



STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower The Governor Nelson A. Rockefeller Empire State Plaza Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

September 16, 2003

Dear Early Intervention Manager:

I am writing to transmit KIDS version 9.4.1.5, a new release that was developed to implement the three percent rate increase signed into law by Governor Pataki last year, and new insurance claiming reporting requirements included in the 2003-04 budget passed by the Legislature. Enclosed are two diskettes, installation instructions, and directions for use of the new application.

Modifications to Implement Rate Increase

Version 9.4.1.5 of the KIDS application includes an updated rate table that will be used by KIDS to generate prospective provider payments at the new rates. This feature will be in effect immediately upon installation of KIDS version 9.4.1.5.

Please be reminded that the "NYS rate amount" is a system-generated field that reflects the NYS rate in effect on the date of service. Provider payments generated by KIDS will be at the system-generated amount, regardless of the amount billed by the provider. The authorized amount and authorized balance have been adjusted to reflect the new rates, so that error messages will not be produced when entering provider invoices. For those counties whose providers submit bills electronically, the edit for rejecting bills if the amount on the invoice is not equal to the NYS rate for the service must be turned off to permit the bills to be processed.

With respect to claims submitted to Medicaid for reimbursement, an updated rate table reflecting the 3% increase is being installed in MMIS by the Office of Medicaid Management. We anticipate the updated rate table will be available in MMIS for Medicaid reimbursement sometime in October. During the interim, claims submitted to Medicaid at the increased rate will be reimbursed at the previous rates.

All claims for services provided on or after December 1, 2002, and submitted to Medicaid for reimbursement through the date when the updated rate table is installed in MMIS, will be *automatically adjusted by MMIS to reflect the three percent increase*. Municipalities will receive

a retroactive payment reflecting the increase, along with claim remittance information, directly from Medicaid. Remittance information received from Medicaid must be entered into the KIDS adjustment feature in accordance with current procedures (e.g. on an individual claim by service by child basis) and submitted on an adjustment diskette to the Department for local and State accounting purposes.

A Retroactive Provider Payment feature will be developed to facilitate processing of retroactive payments to providers for services delivered to children in the period from December 1, 2002 through the date of your installation of KIDS version 9.4.1.5 once the Department has completed work necessary to ensure a HIPAA compliant version of KIDS is available for local installation and implementation by October 16, 2003. We anticipate work on the Retroactive Provider Payment feature will be completed by the end of 2003 or early 2004.

The Retroactive Provider Payment feature will process all bills for services with dates on or after December 1, 2002, for which a retroactive payment is due, for both Medicaid-enrolled and non-Medicaid children. An adjustment diskette will be automatically produced, and the Early Intervention Fiscal System will process the adjustments to reimburse municipalities for the State share of the three percent rate increase for services delivered to non-Medicaid children between December 1, 2002, and the date you install the KIDS version 9.4.1.5.

Modification to Collect Enhanced Data on Reconciliation of Insurance Claims

The Department expects that municipalities will implement all billing and follow up procedures detailed in Early Intervention Program Memorandum 2003-2: *Guidance on Claiming Commercial Insurance for Early Intervention Services*. To meet requirements enacted with the 2003-04 budget, KIDS version 9.4.1.5 includes modifications to collect additional information on the reconciliation of insurance claims. Specifically, KIDS has been modified to add codes that describe the reasons for the denial of claims by commercial insurers. KIDS version 9.4.1.5 contains an expanded drop down box in the “Reconcile Private Insurance Billing Records” window for reporting the results of insurance billing.

For those counties using a fiscal agent to process claims and produce an insurance reconciliation diskette, please be advised that KIDS has not been updated to incorporate the new denial codes on commercial insurance claims processed through a fiscal agent *submitting reconciliation information electronically*. Municipalities will be responsible for making arrangements with their fiscal agents to either data enter this information into KIDS or prepare a report for submission to the Department, with information consistent with the new denial codes included in KIDS.

Installation of KIDS Version 9.4.1.5

KIDS version 9.4.1.5 should be installed as soon as possible. The installation of the new version must be completed to allow installation of the HIPAA-compliant version of KIDS due to be released in early October. The KIDS version 9.4.1.5 also includes a new version control table that will be used by the Department to ensure that all municipalities

are using the most current version of KIDS prior to installation of any future versions of the software released by the Department, including the HIPAA-compliant version.

If you have any questions about the installation of KIDS version 9.4.1.5, please contact Larry Haas of the Center for Community Health Office for Information Technology and Project Management, at 518-473-4261. Questions concerning new features in KIDS, including those related to the rate increase or use of insurance denial codes, should be directed to Barbara Greenberg, Early Intervention Program, at 518-473-7016.

Sincerely,

Barbara L. McTague
Acting Director
Early Intervention Program

BLM/bg/eb
Enclosures

cc: EIOs
Ellen Anderson
Phyllis Silver
Dr. Nancy Wade
Dennis Murphy
Donna Noyes, Ph.D
Barbara Greenberg
Larry Haas
DOH Regional Offices

NEW YORK STATE EARLY INTERVENTION PROGRAM

KIDS VERSION 9.4.1.5

USER INSTRUCTIONS

Rate Increase Modifications

Updated Rate Table

Version 9.4.1.5 of the KIDS application includes an updated rate table that includes both the existing rates and the new rates effective as of December 1, 2002.

The modified rate table will be used by KIDS to assign the appropriate rate to any bill for services based on the service date. Services prior to December 1, 2002, will be assigned rates in effect during that period. Services provided on or after December 1, 2002, will be assigned the increased rates.

Updating Existing Service Authorizations

Some of the existing service authorizations entered into your KIDS application prior to installation of the new version will have service end dates on or after December 1, 2002.

The KIDS application was modified to re-calculate the authorized amount for these service authorizations using the increased rate effective December 1, 2002. This modification will avoid having a negative authorized balance displayed when entering a provider's bill. Services will be paid at the appropriate rate based on the service date.

The following steps should be used to update your existing service authorizations to avoid getting an error message related to the authorized balance:

- Have all users logoff the KIDS application.
- Logon to the KIDS application.
- Run the Update Service Authorizations program located on the System Menu, KIDS ADHOC, #30. For some counties this process may take a long time and these counties may want to run this program after normal work hours.

Processing Provider Bills Submitted on Diskette

If your County enters provider bills from diskette, providers may be submitting bills for services delivered after December 1, 2002, at the previous rates. There are three options for updating these provider bills to ensure accurate payments at the new rates:

- The municipality can process the provider diskettes before updating the KIDS application to the new version. The claims will be paid at the previous rate and will be retroactively adjusted at a later time.
- After updating the KIDS application to the new version, the County can temporarily remove the edit to reject claims when the bill amount does not equal the NYS rate. If the edit is not removed and the claim is at the old rate, the claim will be rejected. If the edit is removed and the claim is at the old rate, the claim will be paid at the appropriate rate according to the date of service, or

- After updating the KIDS application to the new version, the County can send the diskettes back to the providers and ask them to resubmit the claims at the appropriate rate.

Medicaid Adjustments

An updated rate table reflecting the 3% increase is being installed in MMIS by the Office of Medicaid Management

All claims for services provided on or after December 1, 2002, and submitted to Medicaid for reimbursement through the date when the updated rate table is installed in MMIS, will be *automatically adjusted by MMIS to reflect the three percent increase*. Municipalities will receive a retroactive payment reflecting the increase, along with claim remittance information, directly from Medicaid.

Remittance information received from Medicaid must be entered into the KIDS adjustment feature in accordance with current procedures (e.g., on an individual claim by service by child basis) and submitted on an adjustment diskette to the Department for local and State accounting purposes.

Retroactive Provider Adjustments

A Retroactive Provider Payment feature will be developed to facilitate processing of retroactive payments to providers for services delivered to children in the period from December 1, 2002 through the date of your installation of KIDS version 9.4.1.5, once the Department has completed work necessary to ensure a HIPAA compliant version of KIDS is available for local installation and implementation by October 16, 2003. We anticipate work on the Retroactive Provider Payment feature will be completed by the end of 2003 or early 2004.

The Retroactive Provider Payment feature will process all bills for services with dates on or after December 1, 2002, for which a retroactive payment is due, for both Medicaid-enrolled and non-Medicaid children. An adjustment diskette will be automatically produced and the Early Intervention Fiscal System will process the adjustments to reimburse municipalities for the State share of the three percent rate increase for services delivered to non-Medicaid children between December 1, 2002, and the date you install the KIDS version 9.4.1.5.

Reporting Insurance Information

Municipalities are required to report information on all commercial insurance companies providing health or disability insurance coverage for infants/toddlers receiving early intervention services. Information on the commercial (private) insurance company must be recorded in KIDS in the **Insurance Window**; this window is accessed through the **Other** option on the **Main Menu**.

Municipalities are also required to notify insurers of their intent to bill for early intervention services using a subrogation notice and to obtain information on the status of the child's policy from the insurer, including whether or not the policy is subject to NYS Insurance Law.

NYS Law Flag

Once all information contained in the Insurance Window is completed for children covered by a health or disability insurance policy, the registration **status of the insurance company must be reported with respect to being regulated by the New York State Insurance Department and subject to New York State laws.**

- **NYS Law: Y = Yes**

- ✓ insurance company regulated by New York State Insurance Department
- ✓ claims will not be sent to Medicaid and/or New York State for reimbursement, until after final reconciliation of claim with insurance company completed
- **NYS Law: N = No**
 - ✓ specific company covering the child not regulated by NYS Insurance Law
 - ✓ claims will be freed up to seek reimbursement from Medicaid and/or the state
- **NYS Law: U = Unknown**

Since municipalities are required to obtain information on commercial insurance companies, it is very unlikely that there will be instances when it is necessary to use Unknown. The registration status of the insurance company should always be known.

E.I. Private Insurance Billing Control Flag

The E.I. Private Insurance Billing Control option is a child-specific flag that prevents all bills associated with a child from entering the insurance billing loop. This flag should be used **only under the following circumstances:**

- **When a specific policy/plan issued by a NYS regulated insurance company is not subject to NYS law.**
- **When a child’s insurance policy does not cover any of the services a child is receiving through the Early Intervention Program.**

Under these circumstances, the NYS law field would be checked “Yes” and the E.I. Private Insurance Billing Control field would have an “X” entered in the bracket.

The E.I. Private Insurance Billing Control option should not be used when a child’s policy covers some, but not all, services provided under the Early Intervention Program (for example, the policy covers physical therapy but not special instruction, etc). The flag applies to the child and will prevent the billing of any service to insurers. To indicate that a service is not covered and, therefore, was not submitted to an insurer for reimbursement, please use **Y – EISNOCOVNS – (EIS not covered – not submitted)** in the “Reconcile Private Insurance Billing Records” window in KIDS (see instructions below).

Expanded Codes Related to Final Reconciliation of Insurance Claims

Updating Denial Codes

Run the Update Insurance Denial Codes program located on the System Menu, KIDS ADHOC, #33. This program adds a new field to the bill file named Deny Code and re-indexes the bill file. For some counties this process may take a long time, and these counties may want to run this program after normal work hours.

Processing Insurance Claiming Reconciliation

Once the final disposition of a claim submitted to a commercial insurance carrier is known, as defined in the ***Guidance on Claiming Commercial Insurance for Early Intervention Services***, it is to be reported in the “**Reconcile Private Insurance Billing Records**” window in KIDS.

Several modifications were made in the KIDS application with respect to Reconcile Private Insurance Billing Records in order to be able to include the specific reasons for denial of claims by commercial insurers. The major modifications made are as follows:

- The status of claims submitted to the insurance company for payment must be entered on each claim submitted.
- All unreconciled claims for services remain in the insurance reconciliation step and cannot move out of the insurance reconciliation step to the next bill processing step until the final status of the claims are reported.
- “D” is no longer included in the drop down field and has been replaced by 13 different options. These options **must be used to report the specific reasons for denial of service claims** by commercial insurance carriers.
- The drop down field has been enlarged to include detailed information for reporting the status of all claims as described below.
- The F7 key to automatically fill all claims as “D” and “Reject” is no longer valid. The F7 key will now be used to automatically fill only those claims for specific early intervention services not covered in the child’s benefit package and for which the insurer was not billed. The F7 key selects the Y option and the results field will display EISNOCOVNS (early intervention service not covered/ claim not submitted to insurer).

For Non-Denied Claims:

Once you locate the specific claim to be reconciled in Reconcile Private Insurance Billing Records, enter the dollar amount paid by the commercial insurer in the **Ins. Paid** column. Next, go to the status column and enter /. A drop down field for reporting the final status of private insurance payment will be displayed. Scroll down to highlight the appropriate status for the claim (A, B, C) and hit enter. The letter you selected will appear in the status column, while the result column will display the result associated with the selected letter.

For Denied Claims:

When a claim is denied, go to the status column and enter /. A drop down field for reporting the final status of private insurance payment will be displayed. Scroll down the drop down list to highlight the appropriate code letter, label, and reason given by the insurance carrier for denial of the claim and hit enter.

For all denied claims, the status column will display a “D”, while the results column will display the code letter and label associated with the denial reason.

Example:

	AMT bill	Ins. Paid	S	Result	Date
	66.00	60.00	B	Part paid	9/16/01
	54.00	58.00	C	Over paid	9/17/01
	97.00	97.00	A	Paid	9/17/01
	66.00	0.00	D	NOTMEDNEC	9/18/01
	97.00	0.00	D	OUTNETPROV	9/18/01

Revised Reconciliation Codes

The following is a list of the revised reconciliation codes and a description of their appropriate use:

CODES	LABELS	REASONS
A	Paid	
B	Partial Paid	
C	Over paid	
I	BLANKREJCT	EIS blanket rejection
S	NOTCOVSRV	Not a covered service/equipment/device
P	NOPCPREF	No primary care physician referral
M	NOTMEDNEC	Not medically necessary
N	OUTNETPROV	Use of out-of-network provider
Z	NOPREAUTH	Preauthorization required and not obtained
L	LIMITREACH	Visit limit reached for service/benefits exhausted
T	NOCOVTIME	Child not covered at time of service
U	UNRESEROR	Unresolved technical errors in claim
X	EXCTIMELMT	Exceed insurer's filing-time limit for claims
R	NORESPONSE	No response/EOB or remittance advice from insurer
Y	EISNOCOVNS	EIS not covered – not submitted
O	OTHER DENY	Other Denial

I – BLANKREJCT = EIS Blanket Rejection

- blanket rejection
- does not cover government programs

New York State Insurance Law prohibits a commercial insurance policy from excluding coverage for otherwise covered services solely because the services constitute early intervention program services. Despite this prohibition, there may, however, be some commercial insurer that reject or deny payment of claims solely on the basis that services are provided by the Early Intervention Program (blanket rejection) or by a government program.

The E.I. Private Insurance Billing Control option is **no longer valid for use in cases of blanket rejection by regulated insurance companies covering a child under a policy regulated by the New York State Insurance Department and subject to New York State laws.**

All claims must be reported in the “**Reconcile Private Insurance Billing Records**” window in KIDS and reconciled using this code if the commercial insurer has denied payment of the claim based on the service being an Early Intervention Program service or service provided under a governmental program.

S - NOTCOVSRV = Not a covered service/equipment/device

- covered service is denied – reportedly not a covered service
- does not cover location where services are provided (home care services, day care center)
- does not cover a specific piece of equipment
- does not cover an assistive technology device

Commercial insurance carriers should only be billed for those early intervention services included in the child's benefit package (such as physical therapy, occupational therapy, speech therapy, etc.). This code is to be used when the insurer is billed for a service known to be included in the child's benefit package, but the insurer denies payment for the claim as not a covered service, equipment, or device.

Some insurance policies may impose restrictions on the location in which certain types of services can be provided (e.g., home or community-based setting) and limit coverage of services to just those provided in only one or more specific locations (e.g., office or clinic).

P - NOPCREF = No primary care physician referral

Some commercial insurers, especially HMOs, require members to obtain a referral from their primary care physician in order to receive a medical service. This code should be used when a claim for early intervention services, including the multidisciplinary evaluation, is denied for failure to obtain a referral from the primary care provider prior to the provision of services.

M - NOTMEDNEC = Not medically necessary

Some commercial insurers require that a determination be made as to whether or not a prescribed service is medically necessary. Determination of medical necessity may need to be made either prior to the insurer authorizing a service or prior to the insurer authorizing payment for the service.

Medical necessity may also be limited to short-term acute care related to a specific diagnosis in which there is the expectation that treatment will result in significant clinical improvement. An insurer may therefore deny payment due to the child's chronic condition or because the care being provided is viewed as maintenance.

This code should be used in those cases in which preauthorization was sought but services were denied, or in cases in which the insurer determined, independent of any preauthorization requirement, that the service was not medically necessary and denied payment.

N - OUTNETPROV = Use of out-of-network provider

Some commercial insurers, especially HMOs, limit the provision of services to only those professionals included in the insurer's approved provider network. Some plans have referral requirements for use of out-of-network providers, while other plans may cover the services of a non-participating provider after a deductible and coinsurance.

This code should be used when the insurer denies payment of the claim based on the use of a non-participating provider.

Z - NOPREAUTH = Preauthorization required and not obtained

Some insurers require prior authorization for certain services included in a child's benefits plan. This code should be used in cases where a claim is denied because preauthorization for the service was required but had not been obtained by the municipality.

If preauthorization was sought, but the insurer does not authorize the service, this code is not applicable in this case and cannot be used as a reason for denial of the claim.

L - LIMITREACH = Visit limit reached for service/benefits exhausted

If the policy limits have been reached (e.g., visit limits) or exhausted (amount of reimbursement) for a given covered service (or services) through reimbursement of the covered service(s) under the Early Intervention Program, this code should be entered under status for all claims incurred for early intervention services provided after the limits have been reached or the benefits have been exhausted.

T – NOTCOVTIME = Child is not covered at the time of service:

- policy terminated
- policy not renewed
- service provided before coverage began

The insurer may deny reimbursement of one or more claims if the infant/toddler was not covered under the insurance policy at the time early intervention services had been provided. The policy may have been terminated or not renewed, or early intervention services may have been provided prior to the effective start date of the policy. If this is the case, this code should be used.

If additional claims for the infant/toddler are submitted for services provided after the effective date of the policy, these claims should be submitted to the insurer for payment and the status should be left blank until final reconciliation of the claim. If the policy was cancelled, terminated, or not renewed, and there is no policy in effect at the time of services, this code should be used for all subsequent claims incurred by the infant/toddler, until such time as there is a change in insurance status.

U- UNRESERROR = Unresolved technical errors in claim

Claims can be denied for technical errors, such as incorrect policy number, incorrect procedure code, incorrect or missing diagnosis, incorrect date of service, or duplicate dates of service. All technical errors must be resolved in accordance with the requirements listed in the ***Guidance on Claiming Commercial Insurance for Early Intervention Services***.

This code should be used for claims continuing to be denied for technical errors.

X - EXCTIMELMT= Exceeds insurer’s filing-time limit for claims

Claims to insurance carriers should be submitted as soon as possible after reimbursement of the direct service provider by the municipality. Commercial insurance policies have established time frames in which to submit a claim and may reject a claim if it is submitted after the established deadline.

R - NORESPONSE = No response/EOB or remittance advice from insurer

The Insurance Law requires insurance companies to pay for “clean” claims within 45 days of receipt. The law also requires insurers to provide an explanation of benefits (EOB) when a claim is filed and, where applicable, a specific explanation of denial, reduction or other reason for not providing full reimbursement of a claim. In lieu of an EOB, some plans may issue remittance advice.

Refer to the ***Guidance on Claiming Commercial Insurance for Early Intervention Services*** for actions to take when there is no response from the insurer. If no response, EOB, or remittance advice is received from the insurer in reply to repeated contacts with the insurer by the municipality, this code should be used.

Y – EISNOCOVNS = EIS not covered – not submitted

Commercial insurance carriers, unlike Medicaid, do not reimburse for all early intervention services, with coverage varying based on the insurance policy purchased by or on behalf of the parent/child. Services that are most likely **NOT** to be covered are service coordination, transportation, and special instruction.

Municipalities must still record all claims for those specific services not covered by the insurer in the “**Reconcile Private Insurance Billing Records**” window in KIDS. Municipalities, however, are not responsible for billing insurers for services not covered in a child’s benefit plan.

This code is to be used to indicate that the service is not covered under the child’s policy and that the insurer was not billed for the service. The F7 key can also be used once all claims have been reconciled to automatically fill all early intervention services not billed to the insurer. Use of this code will allow the claims to move out of the insurance reconciliation step to the next bill-processing step.

O - OTHER DENY = Other Denial

This code is to be used when a claim is denied for a reason not covered under any other denial reasons. For example, the insurer may deny a claim for services provided by a social worker because the social worker does not meet the insurer’s requirements for additional experience in his/her specialty.



STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

October 10, 2003

Dear Early Intervention Manager:

The New York State Early Intervention Program is pleased to provide KIDS version 9.4.1.6, a new release developed to implement HIPAA-compliant electronic health care transactions to bill Medicaid for reimbursement of early intervention services and to receive HIPAA 837 Institutional Claims from providers. The HIPAA-compliant modifications to the KIDS application will result in only minimal changes needed at the local level in the steps and procedures followed for producing and receiving HIPAA compliant electronic transactions. This new version should be installed as soon as possible, even if your program uses a fiscal agent or clearinghouse.

All Early Intervention Managers are receiving with this mailing the KIDS version 9.4.1.6 diskettes and installation instructions. Please be advised that the HIPAA-compliant KIDS application will only work if KIDS version 9.4.1.5 has been already installed. Please also be advised that as HIPAA becomes fully implemented over time, frequent application changes to KIDS are to be expected. It is therefore critical that all updated KIDS versions be installed as expeditiously as possible to avoid any disruption in the processing and payment of claims for early intervention services.

Computer Sciences Corporation (CSC), the fiscal agent for the New York State Department of Health Office of Medicaid Management, is continuing to test HIPAA-compliant KIDS Medicaid electronic claims. Once CSC's testing is complete, your Early Intervention Program will be notified. At that time, your program will be provided with activation keys and user instructions that allow access to the HIPAA compliant functionality. In the meantime, your program should continue to accept and process claims from providers and bill CSC for Medicaid claims in the KIDS proprietary format, as is currently done.

Both the Trading Partner Agreement and the Trading Partner EDI Information Form for your program must be completed and returned to DOH in order for CSC to accept the electronic exchange of HIPAA compliant early intervention claims from your program.

If you have any questions regarding the installation of KIDS version 9.4.1.6, please contact the NYS Department of Health, Center for Community Health, Office of Information Technology and Project Management at 518-473-4261 or e-mail them at cch_info@health.state.ny.us. If you have any questions other than installation questions, please e-mail your questions to the NYS Early Intervention Program at eip@health.state.ny.us.

Sincerely,

Barbara McTague,
Acting Director
Early Intervention Program

BLM/bg/ecb

Enclosure: **Diskettes to Early Intervention Managers Only**

cc: EIOs
Ellen Anderson
Phyllis Silver
Nancy Wade
Dennis Murphy
Donna Noyes
Robert Fletcher
Larry Haas
Barbara Greenberg



STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

February 9, 2004

Dear Early Intervention Manager:

As you know, the SFY 2003-04 budget enacted by the Legislature last year amended Section 2557 of the Public Health Law to require the Department to submit a report to the legislature on an annual basis, on specific data with respect to the Early Intervention Program. The first report covers the time period from July 1, 2003 – December 31, 2003, and *is due to the Legislature on March 1, 2004.*

Among the data that must be reported by the Department are data on the number of claims submitted to third party payors by municipalities, the percentage of claims denied, and the reasons for the denial of claims. In September, we transmitted a HIPAA compliant version of KIDS (KIDS version 9.4.1.5), which also included modifications to the KIDS application to collect data on reasons for the denial of claims by commercial insurers.

I am writing to transmit a new version of KIDS, version 9.4.1.6a, which is designed to export data from KIDS on reasons for denial of claims by commercial insurance companies for use in preparing the report to the Legislature. Enclosed are a diskette, installation instructions, and directions for use of KIDS version 9.4.1.6a.

To meet reporting requirements established in PHL, we are requesting your assistance by taking the following actions as soon as possible:

1. Please ensure data entry for all child information, early intervention referral source, evaluation, IFSP, service, and closure data are as complete as possible through December 31, 2003.
2. Please complete any outstanding insurance reconciliation transactions in KIDS, to the greatest extent feasible, for the period July 1, 2003 through December 31, 2003.
3. Please install KIDS version 9.4.1.6a immediately. If you encounter any problems with installation, please contact either Larry Haas, at (518) 473-4261 or Marie Gavazzi at (518) 473-7016 for assistance.
4. Please use the new extract function in KIDS 9.4.1.6a to generate a disk and submit it to us ***not later than February 18, 2004.*** To use this new extract function, please complete the following steps:

- Use the KIDS Transfer files on the System menu to produce the diskette.
- All files that are checked when you enter the function (Child Information, Early Intervention Referral Source, Early Intervention Evaluation, Early Intervention IFSP, Early Intervention Service, and Early Intervention Closure) are to remain checked.
- Check the bill file.
- Leave the remaining settings the same.
- Place a diskette in drive A, click run, and follow the instructions.
- If your files are especially large, on the File Transfer Screen select hard drive for storing the transfer files and enter the path where you want the files stored. Follow the directions on the File Transfer Result screen.

As you will recall, in our September letter we advised municipalities that use fiscal agents for commercial insurance claiming to work with their agents to ensure the collection of data required for the report to the Legislature. Data to be collected by fiscal agents that do not use KIDS include: the number of claims submitted to commercial insurers, the number of claims denied, and reasons for denial using the same codes and instructions included with KIDS version 9.4.1.5.

If your municipality contracts with a fiscal agent, please use the attached format to report commercial insurance claiming data collected by your fiscal agent, if the fiscal agent has not been recording these data in KIDS. This report must also be submitted by February 18, 2004, and may be submitted either in electronic or paper format. A sample format for reporting commercial insurance claiming data is attached for you to share with your fiscal agent.

Diskettes and reports from fiscal agents should be mailed to:

Marie Gavazzi
 Early Intervention Program
 NYS Department of Health
 Corning Tower – Room 1805
 Albany, NY 12237

For your information, KIDS version 9.4.1.6a has also been updated to correct problems identified in the use of some denial codes, such as O-“Other Deny” and Y-“EIS not covered – not submitted”, when reconciling insurance claims. In addition, this version of KIDS disables the Retroactive Billing option on the KIDS bill menu. ***Please note this option has never been functional in KIDS, and any attempts to use this function will create erroneous data in your KIDS database.***

We are continuing to work with staff of the Center for Community Health's Office of Information Technology and Project Management (OITPM) on KIDS maintenance issues, including development of a retroactive adjustment feature for KIDS and reporting features that can be used locally to analyze insurance claiming data.

Finally, please note that Early Intervention Managers are receiving the KIDS version 9.4.1.6a diskette and installation instructions with this mailing. **Early Intervention Officials** are receiving only a copy of this letter.

Thank you for your assistance in meeting this important requirement. If you have any questions, please contact Barbara Greenberg or Marie Gavazzi of my staff at (518) 473-7016.

Sincerely,

Barbara L. McTague
Acting Director
Early Intervention Program

Attachments (EI Managers Only)

cc: Early Intervention Officials
Donna Noyes
Barbara Greenberg
Marie Gavazzi
Robert Fletcher
Larry Haas



STATE OF NEW YORK
DEPARTMENT OF HEALTH

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Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

October 4, 2004

Dear Early Intervention Manager:

I am writing to transmit a new version of KIDS, version **9.4.2.1**. This new version of KIDS provides municipalities with the following capabilities:

- production of claims to Medicaid in a HIPAA-compliant format; and,
- to process retroactive payments due to providers as the result of the December 1, 2002, three percent increase in rates for early intervention services.

Please note that Medicaid claims must be submitted in a HIPAA-compliant format **by October 6, 2004**; therefore, it is important to complete the installation of this new version of KIDS as soon as possible to ensure continued ability to process these claims.

Early Intervention Managers only are receiving the following enclosures with their letters:

- the diskette for use in installing KIDS version 9.4.2.1;
- installation Instructions; and,
- user Instructions.

Since the installation procedure involves a one-time upgrade to the KIDS BILL file, the upgrade procedure may take a considerable amount of time. It is recommended that larger counties run the installation and upgrade procedure during off hours.

The following is a brief description of the two new features included in KIDS version 9.4.2.1:

HIPAA MEDICAID CLAIMING FEATURES

KIDS version **9.4.2.1** uses the HIPAA-compliant 837-Institutional format for submission of electronic claims to Medicaid. Effective with installation of KIDS version **9.4.2.1**, the new HIPAA functionality will be automatically used for processing Medicaid claims.

Please note that the HIPAA-compliant 837 Institutional format necessitates the entry of additional information not previously required by Medicaid for claims processing. A list of all required data fields for completion of the 837-I for HIPAA-compliant claiming to Medicaid can be found in the User Instructions. These data fields were identified when testing the KIDS HIPAA-compliant claiming feature with Consumer Sciences Corporation (CSC), the fiscal agent for NYS Medicaid. To assist municipalities in ensuring that all required data are included in Medicaid claims, a new report has added to KIDS to identify missing data that must be entered prior to submission of Medicaid claims to CSC. In addition,

KIDS will pend any bills with incomplete information to allow municipalities to enter the missing data, while batching all bills with complete information for processing to Medicaid. These features are described in detail in the User Instructions.

KIDS version **9.4.2.1** will produce HIPPA-compliant claims acceptable to Medicaid, as long as all required data fields are completed. Please work with your staff to review these required data fields and ensure that procedures are in place for data entry, if necessary, in order to guarantee the successful processing of Medicaid claims.

PROVIDER RETROACTIVE PAYMENT FEATURE

This feature allows the use KIDS to identify all bills paid to providers for early intervention services with dates on or after December 1, 2002 and *the date on which your municipality completed installation of KIDS version 9.4.1.5 and began paying providers at the increased rate.* As you will recall, KIDS version 9.4.1.5 was issued in September 2003, and included an updated rate table reflecting the required three percent increase, enabling municipalities to pay providers at the new higher rate, effective with its installation. KIDS version **9.4.2.1** also produces a summary report identifying the total retroactive payment due to each provider.

Please note that a retroactive reconciliation and adjustment feature for use in the reconciliation of retroactive provider payments, and production of an adjustment diskette to submit to the Department for processing of the State share of retroactive payments to providers, is under development. We are also currently reviewing approaches to reconciliation of Medicaid claims in KIDS that were subject to the 3% adjustment. We recommend you wait for further information from us prior to entering Medicaid retroactive payment information into current Medicaid adjustment screens.

If you have any questions on the installation or use of KIDS version **9.4.2.1**, please contact the Center for Community Health's Office for Information Technology and Project Management at CCH_info@health.state.ny.us or (518) 473-4261.

Sincerely,

Robert Fletcher
Director, Office of Information
Technology & Project Management

Barbara L. McTague
Acting Director
Early Intervention Program

Enclosures EI Managers only
RF/BLM/ecb

cc: Early Intervention Officials
Ellen Anderson
Phyllis Silver
Nancy Wade
Dennis Murphy
Donna Noyes
Deb Nance
Larry Haas
Regional Staff



STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

November 5, 2004

Dear Early Intervention Official/Early Intervention Manager:

I am writing to transmit **KIDS version 9.4.2.2**, a patch to **KIDS version 9.4.2.1** to correct problems encountered by municipalities when using new features in KIDS. In addition, this letter provides instructions, in follow-up to our e-mail of October 22, 2004, on use of KIDS version 9.4.2.2 to produce claims to Medicaid in a non-HIPAA compliant format under the Office of Medicaid Management/Computer Sciences Corporation approved exception processing application.

Problems Corrected by KIDS Version 9.4.2.2 Patch

As you know, KIDS version 9.4.2.1 provides municipalities with the capacity to: 1) produce claims to Medicaid in a HIPAA compliant format; and, 2) process retroactive payments due to providers as the result of the December 1, 2002, three percent increase in rates for early intervention services. These features *have not been changed* in the KIDS version 9.4.2.2 patch. In addition, the user instructions for KIDS version 9.4.2.1 continue to apply. We are enclosing these user instructions, renamed as "KIDS version 9.4.2.2", to avoid any future confusion with regard to the user instructions that apply to this version of KIDS.

If your municipality has not yet installed KIDS version 9.4.2.1, please be advised that you should *not* install KIDS 9.4.2.1. KIDS version 9.4.2.2 should be installed instead. If your municipality *has installed KIDS version 9.4.2.1, KIDS version 9.4.2.2 must be installed to correct the following problems that exist in KIDS version 9.4.2.1:*

1. The patch prevents KIDS from aborting when entering "Ad Hoc 8" to re-index.
2. "Ad Hoc" report 37, which is a report that identifies missing data required for HIPAA-compliant Medicaid claims on a child-specific basis, includes children in ICHAP (Infant-Child Health Assessment Program) and PHCP (Physically Handicapped Children's Program) in addition to those enrolled in the Early Intervention Program. KIDS version 9.4.2.2 excludes children in ICHAP and PHCP from this report.

3. In KIDS 9.4.2.1, the comment field in the child's Insurance Screen was misaligned so the data in these fields are not associated with the correct children. The patch ensures that all data reported in the comment fields are now associated with the correct children.

Installation instructions, user instructions, and two diskettes of **KIDS Version 9.4.2.2** are enclosed for ***Early Intervention Managers only***. Please be advised that the installation of this patch *restores the insurance files from the back-up prior to the installation of KIDS 9.4.2.1*. Therefore, any insurance information or comments entered on the insurance screen for individual children *will have to be re-entered*. The date of installation of KIDS version 9.4.2.1 can be identified by opening the version.dbf file with the assistance of your technical staff.

Using KIDS to Produce Non-HIPAA Compliant Claims for Exception Processing

As you know, we convened a conference call with the Municipal KIDS Work Group on October 21, 2004, to discuss local experience using KIDS version 9.4.2.1 to produce HIPAA-compliant claims for submission to Medicaid. County representatives participating in the call reported difficulty in obtaining some of the data needed for HIPAA for older claims (particularly for those associated with children who have exited the program). In addition, several municipalities indicated they had not submitted an application for exception processing to the Office of Medicaid Management (OMM), which allows municipal providers to continue to submit claims in a non-HIPAA compliant format through December 29, 2004, by OMM's October 15, 2004 deadline. In follow-up to this conference call, we pursued and obtained an extension from OMM for municipalities to submit applications for exception processing. We advised municipalities of the extension to this deadline in an email on October 22, 2004, and encouraged submission of an application to OMM to ensure the ability to use exception processing for those claims for which data needed for HIPAA compliance will be difficult or impossible to obtain.

Our October 22, 2004 email also advised you that the most recent version of KIDS retains the capacity to produce Medicaid claims in the former, non-HIPAA compliant format (identified in KIDS as "MMIS claims"). We promised to provide you with instructions on how to use KIDS to produce "MMIS" non-HIPAA compliant claims for submission for Medicaid reimbursement using exception processing. *Instructions for generating non-HIPAA compliant Medicaid claims batches are enclosed with this letter.*

Please note that it is important to identify and submit all claims for early intervention services for children for whom data are unavailable or for whom it will be difficult to collect (e.g., information for children who have transitioned from or exited the program) by December 29, 2004. Subsequent to December 29th, *claims submitted in a non-HIPAA compliant format will be rejected*. Report 37 in the Ad Hoc screen should be used to identify missing data for children currently enrolled in the EIP that must be collected and entered to process HIPAA compliant claims through OMM as of December 30, 2004.

Finally, KIDS version 9.4.2.2 should continue to be used to produce HIPAA compliant claims during the period when exception processing is available. This is necessary to ensure compliance with HIPAA requirements to the extent possible, and to provide municipalities and the Department with sufficient experience with KIDS version 9.4.2.2 to identify and resolve any problems prior to December 29, 2004.

If you have any questions on the installation or use of KIDS version 9.4.2.2, please contact the Center for Community Health's Office for Information Technology and Project Management at CCH_info@health.state.ny.us or (518) 473-4261.

Sincerely,

Barbara L. McTague
Acting Director
Early Intervention Program

Enclosures

cc: Ellen Anderson
Phyllis Silver
Nancy Wade
Dennis Murphy
Donna Noyes
Robert Fletcher
Larry Haas
Barbara Greenberg

 **STATE OF NEW YORK
DEPARTMENT OF HEALTH**

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

March 9, 2005

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.3.0, which provides municipalities with the ability to submit claims to the Department for the State share of retroactive payments made to providers as the result of the December 1, 2002 three percent increase in early intervention service rates. KIDS version 9.4.3.0 also provides municipalities with the capacity to process a retroactive provider adjustment return disk from the Department, subsequent to the processing of these retroactive claims, which will automatically reconcile *State* payments in KIDS.

Please be advised that this new feature in KIDS *applies only to the processing of claims to the Department for the State share of retroactive provider payments resulting from the three percent increase. This feature can only be used on previous claims that were submitted to and processed by the Department for reimbursement of the State share on provider payments made at the former, lower rate; and, for which a subsequent adjustment payment was made to providers using the retroactive provider payment feature included in KIDS 9.4.2.0 issued in October, 2004.* Therefore, claims impacted by the this new feature are only those claims related to retroactive adjustment payments made to providers for services delivered between the effective date of the rate increase (December 1, 2002) and the date on which the municipality installed KIDS version 9.4.1.5 issued in September, 2003 (which included the new rates and ensured that prospective payments made to providers were at the new, higher rates).

OITPM is continuing to work on programming a comprehensive adjustment and reconciliation feature in KIDS. The next release, which will be issued in approximately four weeks, will include features to allow counties to process the Department's adjustment return disk for adjustments previously submitted by municipalities related to claims other than the retroactive provider payment adjustments. In addition, this release will include an enhancement to ensure compliance with HIPAA requirements to submit insurers that were not billed on Medicaid claims. A future release of KIDS will also provide municipalities with the ability to automatically adjust Medicaid retroactive payments related to the three percent rate increase.

Please be advised that Early Intervention Managers only are receiving the following enclosures with their letters:

- **diskettes for installation of KIDS version 9.4.3.0;**
- **installation instructions; and,**
- **user instructions.**

The user instructions detail the capabilities and use of the retroactive adjustment and reconciliation feature.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.3.0, please contact the Center for Community Health's Office for Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Robert Fletcher
Director
Office of Information Technology
and Project Management

Barbara L. McTague
Acting Director
Early Intervention Program

BLM/bg/lmh
Enclosures EIMs only

cc: Early Intervention Official
Regional Staff

 **STATE OF NEW YORK**
DEPARTMENT OF HEALTH

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Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

June 16, 2005

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9440. Please note that this version of KIDS includes programming changes necessary for submission of Medicaid claims using the eMedNY eXchange, as well as additional changes to Medicaid claims necessary for HIPAA compliance. Please be reminded **that effective June 20, 2005, the Office of Medicaid Management will not longer accept Medicaid claims submitted on diskettes.** *Therefore, it is important that this version of KIDS be installed upon receipt, to ensure continued capacity to submit Medicaid claims for early intervention services.*

Please be reminded that your municipality must enroll in the eMedNY eXchange and be issued a user ID in order to submit electronic claims through eMedNY. Please be sure to complete the enrollment process at <https://www.emedny.org/enroll/>. **Please be sure to indicate the need to continue to receive paper remittance advice from Medicaid.**

Early Intervention Officials are receiving only a copy of this letter, while **Early Intervention Managers** are receiving the following enclosures with their letters:

- diskette for installation of KIDS version 9440,
- installation instructions, and
- user instructions.

Other features in this version of KIDS include:

- NYS adjustment, to process and reconcile adjustment return disks from the Department; and,
- Addition of insurance denial codes on service authorization screens under specific circumstances where insurance should not be billed.

The enclosed user instructions include detailed information on KIDS 9440.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9440, please contact the Center for Community Health's Office for Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Barbara L. McTague
Acting Director
Bureau of Early Intervention

Robert Fletcher
Director
Office of Information Technology
And Project Management

BLM/bg/cch

Enclosures EIMs only

cc: Early Intervention Official
Regional Staff



STATE OF NEW YORK
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Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

November 18, 2005

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.5.0, which corrects problems with version 9.4.4.0 (released in June 2005). Version 9.4.5.0 is being released with the following changes:

It was brought to our attention that some Medicaid claims were being denied with “error code 00131 – recipient has other insurance bill primary carrier”. After version 9.4.5.0 is installed, you will be able to reconcile these claims as “resubmit” and they will be included in the next Medicaid batch produced with the appropriate insurance information. It is important that the child has insurance information entered into KIDS prior to producing the next Medicaid batch.

There was also a report that a batch was rejected because some, but not all, of the insurance information for a claim was included. Version 9.4.5.0 will correct this problem if you have been experiencing the same problem. After installing version 9.4.5.0, reproduce the batch and submit it to Computer Sciences Corporation for processing. If you are not sure if you have a rejected batch like this, please contact the Department’s Helpdesk at 518-473-4261.

When browsing service authorizations by authorization number, the deny code and insurance company name were not getting refreshed when scrolling through the list of service authorizations. This has been corrected in version 9.4.5.0.

The report date has been added to the Adjustment Report.

Please be advised that Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.5.0;
- installation instructions; and,
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.5.0, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Robert Fletcher
Director
Office of Information Technology
and Project Management

Barbara L. McTague
Acting Director
Bureau of Early Intervention

BLM/dab/
Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff



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Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

March 16, 2006

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.6.0, which is being released with the following changes:

1. Medicaid Billing (Produce and Re-produce) now requires all users to exit KIDS while the Medicaid batch is being created. This is to ensure that no data is corrupted during batch production.
2. There have been a few Medicaid batches where one child's Medicaid number repeats itself on claims for a different child. Edits have been added to prevent this from happening.
3. Some claims are being rejected with error code 00131 - Recipient has other insurance/Bill primary carrier. It has been determined that an additional segment of data is required for these claims. The fix is included in this version. After installing this version, reconcile these claims as resubmit and they will be included in the next Medicaid batch.
4. Error checking for required Medicaid fields has been enhanced to include the checking of all required fields and checking for illogical characters.
5. Error checking for required Medicaid fields has been added to reproducing a Medicaid batch.
6. The error report produced as a result of the checking of Medicaid required fields has been modified to report the same error for the same child once and not multiple times.
7. Currently the Medicaid batch size is a maximum of 3700 claims. Now Medicaid batches can be from 1 to a maximum of 5000 claims.
8. The Medicaid file produced for transmittal to CSC is named MEDHIPAA. This file is no longer written to diskette. It is saved in your KIDS folder in a subfolder named HIPAA837. When using ePACES to transmit the file to CSC you now select the MEDHIPAA file from the HIPAA837 subfolder.
9. All Medicaid batches produced and reproduced are now zipped and saved in your KIDS folder in a subfolder named Medicaid. The files are being saved for auditing purposes and for testing purposes when a problem arises with Medicaid claims.

10. The 90-day indicator on claims will now be set after 80 days. This will assist in fewer claims being denied because of the lag between when the batch was created and when CSC processed the batch.
11. The clock has been turned off in the KIDS application to preserve memory.
12. The F4 Find key on the Medicaid reconciliation screen has been fixed.

Please note:

In our new User Instructions, we have corrected the instructions that were included with the previous version of KIDS (Version 9.4.5.0) released on November 18, 2005. Those instructions incorrectly included a "reminder" which said that if a child is enrolled in a Medicaid managed care plan, the insurance and Medicaid information must be collected for the child and entered into KIDS (instructions followed). This is not true. If a child is enrolled in a Medicaid managed care plan (not Child Health Plus), the child's insurance information for purposes of health care does not have to be collected and entered into KIDS. Please be reminded that EI services are carved out of managed care and must be billed using the child's CIN. (In the "Child Information" screen in KIDS, enter "Y" in the "Medicaid" field and enter the child's CIN in the "Medicaid Number" field).

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.6.0;
- installation instructions; and,
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.6.0, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Barbara L. McTague, Acting Director
Bureau of Early Intervention

BLM/dab

Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

KIDS Version 9.4.6.0 User Instructions

Verify the Installation:

1. All users must be logged out of the KIDS application.
2. Login to the KIDS application.
3. Select the System Menu.
4. Select KIDS Adhoc.
5. Select #42 Install Version 9460.
6. If version 9.4.6.0 has been completely installed you will receive a message "9460 IS ALREADY INSTALLED. PRESS ANY KEY TO CONTINUE.", otherwise
7. You will receive a message "INSTALLING VERSION 9460 PLEASE WAIT" (this message may appear and disappear quickly) and then
You will receive a message "INSTALLATION OF VERSION 9460 COMPLETED SUCCESSFULLY. PRESS ANY KEY TO CONTINUE."

Version 9.4.6.0 contains the following:

1. Medicaid Billing (Produce and Re-produce) now requires all users to exit KIDS while the Medicaid batch is being created. This is to ensure that no data is corrupted during batch production.
2. There have been a few Medicaid batches where one child's Medicaid number repeats itself on claims for a different child. Edits have been added to prevent this from happening.
3. Some claims are being rejected with error code 00131 - Recipient has other insurance/Bill primary carrier. It has been determined that an additional segment of data is required for these claims. The fix is included in this version. After installing this version, reconcile these claims as resubmit and they will be included in the next Medicaid batch.
4. Error checking for required Medicaid fields has been enhanced to include the checking of all required fields and checking for illogical characters.
5. Error checking for required Medicaid fields has been added to reproducing a Medicaid batch.
6. The error report produced as a result of the checking of Medicaid required fields has been modified to report the same error for the same child once and not multiple times.
7. Currently the Medicaid batch size is a maximum of 3700 claims. Now Medicaid batches can be from 1 to a maximum of 5000 claims.

8. The Medicaid file produced for transmittal to CSC is named MEDHIPAA. This file is no longer written to diskette. It is saved in your KIDS folder in a subfolder named HIPAA837. When using ePACES to transmit the file to CSC you now select the MEDHIPAA file from the HIPAA837 subfolder.
9. All Medicaid batches produced and reproduced are now zipped and saved in your KIDS folder in a subfolder named Medicaid. The files are being saved for auditing purposes and for testing purposes when problem arise with Medicaid claims.
10. The 90 day indicator on claims will now be set after 80 days. This will assist in fewer claims being denied because of the lag between when the batch was created and when CSC processed the batch.
11. The clock has been turned off in the KIDS application to preserve memory.
12. The F4 Find key on the Medicaid reconciliation screen has been fixed.

Please note:

We have corrected the instructions that were included with the previous version of KIDS (Version 9.4.5.0) released on November 18, 2005. Those instructions incorrectly included a "reminder" which said that if a child is enrolled in a Medicaid managed care plan, the insurance and Medicaid information must be collected for the child and entered into KIDS (instructions followed). This is not true. If a child is enrolled in a Medicaid managed care plan (not Child Health Plus), the child's insurance information for purposes of health care does not have to be collected and entered into KIDS. Please be reminded that EI services are carved out of managed care and must be billed using the child's CIN. (In the "Child Information" screen in KIDS, enter "Y" in the "Medicaid" field and enter the child's CIN in the "Medicaid Number" field).

KIDS Version 9.4.6.0 Installation Instructions

1. Verify that all users have exited the KIDS application
2. Create a full backup of the KIDS folder
 1. Keep this backup for one year
3. In your KIDS folder create 3 folders with the stated rights –
 1. MEDICAID No Delete Rights
 2. STATUS No Delete Rights
 3. HIPAA837 All Rights
4. Delete the following files from the KIDS folder (if they exist)
 1. KIDS6OLD.exe
 2. KIDSDDOLD.cdx
 3. KIDSDDOLD.dbf
 4. KIDSOBJOLD.dbf
 5. LOOKUPOLD.cdx
 6. LOOKUPOLD.dbf
5. Rename the following files in the KIDS folder
 1. KIDS6.exe to KIDS6OLD.exe
 2. KIDSDD.cdx to KIDSDDOLD.cdx
 3. KIDSDD.dbf to KIDSDDOLD.dbf
 4. KIDSOBJ.dbf to KIDSOBJOLD.dbf
 5. LOOKUP.dbf to LOOKUPOLD.dbf
 6. LOOKUP.cdx to LOOKUPOLD.cdx
 7. KHMED.dbf to KHMEDOLD.dbf
 8. KIDSMED.dbf to KIDSMEDOLD.dbf
 9. *MEDERROR.dbf to MEDERROROLD.dbf
 10. *MEDERROR.cdx to MEDERROROLD.cdx

* these two files may not be present.
6. From the KIDS Version 9460 - Installation Disk
 1. Copy the 9460.exe file to the KIDS folder
7. From the KIDS folder:
 1. Double click on the 9460.exe
 2. The WinZip window opens
 3. For the Unzip to Folder click Browse
 4. Select your production KIDS folder
 5. Click OK
 6. Click Unzip
 7. You will receive a message that “**15** files unzipped successfully”
 8. Click OK
 9. Click Close

8. Verify that the following **15** files were extracted to the KIDS folder

1. CHARTBLE.dbf
2. DEFAULT.dbf
3. KIDS6.exe
4. KIDSDD.cdx
5. KIDSDD.dbf
6. KIDSELOG.dbf
7. KIDSOBJ.dbf
8. LOOKUP.cdx
9. LOOKUP.dbf
10. KHMED.dbf
11. KIDSMED.dbf
12. MEDERROR.dbf
13. MEDERROR.cdx
14. Version 9460 Install Instructions.doc
15. Version 9460 User Instructions.doc

9. Delete the 9460.exe from your KIDS folder

10. Start the KIDS application

8. The screen will display this message:



9. Press continue and then login to KIDS.

10. Proceed to the System drop down menu and choose KIDS Adhoc and select number 42 – Install Version 9460.

11. When the installation is finished you will see this message:



12. If you do not see this message but see an error message please contact NYS DOH (518)-473-4261 or eMail KIDS@health.state.ny.us.

11. You have successfully completed the installation and upgrade of KIDS Version 9.4.6.0

Contact Information

If you have any questions about the installation or to report any error messages that you encountered during the installation process, please contact the NYS DOH, Office of Information Technology, and Project Management at KIDS@health.state.ny.us or **(518)-473-4261**.



STATE OF NEW YORK
DEPARTMENT OF HEALTH

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Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

July 7, 2006

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.7.0, which is being released with the following changes:

1. KIDS will now import deny codes from third party insurance software and produce error messages to ensure the imported data is correct for submission to the State. For this version, claims can be imported in the old or new format. The next version will only allow claims to be imported in the new format.
2. Corrects instances where claims partially paid by insurance are rejected by Medicaid with error code 00131 – “Recipient has other insurance/Bill primary carrier.”
3. When claiming to Medicaid, KIDS will now check for additional insurance if the first company was deleted from the child’s record.
4. Enhanced reporting/tracking of errors to assist with trouble-shooting and technical assistance efforts.
5. Allows counties using NUMIS billing to bypass the insurance loop when a denial is on the service authorization.

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.7.0;
- installation instructions; and,
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

DOH STATE OF NEW YORK
DEPARTMENT OF HEALTH

Corning Tower
York 12237

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

If you have any questions on the installation or use of KIDS version 9.4.7.0, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Barbara L. McTague, Acting Director
Bureau of Early Intervention

BLM/dab

Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

KIDS Version 9.4.7.1

User Instructions

Verify the Installation:

1. All users must be logged out of the KIDS application.
2. Login to the KIDS application.
3. Select the System Menu.
4. Select KIDS Adhoc.
5. Select #44 Install Version 9471.
6. If version 9.4.7.1 has been completely installed you will receive a message "9471 IS ALREADY INSTALLED. PRESS ANY KEY TO CONTINUE.", otherwise
7. You will receive a message "INSTALLING VERSION 9471 PLEASE WAIT" (this message may appear and disappear quickly) and then you will receive a message "INSTALLATION OF VERSION 9471 COMPLETED SUCCESSFULLY. PRESS ANY KEY TO CONTINUE."

Version 9.4.7.1 contains the following:

1. Some records in the bill file have a deny code entered but do not have an insurance status entered. When producing a Medicaid batch these claims are on the error report with an error description of "BILL NEEDS A DENY INS. RESULT". This version contains a one-time update of the bill file so these claims will be included in the next Medicaid batch produced.



STATE OF NEW YORK
DEPARTMENT OF HEALTH

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The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

September 13, 2006

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.8.0, which is being released with the following changes:

1. Bill record archiving. A new option on the KIDS Adhoc menu is #46 – Archive Bill File.
2. Child Outcome Cohort: This feature is designed to assist municipalities in tracking the following key activities: entering children into child outcome samples; tracking the number of children entered into the sample for each year; identifying children who need child outcome summary forms completed; and, indicating that the forms have been completed.
3. In KIDS version 9.4.7.0 and 9.4.7.1, if a county uses KIDS AdHoc #23, Third party billing private insurance, the insurance return disk could have a record length of 60 or 61 bytes. **The record length now must be 61 bytes and claims denied by insurance must have a valid deny code.**
4. The Private Insurance screen now has the option of selecting if the child's insurance is "Child Health Plus B" or "Family Health Plus".
5. During the creation of a Medicaid batch if a child did not have house information the application would abort, this has been corrected.

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.8.0;
- installation instructions; and,
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.8.0, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Barbara L. McTague, Director
Division of Family Health

BLM/dab

Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

 **STATE OF NEW YORK**
DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

November 24, 2006

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.8.1, which is being released with the following changes:

1. Corrects some display problems on the Private Insurance screen:
 - "Exit" was not displayed on the menu if the child did not have any private insurance information
 - The description of the relationship was not in the correct position.
2. Corrects a problem where some claims were incorrectly allowed into a Private Insurance batch.
3. Adhoc 47 (Install Version 9481) contains the following:
 - Adds an index to the Archive file.
 - If you have Archived the Bill File (Adhoc 46) and intend to process a New York State Adjustment Return Diskette, you have to Install Version 9481 (Adhoc 47) first. If you don't, the following message will appear: "Please run Adhoc #47."
4. Adds "Bill Archive File" option to the ReIndex process (Adhoc "8 Re-created KIDS index files from KIDS data dictionary").

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.8.1
- installation instructions, and
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.8.1, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Bradley Hutton, Director
Bureau of Early Intervention

BH/dab

Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

KIDS Version 9.4.8.1

User Instructions

Verify the Installation:

1. All users must be logged out of the KIDS application.
2. Login to the KIDS application.
3. Select the System Menu.
4. Select KIDS Adhoc.
5. Select #47 Install Version 9481.
6. If version 9.4.8.1 has been completely installed you will receive a message “9481 IS ALREADY INSTALLED. PRESS ANY KEY TO CONTINUE.”, otherwise
7. You will receive a message “INSTALLING VERSION 9481 PLEASE WAIT” (this message may appear and disappear quickly) and then you will receive a message “INSTALLATION OF VERSION 9481 COMPLETED SUCCESSFULLY. PRESS ANY KEY TO CONTINUE.”

Version 9.4.8.1 contains the following:

1. Corrected some display problems on the Private Insurance screen:
 - “Exit” was not displayed on the menu if the child did not have any private insurance information
 - The description of the relationship was not in the correct position.
2. Corrected a problem where some claims were incorrectly allowed into a Private Insurance batch.
3. Adhoc 47 (Install Version 9481) contains the following:
 - Added an index to the Archive file.
 - If you have Archived the Bill File (Adhoc 46) and intend to process a New York State Adjustment Return Diskette, you have to Install Version 9481 (Adhoc 47) first. If you don't, the following message will appear: “Please run Adhoc #47.”
4. Added “Bill Archive File” option to the ReIndex process (Adhoc “8. Re-create KIDS index files from KIDS data dictionary”).

Installation Instructions

1. Verify that all users have exited the KIDS application
2. Create a full backup of the KIDS folder
 - a. Keep this backup for one year
3. Delete the following files from the KIDS folder (if they exist)
 - a. KIDS6OLD.exe
 - b. KIDSOBJOLD.dbf
 - c. KIDSDDOLD.CDX
 - d. KIDSDDOLD.DBF
4. Rename the following files in the KIDS folder (if they exist)
 - a. KIDS6.exe to KIDS6OLD.exe
 - b. KIDSOBJ.dbf to KIDSOBJOLD.dbf
 - c. KIDSDD.CDX to KIDSDDOLD.CDX
 - d. KIDSDD.DBF to KIDSDDOLD.DBF
5. From the “**KIDS Version 9481 - Installation Disk 1**”
 - a. Copy the 9481.exe file to the KIDS folder
6. From the KIDS folder:
 - a. Double click on the 9481.exe
 - b. The WinZip self extractor window opens
 - c. For the “Unzip to Folder:” click Browse
 - d. Select your production KIDS folder
 - e. Click OK
 - f. Click Unzip
 - g. You will receive a message that “**6** files unzipped successfully”
 - h. Click OK
 - i. Click Close
7. Verify that the following **6** files were extracted to the KIDS folder
 - a. KIDS6.exe
 - b. KIDSOBJ.dbf
 - c. KIDSDD.dbf
 - d. KIDSDD.cdx
 - e. Version 9481 Install Instructions.doc
 - f. Version 9481 User Instructions.doc

8. Delete the 9481.exe from your KIDS folder
9. Start the KIDS application
 - a. The screen will display this message:



- b. Press <<Continue>> and then login to KIDS.
 - c. Proceed to the System drop down menu and choose KIDS Adhoc and select number 47 – Install Version 9481.
 - d. When the installation is finished you will see this message:



- e. If you do not see this message but see an error message please contact NYS DOH (518)-473-4261 or eMail KIDS@health.state.ny.us.

10. You have successfully completed the installation and upgrade of KIDS Version 9.4.8.1

Contact Information

If you have any questions about the installation or to report any error messages that you encountered during the installation process, please contact the NYS DOH, Office of Information Technology and Project Management at KIDS@health.state.ny.us or (518)-473-4261.

 **STATE OF NEW YORK**
DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Antonia C. Novello, M.D., M.P.H., Dr.P.H.
Commissioner

Dennis P. Whalen
Executive Deputy Commissioner

December 4, 2006

Dear Early Intervention Manager:

We notified you by email on November 30, 2006 that there is a problem with a corrupt file in the KIDS version 9.4.8.1 that was mailed to you last week. If this version is installed and you select a child and go to the Early Intervention menu and select Service, you receive the following message:

Non Recoverable Error - System will abort – Press any key to continue
Followed by a message PRESS ENTER TO TERMINATE JOB & RESTORE SETTINGS
Error Code 13, Alias Child not Found, Line 3807, Procedure ECSVCPROC.

We are writing to transmit a new version of KIDS, version 9.4.8.2, which does not have this problem.

KIDS version 9.4.8.2 must be installed whether or not KIDS version 9.4.8.1 was installed.

Version 9.4.8.2 is being released with the following changes:

1. Corrects a problem in KIDS version 9.4.8.1 when selecting the service menu the application aborts. KIDS version 9.4.8.2 must be installed whether or not KIDS version 9.4.8.1 is installed.
2. Corrected some display problems on the Private Insurance screen:
 - “Exit” was not displayed on the menu if the child did not have any private insurance information
 - The description of the relationship was not in the correct position.
3. Corrected a problem where some claims were incorrectly allowed into a Private Insurance batch.
4. Adhoc 48 (Install Version 9.4.8.2) contains the following:
 - Added an index to the Archive file.
 - If you have Archived the Bill File (Adhoc 46) and intend to process a New York State Adjustment Return Diskette, you have to Install Version 9.4.8.2 (Adhoc 48 first. If you don’t, the following message will appear: “Please run Adhoc #48.”

5. Added “Bill Archive File” option to the ReIndex process (Adhoc “8 Re-create KIDS index files from KIDS data dictionary”).

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskette for installation of KIDS version 9.4.8.2
- installation instructions, and
- user instructions.

Please ensure the installation diskette and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.8.2, please contact the Center for Community Health’s Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Bradley Hutton, Director
Bureau of Early Intervention

BH/dab

Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

KIDS Version 9.4.8.2

User Instructions

Verify the Installation:

- a) All users must be logged out of the KIDS application.
- b) Login to the KIDS application.
- c) Select the System Menu.
- d) Select KIDS Adhoc.
- e) Select #48 Install Version 9.4.8.2
- f) If version 9.4.8.2 has been completely installed you will receive a message “9.4.8.2 IS ALREADY INSTALLED. PRESS ANY KEY TO CONTINUE.”, otherwise
- g) You will receive a message “INSTALLING VERSION 9.4.8.2 PLEASE WAIT” (this message may appear and disappear quickly) and then you will receive a message “INSTALLATION OF VERSION 9.4.8.2 COMPLETED SUCCESSFULLY. PRESS ANY KEY TO CONTINUE.”

Version 9.4.8.2 contains the following:

6. Corrects a problem in KIDS version 9.4.8.1 when selecting the service menu the application aborts. KIDS version 9.4.8.2 must be installed whether or not KIDS version 9.4.8.1 is installed.
7. Corrected some display problems on the Private Insurance screen:
 - “Exit” was not displayed on the menu if the child did not have any private insurance information
 - The description of the relationship was not in the correct position.
8. Corrected a problem where some claims were incorrectly allowed into a Private Insurance batch.
9. Adhoc 48 (Install Version 9.4.8.2) contains the following:
 - Added an index to the Archive file.
 - If you have Archived the Bill File (Adhoc 46) and intend to process a New York State Adjustment Return Diskette, you have to Install Version 9.4.8.2 (Adhoc 48 first. If you don't, the following message will appear: “Please run Adhoc #48.”
10. Added “Bill Archive File” option to the ReIndex process (Adhoc “8 Re-create KIDS index files from KIDS data dictionary”).

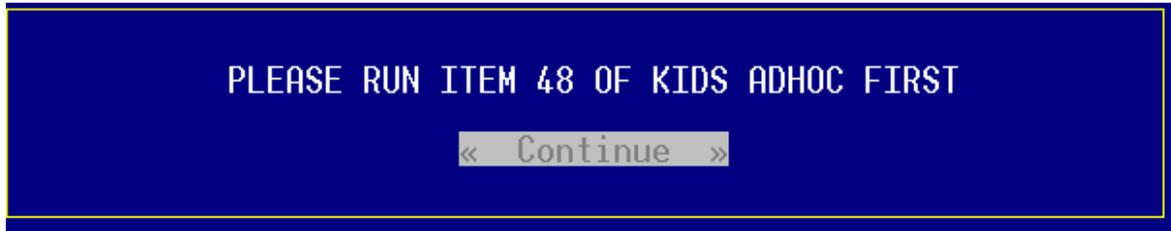
KIDS Version 9.4.8.2 Installation Instructions

1. KIDS version 9.4.8.2 must be installed whether or not KIDS version 9.4.8.1 is installed.
2. Verify that all users have exited the KIDS application
3. Create a full backup of the KIDS folder
 - a. Keep this backup for one year
4. Delete the following files from the KIDS folder (if they exist)
 - a. KIDS6OLD.exe
 - b. KIDSOBJOLD.dbf
 - c. KIDSDDOLD.CDX
 - d. KIDSDDOLD.DBF
5. Rename the following files in the KIDS folder (if they exist)
 - a. KIDS6.exe to KIDS6OLD.exe
 - b. KIDSOBJ.dbf to KIDSOBJOLD.dbf
 - c. KIDSDD.CDX to KIDSDDOLD.CDX
 - d. KIDSDD.DBF to KIDSDDOLD.DBF
6. From the “**KIDS Version 9.4.8.2 - Installation Disk**”
 - a. Copy the 9482.exe file to the KIDS folder
7. From the KIDS folder:
 - a. Double click on the 9482.exe
 - b. The WinZip self extractor window opens
 - c. For the “Unzip to Folder:” click Browse
 - d. Select your production KIDS folder
 - e. Click OK
 - f. Click Unzip
 - g. You will receive a message that “**6** files unzipped successfully”
 - h. Click OK
 - i. Click Close
8. Verify that the following **6** files were extracted to the KIDS folder
 - a. KIDS6.exe
 - b. KIDSOBJ.dbf
 - c. KIDSDD.dbf
 - d. KIDSDD.cdx
 - e. Version 9.4.8.2 Install Instructions.doc
 - f. Version 9.4.8.2 User Instructions.doc

9. Delete the 9482.exe from your KIDS folder

10. Start the KIDS application

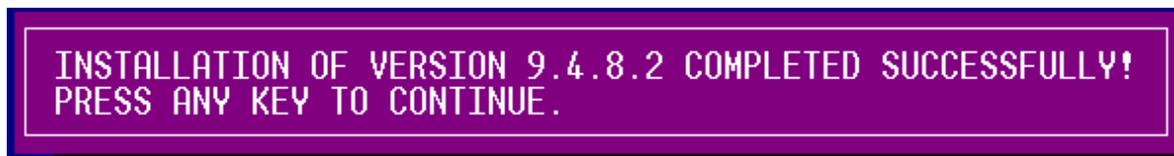
a) The screen will display this message:



b) Press <<Continue>> and then login to KIDS.

c) Proceed to the System drop down menu and choose KIDS Adhoc and select number 48– Install Version 9.4.8.2

d) When the installation is finished you will see this message:



e) If you do not see this message but see an error message please contact NYS DOH (518)-473-4261 or eMail KIDS@health.state.ny.us.

11. You have successfully completed the installation and upgrade of KIDS Version 9.4.8.2

Contact Information

If you have any questions about the installation or to report any error messages that you encountered during the installation process, please contact the NYS DOH, Office of Information Technology and Project Management at KIDS@health.state.ny.us or (518)-473-4261.



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

April 11, 2007

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.9.0, which is being released with the following changes:

- Fields have been added to capture the two municipal Early Intervention NPIs (National Provider Identifier (NPI) – Service Coordination and National Provider Identifier (NPI) – All other services.
- Allows claiming to insurance using the CMS-1500 (08-05) (which replaces the HCFA-1500 (12-90) form). There are now three new print options; the “Produce CMS Form” screen now displays the municipality NPI; references to the HCFA-1500 have been changed to CMS-1500; the municipality NPI will be printing on the CMS-1500 (08-05) forms.
- From the date of successful installation, will correct the problem some municipalities have had receiving full reimbursement from Medicaid in instances where the child had insurance and the insurance company reimbursed less than half the amount claimed. *Note: the claims that were not reimbursed fully by Medicaid must be adjusted using ePACES or UB04 paper form.*
- Allows the use of the full 9 digits of the County zip code (Zip + 4), which is a HIPAA requirement as of May 23, 2007.

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.9.0
- installation instructions, and
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.9.0, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Bradley Hutton, Director
Bureau of Early Intervention

BH/dab

Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

KIDS Version 9.4.9.0

User Instructions

Verify the Installation:

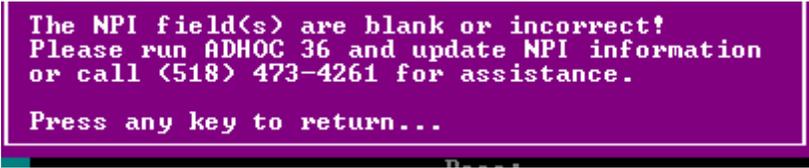
1. All users must be logged out of the KIDS application.
2. Login to the KIDS application.
3. Select the System Menu.
4. Select KIDS Adhoc.
5. Select #49 Install Version 9.4.9.0.
6. If version 9.4.9.0 has been completely installed, you will receive a message “9.4.9.0 IS ALREADY INSTALLED. PRESS ANY KEY TO CONTINUE.”, otherwise
7. You will receive a message “INSTALLING VERSION 9.4.9.0 PLEASE WAIT” (this message may appear and disappear quickly) and then you will receive a message “INSTALLATION OF VERSION 9.4.9.0 COMPLETED SUCCESSFULLY. PRESS ANY KEY TO CONTINUE.”
8. If you do not see the message “9.4.9.0 IS ALREADY INSTALLED...” or you do not see the message “INSTALLATION OF VERSION 9.4.9.0 COMPLETED SUCCESSFULLY...” but you see an error message please contact NYS DOH (518) 473-4261 or email KIDS@health.state.ny.us.

Version 9.4.9.0 contains the following:

1. **Adhoc # 49** “Install Version 9.4.9.0” updates the county information table with two National Provider Identifier (NPI) fields.
2. **Adhoc # 36** “County Identification Information” has an added a field for National Provider Identifier (NPI) – Service Coordination and a second field for National Provider Identifier (NPI) – All other services. As of May 23, 2007, the use of the NPI is mandatory on CMS-1500 (08-05) insurance forms. If the two NPI numbers have not been entered into Adhoc # 36 County Identification Information prior to producing CMS-1500 (08-05) forms or creating Medicaid claims, you will get the following message and will not be able to produce CMS-1500 (08-05) forms or Medicaid claims.

KIDS Version 9.4.9.0

User Instructions



The NPI field(s) are blank or incorrect!
Please run ADHOC 36 and update NPI information
or call (518) 473-4261 for assistance.
Press any key to return...

3. Changes to “Bill Insurance”

Effective 5/23/2007, you must use the CMS-1500 (08-05) which replaces the HCFA-1500 (12-90) form. Between now and 5/23/2007, either the HCFA-1500 (12-90) or the CMS-1500 (08-05) can be used. Beginning 5/23/2007, the current HCFA-1500 (12-90) form prompts will no longer appear on the screen.

- Added three new print options:
 - CMS-1500 form
 - CMS-1500 form - individual child
 - CMS-1500 form - insurance company
- “Produce CMS Form” screen now displays NPI.
- Some references to HCFA-1500 have been changed to CMS-1500.
- NPI will be printing on Insurance Billing CMS-1500 (08-05) forms.
- Printing 2 digit numeric “Place of Service” code in place of 1 alpha character.

If you decide to test the new version by setting your system or PC calendar dates ahead, please note: KIDS should be closed when changing the date on the system. Furthermore, some software such as scheduling programs can be adversely impacted by calendar changes. Therefore, we recommend that all other software be closed during this testing. Be sure to reset to the current date after testing has been completed.

As you set up this new version for CMS-1500 (08-05) printing using preprinted forms, you may find you need to use the X and Y offset values in the “Produce CMS Form” screen. Your goal in adjusting these offsets for printing is to avoid having the data print on the lines or text of the form. These offset values assist in the proper alignment of the printouts for your specific printer. The offsets only impact the “Data only” printouts. If the offsets are changed, you must check the “Save as default” checkbox to save the changes.

Note: Each printer used for form printing may require its own specific offset. The KIDS software stores only one placeholder for the offsets, so an office with multiple printers may need to set the desired offset value for each individual printer each time they print.

KIDS Version 9.4.9.0

User Instructions

Billing provider information is entered on the “Produce CMS Form” screen formerly called the “Produce HCFA Form” screen. The address entered here will be used for insurance billing only and does not impact the address entered on the Adhoc # 36 County Identification Information screen. The address in Adhoc #36 County Identification Information is for Medicaid billing only. This process has not changed. These two distinct addresses offer the KIDS billing process the greatest flexibility.

Note: The CMS-1500 (08-05) format for box #33 Billing Provider Information is now limited to three lines on the form. On the “Produce CMS Form” screen, four lines for the address are displayed. Please edit the address on the “Produce CMS Form” screen to the following format using only three lines:

Line 1 - - Name
Line 2 - - Address
Line 3 - - City, State and Zip Code

Line 4 - - Leave this line blank...

The “Produce CMS Form” screen is now set to default to “Data only” for the “Print format.” This is due to the requirement that all submitted CMS-1500 (08-05) forms must be printed on the approved CMS-1500 (08-05) red ink preprinted forms. You have the ability to print the form and data in black without using a preprinted form by selecting “Data and form” under “Print format.” However, this option is not to be used for form submission. This option is available to produce copies for the municipalities’ use.

Note: CMS has reported that some improperly formatted CMS-1500 (08-05) forms have been sold by form suppliers. The insurance processing contractors have been directed to reject all improperly formatted submitted forms. Your municipality should contact your forms supplier to ensure compliance of the forms you have purchased prior to using your CMS-1500 (08-05) forms.

4. **Medicaid Billing**

- Some Medicaid claims where the child had insurance and the insurance company reimbursed less than half the amount claimed, Medicaid may not have fully reimbursed the remaining amount. These claims must be adjusted with Medicaid. For these claims, reconcile the Medicaid payment as partially paid in KIDS. Once the claim has been sent for State reimbursement and it is reconciled, then enter the Medicaid adjustment in

KIDS Version 9.4.9.0

User Instructions

KIDS. After installation of KIDS version 9.4.9.0., this situation will not occur.

- Effective May 23, 2007, HIPAA will require the use of the full 9 digits of the County zip code (Zip + 4). If the County's full 9 digit zip code has not been entered into Adhoc # 36 County Identification Information prior to creating Medicaid claims on or after 5/23/2007, you will get the following message:

```
The Zip Code field is blank or incorrect!  
This batch cannot be created until the zip code is corrected.  
Please run ADHOC 36 and update the zip code.  
Press any key to return...
```

5. Other Changes

- Corrected a problem that prevented some records in the bill file from being adjusted.
- Fixed a problem where the bill process status was incorrect after an insurance company was deleted and the user selected Yes to "Do you want to update bill's insurance status?"

KIDS Version 9.4.9.0

Installation Instructions

1. You must be at KIDS version 9.4.8.2 to install version 9.4.9.0.
2. Verify that all users have exited the KIDS application.
3. Create a full backup of the KIDS folder and keep this backup for one year.
4. Delete the following files from the KIDS folder (if they exist):
 - a. CINFOOLD.DBF
 - b. KIDS6OLD.EXE
 - c. KIDSDDOLD.CDX
 - d. KIDSDDOLD.DBF
 - e. KIDSOBJOLD.DBF
 - f. PROVIDEROLD.DBF
 - g. PROVIDEROLD.CDX
 - h. PROVIDEROLD.FPT
5. Rename the following files in the KIDS folder:
 - a. KIDS6.EXE to KIDS6OLD.EXE
 - b. KIDSDD.CDX to KIDSDDOLD.CDX
 - c. KIDSDD.DBF to KIDSDDOLD.DBF
 - d. KIDSOBJ.DBF to KIDSOBJOLD.DBF
6. Copy and paste the following files into the KIDS folder:
 - a. CINFO.DBF will save as “Copy of CINFO.DBF”
 - b. PROVIDER.DBF will save as “Copy of PROVIDER.DBF”
 - c. PROVIDER.CDX will save as “Copy of PROVIDER.CDX”
 - d. PROVIDER.FPT will save as “Copy of PROVIDER.FPT”
7. Rename the following files in the KIDS folder:
 - a. “Copy of CINFO.DBF” to CINFOOLD.DBF
 - b. “Copy of PROVIDER.DBF” to PROVIDEROLD.DBF
 - c. “Copy of PROVIDER.CDX” to PROVIDEROLD.CDX
 - d. “Copy of PROVIDER.FPT” to PROVIDEROLD.FPT

KIDS Version 9.4.9.0 Installation Instructions

8. From the “**KIDS Version 9.4.9.0 - Installation Disk**,” copy the 9490.EXE file to the KIDS folder.
9. From the KIDS folder:
 - a. Double click on the 9490.EXE – (*If you get a security warning message about an unknown publisher contact your IT department.*)
 - b. The WinZip self extractor window opens.
 - c. For the “Unzip to Folder:” click Browse.
 - d. Select your production KIDS folder.
 - e. Click OK.
 - f. Click Unzip.
 - g. You will receive a message that “**6** files unzipped successfully.”
 - h. Click OK.
 - i. Click Close.
10. Verify that the following **6** files were extracted to the KIDS folder:
 - a. KIDS6.EXE
 - b. KIDSDD.DBF
 - c. KIDSDD.CDX
 - d. KIDSOBJ.DBF
 - e. Version 9.4.9.0 Install Instructions.doc
 - f. Version 9.4.9.0 User Instructions.doc
11. Delete the 9490.EXE from your KIDS folder.
12. Start the KIDS application.
 9. The screen will display this message:

PLEASE RUN ITEM 49 OF KIDS ADHOC FIRST

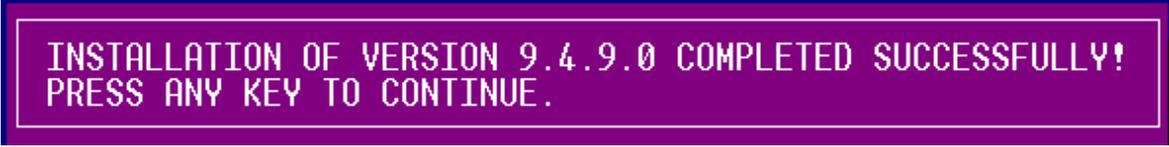
<< Continue >>

10. Press <<Continue>> and then login to KIDS.
11. Proceed to the System drop down menu and choose KIDS Adhoc and select “49. Install Version 9.4.9.0.”

KIDS Version 9.4.9.0

Installation Instructions

12. When the installation is finished, you will see this message:



```
INSTALLATION OF VERSION 9.4.9.0 COMPLETED SUCCESSFULLY!  
PRESS ANY KEY TO CONTINUE.
```

Contact Information

If you have any questions about the installation or to report any error messages that you encountered during the installation process, please contact the NYSDOH, Office of Information Technology and Project Management at KIDS@health.state.ny.us or **(518) 473-4261**.



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

May 31, 2007

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.9.1, which is being released with the following changes:

- fixed E.I. Medicaid Billing – Reconciliation Summary (KIDS would terminate when accessing this report). When reconciling Medicaid records, all fields (paid amount, status code and reconcile date) must be completed to reconcile the claim;
- fix to printing the CMS-1500 form by insurance company;
- added a function to confirm the accurate entry of the municipality's billing NPI numbers;
- “Medicaid Partial Paid Adjustments” function selects all Medicaid batches created since December 1, 2006 and reviews the batches for claims where Medicaid paid less than the amount expected to assist in adjusting these claims electronically for additional Medicaid reimbursement.

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.9.1
- installation instructions, and
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

KIDS Version 9.4.9.1 Installation Instructions

If you have any questions on the installation or use of KIDS version 9.4.9.1, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Bradley Hutton, Director
Bureau of Early Intervention

BH/dab

Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

KIDS Version 9.4.9.1 Installation Instructions KIDS Version 9.4.9.1 User Instructions

Verify the Installation:

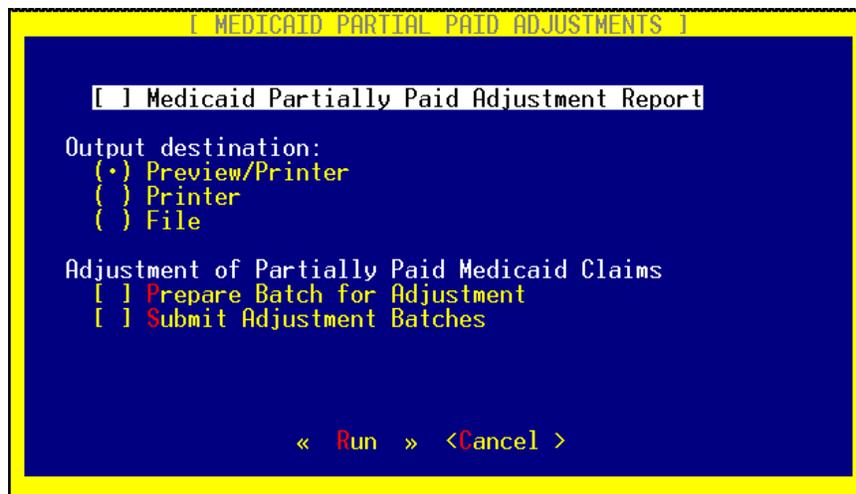
1. All users must be logged out of the KIDS application.
2. Login to the KIDS application.
3. Select the System Menu.
4. Select KIDS Adhoc.
5. Select #50. "Install Version 9491".
6. If version 9.4.9.1 has been completely installed you will receive a message "9.4.9.1 IS ALREADY INSTALLED. PRESS ANY KEY TO CONTINUE.", otherwise.
7. You will receive a message "INSTALLING VERSION 9.4.9.1. PLEASE WAIT" (this message may appear and disappear quickly) and then you will receive a message "INSTALLATION OF VERSION 9.4.9.1 COMPLETED SUCCESSFULLY. PRESS ANY KEY TO CONTINUE."

Version 9.4.9.1 contains the following:

1. **AdHoc # 50** "Install Version 9491".
2. **Medicaid Billing**
 - Fixed E.I. Medicaid Billing – Reconciliation Summary: KIDS would terminate when accessing this report.
 - When reconciling Medicaid records all fields (paid amount, status code and reconcile date) must be completed to reconcile the claim.
3. **Bill Insurance**
 - Fix to printing the CMS-1500 form by insurance company.
4. **NPI Check**
 - Added function to confirm the accurate entry of the NPI numbers.

KIDS Version 9.4.9.1 Installation Instructions KIDS Version 9.4.9.1 User Instructions

5. **AdHoc # 51** “Medicaid Partial Paid Adjustments”. This function selects all Medicaid batches created since December 1, 2006 and reviews the batches for claims where Medicaid paid less than the amount expected. The selection criteria are the claim was partially paid by insurance, the claim was partially paid by Medicaid, the insurance payment plus the Medicaid payment is less than the total claim amount and the claim is reconciled in a New York State batch. The last criterion is needed to prevent the adjustment from getting ahead of the original claim. This function can be used to assist in adjusting these claims electronically for additional Medicaid reimbursement.



- The Medicaid Partially Paid Adjustment Report will generate a listing of the claims that were not reimbursed at the expected amount and are ready for adjustment or have been adjusted.
- There are three output destinations for the report, select the desired output prior to running the report.
- If there are no claims that meet the criteria, a message will state “There are currently no claims to adjust. Please check again at a later date.” After additional Medicaid and State batches have been reconciled, claims that meet the criteria may appear in this report when it is run again.
- The report is sorted by the Office Account Number and grouped by claims without a Medicaid Transaction Control Number (TCN) entered, claims with a TCN entered but not submitted to Medicaid for adjustment, and by claims with a TCN that have been submitted to Medicaid. The first column of the report has a key indicating the grouping. A description of the key is at the bottom of the report.

KIDS Version 9.4.9.1
Installation Instructions
KIDS Version 9.4.9.1
User Instructions

- The Medicaid Partially Paid Adjustment Report displays the following data for each claim: The child's name, date of birth and Medicaid ID, the office account number, TCN, service authorization number, date of service, units, rate code, the original amount charged to Medicaid (Charge), the amount insurance paid on the claim (Ins. Paid) and the amount Medicaid previously paid on the claim (Med. Paid).
- When the "Prepare Batch for Adjustment" option is selected the Prepare Medicaid Batches For Submission screen appears displaying all Medicaid batches created since 12/01/06. Highlight a batch and click on "Prepare for Submission". If the batch has no claim requiring an adjustment you will receive a message "No bills to submit to Medicaid for this batch: XXXXX. Press a key." When you press a key you are returned to the Medicaid Partial Paid Adjustments screen. If the batch has claims requiring an adjustment the Resubmit Medicaid Records screen appears.
- The Resubmit Medicaid Records screen displays the following data for each claim: the Office Account Number (O.A.#), service date, rate code, units, the amount originally charged to Medicaid (Amount), the amount Medicaid previously paid for this claim (Paid), the TCN, and a field named "Adj." that indicates if the claim has been added to an electronic Medicaid adjustment batch. Child information for the highlighted record is displayed at the bottom of the screen. The "F6" key toggles between displaying all records in the batch requiring an adjustment, and displaying only the records in the batch requiring an adjustment that do not have a TCN entered.
- When on the Resubmit Medicaid Records screen, the TCN must be entered for each claim before it can be batched for submission to Medicaid. To determine the TCN, use the Resubmit Medicaid Records screen to determine the Office Account Number (O.A.#) of the claim. Then use the original Medicaid Remittance Advice for the claim and locate the Office Account Number for the claim and determine the TCN. This is the TCN to enter for the claim selected on the Resubmit Medicaid Records screen. To exit and/or save from the screen press "F3" and you are returned to the Medicaid Partial Paid Adjustments screen.
- Selecting "Submit Adjustment Batches" will create an electronic Medicaid HIPAA 837. Submit this 837 to Medicaid as you normally would. As with regular KIDS Medicaid billing, all users must be logged out of KIDS before selecting this option.

KIDS Version 9.4.9.1 Installation Instructions KIDS Version 9.4.9.1 User Instructions

- When the “Submit Adjustment Batches” option is selected, and there are batches to resubmit, the Medicaid Batches to Resubmit screen appears. If there are no batches to resubmit you will receive a message “No Medicaid batches to resubmit. Press any key...” You will then be returned to the previous menu.
- When there are batches to resubmit, from the Medicaid Batches to Resubmit screen, highlight the batch you want and click on Continue. You receive a message indicating exclusive use of the Child file is needed and to please ensure all users are out of KIDS. Click on Continue. The Create Medicaid Partial Paid Adjustment Claim File screen displays the number of claim records, the name of the file (MEDHIPAA), where the file is stored and where to submit the file. Click on Continue. You may see a Please Wait window, and when creation of the batch is finished you will receive a “Creation of batch ##### was successful!” Click on the OK to continue.
- An option will appear to “Generate batch summary information for your records?” When you have finished generating the batch summary or declined the batch summary, you will be able to submit the adjustment file MEDHIPAA from the HIPAA837 directory.
- After the adjustment batches are submitted to Medicaid, the municipality will receive a Remittance Advice from Medicaid for these claims. The additional payment received for each claim must be entered into KIDS under the Bill Adjustment Menu as a Medicaid adjustment and then submitted to New York State in an adjustment batch.

Contact Information

If you have any questions please contact the NYS DOH, Office of Information Technology and Project Management at KIDS@health.state.ny.us or (518)-473-4261.

KIDS Version 9.4.9.1 Installation Instructions KIDS Version 9.4.9.1 Installation Instructions

1. Verify that all users have exited the KIDS application
2. Create a full backup of the KIDS folder
 - a. Keep this backup for one year
3. Delete the following files from the KIDS folder (if they exist)
 - a. KIDS6OLD.exe
 - b. KIDSDDOLD.CDX
 - c. KIDSDDOLD.DBF
 - d. KIDSOBJOLD.dbf
4. Rename the following files in the KIDS folder (if they exist)
 - a. KIDS6.exe to KIDS6OLD.exe
 - b. KIDSDD.cdx to KIDSDDOLD.cdx
 - c. KIDSDD.dbf to KIDSDDOLD.dbf
 - d. KIDSOBJ.dbf to KIDSOBJOLD.dbf
5. From the “**KIDS Version 9491 - Disk 1 of 2**”
 - a. Copy the 9491.exe file to the KIDS folder
6. From the “**KIDS Version 9491 - Disk 2 of 2**” copy the following documents to the KIDS folder
 - a. Version 9491 Install Instructions.doc
 - b. Version 9491 User Instructions.doc
7. From the KIDS folder:
 - a. Double click on the 9491.exe
 - b. The WinZip self extractor window opens
 - c. For the “Unzip to Folder:” click Browse
 - d. Select your production KIDS folder
 - e. Click OK
 - f. Click Unzip
 - g. You will receive a message that “6 files unzipped successfully”
 - h. Click OK
 - i. Click Close

KIDS Version 9.4.9.1 Installation Instructions

KIDS Version 9.4.9.1 Installation Instructions

8. Verify that the following 6 files were extracted to the KIDS folder
 - a. KIDS6.exe
 - b. KIDSDD.cdx
 - c. KIDSDD.dbf
 - d. KIDSOBJ.dbf
 - e. MDPRTADJ.cdx
 - f. MDPRTADJ.dbf
9. Delete the 9491.exe from your KIDS folder
10. Start the KIDS application

8. The screen will display this message:



9. Press <<Continue>> and then login to KIDS.
10. Proceed to the System drop down menu and choose KIDS Adhoc and select number 50–Install Version 9.4.9.1
11. When the installation is finished you will see this message:



11. You have successfully completed the installation and upgrade of KIDS Version 9.4.9.1

Contact Information

If you have any questions about the installation or to report any error messages that you encountered during the installation process, please contact the NYS DOH, Office of Information Technology and Project Management at KIDS@health.state.ny.us or (518)-473-4261.



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

September 28, 2007

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.9.2, which is being released with the following changes:

- Various changes to the “Produce CMS Form” screen to bill insurance
- Ability to select a diagnosis on the multidisciplinary evaluation screen, when the eligibility is “D” (diagnosed condition)
- Pick list changes/corrections for IFSP “Delay” reason, “Reason for Closure” and “Referral Type” for early intervention referral source.

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.9.2
- installation instructions, and
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.9.2, please contact the Center for Community Health’s Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Bradley Hutton, Director
Bureau of Early Intervention

BH/dab
Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

KIDS Version 9.4.9.2

User Instructions

Verify the Installation:

1. All users must be logged out of the KIDS application.
2. Login to the KIDS application.
3. Select the System Menu.
4. Select KIDS Adhoc.
5. Select #52. "Install Version 9492".
6. If version 9.4.9.2 has been completely installed you will receive a message "9.4.9.2 IS ALREADY INSTALLED. PRESS ANY KEY TO CONTINUE.", otherwise.
7. You will receive a message "INSTALLING VERSION 9.4.9.2. PLEASE WAIT" (this message may appear and disappear quickly) and then you will receive a message "INSTALLATION OF VERSION 9.4.9.2 COMPLETED SUCCESSFULLY. PRESS ANY KEY TO CONTINUE."

Version 9.4.9.2 contains the following:

AdHoc # 52 - "Install Version 9492".

Bill Insurance

- Added phone entry line to "Produce CMS Form" screens.
- Added printing of the phone number to box 33 of the CMS-1500 form.
- Counties should add their Insurance Billing Contact Phone number (10 digits) in the entry line of the "Produce CMS Form" screen.
- While the address line of the "Produce CMS Form" screen continues to accept 4 lines of address, the processing standard for the CMS-1500 allows only 3 line addresses. The next version of KIDS will eliminate the 4th address line. In the interim, it is recommended that you take this opportunity to review the address and to revise it so that the 4th address line is empty. The printed form will then only show the first three lines. Changing this address now will aid the insurance companies in the optical processing of your CMS-1500 forms.
- Upon entry of the Insurance Billing Contact Phone number, and revision of the address where applicable, select the "[] Save as default" option.

Transfer files

- Fixed bug in "FileTransfer (Sneaker Net)" screen. Previously, if you entered an invalid directory or the directory could not be written to, it caused a fatal error and exited you out of the KIDS application. Now it will give an "Invalid directory" message and allow you to re-enter the directory name.

KIDS Version 9.4.9.2

User Instructions

Screen Changes

- Early Intervention Evaluation

With an **Evaluation Type: M** and **Eligibility: D**, the cursor will now move to Diagnosed Condition(s) 1. allowing pick list ICD9_R to be used to select a diagnosis.

[Early Intervention Evaluation : Doe, Jane]

Evaluation Type: **M** (Multi-Disc Eval Sum) Evaluation Date: 09/21/2007

Specialist(s) Involved:

<input type="checkbox"/> Audiologist	<input type="checkbox"/> Pediatrician	<input type="checkbox"/> Social Worker
<input type="checkbox"/> Nurse	<input type="checkbox"/> Physical Therapist	<input type="checkbox"/> Special Educator
<input type="checkbox"/> Nurse Practition	<input type="checkbox"/> Psychologist	<input type="checkbox"/> Speech/Lang Pathologist
<input type="checkbox"/> Nutritionist	<input type="checkbox"/> Other Physician	<input type="checkbox"/> Other
<input type="checkbox"/> Occup. Therapist	<input type="checkbox"/> Physician Assistant	

Eligibility: **D** (Yes based on diagnosed condition)

Functional Area	Developmental Status	Method of Determination
Adaptive.....		
Cognitive.....		
Communicati		
Social/Emot		
Physical...		

Diagnosed Co

1. /

2. Specify

ICD9_R

741.00-Spina Bifida w hydrocephalus

741.90-Spina Bifida w/o hydrocephalus

952.9 -Spinal Cord Injury, Nos

379.53-Visual deprivation nystagmus

335.0 -Werdning-Hoffman Syndrome

XXX.XX-Other

Selecting "XXX.XX-Other" from the pick list will allow the user to add an unlisted diagnosis in "2. Specify 'Other' diagnosis".

Diagnosed Condition(s)

1. **XXX.XX** (Other)

2. Specify 'Other' diagnosis.: **123.45**

<< Ok >> < Cancel >

KIDS Version 9.4.9.2

User Instructions

Screen Changes

- IFSP

The Delay option reflects the revised pick list below:

<u>Code</u>	<u>IFSP Delay Reason</u>
00	No Delay
01	Difficulty contacting family
02	Family unresponsive
03	Family delay – illness
04	Family delay - family reasons
05	Family delay - other reason
06	Foster care delay
07	Family moved
08	Translation difficulties
09	Transport difficulties
10	Weather delays
11	Family missed appointments
12	Parental scheduling problem
13	Parent delay signing consent
14	Delay in choosing evalsite
15	Chose backlogged evalsite
16	Evaluator backlog/delay
17	Child not elig at 1st eval
18	Eval complete prior to ref
19	Delayed rec't of ref by SC
20	Delayed rec't of eval report
21	Svc Coord's high caseload
22	Full EIOD schedule
23	Family Court transfer
24	Case closed & reopened
25	Other

Removed = ~~Strike through~~

KIDS Version 9.4.9.2

User Instructions

Screen Changes

- Early Intervention Closure

The Reason for Closure option reflects the revised pick list below:

<u>Code</u>	<u>Closure Reason</u>
A	Delay/condition resolved
B	Family refused
C	Can't locate family
D	Transferred to 3-5 System
D *	Transitioned to 3-5 System
E	EI Evaluation found Not Eligible
F	DO NOT USE (over 3/not elig 3-5)
G	Family move-out of county
H	Family move - out of state
I	Child died
J	Transferred to I-CHAP
K	Refused-Contact in 2 mos
L	Ageout, Not 3-5, to other prog
M	Ageout, Not 3-5, no referrals
N	Ageout, Elig for 3-5 unknown
O	DO NOT USE (Other)
Z	Duplicate

New = * Removed = ~~Strike through~~

- Early Intervention Referral Source

The Referral Type option reflects the revised pick list below:

<u>Code</u>	<u>Referral Type</u>	<u>Code</u>	<u>Referral Type</u>
A	Birth Certificate	J	PCAP
B	Community Program	K	PHCP
C	DDSO	L	Primary Health Care Provider
D	ECDC	M	WIC
E *	I-CHAP Child Find	N	Parent/Family
F	Foster Care Agency	O	Other
G	NO-G PRESENT	P	Other County Department of Health
H	Hospital Agency	Q	Visiting Nurse/Home Health Care
I	Newborn Screen	R *	Newborn Hearing Screening
		U	Unknown

New = * Removed = ~~Strike through~~

Contact Information

If you have any questions please contact the NYS DOH, Office of Information Technology and Project Management, at KIDS@health.state.ny.us or (518)-473-4261.

KIDS Version 9.4.9.2

Installation Instructions

1. Verify that all users have exited the KIDS application.
2. Create a full backup of the KIDS folder.
 - a. Keep this backup for one year.
3. Delete the following files from the KIDS folder (if they exist).
 - a. KIDS6OLD.EXE
 - b. KIDSDDOLD.CDX
 - c. KIDSDDOLD.DBF
 - d. KIDSOBJOLD.DBF
 - e. LOOKUPOLD.CDX
 - f. LOOKUPOLD.DBF
4. Rename the following files in the KIDS folder.
 - a. KIDS6.EXE to KIDS6OLD.EXE
 - b. KIDSDD.CDX to KIDSDDOLD.CDX
 - c. KIDSDD.DBF to KIDSDDOLD.DBF
 - d. KIDSOBJ.DBF to KIDSOBJOLD.DBF
 - e. LOOKUP.CDX to LOOKUPOLD.CDX
 - f. LOOKUP.DBF to LOOKUPOLD.DBF
5. From the “**KIDS Version 9492 - Disk 1 of 2**”
 - a. Copy the 9492.exe file to the KIDS folder
6. From the “**KIDS Version 9492 - Disk 2 of 2**” copy the following documents to the KIDS folder
 - a. Version 9492 Install Instructions.doc
 - b. Version 9492 User Instructions.doc
7. From the KIDS folder:
 - a. Double click on the 9492.exe
 - b. The WinZip self extractor window opens
 - c. For the “Unzip to Folder:” click Browse
 - d. Select your production KIDS folder
 - e. Click OK
 - f. Click Unzip
 - g. You will receive a message that “6 files unzipped successfully”
 - h. Click OK
 - i. Click Close

KIDS Version 9.4.9.2 Installation Instructions

8. Verify that the following 6 files were extracted to the KIDS folder
 - a. KIDS6.EXE
 - b. KIDSDD.CDX
 - c. KIDSDD.DBF
 - d. KIDSOBJ.DBF
 - e. LOOKUP.CDX
 - f. LOOKUP.DBF
9. Delete the 9492.exe from your KIDS folder
10. Start the KIDS application. The screen will display this message:



```
INSTALLATION OF VERSION 9.4.9.2 COMPLETED SUCCESSFULLY!  
PRESS ANY KEY TO CONTINUE.
```

11. You have successfully completed the installation and upgrade of KIDS Version 9.4.9.2.

Contact Information

If you have any questions about the installation or to report any error messages that you encountered during the installation process, please contact the NYS DOH, Office of Information Technology and Project Management, at KIDS@health.state.ny.us or (518) 473-4261.



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York 12237

Richard F. Daines, M.D.
Commissioner

Wendy E. Saunders
Chief of Staff

February 11, 2008

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.9.4, which is being released with the following changes:

- Adhoc # 8 eliminates the need for re-indexing records.
- Adhoc # 54 will ensure that all municipalities are using the same version.
- The address line on the CMS 1500 screen has been decreased from 4 lines to 3 lines.
- On the Family Information screen, the State field will now default to "NY".
- The View Bill Process screen has been modified to remove any extraneous characters.

Early Intervention Managers only are receiving the following enclosures with their letters:

- diskettes for installation of KIDS version 9.4.9.4
- installation instructions, and
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your information technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.9.4, please contact the Center for Community Health's Office of Information Technology and Project Management unit at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Bradley Hutton, Director
Bureau of Early Intervention

BH/dab
Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff

PLEASE ENSURE THAT THIS EMAIL IS SHARED WITH APPROPRIATE STAFF AT THE COUNTY LEVEL

Dear EI Manager:

This email is being sent to clarify the method that municipalities should use to add a new service to an existing IFSP in KIDS. As we explained during the April 23, 2008 county conference call convened by the Bureau of Early Intervention to address issues regarding federal Indicator #1, timeliness of the initiation of EI services, this should be done by adding an "other IFSP" in KIDS, not by "editing" an existing IFSP.

Section 69-4.11(b) of EI regulations states that the IFSP shall be reviewed at six month intervals and shall be evaluated annually to determine the degree to which progress toward achieving the outcomes is being made and whether or not there is a need to **amend the IFSP to modify or revise the services being provided** or anticipated outcomes. Upon the request of the parent, or if conditions warrant, the IFSP may be reviewed at more frequent intervals.

Unfortunately, KIDS does not provide the ability to "amend" an IFSP consistent with this regulatory language. We have found that there have been different methods used by municipalities for adding a new service using KIDS. Some municipalities "edit" an existing IFSP, others create a brand new "other" IFSP.

It was brought to our attention that when a new service is added by "editing" an existing IFSP, the new service may appear late because, depending on how it is entered, it may be associated with the original IFSP meeting date, which is used to "start the clock" to measure the timeliness of a new service. It does not appear that these variable data coding methods for the addition of new services considerably impacted municipality data used for local determinations since our methodology counts each service as a fraction of the child's entire service package. After evaluating the screens and fields in KIDS to determine how to provide the most beneficial data to measure timeliness of a new service, we have concluded that a new service should be reported in KIDS by adding an "other IFSP", not by "editing" an existing IFSP. Due to the chronological nature of the dates, we will be able to distinguish "other IFSPs" that add new services from "other IFSPs" held for other reasons. This way to record data in KIDS should be used until the new NYEIS data system is implemented.

Before a new service is added in KIDS, the decision to add a new service should include these steps:

- the IFSP team members provide input and agree that the new service and the new goals, frequency, duration, outcome for the new service are appropriate
- the parent/EIOD both agree to the new service and the parent has provided written consent
- a service provider is located
- other providers are made aware of the new IFSP terms, the new service, new service provider, and any new IFSP goals and objectives.

Using KIDS, choose the child's record, then:

Select: "Early Intervention" tab

Select: "IFSP"

Select: "Add IFSP",

Select type "Other/Extend"

- In the "Extend" field, select: "8 - None"

- In the "IFSP Date" field, enter the date that the family and EIO/D agreed to the new service

- Change the “Review” date field to the end date of the current IFSP period (it will automatically contain a date that is six months from the date entered in the “IFSP Date” field)
- Check to make sure the “Effective” and “To” date fields automatically contain the date the family/EIOD agreed to the new service and end date of the current IFSP period respectively.
- Enter new service information
- Complete the remainder of the IFSP screen

Select “OK” when complete and exit the IFSP screen

Enter service authorization details (*Note: if prompted, select “9 - none” in IFSP field*).

Ensure the start/end dates for the new service authorization reflects the date the family/EIOD agreed to the new service and the end date of the current IFSP period, respectively.

Note: In order to record a change to an existing service (e.g. a change in frequency, duration, location, or service provider), municipalities should “Edit” the IFSP in KIDS. Editing the IFSP can be completed a variety of ways and you should do this as usual. Note that when the terms of an existing service authorization are changed, a new service authorization should be created that reflects service changes, and the now-incorrect, old service authorization must be closed out.

If you have any questions regarding the information in this email, please contact Shannon Proper (SAP03@health.state.ny.us) or Mike Iorio (MRI01@health.state.ny.us) or by calling them at (518) 473-7016.

Sincerely,

Denise Berletic
Bureau of Early Intervention
Corning Tower, Rm 287
Empire State Plaza
Albany, NY 12237
(518) 473-7016 x-2
dab08@health.state.ny.us

PLEASE ENSURE THAT THIS EMAIL IS SHARED WITH APPROPRIATE STAFF AT THE COUNTY LEVEL

Dear Early Intervention Managers,

On March 21, 2008, you received an email which contained links to the Office of Management and Budget website that provided information on the new requirements for collecting race and ethnicity for federal programs, including the Early Intervention Program. Further, on the March 17, 2008 all-county conference call, we explained that the United States Department of Education (DOE) issued final guidance on collecting and reporting race and ethnicity and recommends that, when collecting race and ethnicity, a two part question should be used. The first question should ask if the individual is Hispanic or Latino (Y or N), and the second question allows selection of one or more races from the following federal racial categories:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

We explained that, at this time, other racial categories will not be considered in order for the DOE data collection to be consistent with the data collection conducted by other Federal agencies and educational institutions.

"Race" is a required field in KIDS and is used in numerous federal and state reports. We are aware that, at this time, KIDS V 9.4.9.4 does not have the ability to capture race/ethnicity data exactly per the new federal categories. However, in order for the data collected to be as consistently as possible with the new federal requirements, the purpose of this email is to provide additional guidance on how to collect and enter ethnicity and race data for an EI child when using the current version of KIDS (Version 9.4.9.4) :

Using the two part question indicated in the federal guidance, first ask if the child is Hispanic or Latino. If "Y" then select "HP - Hispanic" in KIDS. If "N", select "NH - Not Hispanic". Do NOT report "unknown" (any "unknowns" will be converted to "NH - Not Hispanic").

For the second question, you may explain that the collection of race is a federal requirement, and ask which of the following race categories the parent is most comfortable with to describe their child:

- White
- Black
- Native American
- Asian
- Native Hawaiian or Other Pacific Islander.

If the parent selects one of the first 4 categories (White, Black, Native American, Asian), enter those as is into KIDS. If the family selects Native Hawaiian or Other Pacific Islander, enter that category as "Other" in KIDS, and describe details in the text field. If the parent is reluctant/refuses to provide any race information, the individual collecting the information should observe the child and identify the category (s)he believes most reasonably represents the child's race. Data collected like this by "observer report" is acceptable and actually encouraged by the DOE.

Please do NOT use "Other" to report different race categories than those listed in this email.

We are working with Office of Information Technology staff to improve the way KIDS captures race in a future KIDS version release, including exploring the ability to select more than one race category for a child. Additional instructions will be sent with any future version of KIDS that changes the way race/ethnicity is collected. The new EI data system under development, NYEIS, will be able to fully meet federal reporting requirements for race/ethnicity.

If you have any questions regarding the information in this email, you may contact **Mike Iorio** at **mri01@health.state.ny.us** or at (518) 473-7016.

Thank you for your anticipated cooperation.

Sincerely,

Denise Berletic
Bureau of Early Intervention
Corning Tower, Rm 287
Empire State Plaza
Albany, NY 12237
(518) 473-7016 x-2
dab08@health.state.ny.us



STATE OF NEW YORK DEPARTMENT OF HEALTH

Corning Tower
12237

The Governor Nelson A. Rockefeller Empire State Plaza

Albany, New York

Richard F. Daines, M.D.
Commissioner

Wendy E. Saunders
Executive Deputy Commissioner

December 16, 2008

Dear Early Intervention Manager:

We are writing to transmit a new version of KIDS, version 9.4.9.5, which is being released with the following changes:

- Captures the National Provider Identifier (NPI) for rendering providers on billing screens
- Revises the Report on Newly Entered and Unprocessed Bills to include a missing NPI option.
- Revises the CMS 1500 (Health Insurance Claim Form)
- Revises the IFSP Delay Reason pick list
- Revises the Service Method pick list
- Revises the Service Location pick list
- Revises the Ethnicity pick list
- Revises the Race Option and allows for multiple selections
- Removes the Family Health Plus Option from the Insurance screen.
- Calculates the State reimbursement rate at 49%
- Allows reprocessing of return disks to reflect State reimbursement at 49%.

The following enclosures are being sent to the Early Intervention Managers only:

- diskettes for installation of KIDS version 9.4.9.5,
- installation instructions, and
- user instructions.

Please ensure the installation diskettes and instructions are distributed to your Information Technology staff for installation, and that all users of KIDS receive the user instructions.

If you have any questions on the installation or use of KIDS version 9.4.9.5, please contact the Center for Community Health's Office of Information Technology and Project Management at KIDS@health.state.ny.us or 518-473-4261.

Sincerely,

Robert Fletcher, Director
Office of Information Technology
and Project Management

Bradley Hutton, Director
Bureau of Early Intervention

BH/dab
Enclosures - EI Managers Only

cc: Early Intervention Officials
Early Intervention Regional Staff