**Important Steps, Inc.**

**Monthly Newsletter - *Holiday Edition!***

Dear Clinicians:

In the spirit of this **Holiday Season**, on behalf of Important Steps, Inc., we would like to thank you for your dedication, loyalty and professionalism in cooperative service provision for the children and their families in need during this past year.

As we speak to the parents of the children receiving services, we are extremely happy to report that we are getting very positive feedback from the families and we are grateful to you for your efforts in making positive difference in the children on your caseload and their families’ lives.

**Important Announcements for EI Providers:**

**QA Unit:** As you have noticed during the last year Important Steps has implemented the Policy in regards to a QA Professional responsible for each discipline reviewing session notes, progress reports and conducting random visits and parental surveys. All of you have received emails indicating areas of improvement. Please feel free to respond with questions to each respective QA Professional. Please contact our HR department at ext. 103 for information on who is your assigned QA Professional.

**New Business:** We are proud to announce that we have recently received an approval to provide Special Education (**SI**) and Occupational Therapy (**OT-sensory**) Developmental Groups at our Facility, in addition to already initiated Speech Therapy (**ST**) Groups. If any of the kids on your caseload are in need of peer interaction and are ready for a group setting, please discuss this opportunity w/parents and provide Mrs. Angelica Olmeda w/justification letter to approve this transfer. ***We are inviting more OTs and STs clinicians to provide such groups as well as an individual Facility-Based ST, OT and PT therapy***.

**Administrative**: 1) Please remember that EI billing invoices are due 2 times per month: 1-15 by 25th of the same months and 16-31 by the 10th of the following month. Please see attached payment calendar for the upcoming year of 2012. ***It is crucial that you submit your billing as per attached schedule as we have a very limited window to submit claims to NYCDOHMH***. 2) If any of the children you are servicing **are turning 3** years old between 01/01/12 -08/31/12, they might be **eligible for extension of EI** services until 08/31/12 if evaluated and found eligible for CPSE Program before their age out day (3rd B-day). Please discuss this opportunity with the caregivers to avoid the interruptions and contact our Managing Director of the **CPSE Department, Alexia Volynsky, at ext. 133**. Our CPSE Department will assist the families in referring, evaluating, and, if needed service provision.

**Important Announcements for CPSE Providers:**

1. Please remember that there are **no CPSE services** to be provided on **Dec.** **23t**h , **2011** due to Conference Day and during the Holidays break from **Dec. 26’11** to **January 2, 2012. Children are to return to their session on January 3, 2012.**
2. **Related services only (PT, OT, and ST)** are allowed to conduct make up sessions only during the break, not exciding the authorized by the IEP amount per week. **NO** services can be provided on December 25th, 2011 or January 1st, 2012.
3. Age Out Reports for all kids born in the year of **2007** are due by January 10th, 2012**.**

**Please share with families from your cased load the following information:**

In the New Year of 2012 our office hours will be from 9 a.m. to 5 p.m. Monday through Friday. During off business hours you and caregivers can leave a message in case of emergency and our Monitoring Coordinator or Office Manager will get back to you shortly. As per Important Steps, Inc. contract with **NYCEIP**, the service provision will take place on a twelve-month basis including holidays, weekends and evenings to meet with your clients and their family needs and availability. However, since the service provisions are upon agreement on the schedule between you and the caregivers, please discuss the **permanent** schedule with each child’s family upon receiving the assignment. Also, please encourage the caregivers to monitor the calendar as well in order to avoid the conflict of schedule by simply marking in the calendar sessions provided by which discipline. Please remember that by educating the parents, you are only improving the quality of your life and service provision.

***The following are the holidays during which the Site of Important Steps, Inc. will be closed in the Year of 2012:***

**New Year’s Day Observance (**Jan**.** 2); **President Day** (Feb. 20); **Good Friday** (April 6);

**Memorial Day** (May 28); **Independence Day** (July 4); Labor **Day** (Sept. 3);

**Yom Kippur (**Sept. 26); **Thanksgiving Day** (Nov. 22); **Christmas** (Dec. 25).

As we look forward to 2012, we hope you share our sense of optimism and outlook for even brighter days to come.   
May they be an inspiration to you and to us as we move forward in 2012. All of us at Important Steps, Inc. wish you a season of peace, joy and hope. Sincerely, Important Steps Administration