

# Local Early Intervention System (LEIS) Meeting

Richland - May 2024

## Minutes

- Welcome & Introductions
- Pyramid Model – Kerri Wikel
  - Pyramid Model overview
  - Introduction of e modules; access in SCEILS
  - 2 agencies in EI are going through pilot implementation (related to discussion but today is not about training on pyramid module but giving access to the e modules)
  - 8 minute video overview of NCPMI.
  - Resources can be found on Challengingbehavior.org .
  - 4 school districts in SC have adopted pyramid model.
  - 2-3 childcare centers implementing.
  - Anticipate the e-modules to be assigned to everyone in SCEILS by July 1, 2024.
  - No requirements for completing the e-modules at this time.
- BabyNet State Office Updates
  - Summer Summits- Everyone present received email with information and registration
    - 6 offerings: **Columbia:** June 10 or 28; **Spartanburg:** July 15 or 16; **Horry:** July 25 or 26
    - Registration will close May 20, 2024
    - Mandatory for all SC and Supervisors
    - Everyone needs to register and choose 1 to attend
    - We will go through policy and procedures and focus on topics from those different sections.
    - Full day, BNSO and BN Eligibility staff presenting
    - Clarifying policies and procedures
    - Second series in the fall
    - If you can't make the one closest to your area, you can sign up for another area but preference goes to those in that area if capacity fills.
    - Question: What if we didn't get email? Email Stephanie Donald or Jennifer Strock and she will get Stephanie to reach out
- Service Coordination
  - After Covid, an influx of referrals and not enough providers so temp fix was service coord no matter the area. Explained flexible delivery model. However, we do want SC to occur in the same area you serve and no longer accept SC only out of area. Some F2F IFSP meetings need to occur so if you aren't in the area, that proposes challenges.

- Only service required is SC. Not all need FT, have to determine at IFSP. Should not be a reason to decline referrals or accept SC only because we don't know what the family needs until initial IFSP.
  - Question: Face to Face
  - Question: County/district/ area
  - Jena : your SC needs to know area for resource linkage, needs to be able to physically make a meeting that is required by regs in person or if family requests
- Record Transfers
  - Responsibility of SC if in area, reach out to Regional Coordinator if can't find and need help with provider list.
  - Reassign on demographics screen and send the SC the record .

If out of district, must contact regional Cord for them to transfer. Need your district, the new district, Bridges ID , and person to assign . If you are a receiving agency and don't know how to assign it to yet, assign it to yourself (supervisor).

- Question about accepting a referral that is different from where child lives and where child is receiving services. Also request for therapist to have the same mandatory wording.
- Jena explained about new referral form having "where child lives" and where child is receiving services. ( both for SC and \*make sure therapy )
- Therapist not being added to Planned Services immediately and can't access BRIDGES
- Questions about HIRF- send to Jennifer Strock first
- Record Transfers
  - All record transfers should be handled among the sending and receiving agencies.
  - Families must have the contact information for the supervisor of the SC working with the child. When families contact the eligibility offices because they want to transfer to another SC agency, they are being referred back to their current agency.
    - Supervisors need to be aware of the issues that are occurring. They can offer another SC to work with the family or offer to transfer the record to another agency.
  - No change in district:
    - If a family wants to transfer to another agency, it is the responsibility of the sending SC agency to locate and coordinate another SC agency who can accept the transfer.
    - Supervisors will check the BabyNet website for the choice of SC agency list.
    - If the supervisor is unable to find a SC agency with an opening, they will continue to call SC agencies and document in service logs each agency that was contacted, at least once a month.
    - Transfer records should not be sent back to BN eligibility. They cannot provide SC.
    - Supervisor will assign the new SC agency.

- Change in district:
    - Supervisor will obtain a choice of SC agency list from the BabyNet website and contact the families choices for availability.
    - Once the sending SC agency locates a receiving SC agency, the sending SC agency will email their Regional Coordinator with the child's BRIDGES ID#, current SC and district and transferring district and SC to be assigned.
    - Supervisor will submit a Change of Address email to BabyNet@scdhhs.gov.
- Planned Services
  - Unlocking IFSP's
    - We receive many help desk tickets, daily, requesting to have IFSP's unlocked. SC's must give a reason to unlock the IFSP. Sometimes, we will not unlock the IFSP and give further instructions instead.
      - Edit Planned Services frequency, provider, ,duration, setting, dates: When service logs are attached, SC will need to complete an administrative change review because unlocking the IFSP is not going to allow an edit to be made. If an edit to planned services needs to occur, and service logs are attached to that line of service.
      - Forgot to update the IFSP note – we can unlock the IFSP for that.
    - Payor Source Edits - if a payor source was entered on planned services incorrectly and there are service logs attached to that line of service, a request to delete the service logs need to occur first.
      - Once the service logs have been deleted, the IFSP can be unlocked and the payor source can be edited.
      - We do not want to add another line of service because either the service logs are not going to be deleted and re-entered or it will confuse providers with multiple lines of the same service in the drop-down menu on the service log screen.
  - Clean-up
    - If a service is on planned services and has an end date that has expired/passed, the service should be deleted from planned services.
    - There should not be 3 speech services on planned services with 3 different planned periods (2 that have expired). This results in 3 speech services in the drop-down menu on the service log screen when therapy providers go to enter their notes.
  - Deleting Service Logs

- Please submit a help desk ticket or email your Regional Coordinator and say, “Please delete service log # 1234567”.
    - If service logs need to be deleted because a payor source is incorrect
      - 1. provide the service log number(s) to be deleted.
      - 2. The service logs will be deleted.
      - 3. SC will edit the payor source.
      - 4. SC will notify the provider of the deleted service logs and tell them to re-enter the service logs on the (give the date of the current plan) IFSP.
- Data and General Supervision
  - Timely Data Entry
    - Enter service logs within 7 days.
- Transition Updates and LEA Feedback/Updates
  - Demographic Screen/LEA
    - When a child is 24 months old, TECS begins to send the Transition Notification to LEAs. The notification is a list that includes:
      - all BabyNet children in the age ranges, below, with active IFSP’s who are potentially eligible for Part B services:
        - 24 months
        - Over 24 months
        - 30 months
        - Over 30 months
        - 33 months
        - Over 34.5 months (referred children only)
    - In BRIDGES, the LEA can be seen on both the demographic screen and the transition screen.
      - If you are entering data on the Transition screen and notice the LEA is incorrect, you will need to go to the demographic screen, scroll past the child’s name, address, and preferred language. #10 is “Current LEA”. You will click the arrow and a drop-down menu of all LEA’s will appear. Select the correct one and then click save. This will automatically update the LEA on the Transition screen.
      - If a family moves, it is important to remember to submit an address update to [BabyNet@scdhhs.gov](mailto:BabyNet@scdhhs.gov), and then go ahead and update the LEA on the demographic screen. If the child is 24 months or older, you will need to contact the LEA of the old address and the LEA of the new address to let them know the family moved.

- Transition Notification/SDE
  - LEAs will receive a list of all children who are 24 months old and eligible for BabyNet services. Each month, LEAs will get the original list with additional names added per month, so keeping a master copy and sorting/organizing the children will probably work best. A Tip Sheet is being created to guide LEAs on how to navigate the report.
- Part C to Part B Guide
  - A guide has been created to ensure the responsibilities of Part C and Part B are clear.
  - The guide includes:
    - Transition Notification that is sent to LEAs by TECS (Part C & Part B)
    - Transition Planning and what should be included. (Part C)
    - Transition Referral (Part C & Part B)
    - Transition Conference (Part C & Part B)
    - Part B Eligibility Determination
    - Initial IEP
    - 3<sup>rd</sup> Birthday in the Summer
    - Placement
    - Special Circumstances
    - Resources
- Reminders
  - RBI Community of Practice (CoP)
  - Family Outcomes Survey
  - Child Outcomes Summary – Knowledge Check
  - BabyNet/Medicaid Eligibility
  - Supervisor Email
  - SC Infant Mental Health Association (SCIMHA) Reminder
  - Membership & Endorsement
  - Professional Development
- Community Outreach, Events, Resources, Updates
  - Service Provider Updates
  - Eligibility Office Updates
  - DDSN Updates
  - Local Partnering Agencies
- Next LEIS Meeting: August 2024