

Deborah L. Haradon, LCSW, ACSW
Early Intervention LCSW Services, P.C.
202 Hooker Avenue
Poughkeepsie, NY 12603
845 485-7237

September 19, 2009

Diane Jablonski
Dutchess County Comptroller
22 Market Street
Poughkeepsie, NY 12601

Dear Ms. Jablonski,

Thank you for the professionalism and courtesy extended by your staff in conducting the external audit of my professional corporation, Early Intervention Social Work Services, P.C. As you will note above, the name of the corporation has changed recently. This letter represents my formal response to the report which you reviewed with me during the exit interview.

With regard to the issue of the overpayment of funds related to insufficient documentation, there were two separate errors made by the corporation in the total amount of \$516.00. An error of \$16.00 related to the Early Intervention program billing due to incorrect data entry on electronic billing. The remaining \$500.00 for billing of Preschool Special Education is related to three pages of progress notes being misfiled. These progress notes were located and are correctly filed at this time. Documentation of the service being delivered was not at question as copies of bills signed by parent or daycare/preschool provider were present at the time of the audit and Dutchess County had the original bills. In addition to this when services are delivered at a daycare or preschool therapists also sign time in and time out on the facility's visitor log. Therefore, enclosed you will find a repayment in the amount of \$516.00, \$500.00 of which is for misfiling the progress notes.

With regard to the recommendation of reconciling my bank account, I followed the procedure recommended by my accountant which was to record every purchase I made on a ledger. I checked my bank account balance regularly to ensure that no bank errors were being made. From this point on, I will ensure that I also reconcile the bank account balance on my check book.

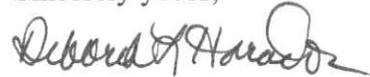
With regard to the finding of not obtaining a signature from parent or caregiver to substantiate receipt of a service when service coordinator is present in the home, my comment is as follows. Service coordination activities are defined in the law and are distinct from clinical services provided. Frequently when we are in the home or in a community setting with the parent as service coordinator we are there to monitor the delivery of services and/or we are having the parent sign a variety of documents, e.g. IFSP meeting forms, Add/change forms for changes in the IFSP, protocol documentation, transition documents, etc. The additional step of requiring them to sign yet another piece of paper documenting our presence may be confusing and possibly intrusive. We are

asking that the parent be integrally involved in their child's therapy, and then interrupt them to sign the service coordination in/out times. I would ask that this be taken into consideration and if possible that parent or possibly LEICC representation be considered in making changes of this nature. This would ensure that changes are in line with best practice.

With regard to the issue of documenting the actual time of day service coordination activities were delivered, the Early Intervention Program requires either the time of day or the total time for service coordination activities. My practice has been to add the phone contacts during the day and write the total time spent in delivery of the service coordination activities. The change you are recommending does not impact unfairly upon parents and others receiving early intervention services, but is an administrative change and can be accomplished through changing forms.

Thank you for your attention and consideration in serving the people of Dutchess County.

Sincerely yours,



Deborah L. Haradon
President