

**INTERAGENCY COORDINATING COUNCIL  
MEETING MINUTES  
Friday, June 23, 2017  
Statewide Video Conferencing**

**PRESENT**

Rebecca Eberhardt	Tina Bay
Tammy Lelm	David Zimmerman (am)
Holly Major	Sarah Carlson
Moe Schroeder	Jill Staudinger

**Staff Present**

Amanda Carlson, Part C Coordinator  
Colette Perkins

**Guests:**

Roxane Romanic, BECEP & Designer Gene's  
Becky Matthews, BECEP

**TOPIC: OVERVIEW OF AGENDA**

**TOPIC: FAMILY STORY**

Lana was planning to come today but she isn't in the Grand Forks room.

**TOPIC: LEGISLATIVE SESSION WRAP UP**

HB 1012 - DHS budget - are there implications to the Part C budget. Experienced Parent removed initially and at the end there was \$260,000 assigned to Experienced Parent, some from general funds and some is to be reallocation of funds from Part C and this would be for the biennium. This will have an impact on the Part C budget as there was no increase. We will need to talk about the Experienced Parent role. In previous years there was \$400,000 allocated per biennium and usage was about \$143,000 per year. Now we have been given \$100,000 in general funds and the Division was asked to find \$160,000 in Part C funds. Why wasn't

there maximum utilization - Jamestown hasn't had an Experienced Parent and we wanted to have money in case we found one.

Part C budget was presented on average spending \$142,516 each year on Experienced Parent. Sarah received 2 emails on public comment on the Experienced Parent issue. Sarah read an email from Michelle Ragan, BECEP, and Chris Pieske, who has requested appointment as the Region 7 parent representative for the ICC.

Amanda - received an email from a family advisory board member and she read that one.

Previous ICC meetings we have talked about the value of Experienced Parent program and not all Experienced Parent's operate the same way in the regions and we should include this in our discussions. What would an RFP (Request for Proposal) look like?

DD had developed an RFP and looked at individual regional contracts, consistencies, and what we wanted every Experienced Parent to do; so we have one that is available to be used. The Division didn't issue it but we talked to the Experienced Parent's about writing into RFP to maintain the current Experienced Parents but our Legal Advisory Unit said we couldn't use that wording and we couldn't guarantee employment of those currently employed. It would be helpful to have consistencies and having the Experienced Parents talking to each other.

Does the ICC have a recommendation to leave as is, how to fix contracts to have consistencies or to pull it up to the Division?

The scope of the RFP was displayed on the screen. There was discussion on reimbursement for mileage. Discrepancies about how much and when Experienced Parents are involved in the regions. Flow of

information is criterial for support of Experienced Parents to support the program.

Consistencies in the outcomes that Experienced Parents are doing and is the Division receiving an annual report - no reports are submitted to the Division from the contracted provider and/or Experienced Parent. Process and outcomes should be a requirement of Experienced Parents plus submission of an annual report.

#5 - would speak to data collection and outcomes. Needs to be a MOU (Memorandum of Understanding) between state office and who receives RFP and going back to when Experienced Parent is introduced on intake form. Experienced Parents should be on there and parents signing off on it.

#3 - important to keep Experienced Parents in the meetings through Infant Development. Connection with families is stronger when connected early through the provider.

RFP - everything is done in regards to the RFP. It would be reviewed by contract staff, then issued, and then required time frames for the RFP to be out for comment and questions are due, we post the questions and responses and then another week to respond.

What are the options to extend the current Experienced Parent contracts? The Division hasn't explored yet because of the reduction in funds.

Question to the Council members in attendance, you have seen the RFP - is there consensus in what we are seeing in the RFP? Is the ICC going with RFP or with individual contracts?

Council member comments were:

- need consistency;
- Moe stated that has a Family Voices rep, she would remove herself from the vote, but support transparency and streamline - look at RFP a lot and then look at what the Experienced Parent has to do and struggle to employ parent at a reasonable wage and to cover all of that.
- Holly agreed with Moe - concern with babies born in the next 3 months and no Experienced Parent to support the families when needed. Definitely in support and let's make it work.

Continue contracts but change to be descriptive.

We can do changes to contracts.

But those RFP ones, we would have to see if there is a significant change in scope and would be seen as not fair competition by another entity. How to do for now - keep contracts with individual entities and need to look at a formula - do we base it on the number of kids; we have data that shows how many kids are in a region -

Do a regional approach if we can do it. Quadrant, better with single entity - care most about the consistency of services and having a presence statewide. Is it time to look at doing this differently?

#1 or add another - expectation Experienced Parent available to every family that wants one across the state and participation in staff meetings with other entities. Some regions tell the Experienced Parent they are going to see a family and say to the Experienced Parent can you come with me/ride with me.

Do regional contracts - people getting targets what about indirect costs - having one and not multiple indirect costs.

The logistics can be figured out through RFP to be open to one entity and figure out how to do 1 person in region or have whole state covered; but how to address lack of service and what happens to current Experienced Parents and could be a potential loss for those Experienced Parents by doing an RFP. Need to have outcomes going into the next session.

Experienced Parents qualifications added to go out with the RFP - we do have Experienced Parents that are employed by Infant Development providers. #3 - may need to be reworded. Experienced Parent can not have any other position in the Infant Development program/provider. Infant development provider cannot hold the Experienced Parent contract - move to the successful offeror section.

Liability insurance - the Devils Lake Experienced Parent has her own liability insurance and pays on her own. Sarah also pays her own liability insurance. RFP would say the entity/contractor would have to pay the liability insurance.

The scope listed and the amount of money - doesn't work for Experienced Parent.

Reasonable to say attend one staff meeting a month or not attending staff meeting and human service center is providing a list of names and contact information of families coming into Early Intervention. How to make sure they are embedded and have contact with families.

There is no evaluation process either.

The Division needs to make sure Experienced Parents are embedded and what is the providers responsibility in working with the Experienced Parents and there needs to be support from the state office

Some families desperately need Experienced Parent supports, some parents not as much, and some parents not at all.

Division cannot monitor as easily compared to if the state had the contract.

Becky M. comments - There are families of BECEP and they sign a release and difficulties in attending eligibility meetings. Family survey for state and Experienced Parents are to call families - where is the line. Children not eligible give some services to families. Staff meeting is very important to attend. Issue not continuity - struggling with what she does July 1 for those serving already. Need to have Experienced Parents. Roxane trained me in and to attend parent leadership as there is not training for Experienced Parents. This could be a hindrance for a family wanting to be in this role. Give me just enough hours to keep in contact with the families that I have now.

The Jamestown human service center hasn't released the contract. How to confirm that is a rumor or not. Devils Lake Experienced Parent used to cover Regions 3 and 6 and then that switched to each region having their own Experienced Parent. There was conflict between DD and Infant Development, and the Experienced Parent was caught in the middle. There were a couple of parents interested but it hasn't worked out recently.

Confidentiality - the system could use some work to best streamline - playing with Medicaid; no release specifically for Experienced Parent and then for the Infant Development provider. Looking at HIPAA and FERPA already and it is complex. Think about having parents in all aspects of what happens in early intervention would be good. Will have issues with

confidentiality if you go with an RFP. Part C, when child is referred, that is when FERPA kicks in.

Do a little better job if we issue the RFP - worry about the timeliness. Go back to contract with initial amount go to work right away. But with having one contractor, you will maximize your money.

RFP - age of child and being the Experienced Parent - this is totally discretionary. Comes in to play also because of that is what the ICC has also in regards to being on the Council as a parent representative. .

Work with families in high risk and this is where you would prioritize your work as an Experienced Parent. We will miss kids regardless.

What was the formula for distributing funds - was it population/censuses based on kids being served in each region. Don't do RFP out to one entity - don't know how to do it.

Data collection - soft services with hard purpose. Qualitative information is important but can put into numbers. Ability to impact staff to do what they do in a family centered manner - how do you collect that?

Get RFP done so that it starts in Oct or as soon as possible and want to make sure people are notified.

What do providers pay an Experienced Parent, by hour, how many families does the Experienced Parent have - are they even spending the money. Money set aside for Jamestown and not used can we use for the extension of the contracts.

Part C funds available to cover the extension without decreasing the RFP for the next biennium - could

potentially be short in the next biennium for something else.

Recommendation is an extension of the current contract and get RFP out and through whatever time frame there is.

Some Infant Development providers provide materials for intake/binders/transition and for some regions it comes out of the Experienced Parent contract - would like to see this money go towards hours.

ICC recommendations and take to Chris and see what DHS wants to do and then look at changing anything that we need to. Committee to support language of the RFP. Schedule another meeting and invite Experienced Parents and then review the RFP.

Would like to have the Experienced Parent give input on the language of the RFP. The Experienced Parents were involved with original language and need to down size it - look at changing scope and important to prioritize and keep the same they have given input.

Suggested to extend the current contracts, initiate RFP, and then start new contracts on Oct 1.

Have a meeting and welcome Experienced Parent, public meeting, and get a lot of input.

Criteria for the RFP.

Can we do all of this in the time frame - directed at DD.

RFP - procurement - ok to have other people help write RFP especially those that might be applying for the RFP.

"Experienced Parents Scope of Work" - and delete the word 'Required'



Put the optional items into the required -

13. Whoever holds the contract should submit to State Office that captures, etc. - # staff meetings attend, # of children,

#8 - the state provides the email.

Some parents will need training in some of these things. Provide knowledge of statewide and community resources; knowledge of IDEA; etc. Training should be in the budget within the RFP and keep things transparent and consistent. Requirement of the vendor or state to provide training on IDEA, system, etc.

Vendor must ensure that staff are trained on IDEA, North Dakota Part C system and then expect Experienced Parent will do the following items. Online data to get staff up to speed. New #8 - bring these people together and educate them. From referral, Experienced Parents should be considered a partner.

The Division asked what is the primary purpose of an Experienced Parent? Providing family centered support and resources - resource for families for family night out and support; resource intake binder; resource referral to federation of families.

Different levels for one on one perspective - direct family support and also family centered support to the organization.

Providing resources to the DDPM. Represent the family voice through the early intervention system.

PEIP - professional background that can't be replaced.

Direct Family Support:  
Family visit

Family gatherings

Providing information on apps for autism - providing education

Referrals to other resources - directing family to other families

Indirect Family Support:

providing support for family to a provider. Be through the professional development strand. Attending staff meetings, eligibility decision making. Visiting with NICUs for referrals to Early Intervention

Contributing to quality early intervention services.

Qualifications:

They have received early intervention services and have a knowledge of the early intervention system.

Vendor cannot be an early intervention provider.

Experienced Parent cannot be an employee of an early intervention provider.

The Division will: figure out a way to extend current contract- might be held to contract legalities. Unable to extend and no renewal option - do we look at rest - all or nothing or not. Members instructed the Division to extend those contracts that they can for a quarter and work on the RFP,

Displayed the RFP to the members.

**TOPIC: LEGISLATIVE SESSION WRAP-UP**

SB 2325 -

Discussion about involvement in the Legislative Management Study.

ICC statement for the legislative management study - concern with fiscal and what do we want early intervention to look like in the future; define this

and may influence what the Committee is looking at. Who is overseeing this - Health Services Interim Committee?

Do dream map of what early intervention looks like? Not change eligibility criteria to lessen the number of kids we are serving; but we also have a money problem. If Medicaid changes, that is another part of this also.

Make sure Medicaid people are involved in the discussions also. Understanding the barriers that families are experiencing with Medicaid would be beneficial to the committee. Some don't want to, some can't, or it impacts other things. **Amanda will bring this breakdown to the next meeting.**

What entry points can a child be referred? Bring this visual to the committee.

Anyone having troubles with barriers to Medicaid can refer to Family Voices as they met with Maggie and Chris.

Interfaces with other early childhood systems - others doing home visiting, who is doing all of these screenings and how much money is coming into the state for these kids not being screened by multiple systems, how to collect this data.

**This Legislative Study for SB 2325 will be a standing agenda item.**

Roxane had conversations and approached Tina and Chris around the possibility of doing an early intervention summit. Interest on part of stakeholder that works on this legislative committee group to bring in technical assistance and Maureen Greer and will only come in if it works for the Department. Feel this would be helpful to provide some direction. The Dept. wants to

wait and see what questions and directions the committee has.

Budget subcommittee work could have some impact on SB 2325.

#### Right track - Technical Assistance

Conversations from subcommittee on impact of Part C funding and potential change to Right Track.

Budget committee met with conference call with AEPS and online system and looking for a cost effective way to administer some screenings for Right Track. Looking at a more conscious way to structure Right Track. Brainstorm ways to look at Right Track and what does the Council want us to do.

Some programs are using the ASQ and can we develop it statewide.

Agencies that are using - give us a measurement to see the difference - it is completed in the home. Cost difference - billed per input.

**Jill will schedule another meeting for this group.**

#### Child Outcome Tool Training and Implementation

**This will be a standing agenda item.**

All regions have received the training. Had Early Intervention polycom on Tues and provided some clarification.

We do have access to the Brookes demo site. Did this so could be familiar with the tool to be able to fill it out.

Initially use besides what we are already using.

Amanda wants to lay out some options from conversation with Brookes and send to DDRPAs and Infant Development Coordinators. Received a little feedback to get more familiar with it.

Not using the tool in evaluation or assessment then any staff member can do; otherwise not all staff can use it.

Cleaner to use as the child outcome tool. Could also try for a year or 2.

Part B was invited but no one attended.

Have access to 4 webinars and also a Q & A system through the current RFP.

**TOPIC: STATE SYSTEMIC IMPROVEMENT PLAN**

**TOPIC: ACTION STRAND & EVALUATION PLAN REVIEW**

**TOPIC: PROFESSIONAL DEVELOPMENT WORKGROUP UPDATES**

Started meeting monthly in August and over past year focused on defining what we want the system to look like.

Milestones Technical Assistance & Consulting (MTAC) - Carol Johnson and Kristen Votava, are in charge of 2 strands - professional development and evidence based.

Amanda displayed a graph of what the group is working on. Designed a process for orientation to be consistent across the state. Members are diligent in attending. Basis for infant development - displayed the definitions. Coaching - what does it look like from state, provider to provider, mentoring staff and from staff to family and discipline to discipline. Jill read the Coaching definition, Mentoring definition, and reflective supervision - these were taken to the regions to receive input.

Asked for volunteers from early intervention polycom and asked volunteers from the ICC.

The group met this morning.

**This is a standing agenda item.**

Professional Development group broke into evidence based group also.

Groups on data and policy will start soon and Amanda will be working on these.

**TOPIC: MEMBERSHIP**

We need another representative from child care.

Those in attendance today but not appointed yet are Beth and Kelli.

The Council needs a Parent representative in Region 1-Williston, Region III-Devils Lake, and Region VII-Bismarck.

Lana has not turned in an application to be the Region IV Grand Forks parent representative.

**Moe knows some parents in Williston and Grand Forks that we could ask and she will submit that to Amanda.**

Chris Pieske submitted Region VII Bismarck parent representative application but has not been appointed. Indian Health - Gretchen has not submitted her application.

Tim Stark submitted an application and he would be in a provider position.

What about military rep?

You have a resume to apply for a position.

What about a tribal rep? Early childhood tracking programs could be potential members. Tammy asked about the home visiting project.

Compensation - **Division will reach out to the Governor's Office in regards to the caps for the parent stipend and child care and check with other Divisions in the Dept.**

Develop a draft and then review what is in the regs. for currently appointed membership.

"VI. MEETINGS, G. *Any duly appointed member who misses 2 consecutive meetings may be contacted by the Chairperson to ascertain continued interest in ICC membership* - contact has been made with 2 members and still show interest but members are still not showing up. Interest in the Council but it is at the meetings where we are getting things done and helping to improve the program.

Executive committee to make a final decision after talking to the individual and making a recommendation to the Governor's Office. Add: *"if continued absenteeism occurs the executive committee may make a recommendation to the governor to dismiss the member."* At the last meeting the members decided that members need to RSVP to your attendance at the meeting.

Change "quorum" to "who is present at the meeting". Would it be easier for parents to attend a meeting on a weekend? Can we offer child care? Want us to be inclusive - why are we here.

Responses from the question about meeting on a Saturday - as family I treasure my weekends. We know when our meetings are and dr. appointments are scheduled in advance. There are pros and cons on staff commitments when doing on the weekends. Understand why the parents are not attending: time, weekend days, more situational because of their life, no longer interested, it is the compensation, etc.

VI. MEETINGS B. Parliamentary Procedures #4 - *"Under special circumstances, the Chairperson may authorize a special vote by mail or conference call."* Don't think we can do this because of the open meetings laws. After a draft is developed, the Division will have our Legal Advisory Unit review.

V. MEMBERSHIP, A. Composition, 1.a. ..."age 12 or younger with knowledge of" - this will be reviewed.

**This will be on the Sept meeting agenda and the Executive Committee will review the changes.**

**TOPIC: DD SLOT REPORT**

The Waiver runs from April 1 to March 31 and is written for 5 years.

Current Waiver we have 5,385 slots - 4,494 are being utilized.

The Division doesn't recycle slots throughout the year. There are an additional 190 reserved slots and have been specifically aside with 135 of these for infant development.

The Division hasn't run out of reserved slots.

This will not change with the new payment system.

Sept - when we present in Sept on the DD Slots, the Division will compare our numbers with what they were in Sept 2016. We need to check and see if we can run a report and we can check the minutes also for numbers.

We can amend the waiver for slot capacity and it is quick and can be retroactive and the issue would be if the state has the money.

If in Infant Development and on Medicaid, they take a DD waiver slot.

Jan 1 through June 30 - tracking what services they billed that first partial month - Jill.

**TOPIC: PART C BUDGET**

OSEP Leadership Conference and there are pre-conference sessions also.

Executive Committee discussed and visiting with Chris Pieske and requesting appointment to the Council and did have interest in attending the Leadership Conference. Part C budget would also provide funding. DaSy pays for Amanda's attendance. DD Council has funding to support parent attendance at conferences.



It may set a precedence and not come up as a problem after the fact.

Requested Governor expedite appointments and in theory follow up in precedence to send an ICC member.

**TOPIC: TRAINING**

National Early Division Scholarship to attend the DEC Conference October 4 to 6, 2017.

Scholarships available for the tuition.

Additional \$500 scholarships for travel.

The remaining TOPICS will be covered at the Sept. meeting.