

An abstract geometric design on the left side of the slide. It features a dark blue background with various geometric shapes and patterns. A white circle is positioned near the top left. Below it, a light blue semi-circle is visible. To the right of the semi-circle, there is a pink triangle with diagonal lines. Further down, there is a pink square with a pattern of concentric lines. At the bottom, there is a pink triangle with a pattern of concentric lines. The overall design is modern and minimalist.

REMINDERS REPORTS



AGENDA

Introduction

What is the Reminders Report?

Actions Needed

Practice

Final tips & takeaways



WHAT IS THE REMINDERS REPORT?

THE WHAT: REMINDERS

The Reminders Report is a State generated report with the purpose to help direct service providers keep track of upcoming due dates that impact our compliance indicators. It has the following categories:

1. Initial IFSP Due
2. Enrolled Children with No Completed Visit Contact Date in the Past Month
3. IFSP 6 Month Review or Annual Renewal Due
4. IFSP Start Date Due
5. IFSP Service Start Date Missing
6. Initial COSF Rating Due
7. Exit COSF Rating Due
8. Annual Evaluations Due
9. Start Transition Plan by Age 30 Months
10. 90-Day Transition Meeting Due
11. LEA Notification Due
12. Child Status
13. Enrolled Past 3rd Birthday

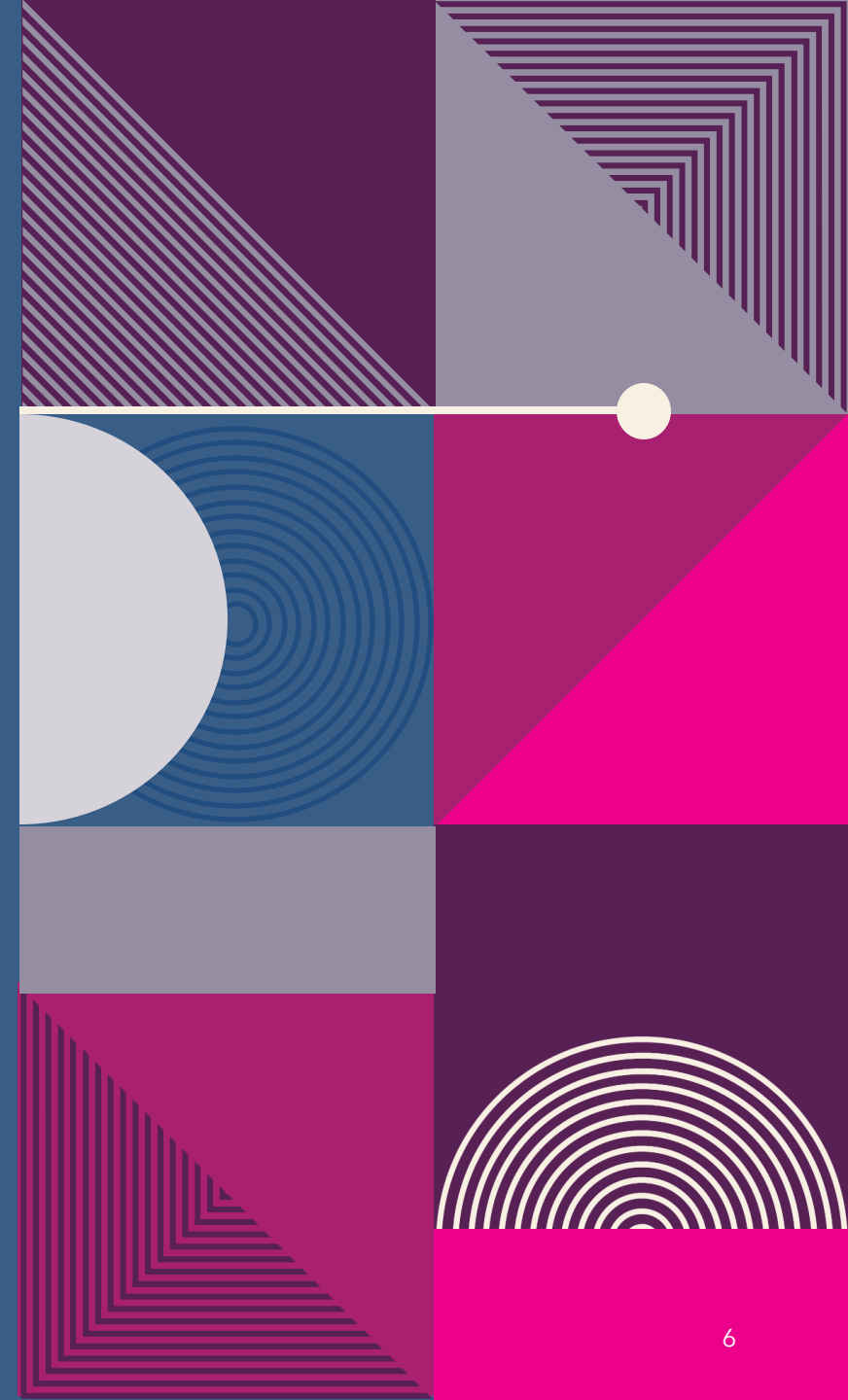
THE WHAT: REMINDERS

The following categories will have tasks sent if anything is past due:

1. Initial IFSP Due: This is for the 45-day compliance indicator.
2. Child Status: This looks at children at have been pended for more than 3 months to make sure they have not fallen off our radar.
3. Enrolled Children with No Completed Visit Contact Date in the Past Month: This helps keep track of monthly FSC and frequency matching the IFSP
4. IFSP Start Date Due: This is a double check for our compliance report.
5. Start Transition Plan by Age 30 Months: This looks in real time, compared to our compliance report that only looks at children who have been exited.
6. 90-Day Transition Meeting Due: This looks in real time, compared to our compliance report that only looks at children who have been exited.
7. Enrolled Past 3rd Birthday: Children in need of discharge, overlaps with Exit Outcomes category.

THE WHAT: REMINDERS

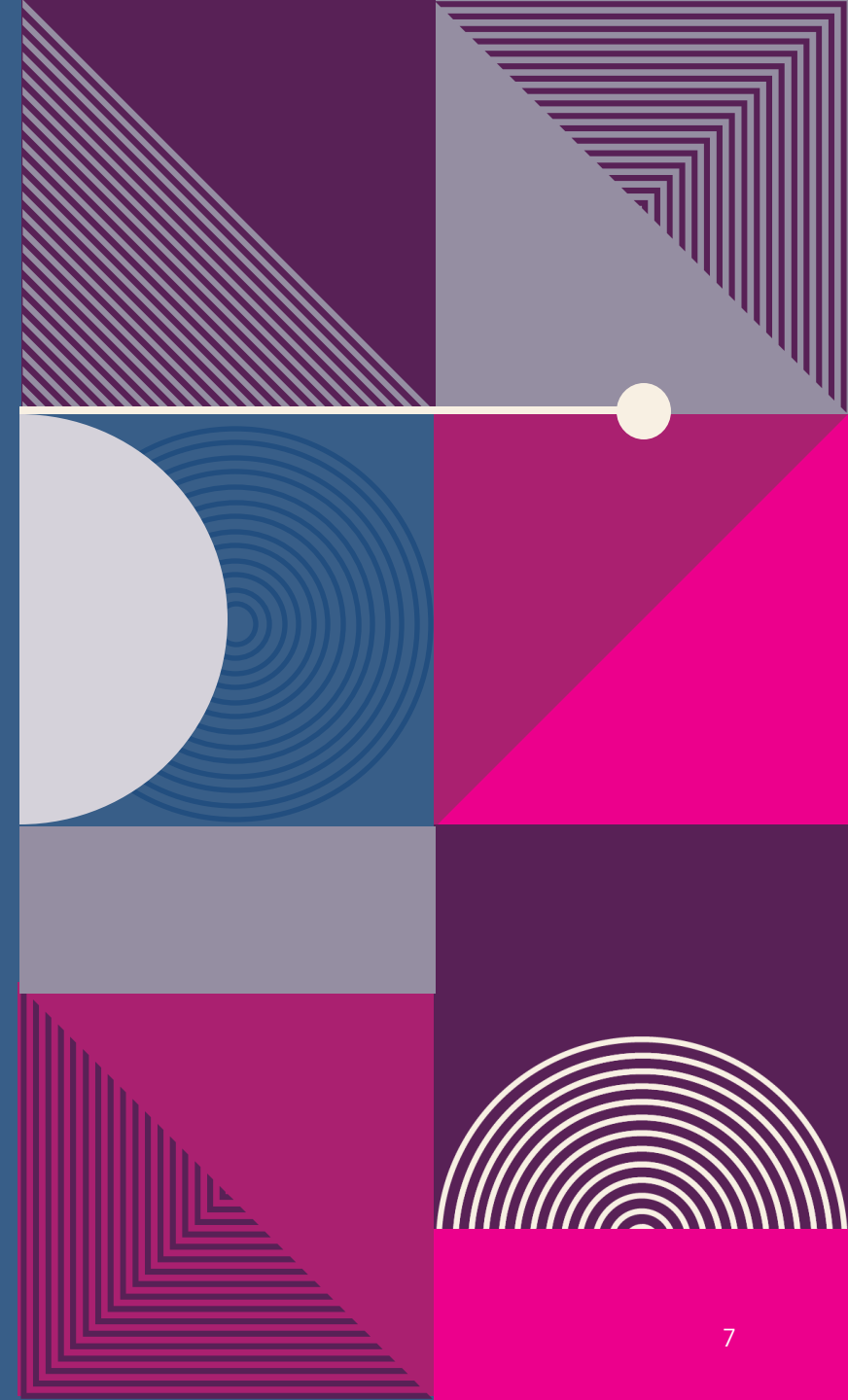
Please be sure to review the **entire** report for all upcoming due dates and ensure that you are the correct PSP for the listed child. If you see your name associated with a child not on your caseload, please say something!



THE WHAT: REMINDERS

The following categories will NOT have tasks sent, they are just for providers to review with their team manager:

1. IFSP 6 Month Review or Annual Renewal Due: since timelines can get confusing, this tracks upcoming IFSPs
2. Annual Evaluations Due: especially helpful when taking over from another provider and you may not have been the originally evaluating provider.



THE WHAT: REMINDERS

The following categories are usually Data Entry double checks to ensure no information was missed, reviewed *prior* to sending any tasks to providers:

1. IFSP Service Start Date Missing
2. Initial COSF Rating Due: **exception** can be for children transferred from another ILP in AK.
3. Exit COSF Rating Due
4. LEA Notification Due
5. Child Status
6. Enrolled Past 3rd Birthday



ACTIONS NEEDED

INITIAL IFSP DUE

Purpose: This category checks for the 45-day timeline and only pulls children who have NOT been pended, but it pulls any child in process (aka even those that just were referred the day the report is pulled).

Action needed: After an admin review for any child that is overdue (negative red number for days) a task will be sent asking you to review the circumstances and document any additional information/reasons to pend.

The task will look something like:

Hi PROVIDER,

45 days for CHILD was DATE, however I don't see any cxf or reason to pend in the comm log. Can you please review the circumstances and let me know the reason for the delay?

Thanks!

CHILD STATUS

Purpose: This category checks for extended pends. The Initial IFSP Due *should* catch all the kids who haven't been pended and have missed their 45 days. Admin reviews for children:

1) close to the 45 days and don't show as pended

2) pended for more than 100 days

Action needed: After an admin review checking for any reason for the pend or extended pend-i.e. NICU screen, cancel by family, no show, multiple attempts to contact family without response in comm log and if no reason is found a task will be sent.

The task will look something like:

Hi PROVIDER

45 days for CHILD was DATE, however I don't see any cxf or reason to pend in the comm log. Can you please review the circumstances and let me know the reason for the delay?

Thanks!

OR

Hi PROVIDER,

I see that you have reached out to the family to schedule evaluation/review results, but without response from the family. Would it be appropriate to send a 10-day letter? Child has been pended over 100 days.

Thanks!

ENROLLED CHILDREN WITH NO COMPLETED VISIT CONTACT DATE IN THE PAST MONTH

Purpose: This category attempts to make sure no child falls off the radar. Checking for frequency on the most recent IFSP matches, for children who have not been seen in the past 2 months.

Action needed: After an admin review checking for any reason for the lack of visits- i.e. cancel by family, no show, multiple attempts to contact family without response in comm log and if no reason is found a task will be sent.

The task will look something like:

Hi PROVIDER,

It looks like CHILD hasn't been seen since DATE, but the frequency on the IFSP is set to FREQ. I don't see any additional comm log notes or cxf. Can you please review and let me know the circumstances?

Thanks!

IFSP START DATE DUE

Purpose: This category double checks for the Timely Services indicator on the Compliance Report but often can catch upcoming start dates that might be missed.

Action needed: After an admin review for any child that is overdue (negative red number for days) a task will be sent asking you to review the circumstances and document any additional information/reason for the delay.

The task will look something like:

Hi PROVIDER,

[Any circumstances found], but no other reason for delay since SERVICE was due as of mm/dd. Can you please review the circumstances and let me know the reason for the delay?

Thanks!

START TRANSITION PLAN BY AGE 30 MONTHS

Purpose: The Transition Plan IFSP needs to occur when the child is between 24-30 months old.

Action needed: After an admin review for any child that is overdue (negative red number for days), including missed data entry, a task will be sent asking you to review the circumstances and document any additional information/reason for the delay.

The task will look something like:

Hi PROVIDER,

CHILD's Transition Plan IFSP was due as of mm/dd. I don't see any cxf or comm log notes with the reason for the delay. Please review and let me know the circumstances of the delay, otherwise get the IFSP scheduled ASAP.

Thanks!

90-DAY TRANSITION MEETING DUE

Purpose: Much like the TP IFSP, there needs to be a Transition Conference IFSP by the time the child is 33 months old. Usually, ASD is involved in this IFSP, however even if the family has opted out of ASD, they still are required to have a TC IFSP. The reminders report is the **ONLY** place this shows up, it is **NOT** on the Compliance Report until after the child has exited, so this is **ESSENTIAL** check.

Action needed: After an admin review for any child that is overdue (negative red number for days), including missed data entry, a task will be sent asking you to review the circumstances and document any additional information/reason for the delay.

The task will look something like:

Hi PROVIDER,

CHILD's Transition Conference was due as of DATE. I don't see any cxf or comm log notes with a reason for the delay. Could you please review the chart and let me know what the circumstances of the delay are?

Thanks!

ENROLLED PAST 3RD BIRTHDAY

Purpose: Being enrolled in part B and Part C at the same time is considered “double dipping” or enrolled for duplicate services, which is not approved. We recognize that families may want to stay with PIC for services until age 3 (ie, not ready to enroll, services with PIC are the best fit until age 3, etc.). Families can decide to continue with PIC services until age three and defer ASD enrollment until that time.

Action needed: It is expected that children are discharged within 10 days of their 3rd birthday. Review the chart for length of enrollment, recent eval, and if there’s already a progress note before tasking the provider for the Discharge Note.

The task will look something like:

Hi PROVIDER,

Please complete discharge summary, no exit IDAs or outcomes needed since not enrolled more than 6 months.

OR

Please complete discharge summary with exit IDAs and outcomes since more than 3 months since last eval and enrolled for more than 6 months.



PRACTICE



PRACTICE: CHILD STATUS

Benjamin has been pended for 3 ½ months due to multiple cancellations by the family at each step of the enrollment process. Last contact noted in RT with the family was over a month ago to review the evaluation results. You get the extended pend task from the reminders report: I see that you have reached out to the family to schedule evaluation/review results, but without response from the family. Would it be appropriate to send a 10-day letter? Child has been pended over 100 days.

How do you respond to the task?

- A. Ignore it and it will go away
- B. Update the comm log with all your texts to the family that they haven't responded to. Send the task back completely blank
- C. Update the comm log with all your texts to the family that they haven't responded to. Send a 10-day letter to the family. Reply to the task, noting your updates and waiting on 10-day letter response.
- D. Update the comm log with all your texts to the family and add the pending IFSP visit. Reply to the task, noting your updates and pending appt.

PRACTICE: CHILD STATUS

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How do you respond to the task?



Depends on the family's response

- C. Update the comm log with all your texts to the family that they haven't responded to. Send a 10-day letter to the family. Reply to the task, noting your updates and waiting on 10-day letter response.**
- D. Update the comm log with all your texts to the family and add the pending IFSP visit. Reply to the task, noting your updates and pending appt.**



PRACTICE: NO CONTACT

After Harry's enrollment in PIC, the Dursleys let you know they'll be taking Harry on an extended trip out of Alaska. They will be back in 3 months. His IFSP frequency is currently set to monthly for Special Instruction and quarterly for FSC.

What steps do you need to take to avoid a task from the Reminders Report?

- A. Add a note in the comm log that the family will be pausing services until their expected return date.
- B. Schedule a visit with the family just prior to their extended trip.
- C. Update the IFSP frequency to be quarterly for both services.
- D. All of the above.



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D. All of the above.



PRACTICE: 90-DAY MEETING

Oops!

Harry's 90-Day Meeting will be due while the family is out of Alaska.

You know that it will be delayed because of this.

What steps do you need to take to avoid a task from the Reminders Report?

- A. Add a note in the comm log that the family will be pausing services until their expected return date and declined scheduling 90-Day Meeting prior to departure.
- B. Schedule Transition Conference prior to extended trip.
- C. Document details in a daily note.
- D. A or B



PRACTICE: 90-DAY MEETING

Oops!

Harry's 90-Day Meeting will be due while the family is out of Alaska.

You know that it will be delayed because of this.

What steps do you need to take to avoid a task from the Reminders Report?

- A. Add a note in the comm log that the family will be pausing services until their expected return date and declined scheduling 90-Day Meeting prior to departure.
- B. Schedule Transition Conference prior to extended trip.

D. A or B

FINAL TIPS & TAKEAWAYS

Action

Action needed for: Initial IFSP, Child Status, No Contact, IFSP Start Date, Transition Plan, Transition Conference, and Enrolled Past 3rd Birthday categories.

Review

Review the entire report for *upcoming* due dates.

Discuss

Discuss past due items in the categories: 6 Month/Annual IFSPs and Annual Evaluations due with your team manager.

Respond

Respond to tasks sent in a timely and thorough manner.