

The UPDATE

News and Information for Massachusetts EI Providers July 2018



Important Dates...Mark your Calendar!

July 24, 2018: 10am—11am: Monthly EI Webinar—Shishmanian Presentation and CEIS Evaluation

CANCELLED August 28, 2018: Monthly EI Webinar



WELCOME

Katherine M. Tabak, Program Director for Criterion Boston Early Intervention Program

We would like to welcome **Katherine Tabak** to her new role as **Program Director of Criterion Boston**. Katherine graduated with a Bachelor's degree from Wheelock College in 2012, studying human development with a focus in child life. She continued on at Wheelock College to receive a Master's degree in 2013, studying child life and family-centered care. Katherine interned in various hospital settings, such as Floating Hospital for Children and Massachusetts Eye and Ear. She has been working at Criterion Child Enrichment Boston since October 2013 as a full time developmental specialist. Please join us in welcoming Katherine to her new role!

Colleen Wellman, Program Director for Taunton Area Early Intervention Program

We would like to welcome **Colleen Wellman** as the new **Program Director for Taunton Area Early Intervention**. Colleen began her career with EI as an intern and was hired in 1983 as an early childhood educator, after receiving her degree in Psychology from Stonehill College. Colleen initially worked as a service coordinator and ran toddler groups for many years. She was also certified in the Nursing Child Assessment for Feeding. Colleen then became a team leader in 1993, and the Assistant Director in 1997. She has overseen a variety of systems including: SCERTS Program, Literacy Program, Classroom Coordination, Consultant Coordination, Resources, Transition, and Quarterly Visit Coordination, as well as the staff that coordinate those systems. Colleen is active on the Department of Public Health's Standards committee, as well as the Transition Committee. Please join us in congratulating and welcoming Colleen to her new role!



DPH Updates

Electronic IFSP (eIFSP)—New Version

An updated version of the electronic IFSP is now available. The new version, **eIFSP 6-26-18**, is available on the Drop-box. The updates include minor text corrections as well as reformatting of the DPH ID # field for program numbers that begin with '0'. Thank you to the directors who provided this feedback.

New Translated Materials

We have new translated materials available. Both the EI brochure (eiplp.org/ei-brochure/) and Home Visiting Flyer (eiplp.org/home-visiting-flyer/) are now available in Haitian Creole, Arabic, and Vietnamese. They are available on the EIPLP website and on the Massachusetts Clearinghouse website (download only). Please inform your staff of these available resources when working with families who speak these languages.

ACTION REQUESTED: Professional Boundaries Resources & Trainings

The DPH EI team is wondering what resources or trainings you use to support your staff around professional boundaries. Please email your Regional Specialist any information that you think would be helpful. They'd love to hear from you!

NEW EI Web-based System (EIS/EIFS)



We have begun the development process with our technology vendor, Strategic Solutions Group (SSG). We are actively working to schedule a meeting for the entire field before the end of the summer. Our goal would be to share information about the project, update the timeline for planning, and discuss opportunities for feedback and support throughout the transition process.



Forms & Materials

DPH Dropbox www.dropbox.com/sh/cpewylr7bcoefyv/AAA89_dDxWMwa0mb7Jj7gZ3fa?dl=0

MA Clearing House www.mass.gov/maclearinghouse



Specialty Services Update

Documentation Guidance: Contact Notes

As growing numbers of children enrolled in Early Intervention are receiving Specialty Services for Autism, Vision Loss or Hearing Loss, it is important to review the requirements for documentation of services. In June of 2014, the DPH developed [*Documentation Guidance: Contact Notes*](#). This [document](#) in its entirety, details requirements stated in the Early Intervention Operational Standards (EIOS) as well as tips for writing good quality notes that can be easily understood by families and serve as clinical interpretation for physicians or other providers.

From a compliance perspective, it is important to reinforce a few points:

- Each contact note **MUST** include the following: **date, service type, duration** and **content of progress**, and the **legible signature** and **discipline** of the staff person signing the note
- Contact notes have many purposes including communication, billing verification, quality assurance, DPH general supervision, and legal matters

It is important to review the progress note requirements with program staff who are providing direct services to children and responsible for documentation. It is the responsibility of each Specialty Provider Program to make sure that all staff keeping records of services, which are part of the child's record, are fully compliant with this requirement.

As more programs begin using electronic health records, a process to obtain a staff signature on every contact note must be identified.



Data Manager Update

Annual Report and Self-Assessment

The fiscal year 2018 Annual Report and Self-Assessment (AR) will be mailed to EI programs by the beginning of August via Interchange. Programs will have until Friday, September 14, 2018 to submit the completed report to their EI Regional Specialist. There are a number of changes on most areas of the AR so the instructions will highlight all of the updates that have occurred from last year's report.



Resources



Feeding Matters’ Digital Knowledge Center

With limited education available on pediatric feeding disorders, access to comprehensive training is valuable.

Visit [Feeding Matters’ Digital Knowledge Center](#) to stay up to date on our schedule of upcoming and on-demand webinars, as well as our international database of community workshops and conferences.

Institute for Health & Recovery (IHR)—Wings for Autism

IHR has learned of a program called **Wings for Autism**. In the words of the website, “Wings for Autism is a free program specifically designed to support families of children with autism, creating a travel test run to help ease the stress of airline travel. By getting comfortable with the airport and flight experience (without actually leaving the airport) parents and their children with special needs can gain the familiarity and confidence they need to take future trips.” The next half-day program is planned for the fall. To learn more go to www.charlesrivercenter.org/what-we-do/wings-for-autism/.

As always, please contact karenwelling@healthrecovery.org or karengould@healthrecovery.org for any training and technical assistance needs, and to get your hand-delivered (brief training included) Trauma-Informed Tip sheets.



Events



FEEDING ISSUES IN SUBSTANCE EXPOSED INFANTS

With the national increase in substance use, the resulting impact on infants and young children is immense. Join Feeding Matters and Joy V. Browne, Ph.D., PCNS, IMH-E (IV) on Thursday, July 26 for her hour-long virtual workshop. Register [here](#).

AVAILABLE on FEEDING MATTERS

SETTING UP FOR FEEDING SUCCESS AFTER THE NICU: When and why children may begin to struggle during the first two to three years of their lives. [Watch now.](#)

PLANTING A SEED TOWARDS SELF-CARE: Strategies for nurturing yourself while caring for a child with a pediatric feeding disorder. [Watch now.](#)

NEONATAL NUTRITION: IMPROVING SHORT AND LONG TERM OUTCOMES: Interventions available to babies in the NICU that optimize growth, nutrition, and long term neurodevelopmental outcomes. [Watch now.](#)

NAVIGATING THE SYSTEM: COORDINATING YOUR CHILD’S CARE: Helpful tips and tools family members can use to efficiently manage a child’s complex medical needs. [Watch now.](#)



Comments, contributions or feedback, please contact:

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