



FIRST STEPS SOUTH EAST STAFF CONTACT LIST

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 Address: 1531 13th Street, Ste G900, Columbus, IN47201

June 2011

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First Steps - South East Staffing: County Assignments and Roles

June 2011

Administrative Staff and Special Assignments :

Baldwin, Jeanne..... Eligibility Systems Supervisor
 Bottorff, Donna Date Entry Specialist
 Haymond, Becky Program Director
 Stevenson, Catherine..... Office Manager/Receptionist/referral Specialist
 Stoughton, Gina..... Date Entry Specialist
 Arland,Denise..... LPCC Lead

Primary County Responsibility	Service Coordination	LPCC Coordination	DATA Entry
Bartholomew	Carol Barkes Katie Rust Janell Foley	Carol Barkes	Donna Bottorff
Brown	Carrie Scherschel	Carrie Scherschel	Donna Bottorff
Dearborn	Kari McCarty Sherri Rudolf	Kari McCarty	Donna Bottorff
Decatur	Anne Stauffacher	Kari McCarty	Donna Bottorff
Fayette	Jerri Orosz	Jerri Orosz	Gina Stoughton
Franklin	Kari McCarty	Kari McCarty	Donna Bottorff
Hancock	T.J. Allen Diane Hunt Shirley Huntsman	Denise Arland	Gina Stoughton
Jackson	Kim Gaffney	Kim Gaffney	Donna Bottorff
Jefferson	Lisa Griner	Lisa Griner	Donna Bottorff
Jennings	Chas Gerkin Jenn Broughton	Jenn Broughton	Donna Bottorff
Lawrence	Gretchen Malott	Katie Herron	Donna Bottorff
Monroe	Sandy Fritz Maggie Mobley Erin Miller	Katie Herron	Donna Bottorff
Ohio	Jenn Broughton	Kari McCarty	Donna Bottorff
Ripley	Kari McCarty Sherri Rudolf	Kari McCarty	Donna Bottorff
Rush	Stacey Berkemeier	Denise Arland	Gina Stoughton
Shelby	Carrie Scherschel Anne Dolan	Denise Arland	Gina Stoughton
Switzerland	Jenn Broughton	Jenn Broughton	Donna Bottorff
Union	Jerri Orosz	Jerri Orosz	Gina Stoughton
ALL COUNTIES SPANISH SPEAKING SERVICE COORDINATION	Bertha Olmeda Patty Vargas		

NOTE: This chart indicates primary responsibilities. Often staffing must be adjusted to reflect vacations, staff changes, and leaves.

When you have questions.....

Direct questions about the following to **Becky Haymond**, Program Director, responsible for overall program management/LPCC:

- Issues Regarding Quality
- Human Resources and Benefits
- Program Finance and General Administration
- Overall Systems Oversight
- Public Awareness and Child Find
- Provider Recruitment
- Communication with Providers and Families
- Transition Partnerships
- Community Partnerships
- Service/Intake Coordinator Policies and Procedures
- SC/IC Staffing and Case Loads
- SC/IC Training and Credentialing

Direct questions about the following to **Jeanne Baldwin**, Eligibility Systems Supervisor::

- EI Records
- Data Entry
- Referral and Intake Process
- Forms
- ED Team
- Newborn Hearing
- Assistance with Spanish-Speaking Families
- Office Procedure
- Support Packets

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