

New Mexico Family Infant Toddler Program Checklist for New Coordinators

When you need help call...	Name	Phone Number	E-mail Address
Your FIT Regional Manager			
Your *ECLN Consultant			
Transition Team Coach			
Transition Team Leader			
FIT website: www.fitprogram.org		Early Childhood Learning Network website: www.cdd.unm.edu/ecspd/ecn	

*Early Childhood Learning Network

WEEK 1

√ TA/ Training needed	Activity/Task	Resources
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Schedule time to meet with your Regional FIT Manager to identify priority areas for your agency. 	
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Subscribe to FITCOORDINATORS listserv. This listserv is the primary mode of communicating important matters to all FIT programs. ▪ Subscribe to the regional listserv that your program is a part of (SE,SE, NW, NE or Metro). ▪ Send message to listserv introducing yourself once you are subscribed. 	<p>Contact your Regional Manager or ECLN Consultant who will request that you be added to the appropriate list serves.</p> <p>Contact Dawn Giegerich at dgiegerich@salud.unm.edu for any problems with access.</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Participate in the <i>Orientation to NM FIT and IDEA, Part C</i> online course. 	Go to ECLN website. Call your ECLN Consultant if you are having difficulty with accessing this course.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Review the section on Service Coordination in the DOH Service Definitions and Standards. ▪ Register for <i>NM FIT Service Coordination</i> training modules as time will allow you to attend. These modules are <u>required</u> if you will be providing service coordination to families and will be important to attend if you will be supervising service coordinators. In depth training on use of the Individualized Family Service Plan (IFSP) is included in this training as well. 	<p>See DOH Service Definitions and Standards. Download a copy from the FIT website.</p> <p>The NM FIT IFSP form can be found on the FIT website.</p> <p>Go to ECLN website for schedule and link for online course registration. Contact your FIT Regional Manager for clarification and schedule for SC training.</p>

MEETINGS	TRAINING	REGS. & STANDARDS/ POLICIES AND PROCEDURES	QUALITY ASSURANCE/ MONITORING/ APR	BILLING/ BUDGET/ FUNDING	OTHER EI PROVIDERS	PROFESSIONAL DEVELOPMENT	EARLY CHILDHOOD OUTCOMES	CHILDFIND	TRANSITION
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☐	<ul style="list-style-type: none"> ▪ Register for FIT Core workshops provided by ECLN as time permits. These workshops are not required, but highly recommended for EI staff, coordinators and contractors. ☐ <i>It's Only Natural: Supports & Services in Everyday Routines</i> ☐ <i>Developing the Dream: The Individualized Family Service Plan</i> ☐ <i>Family Visiting: Relationship Based Early Intervention</i> ☐ <i>Ebb & Flow: The Developmental Evaluation</i> 	Go to ECLN website for schedule and information on registration. Call your ECLN Program Consultant if you need more information about the training topics.
☐	<ul style="list-style-type: none"> ▪ Read through current <u>DOH Service Definitions and Standards</u> – pay particular attention to the sections addressing: evaluation, early intervention services, service coordination, child find and public awareness; also read section on respite services if your program/agency contracts with DOH to provide respite services. ▪ Review NM regulations regarding early intervention services. ▪ Review federal IDEA regulations related to early intervention services. 	Ask your ECLN Consultant or FIT Regional Manager for any clarification needed. These documents can be found on the FIT website under “ <u>Documents and Reports/Rules and Regulations</u> ”.
☐	<ul style="list-style-type: none"> ▪ Review your program's contracts with DOH-FIT and other funding sources, if any. 	Ask your FIT Regional Manager for clarification.
☐	<ul style="list-style-type: none"> ▪ Review the FIT Annual Report to the Public. This report is based on individual provider’s performance on reportable indicators. 	A copy of this report can be found on the FIT website under “ <u>Documents and Reports/Reports/APR Public Report/FIT Report Card</u> ”.
☐	<ul style="list-style-type: none"> ▪ Review previous year’s FIT Annual Performance Report and guidelines, including any corrective action plans; understand the necessary data collection and requirements for accurate reporting. 	Ask your FIT Regional Manager for assistance. A copy of the most recent APR guidelines can be found on the FIT website under “ <u>For Providers/Quality Assurance and Monitoring/Annual Performance Report (APR) Guidelines</u> ”.
☐	<ul style="list-style-type: none"> ▪ Review Focused Monitoring, Community Based Assessment, Billing Audit or any other program audits and associated corrective action plans; Ensure that necessary data collection is ongoing and effective to allow for accurate reporting. 	Ask your FIT Regional Manager for assistance and clarification.
☐	<p>Agency specific tasks:</p> <ul style="list-style-type: none"> ▪ ▪ ▪ ▪ 	

WEEK 2 and 3

√ TA/ Training needed	Activity/Task	Resources
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Become familiar with the FIT-KIDS database (the billing system for all early intervention services). 	Contact Albert Ericson, FIT Data Manager at albert.ericson@state.nm.us for information and training.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Review the budget for the EI program and your agency's billing process including private insurance reporting and billing rates. ▪ Identify the sources of revenue for your program. ▪ Determine productivity/billing expectations for your agency. ▪ Identify the financial reporting requirements for your agency. 	Contact Albert Ericson, FIT Data Manager at albert.ericson@state.nm.us for FIT billing information (rate schedule, information on private insurance reporting and Medicaid billing) and training. Contact your agency's billing/accounting person for additional guidance.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Review your agency's early intervention policies and procedures. If these need to be developed or revised, obtain technical assistance to help. 	Contact your ECLN Consultant and/or FIT Regional Manager for assistance.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Schedule time to observe a home visit, evaluation, IFSP meeting, playgroup and other program activities as time allows. 	Early intervention staff.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Become familiar with other regional supports: Parent Reaching Out (PRO), Education of Indian Children with Special Needs (EPICS), Early Childhood Evaluation Program (ECEP). Schedule visits as time allows. ▪ Become familiar with other state wide specialized early intervention providers: NM School for the Blind and Visually Impaired (NMSBVI), NM School for the Deaf (NMSD/Step*HI), Medically Fragile, Children's Medical Services (CMS). 	Contact your ECLN Consultant for names and contact information.
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Find out when the next meeting for your region (NW, NE, SW, SE or Metro) is schedule. 	Contact your Regional Manager
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ NOTE: A FIT Annual Providers Meeting is held each June. All EI Coordinators are expected to attend, sometimes with the agency executive directors or the database/billing person for your program. 	Contact your FIT Regional Manager for dates and location if it is close to June, otherwise, the information will be announced via the FIT Coordinator listserv.
<input type="checkbox"/>	Agency specific tasks: <ul style="list-style-type: none"> ▪ ▪ ▪ ▪ 	

MONTH 2

√ TA/ Training needed	Activity/Task	Resources
☐	<ul style="list-style-type: none"> ▪ Familiarize yourself with the Early Childhood Outcomes (ECO) process and procedures. ▪ Review enrolled children’s records to ensure that the required ECO form is on file. ▪ Ensure that the ECO data is entered into the FIT-KIDS data base system at the initial and annual IFSP and at exit. 	<p>Visit the FIT website under “<u>For Providers/ Early Childhood Outcomes (ECO)</u>” for a copy of the manual. In the same location, you will find the forms for the outcome measurement (both English & Spanish) as well as information for parents.</p> <p>Your ECLN Consultant and/or Regional Manager can provide training and technical assistance.</p>
☐	<ul style="list-style-type: none"> ▪ Review your agency’s Child Find Plan and public awareness activities. ▪ Contact community partners to ensure that collaboration and ongoing Child Find activities are effective. ▪ Review the DOH Service Definitions and Standards in this section for all requirements. 	<p>The form for the Child Find Plan and quarterly report can be found on the FIT website under “<u>For Providers/Forms/ Child Find Public Awareness Plan FY10 Template</u>”.</p> <p>FIT public awareness materials can be ordered by downloading the form from the FIT website, under “<u>For Providers/ Forms/Public Awareness and Materials Order Form</u>”.</p>
☐	<p>Develop or review your agency’s forms for the following:</p> <ul style="list-style-type: none"> • Intake Form (needs referral date to ensure compliance with 45 day timeline for evaluation and initial IFSP, and referral source for database). ▪ Progress Note forms (must indicate time in/time out, location where service was provided and signature of service provider). 	<p>Contact other FIT EI providers for ideas and suggestions. Your ECLN Consultant can also provide technical assistance.</p>
☐	<ul style="list-style-type: none"> ▪ Review all requirements found in the Comprehensive Multidisciplinary Evaluation (CME) section of the DOH Service Definitions and Standards. ▪ Review each child’s file for compliance with the 45 day timeline and required components of the CME and evaluation reports. ▪ Familiarize yourself with the CME billing requirements. 	<p>Refer to the FIT TA document that can be found on the FIT website under “<u>For Providers/Reports and Documents/ TA Documents/ Evaluation and Assessment</u>”.</p> <p>Contact Albert Ericson, FIT Data Manager at albert.ericson@state.nm.us for CME billing questions.</p>
	<p>Agency specific tasks:</p> <ul style="list-style-type: none"> ▪ ▪ ▪ 	

☐	<ul style="list-style-type: none"> Review the FIT TA document on <i>Natural Environments, The Individualized Family Service Plan, Evaluation & Assessment</i> as time permits. <p><i>* Please be aware that these documents are in the process of being revised to reflect current changes to FIT service delivery.</i></p>	<p>A copy of these TA documents can be found on the FIT website, under “For Providers/Documents and Reports/TA Documents”.</p>
☐	<ul style="list-style-type: none"> Review Transition information under both Service Coordination and Early Intervention sections of the DOH Service Definitions and Standards. Access online Transition training and any other related training (currently, <i>Pre-literacy/Pre-numeracy</i> training). Identify which children will be <i>age eligible to transition</i> out of early intervention by next fall. Review your local Transition Memorandum of Understanding and follow the agreed upon procedures. 	<p>Transition information and online course can be found by visiting the ECLN website and viewing the New Mexico Early Childhood Transition Initiative.</p> <p>Transition is discussed in detail during the Service Coordination module training.</p> <p>Contact your ECLN Consultant for the name of the Transition Coach for your area.</p>
☐	<ul style="list-style-type: none"> Review New Mexico’s State Performance Plan-a 6 year plan submitted to Office of Special Education Programs (OSEP) based on 14 key indicators to guide quality of services. Review New Mexico’s latest Annual Performance Report to learn how New Mexico is performing on the OSEP Performance Plan. This, along with the included corrective action plan, will help you understand expectations and Ensure that necessary data collection and reporting is ongoing and effective. 	<p>A copy of New Mexico FIT Program’s State Performance Plan can be found on the FIT website at “Documents and Reports/ Reports/State Performance Plan”.</p> <p>A copy of New Mexico FIT Program’s APR can also be found on the FIT website at “Documents and Reports/ Reports/ Annual Performance Report”.</p>
☐	<ul style="list-style-type: none"> Review <u>currently enrolled</u> children’s IFSPs to ensure that all services are being provided, documentation is appropriate, and billing is occurring appropriately. Review FIT Requirements 7.30.8 NMAC for current DOH Service Definitions and Standards. 	<p>Ask your ECLN Consultant and/or FIT Regional Manager for assistance.</p>
☐	<ul style="list-style-type: none"> Review status of <u>currently referred</u> children who are not yet enrolled to determine: <ul style="list-style-type: none"> Evaluation needs and plan to address; Status of CME. 	<p>Ask your ECLN Consultant and/or FIT Regional Manager for assistance.</p>
☐	<ul style="list-style-type: none"> The FIT Program recommends that providers regularly audit records of children/families being served as part of their quality assurance activities. Review your agency’s Quality Assurance policies and procedures. Familiarize yourself with agency specific auditing tools and the following FIT tools and processes: <ul style="list-style-type: none"> Annual Performance Report auditing tools: the guidelines and tools used to complete this report can be used to learn how your agency has been performing the previous year. 	<p>A copy of the most recent APR guidelines can be found on the FIT website under “For Providers/Quality Assurance and Monitoring/Annual Performance Report (APR) Guidelines”.</p>

	<ul style="list-style-type: none"> ○ Child Record Review: a comprehensive tool that can be split up into segments to audit for smaller amounts of data, depending on where issues may arise. This tool is not required. It is a guide to use for future FIT record reviews. ○ Focused Monitoring: providers are chosen for a review when an agency demonstrates poor performance in a specific service area, including 45 and 30 day IFSP timelines. ○ Community Based Assessment: a CBA is scheduled for each provider once every three years. This is a routine survey that looks at all areas of compliance, including billing. <p>Both the Focused Monitoring and the CBA are done in coordination with DOH's Division of Health Improvement.</p>	<p>This form can be found on the FIT website under "For Providers/ Quality Assurance and Monitoring/ Child Record Review Form".</p> <p>Contact your FIT Regional Manager to find out if your agency is scheduled for a Focused Monitoring or Community Based Assessment visit.</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Review your agency's accreditation reports and requirements. For example: The Council, CARF, JAHCO ▪ Review any DOH/DHI Corrective Action Plans for progress and deadlines. 	<p>Obtain assistance from your agency's Executive Director and/or the accrediting program. Contact your FIT Regional Manager for assistance with Corrective Action Plans</p>
<input type="checkbox"/>	<p>Agency specific tasks:</p> <ul style="list-style-type: none"> ▪ ▪ ▪ 	
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