late referrals to EI (*EI referral occurs when the child is 30 to 32 months of age*) should be referred to an LEA in a timely manner, their LEA referral data entered into the TSS within 2 weeks from the LEA Date and the TSS transmitted as soon as possible**

Submission of TSS Data

- If you have not entered anything new into the TSS since the last time you submitted this file then you do NOT need to re-send it to DPH
- Make sure that you email the .csv file, not the .mdb file (*the .csv file is created when you exit the TSS and is located in the same folder where your TSS is located*)
- **Submit the TSS once a day if entering any new information to eiis@eoohs-sfed.state.ma.us via SecureMail**

If you have any questions or would like to provide feedback regarding the Transition Survey System please contact Jean Shimer at (617) 624-5526 or jean.shimer@state.ma.us.