

**ND INTERAGENCY COORDINATING COUNCIL
JANUARY 5 & 6, 2012
STATEWIDE VIDEO CONFERENCING**

MEMBERS PRESENT:

Carol Brakel	Holly English
Joe Elsberry	Amanda Lausch
Jennifer Barry	Jill Staudinger
Cassie Keller	Tammy Gallup-Millner
Karen Tescher	Shawnda Ereth
Jackie Harasym	Stephen Olson
Dr. McDonough	

Staff Present:

Amanda Carlson
Roxane Romanick
Colette Perkins

Jill Staudinger opened the meeting and introductions were made.

TOPIC: MINUTES

Action: The December minutes were tabled. Roxane will send these to council members for approval at the March meeting.

TOPIC: MEMBER UPDATES

DISCUSSION:

- Tammy Gallup-Millner shared that the National Survey for Children with Special Healthcare Needs is available. Suggestion to review at a future meeting. Tammy shared that right now the federal budget for FFY12 has no cuts to the block grant to state.
- Jill Staudinger shared that Region VIII referrals has been very busy and that referrals dropped off slightly in December.
- Amanda Carlson shared that public hearings on the 2012 Part C Application have been set and are as follows:
 - February 21, 1:00-3:00 pm; host region Bismarck; will also ask for hosts at each regional polycom site.

- February 23, 6:30-8:30 pm; host region Fargo; will also ask for hosts at each regional polycom site.
- Amanda will get everything out by January 15th. Will get information to providers so they can include in their newsletters; notices will also be in the newspapers and on the website. Comment period closes on March 15th.

TOPIC: FFY 2010 Annual Performance Report

Action:

- This report must be filed every year in February. This is state aggregate data – local program is not available at this time.
- Roxane explained the types of indicators:
 - Compliance (#1, 7, 8) – must be at 100%
 - Results (2, 4, 5, 6) – we must meet our own targets
 - 9-14 – must be at 100% (how we correct any noncompliance in our state)
 - 10-13 – complaints that are filed in the state
 - 14 – whether we file our federal reports on time
- Council members reviewed the indicators, performance data, and established targets, with the exclusion of Indicator 8 – the data is still being analyzed and compiled. Discussion was held about the review of the data and improvement activities with the NDICC Executive Committee. There was agreement on this.
- Below are a summary of the recommendations that were made by the NDICC per indicator:

Indicator 1

- In general, need to assure that OSEP recognizes the change in our data system during FFY '10.
- Need assure training regarding the importance of tracking the start of services and documenting on IFSP. May need to consider whether or not the use of the QER item is the most effective tool to collect this data.
- Improvement Activity #7 – “Study adequacy of 1 to 11 Infant Development and 1 to 45 Service Coordinator ratios.” This was **recommended** to be deleted; however the NDICC recommended a revision to delete ID and keep service coordinators.
- There was discussion on Improvement Activity #9A that there are some other state models for standardizing training.
- Suggestion was made for Improvement Activity #15 that all training include accompanying written documentation.
- On Improvement # 16, it was **recommended** that the following revision be made: Add DDPMs be added to the training re: documents/how to discuss with parents. Suggestion made that we also target families with prenatal situations (diagnosis, bedrest to prevent premature delivery, etc.)

Indicator 2

- There was a **recommendation** to prioritize the Improvement Activities.
- ICC **recommends** keeping IA#11, as a majority of that work is done. IA#8 could be addressed at annual EI/DD conference.
- There was a discussion about the targets that were set and reviewed by the NDICC last year. After discussion about considering the trends over time, the NDICC approved the state targets that were set last year. This will be documented in the APR.

Indicator 3

- There was a **recommendation** to delete Improvement Activity #5
- **Recommendation** to delete Improvement Activity 9
- ICC **recommendation** to add IA regarding implementation of new tool with subsequent training. Need to devise method of imbedding into data system and then evaluate the effectiveness.
- Targets were reviewed and will remain the same as last year.

Indicator 4

- There was discussion about the implementation of the Revised ECO Tool. NDICC members received a copy of the tool prior to the meeting for review. There was **approval** from the Council for the use of the new tool. There was considerable discussion about the issuance of the survey: Need to consider a different method for tracking a survey to a particular program in order to continue to provide anonymity for the responder; regions needs to know when the surveys are being mailed so that they can do some prep work ahead of time; suggestion made to have paper copies available so that they can hand deliver some if needed; discussion about providing various incentives for returning survey (i.e. drawing); use Experienced Parents in the region to assist with surveys.
- There was a **recommendation** from the Council that the use of the personal identifier be discontinued.
- ICC **recommendation** to continue Improvement Activity 2A and have deadline of another survey to go out and come back by 6.30.12
- ICC **recommendation** to have surveys available via EI staff/DDPM, have incentive for returns, use Experienced Parents, and put notice into EI program newsletters
- Targets were reviewed and will remain the same as last year.

Indicator 5 and Indicator 6

- The NDICC was in agreement with discontinuing Improvement Activity #1 in both Indicator 5 and 6; however there was discussion about the type of data to be tracked which included the total number of children seen, number referred, and the number eligible. There was a **recommendation** to require basic elements and fields in a data base that could generate a final report.

- ICC **recommendation** to include Public Health/Health Tracks and WIC on Improvement Activity #7
- In regards to Improvement Activity #8, there was discussion that CSHS has a federal mandate to coordinate with DDS to assist in identifying children
- **Recommendation to monitor the performance for another year and then re-evaluate targets.**

Indicator 7

- There was a discussion about evaluating our data input process and decide if there's anything that can be done to increase compliance with data entry requirements.
- For Improvement Activity #3 - ICC **recommendation** to put edit into Therap to not allow activation of the IFSP without reason for being late. **Recommendation** to add this item to the Person Centered Plan checklist that is completed by the DDPM.
- In reference to Improvement Activity #14, it was suggested that the state office inventory all of the training topics and develop a plan for implementation so that the field is prepared.

Indicator 9

- There was a **recommendation** for Improvement Activity #12 that the newly revised case review tool be rolled out to the regions and that the Person Centered Services Checklist be revised to reflect the new tool
- It was explained to the NDICC that no findings will be reported in the FFY '10 or FFY '11 APR in Indicator 9

Indicator 10, Indicator 11, and Indicator 13

- ND does not report any activity in Indicator 12 because that is only used if we adopt Part B regulations.
- ICC **recommendation** to add brochure being available in other languages identified by the Regions and online
- There was discussion about adding a question to the family survey about whether or not parent rights have been violated.
- Question was raised about whether an interpreter needs to sign any type of agreement in regards to confidentiality

Indicator 14

- No changes or recommendations at this time

NEXT MEETING will be held on Thursday, March 8, 2012 via the Human Service Center Polycom System. We will meet with IDEA in the morning starting at 8:30 and NDICC will meet from 1:00 – 5:00.

