

**New York State Early Intervention Coordinating Council  
Minutes – June 10, 2020**

Agenda Item	Discussion	Action Items																																												
Welcome	The following members/designated representatives attended the meeting:																																													
	<table><tr><td>x</td><td>Jessica Benton</td><td>x</td><td>Leah Esther Lax</td></tr><tr><td>x</td><td>Marcelle Bichotte-Dunner</td><td>x</td><td>Melissa Puchalski</td></tr><tr><td>x</td><td>Heidi Bond</td><td>x</td><td>Linda Rennie</td></tr><tr><td>x</td><td>Donna Bradbury</td><td>x</td><td>Cheryl Schaefer Coppola</td></tr><tr><td>x</td><td>Amy De Vito</td><td>x</td><td>Lynn Shea</td></tr><tr><td>x</td><td>Karen Edwards</td><td>x</td><td>Elina Tsenter</td></tr><tr><td>x</td><td>Meghan Glass</td><td>x</td><td>Antonia Weidner</td></tr><tr><td>x</td><td>Steve Held</td><td></td><td>Nora Yates</td></tr><tr><td>x</td><td>Cheryl Hogan</td><td>x</td><td>Marina Yoegel</td></tr><tr><td>x</td><td>Talina Jones</td><td></td><td>Kayleigh Zaloga</td></tr><tr><td>x</td><td>Paola Jordan</td><td>x</td><td>Patricia Zuber -Wilson</td></tr></table>	x	Jessica Benton	x	Leah Esther Lax	x	Marcelle Bichotte-Dunner	x	Melissa Puchalski	x	Heidi Bond	x	Linda Rennie	x	Donna Bradbury	x	Cheryl Schaefer Coppola	x	Amy De Vito	x	Lynn Shea	x	Karen Edwards	x	Elina Tsenter	x	Meghan Glass	x	Antonia Weidner	x	Steve Held		Nora Yates	x	Cheryl Hogan	x	Marina Yoegel	x	Talina Jones		Kayleigh Zaloga	x	Paola Jordan	x	Patricia Zuber -Wilson	
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Department of Health staff present: Mary Amendola, Peter Baran, Constance Donohue, Mike Iorio, Jesse Knapp, Kenneth Moehringer, Katherine Reksc, Dawn Smith, Lauren Tobias																																														
All references to the <b>Department</b> refer to the New York State Department of Health, <b>BEI</b> to the Bureau of Early Intervention, and <b>EI</b> to the Early Intervention Program.																																														
Welcome	Talina Jones, EICC Chair, called the meeting to order at 10:30 a.m. and thanked Council Members for attending the first virtual Early Intervention Coordinating Council (EICC) meeting.	<ul style="list-style-type: none"><li>• The next full Council meeting is September 24, 2020</li><li>• The next Executive Committee meeting is July 22, 2020</li></ul>																																												
	The next EICC full Council Meeting is Thursday, September 24, 2020, from 10:15 a.m. to 3:00p.m. It will be a virtual meeting. The next Executive Committee Meeting is Wednesday, July 22, 2020.																																													
	Ms. Jones informed the Council that the minutes from the March 11, 2020, EICC meeting and the April 8, 2020 Executive Committee meeting were emailed to them.																																													
	A motion was made by Steve Held and a second by Marcelle Bichotte-Dunner to approve the March 11, 2020 meeting minutes. Fifteen (15) members voted in favor, none opposed, and three (3) abstained. The minutes from the March 11, 2020, meeting passed.																																													
Approval of Minutes																																														
New Business EICC Member Update  Review of EICC Executive Committee Membership	Dr. Donohue welcomed Jaclyn Sheltry, the new the new Early Intervention House Counsel and informed Members that Megan Mutolo will now be working for JCOPE – the New York State Joint Commission on Public Ethics. Both Dr. Donohue and Ms. Jones thanked Megan Mutolo for her service.	<ul style="list-style-type: none"><li>• There will be an email sent to the Council to poll members on their interest in serving on the Executive Committee for the next year</li></ul>																																												
	Ms. Jones stated that the Executive Committee is reviewed and appointed each year in June by the Department and EICC Chair. The committee consists of two parents, two providers, two state agency representatives, two municipal representatives, and the EICC Chair and Vice Chair. An email will be sent to the Council members in the next few days to poll members on their interest in serving on the committee for next year. The main function of the executive committee is to set the agenda for full Council meetings. Four, one-hour meetings are held approximately eight weeks prior the full Council meeting. The members who volunteer to be on the committee will be approved by the EICC Chair and Department.																																													

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<i>Vice-Chair Vote</i>	Four members were nominated. Steve Held and Leah Esther Lax both accepted their nominations. Dawn Smith emailed ballots to members who participated in the virtual meeting and tallied results. Steve Held was elected Vice-Chair and he accepted the position.	
<i>Task Forces</i>	<p>Ms. Jones asked the Council if members had any suggestions for a new task force or if they wanted to continue with their current task forces and committees. Members discussed continuing the Provider Workforce Capacity Task Force and creating task forces focused around the issues of telehealth/teletherapy and transition.</p> <p>The EICC by-laws limit the Council to only two concurrent Task Forces. Dr. Donohue mentioned that many Department staff are working on COVID related duties and that supporting two Task Forces at this time for a long term would be challenging.</p> <p>A motion was made by Steve Held and a second by Talina Jones for the EICC to respectfully request that during this pandemic period, the New York State Department of Health Early Intervention program consider extending the June 30 deadline for three year old children receiving EI services until we can realize a new normal. Sixteen (16) members voted in favor, none opposed, and three (3) abstained. Motion carried and will be recommended to the EIP.</p> <p>A motion was made by Karen Edwards and a second by Amy DeVito to add Telehealth as a sub-workgroup to the Provider Workforce Capacity Task Force. Eighteen (18) members voted in favor, none opposed, and one (1) abstained. Motion carried.</p> <p>There was concern expressed and discussion about families being exhausted, fewer children receiving services, children who are receiving services receiving decreased frequency, and access to technology for children to be able to receive services.</p>	
<i>Bureau Administrative Updates COVID-19 Update</i>	<p>Dr. Donohue provided an update on COVID-19 and on the OSEP guidance related to the COVID-19 emergency for Part C services (see presentation). EI services have been converted to virtual due to the declared State of Emergency related to the COVID-19 virus. Guidance documents have been posted on the BEI website: teletherapy services are reimbursable, consent form for use of telehealth services, and FAQs related to virtual EI visits.</p> <p>Providers who have questions about the federal stimulus programs and how they work for various financial reporting should talk to their accountant or connect with the federal government programs, such as the Small Business Association.</p> <p>Current general guidance regarding resuming in-person services is in FAQ #23: EI services are to be delivered via telehealth to the maximum extent possible. The interim guidance from March 2020 on home visiting is currently being updated; e.g., wearing masks is now recommended. BEI has written a guidance document addressing resuming in-person EI services during the various stages of re-opening; it is currently under review. OSEP Guidance is located on the Early Childhood Technical Assistance (ECTA) Center website and the weblinks were provided.</p>	<ul style="list-style-type: none"> <li>• An update on COVID-19 will be provided at the September 2020 meeting</li> </ul>
<i>Telehealth Update</i>	Dr. Donohue provided an update on telehealth. Reimbursement for services via telehealth will remain in place to ensure that EI services can be delivered safely as the battle with the novel coronavirus continues. However, there has not been any claiming extension for telehealth services beyond those services that are being provided during the State of Emergency.	<ul style="list-style-type: none"> <li>• An update on Telehealth will be provided at the September 2020 meeting</li> </ul>

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<i>OSEP Update</i>	<p>BEI is interested in understanding the experience of families and providers with telehealth services. The EICC Provider Workforce Capacity Task Force will aid in collectively understanding how telehealth is incorporated going forward and what the best ways are to incorporate it after the COVID-9 emergency ends.</p> <p>Transition questions are addressed in FAQ #37. The Department is working with the State Education Department to address the Part B determinations when needed.</p> <p>The OSEP report on the SSIP was submitted April 1, 2020. BEI is extending the deadline for the UCEDDs' work on various SSIP deliverables until September 30, 2020.</p> <p>The Part C grant was transmitted to OSEP in Washington, D.C. ahead of the due date of May 1, 2020 and is currently under review.</p>	<ul style="list-style-type: none"> <li>• An update on OSEP will be provided at the September 2020 meeting</li> </ul>
<i>Medicaid 1.5% Cut</i>	<p>Medicaid is implementing an across the board cut of 1.5%; BEI has confirmed that EI services – general services and service coordination – are exempt.</p>	
<i>Transportation Guidance Document</i>	<p>BEI is updating policy guidance for EI transportation to align with the current approved Medicaid State Plan amendment. The Department will share information with municipalities at the BEI statewide all county virtual meeting in July 2020. Additional information about policy guidance for transportation reimbursement for transportation services in EI will be shared at the EICC September meeting.</p>	<ul style="list-style-type: none"> <li>• An update on Transportation will be provided at the September 2020 meeting</li> </ul>
<i>EI Hub Update</i>	<p>The launch date for the EI Hub has been changed to May 2021.</p>	
<i>Open Discussion</i>	<p>Today's PowerPoint slide presentations and the March EICC meeting minutes will be emailed to Council members after the meeting.</p> <p>There was a discussion about group services and the standard session time. Mr. Held inquired if the Department would consider paying the current rate for the developmental group, but during this pandemic, having a shortened period required. Dr. Donohue responded that the Department will be considering these concerns while developing re-opening guidance regarding group services.</p> <p>Mr. Held also expressed concern that although families are anxious and believe that provider agencies can resume in July, provider agencies are uncomfortable about deciding about re-opening without guidance. Dr. Donohue responded that on Monday, June 8, 2020, the Department issued some guidance related to the re-opening of classrooms.</p> <p>Ms. Bond inquired if the resumption of in-person services for EI would be tied to a phase or statewide and if there was a timeline. Dr. Donohue responded that there will be some tie to the phases and that more information will be forthcoming when there is an approved guidance document.</p> <p>Ms. Jordon expressed concern that families are not receiving information directly from the Department, which would help dispel misinformation from social media. Dr. Donohue responded that communication with the service coordinators would provide accurate information. Ms. Rekse informed Members that BEI has just received approval to have a Listserv that provides email communication directly from BEI to parents and that it is currently being set up. Members will be added to the list, so that they can be informed about what communication is being sent to parents of children in the EI program.</p>	<ul style="list-style-type: none"> <li>• Today's PowerPoint slide presentations and the March EICC meeting minutes will be emailed to Council members after the meeting.</li> </ul>

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	<p>Regarding social media, it was noted that most counties have a Facebook page where accurate information can be obtained. In addition, the Department also has a social media presence, and there is an EI family website, but both are cumbersome to keep up-to-date due to the timeframe of the approval process for posting information.</p> <p>Ms. Puchalski expressed concern that providers are leaving EI because their caseloads have decreased due to not all families agreeing to receive telehealth services, so they are not able to pay their own bills.</p>	
<p><b>Report of Task Force Activities</b> <i>Provider Workforce Capacity Task Force Update</i></p>	<p>Linda Rennie, EICC Provider Member, EIO Nassau County &amp; Marina Yoegel, EICC County Member, EIO Westchester County provide an update on the Provider Workforce Capacity Task Force activities (see presentation).</p> <p>The call with the New Jersey BEI about service providers being able to request security companions to accompany them to potentially dangerous areas and the safety training being offered to service providers was discussed at length. Concern about the language used and being sensitive about discussing race was expressed. Lauren Tobias stated that the Department has a Center for Community Health Racial Justice Committee.</p> <p>Discussion ensued about whether decreasing the number of hours required by providers would decrease quality, providers having licenses in more than one state, and the training/core competencies all providers would be required to compete.</p> <p>A motion was made by Heidi Bond and a second by Karen Edwards in support of the Provider Workforce Capacity Task Force recommendation to reduce the number of hours from 1600 to 1000 of required work experience. Seventeen (17) members voted in favor, none opposed, two (2) abstained. Motion carried.</p>	<ul style="list-style-type: none"> <li>• Task Force update will be given at the September 2020 meeting</li> </ul>
<p><b>Lunch Break</b></p>	<p>1:00 p.m. to 1:30 p.m.</p>	
<p><b>Report of Additional Department Activities</b> <i>Office of New Americans Presentation</i></p> <p><i>Update on project to Support Operational Management (SOM) of the EIP (EI Hub)</i></p>	<p>Cynthia Stewart, M.S., Ramirez June Developmental Disabilities Navigator, presented on the Ramirez June Developmental Disabilities Navigator Initiative (RJDDNI) at the New York State Office for New Americans (ONA), within the New York State Department of State (see presentation). It's a first in the country, state, interagency collaboration to support immigrants with developmental disabilities. The RJDDNI is hoping to promote developmental awareness among new Americans in their network and spread information about New York state services such as the Early Intervention Program. ONA has offices in Albany and NYC and has 24 regional opportunity centers across NYS which are community-based organizations with which they subcontract. Ms. Stewart said that people can contact <a href="mailto:NewAmericans@dos.ny.gov">NewAmericans@dos.ny.gov</a> if there's interest to partner for outreach events or to partner to create documents and have them translated through the initiative funding into the languages of limited diffusion such as Nepali, Dari, Turkish, or Charin.</p> <p>Jim Bryant, Project Manager, NYSTEC, and Ryan White, PCG, provided an update on the project to Support Operational Management (SOM) of the EIP (see presentation). The launch date for the EI-Hub was changed to May 2021. Organizational Change Management, data migration, and the EI-Hub Implementation &amp; Configuration were reviewed, and updates given.</p> <p>Organizational Change Management includes the communication vehicles PCG is utilizing to engage stakeholders and to provide feedback to people, such as through EI Billing, "The Hub Club" newsletter, the Department's website, and a dedicated email address, <a href="mailto:eihub@health.ny.com">eihub@health.ny.com</a>. The Second Readiness Survey was conducted April 20-May 1. There were 631 total responses. There was a survey question asking about COVID-19 concerns. 43% of respondents indicated that "yes" they have specific concerns about how the COVID-19 crisis will impact their (or their organization's) ability to successfully transition to the EI-Hub; 20% indicated that "no" they did not have specific concerns and 38% were "not sure yet." The upcoming focus groups with stakeholders will be conducted virtually.</p>	<ul style="list-style-type: none"> <li>• Update on the EI Hub will be given at the September 2020 meeting</li> </ul>

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<p><i>PCG (State Fiscal Agent) (SFA) Update</i></p> <p><i>Fiscal Agent Payment Data Update</i></p>	<p>Data Migration – On April 20, 2020, a webinar “Attachments in NYEIS/EI-Hub and Record Retention” was conducted. Attachments will not be migrated in the EI-Hub as a part of system implementation. Users will be able to upload attachments into the EI-Hub after Go Live. Users will be able to access their files in NYEIS until September 1, 2021.</p> <p>EI-Hub Implementation &amp; Configuration – Session notes will be captured electronically in the service logging module. Service logging, session notes, and uploads of files will not replace county or provider record-keeping requirements or responsibilities. The User Acceptance Testing (UAT) process will be about three (3) months and will involve EI staff, municipalities, and providers. Future functional deep-dive topics will include eSignatures and multifactor authentication.</p> <p>Rob Lillpopp, PCG Project Manager, provided an update on PCG (State Fiscal Agent) (see presentation). During the COVID-19 crisis, fewer services are being provided, so the number of claims being processed has decreased. The Medicaid Code 35 process used to be a completely paper process but is now mostly an automated process. Call center volume has decreased.</p> <p>Ken Moehringer, Fiscal Planning and Policy Unit, presented an update on the Fiscal Agent Payment Data (see presentation). Topics discussed included enrollment, provider capacity, timeliness of payments and insurance and Medicaid reimbursement. There was a one percent (1%) decrease in the number of infants and toddlers that were identified to be part of the program.</p>	<ul style="list-style-type: none"> <li>• PCG Update will be given at the September 2020 meeting</li> <li>• Fiscal Agent Payment Data Update will be given at the September 2020 meeting</li> </ul>
<b>Public Comment</b>	Public comments were submitted prior to the meeting and read aloud. Comments were received from Steve Sanders, Executive Director of Agencies for Children’s Therapy Services (ACTS), Dina Prisco, Independent Occupational Therapy Contractor, and Roxana Inscho, Special Children’s Services Administrator at Monroe County Dept of Public Health (see public comment submissions).	
<b>Future Agenda Items</b>	<p>Agenda items suggested by EICC members for future EICC meetings include:</p> <ul style="list-style-type: none"> <li>• Telehealth</li> <li>• Health Homes</li> <li>• Fiscal Agent Payment Data to quantify the impact of COVID-19 on infants &amp; toddlers about how the provision of services provided was affected</li> <li>• SSIP Update</li> <li>• COVID-19</li> <li>• Culturally Responsive Education (CRE)</li> <li>• Early Intervention Partners Training Project</li> </ul>	
<b>Adjournment</b>	The meeting was adjourned by Talina Jones at 3:06 p.m.	