

**INTERAGENCY COORDINATING COUNCIL
MEETING MINUTES
Friday, June 10, 2016
Comfort Inn, Bismarck, ND**

PRESENT

Stephen Olson
Shannon Grave
Carol Brakel
Tonya Canerot
Valerie Bakken

Melissa Mitzel
Jill Staudinger
Roxanne Wells
Rebecca Eberhardt
Jolyn Wasem

GUEST:

Stacey Miller

TOPIC: FAMILY STORY

We had a family story lined up but received an email that the mom was sick. She will come in September and tell her story.

There was discussion about having a Family Story at the ICC/IDEA joint meeting and then again at the ICC meeting and because of so many agenda items could we not do one at the ICC meeting if one is done at the ICC/IDEA meeting.

TOPIC: MINUTES REVIEW

Nothing in the bylaws regarding approval and/or posting on line.

Colette will send a draft out to the members and give them a timeline to review and submit changes and then forward to Amanda for review and then publish on line.

A motion was made by Steve Olson and seconded by Roxanne Wells to approve the June 2015, Sept 2015, Jan. 2016, and March 2016 minutes and then post to the website.

The June 2015, Sept. 2015, Jan. 2016, and March 2016 will be posted on the website

TOPIC: STANDING NDICC AGENDA ITEMS

State Systemic Improvement Plan (SSIP) Update

The SSIP was submitted on April 1 and we haven't heard from OSEP on approval and/or any concerns.

At the leadership conference last year, we were told that if you didn't hear from us your SSIP is fine.

We are moving forward with the action plan/activities.

We are also starting on the small workgroups.

We have had a good amount of volunteers from our early intervention staff.

Action strands went out in an email from the March meeting.

Do you think you have a diversity from our volunteers - majority are infant development staff. No Experienced Parents have volunteered.

Evidence based practice strands - Amanda has a lot of volunteers. Experienced Parents will we try to get them to participate.

Intention of small workgroups that the work will be done via video conferencing or WebEx.

Sending letters inviting people to participate in the workgroup - could we do this regionally, if needed.

First workgroup meetings - don't want to get so big.

Taking the initial volunteers and where there is a gap and look at who else should we pull in.

Small workgroups have not met yet. One workgroup has 2 volunteers.

We are now in Phase 3 and that is due April 2017.

The Annual Performance Report is due the 1st working day of Feb. and the SSIP is part of the APR.

Get small workgroup up on professional development when the new child outcome tool is out.

Part C Budget Report

Application was covered yesterday that was submitted on April 21.

3 comments - produce budget and submit to OSEP had to have total match/allocation from OSEP and 2 of the 3 comments don't accurately reflect what we are spending on direct service and which is an average of \$105,000 \$110,000 per month. We thought we had to hit the mark of our allocation and currently seeking advice from OSEP.

Amanda showed what is actually being spent within the Part C budget.

There was discussion on parents not applying for MA.

If they choose not to apply for Medicaid, then a family cannot receive a Waivered Service. If a child has income, they will not be eligible for Medicaid. A family's income is not considered when applying for Medicaid for their child.

There is still a county issue for family's that want MA and get frustrated with the system and then say we aren't going to apply. Do families really understand the benefits of applying for Medicaid and then receiving Waivered services?

There was a suggestion from the ICC/IDEA training for joint training for eligibility workers, DD Program Managers, and Infant Development staff. Carol stated she has gone to the county and did training. Could we develop a guide on the steps they need to go through in applying, etc.

We have trimmed contracts, etc. to increase our Direct Service dollar amount with each Part C Application.

Had talked about forming a subcommittee to look at the actual Part C budget, but we haven't gotten this group

up and running. Jill recommended that we pick a time for the subcommittee to meet before the Sept. meeting.

DD Slots Report

Amendment was approved in Dec. 2015 to increase slot capacity by 600 and it was approved.

The Division worked to clean up slots.

The Waiver year runs April 1 to March 31.

Every April 1 for people that are no longer using their slot, it gets recycled.

Using slots as we have been about 100 a month and 70% of those are infant development.

Last 2 years we have run out of comment slots, which are open to anyone.

There are 190 reserved slots and of those 190, early intervention has 135 of those. Have not run out of reserved slots. If we run out of reserved slots, we would go to a waiting list.

There are 5,480 slots total and we increase this every year by 105.

We are currently in year 3 of our current Waiver.

Do we need to make a statement to the Governor from this committee that birth to 3 early intervention needs to be viewed in the same lens as K to 12. Create an early intervention picture that has a picture of what you are saving per child nationally and share with Governor and Legislature. They aren't looking at the early years and investing early helps with expenses later. Have parents write letters and telling them what is happening with their child/children.

What about early care and quality care for the children in child care? It is just as important as everything else. Can we use the 30th birthday party to use this as a platform. Amanda and Jill have talked about this also and putting something together to represent early

intervention. Family Voices and ARC could be connected and do something across the state also.

Pull kids on early intervention and in school and do they still need waived services from the Dept.

Try and put something together for the 30th birthday party as a start to try and get something out to the public. Valerie will send some visuals to Jill by next week. Also use Kids Count data.

NDICC Membership Updates

Amanda received one member update and this will be included in the minutes. An email is sent asking members to send their individual member update for the ICC meeting to Amanda. There was discussion that members were confused by this title and it was suggested to change the name to:

"parent/organizational updates from members."

Committee Reports

Family Survey Workgroup: This group hasn't met.

Executive Committee: Met and developed the agenda and had a phone call the end of April. Chairs met to decide on the joint agenda of ICC and IDEA.

Autism Task Force

Tammy Lelm is on the Autism Task Force.

Ask Tammy if she could provide an update on the Autism Task Force in her parent/organizational updates from members report.

A motion was made by Shannon Grave and seconded by Steve Olson to remove the Autism Task Force report from the Standing Agenda and have it reported on in the parent/organizational updates from members report. Motion carried.

General Supervision Update

Will report on this and discuss more at the Sept. meeting. This is a standing agenda item. Get letters of findings out next week and levels of determination come out the end of July.

TOPIC: NEW BUSINESS

Family Survey Methodology

This is how we get our Indicator 4 information.

Prior to 2 years ago, the DD Division did a mailing to parents. We have seen a consistent decline in the return rate.

We changed the survey pull from receiving 6 months of service to 3 months of service but response rate was lower. Two years ago we started to hand deliver the survey at the family annual IFSP meeting or their periodic review. Families had different ways to return the survey (complete and give to the PEIP at that meeting, give to the PEIP at the next meeting, or mail). There was a gain of 3% in our return rate the first year. This year we did the same process.

This year we called a month before the annual/periodic meeting and let the family know what we would be doing. This year went from 21% to 36%. This response rate came with a lot of effort.

Have also talked about an online survey option also.

There was discussion that some individuals are more willing to fill out if handed to her; send me a link on-line to complete the form; let me know in advance it is coming and what is the benefit for me in completing the survey.

Experienced Parents to call to tell the families what is coming and about the benefits of completing the survey, maybe I would look for it and fill it out. Looking at a call before the survey is mailed out.

DPI/Special Education contracted with a company and the company is actually making a call and doing the survey over the phone.

Do mass mailing but keep the personal perspective (generic letter)?

Region VII - West Central HSC - BECEP and Region VII West Central HSC Standing Rock - put this on the survey.

Have the work around, opportunity to gather where coming from, do mailing where parent enters information, and do a mass mailing.

Letter should say the importance of the survey is that there is funding attached to this program.

Don't do a long letter do something graphic and short.

Is there another way to collect this data and it doesn't mean it can't be done and those that have tried they couldn't maintain it fiscally.

Survey the Part C Coordinators and see if they have other ideas that we could use. This could be a Crossroads topic.

Mailing with regional letters, no identifier, and a graphic design on the letter.

What about distributing a survey at every annual review?

Need to talk about and continue discussion throughout the year on the survey and keep as an ongoing topic and give to the family survey workgroup. Do we have names of anyone that volunteered and have them also look at what other Part C coordinators do for with information?

The Division will proceed with a letter, with some type of graphic design, and no identifier. Tell Infant Development and DD Program Managers one month in advance to tell families about this survey that is coming out.

ICC Elections

Recommendation at the last ICC meeting that we should require that a parent representative be the chair or vice chair, but at the end of this conversation the decision was made not to require it. If a parent volunteered to be the chair or to be the vice-chair, we would accept. We have a chair and vice-chair positions open and will need to vote.

Attach a bio on the ballot for the individual wanting to be in one of these positions.

Amanda will send a membership list out by the end of next week and also ask for nominations.

Attendance

EI Subcommittee on Part C Budget

Child Outcome Tool Update

We have been using a tool since 2004 that was originally developed from funding from OSEP. However, it has not been supported for about 2 years since its inception.

Wanted a new tool to be used with Part B and be family friendly and produce family friendly reports and generate our family outcome information.

Amanda issued an RFP and received 2 bids and only one had the tool already developed. Awarded the contract to Paul H. Brookes Publishing and tool is AEPS I (which is interactive). Hope to start using July 1, but unfortunately we will not be able to do and so will delay implementation. Talking with them and hoping to

do training the end of July. Do a 2 day in-person overview and follow up and an intensive 1 day of how to use the tool.

There are 167 staff to be trained and Brookes Publishing will only do training for 45 at a time.

Can we video the training? Also, not all 167 will be able to attend the training when we schedule it. Can Valerie pay Brookes to do additional training for her staff. Amanda and Val will get together and discuss some options to present to Brookes Publishing. Staff cannot use the tool until they have been training. In our RFP, we asked that there be an online training tool also.

Carol liked the idea of bringing preschool/Part B to the training.

Part C Anniversary

Part C was added to IDEA about 30 years ago. We want to celebrate the kids that have been in early intervention and currently in. The week is July 11 - 15.

Happybirthdaynd30th birthday

Right Track Data & Update

Early childhood comprehensive screening grant - that MIECHV/PCAND is working on and using data collected from ND State University and what screenings are occurring in ND and effective for our birth to 3 year olds. Kimm Sickler is working on this data now. Trying to work with her to make sure data collected is reflective of what is happening in North Dakota. Met with Kimm and put together a fact sheet and give to data collectors at NDSU and numbers of who right track reaches.

Each right track program has their own data systems.

Amanda is going to verify the data collected. Right Track information (pamphlet) that will be shared with NDSU data people and contains a lot of verbiage explaining what it is, how it has evolved, and this is what it does, and referrals that are made to other entities in North Dakota.

ICC MEMBERSHIP

Amanda showed a presentation.

Eight appointments expire 8/31/16; 3 appointments expire 8/17; and 12 appointments expire 8/18.

Amanda went through the composition of the ICC and who is representing each position.

Sen. Poolman - ask Sen. Poolman to continue and ask if she has anyone she would recommend and continue to find others. Sen. Heckaman, New Rockford; Dennis Johnson in Devils Lake; Rep. Kris Wallman and Erin Oban. Amanda will email Sen. Poolman and ask if she wants to continue and Shannon will contact Wallman. If Poolman is not interested then Amanda will contact Heckaman and Oban.

Amanda will submit the names of Shannon, Carol, and Tina for reappointment. Amanda will contact Hannabah.

Jolyn is not staying on but she has 2 parents she can contact.

Roxanne will do some contacting in Devils Lake for a parent representative from that region.

Rebecca Eberhardt has a name of a lady she could contact in Williston and then let Amanda know.

Carol has a parent representative for Grand Forks.

Before Sept meeting, agenda comes out and attach a note from the chair about not having a quorum and need membership to vote and we have orientation in Sept.

Years ago the parent representatives met with Roxanne about 2 hours before the actual start of the ICC and they also used to have a provider/agency representative sit with a parent to answer questions, etc. Some individuals stated that the ICC training was good, but very overwhelming and didn't know a lot of what the presenter was talking about.

TO DO:

Amanda will send an email on Chair and vice chair elections

Schedule family survey workgroup and early intervention workgroup

Sept orientation for ICC and IDEA.

Follow up with family survey.

Ask agency representatives if they would be interested in being a mentor to a new individual at the next meeting.

Having a pre-meeting for parents to do learn about agenda items would be good, but we don't have the capability to do that now. Could there be a more detailed agenda for the parent - give a little more explanation. What kind of feedback are we looking for on each topic - an idea on what to give to parents? Ask members after a topic does anyone have questions about what was discussed, do they need clarification.

When someone says an acronym also make sure that you and/or someone else says what the acronym stands for.

Jill add more to agenda, effort after each topic
additional questions/unclear/clarify, end of sept talk
about how it did or didn't work and include the
mentoring piece also. What other ideas should we try
also?