

# Data Entry, DDA Change Forms, Inter-Agency Agreements

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AUDIENCE: FRC AND BILLING STAFF AT KING COUNTY ESIT AGENCIES

# Agenda

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Context

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DDA Change Form Update

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Data Entry Accuracy and Timeliness

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Break

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Inter-Agency Agreement

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Special Notes for Billing Staff

# Terms we'll be using in today's training

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**DDA:** Washington State Developmental Disabilities Administration

**DCYF:** Washington State Department of Children, Youth, and Families who oversees the Early Support for Infants and Toddlers (ESIT) program

**King County:** Our ESIT team within the Developmental Disabilities and Early Childhood Supports Division (DDECSD) at King County. We serve as the County Lead Agency for King County.

# Terms we'll be using in today's training

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**The DMS:** The ESIT Data Management system (we know some folks call this “ESIT”)

**CORE:** CORE is King County's new billing system. CORE pulls child data from DDA

**Direct Service Providers:** You! We consider FRCs and other providers (PTs, OTs, SLPs, Special Educators etc) all as direct service providers

**IAA:** Inter-Agency Agreement for Dually Served Children

# Context for today's training

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FUNDING TRANSFER



NEW BILLING SYSTEM



TRYING TO SUPPORT  
BETTER TEAMING

# What happens if more than 1 provider serves a child in King County?

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## **We pay each provider the full monthly rate**

- Part C or ELTA (from DCYF/ESIT)
- Best Starts for Kids (from King County)
- Child Development Services (CDS)—(from DDA)

## **We can ONLY pay for 1 full child. The rate has to be split (50/50 or 34/33/33)**

Special Education (from DCYF/ESIT)

# Special Education Funding

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Before September 2020, provider agencies contracted with every school district to serve a child, or with each other (when more than one provider served a child). Providers also had to send monthly enrollment reports to each district.

The funding shifted to King County ESIT in September 2020, and now King County

- Prepares enrollment forecasts
- Invoices DCYF for Special Education funds
- Allocates Special Education funding % for children who are
  - Served by more than one agency.
  - Leaving one agency and moving to another OR moving to another county
- **All these times we double-check** provider agency billing records against the data in the DMS

# What? 2500+ children double checked!

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Names

ESIT IDs

Date-of-  
Birth

Agency(ies)  
Serving

School  
District

Enroll  
Dates

Exit Dates

# DDA Updates

# No DDA change form needed!



DDA no longer needs a change form for you to submit changes to DDA! Now, you can send an email to [DDAR2NLYNiEFax@dshs.wa.gov](mailto:DDAR2NLYNiEFax@dshs.wa.gov) for any of the following changes/updates:

- Birthday
- Phone
- Home Address
- Mailing Address
- County to Reside in
- Provider
- Adding Additional Provider

# What about Re-Activating a child?

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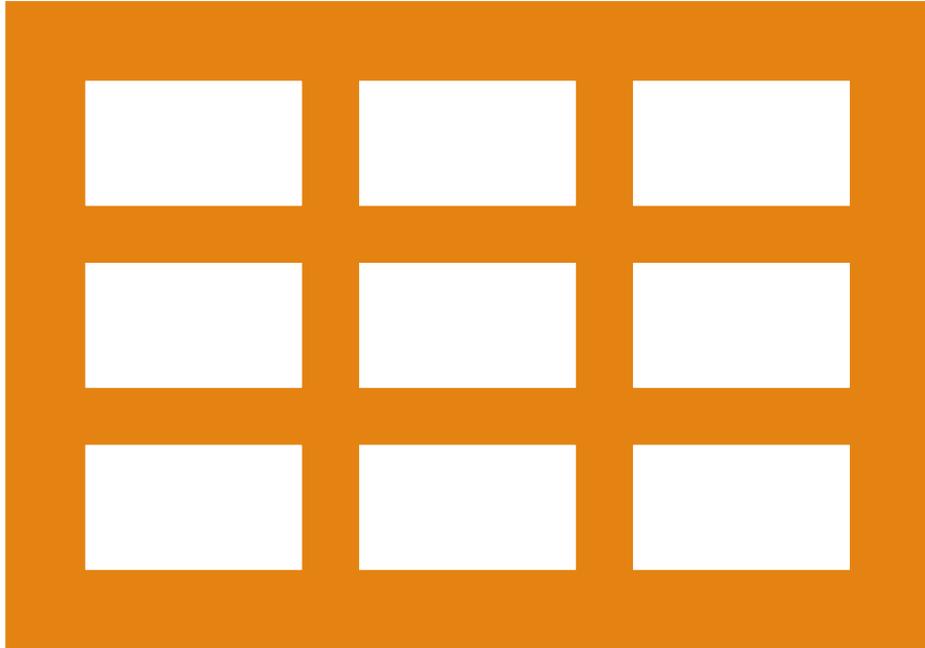
Great news! When a child has previously been served by your agency, exited then reactivated, you will no longer need to notify DDA of the reactivation. This is one of the benefits of our new billing system!





Questions or  
comments?

# Data Entry, Accuracy, and Timeliness



## Activity: Reflect

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What do you do to set aside enough time for yourself for data entry?

How can you ensure time for data entry? ex: block off time at beginning of month

Data entry  
accuracy is  
important!

**Accurate Child Count = Funding!**

Saves time for everyone

THANK YOU for all your efforts  
towards timely and accurate data  
entry!



## Activity: Share out

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WHAT WEBSITE DO YOU USE TO FIND OUT A FAMILY'S SCHOOL DISTRICT? PLEASE SHARE IN THE CHAT.

Hooray! You have a new child and family on your caseload 😊

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When you **add a child to the DMS:**

Make sure that you check [websites just shared] for the child's school district.

Why? – School district boundaries are not always clear.



## Activity: Reflect

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What is your process when you find out a family has moved?

- Who do you learn about the move from?
- How do you record the information for yourself?
- Who do you send that information to?

# Oh no! The family is moving 😞

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If you find out the **family moves or is moving**, make sure you **update right away!**

1. Look up the new address on [websites we shared earlier in training]
2. Update the **address** and **school district** and **county** and **provider**
  - In the **ESIT DMS**
  - with **DDA**
  - In **your electronic record system** (if applicable)
3. **Add a progress note to the ESIT DMS with effective date of change**
4. Follow your agency's process to **alert the billing person**

# Ideal Progress Note

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Includes these items:

1. Date you made the progress note
2. How you learned the family is moving
3. Effective date of the move
4. Where (school district & county) family is moving from and to
5. Family's new provider, if applicable
6. Whether the family's address has been updated in the DMS

# Ideal Progress Note Examples

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12/18/20 - Per email w/parent today, effective 1/15/21, child will move from Federal Way School District in King County to Orting School District in Pierce County. Staying with Birth to Three. Family's new address is already updated in DMS.

12/18/20 - Per phone call w/mom today, effective ~~2~~1/3/21\*, child will move from Seattle School District in King County to Northshore School District in King County. Moving from Boyer to Wonderland. **Family's address is updated in DMS.** ~~Child's address has not been updated in DMS.~~

**\*Note: Made edits to the example after training. Please add note once there is an address confirmation.**

# Why such a detailed progress note?

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- King County team will be looking up your progress note in the ESIT DMS when we're double-checking billing.
- No need to submit an extra form, email, etc. 😊



## Activity

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Reflect: Think about the process you already have when a family moves. How and where do you integrate these steps into your process?

(Steps include checking school district via website, adding a progress note)

# Other important data entry/timing notes

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IFSPs must be entered into the DMS by the **10<sup>th</sup> calendar day** of the following month.

Make sure you exit children in the ESIT DMS in a timely manner (at the latest, the **10<sup>th</sup> calendar day** of the following month and ideally before billing is submitted)



Questions or  
comments?

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3-minute Break

# Inter-Agency Agreements



## Activity

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What works well for teaming and coordination when a child/family is served by more than one agency?

# Inter-Agency Agreements



Why do we have this form?



When do you use it?



What should go on the form?



Where do you (or someone else at your organization) send it?



# Purpose of the Inter-Agency Agreement

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1. Promote collaboration when agencies are working together to serve families.
  2. Tell King County when there is a child who is served by more than one agency so that we can divide the funding.
- Note: Vision and DHH FRC services are paid for separately, so the IAA supports teaming but does not impact funding.



# When to use an Inter-Agency Agreement

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For any child who is served by two or more provider agencies

- If two provider agencies are involved from initial IFSP
- If another provider agency is added to the child's IFSP
- If service levels change on an IFSP review or annual



# What should go on the form?

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We'll share the Inter-Agency Agreement and walk through it together



# Noteworthy parts of the Inter-Agency Agreement:

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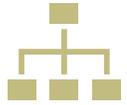
- IAA has been updated as of 12/18 – review for changes
- FRC of record Name and Email
- Most recent IFSP date: Date that this IAA is effective is IFSP date with services at more than 1 agency, or services updated.
- IFSP Team Designated Contact: Who is the person on the IFSP team who is the main point of contact?



## What else do I do with the form?

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- Save the file using the naming convention as outlined in the directions on the form
- Make sure you send these forms via HIPAA compliant email or portals
- When form is completed...

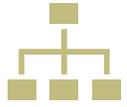


# Where do you send it?

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Follow your agency's protocols. In general:

- If you're initiating the form:
  - Secure the signature and email address for the "Agency Signer" at your agency.
  - Forward the document to the Designated Contact Person at Agency 2, sending via secure email.



# Where do you send it?

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Follow your agency's protocols. In general:

- If you're receiving the form:
  - **Within 2 business days of receipt**, follow instructions on the Inter-Agency Agreement to complete the next step.

## Example 1: Served by Kindering, add Listen and Talk

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Kindering is serving the child. Family wanted to add services with Listen and Talk, the IFSP review took place on 12/15/2020.

Because Kindering has the FRC of record, the **Kindering FRC** initiates the Inter-Agency Agreement with Listen and Talk.

## Example 2: Child served by Family Conversations, adds CTC

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Family Conversations is serving the child. Family would like to add services with CTC.

Because Northwest Center has the DHH FRC (FRC of record), Northwest Center initiates the Interagency Agreement with Family Conversations and CTC, and the third party to sign submits it to all agencies, and to King County via the Portal.

# Inter-Agency Agreement FAQs

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**Q. We sent an Inter-Agency Agreement to King County last month, but the family has changed their mind and no longer wants to receive services from the second agency. What do we do?**

A. You will need to do an IFSP review. Ensure that the progress note is up to date in the DMS. Billing staff will also need to add an exit date in the CORE spreadsheet.

**Q. Would I ever send an updated Inter-Agency Agreement, or is it completely done once I submit it? How do I inform the county of changes to the IAA?**

A. You will need to update an existing Interagency Agreement when services/frequency change (but not when a child leaves services completely or leaves an agency).

# Inter-Agency Agreement FAQs, cont.

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**Q. What about a child who is just receiving DHH services (no full service provider)? Do we need a form?**

A. Yes – One of the purposes of the form is to promote collaboration when agencies are working together to serve families.

**Q. What about a child who is receiving services at our agency and vision services at CTC or Kindering? Do we need a form?**

A. Yes, similar to DHH, one of the purposes of the IAA is to promote collaboration when agencies are working together to serve families.

# Inter-Agency Agreement FAQs, cont.

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**Q. How do we fill out monthly services if services are provided quarterly? The form says monthly.**

A. Fill out the average number of services per month. If 11 times per quarter, say 4 per month and add a comment saying 11x/quarter.

**Q. What do we do if another agency hasn't sent the IAA to us in a timely manner?**

A. Please contact lead FRC or manager at the agency, you are also welcome to cc Liz and Debi at King County.



Questions or  
comments?

# Special Notes for Billing Staff

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It is essential that you enter the exit date for a child on your CORE billing consistently!

Please make sure you get accurate information from your FRCs!

Additional  
questions?

Please email your King County  
ESIT Co-Leads:

Debi Donelan  
[ddonelan@kingcounty.gov](mailto:ddonelan@kingcounty.gov)

Liz Espinosa-Snow  
[esnow@kingcounty.gov](mailto:esnow@kingcounty.gov)