

ICC
MEETING MINUTES
Thurs, Dec 14, 2017
Statewide Video Conferencing

PRESENT

Sarah Carlson	Chris Pieske
Jill Staudinger	David Zimmerman
Tammy Lelm	Tina Bay
Beth Larson Steckler	Becky Eberhardt
Jodi Hulm	Carol Brakel
Matt Nelson	Holly Major
Steve Olson	Eric Gault
Shannon Grave (afternoon)	Sen. Nicole Poolman (afternoon)

Amanda Carlson, ICC Coordinator

Guests:

Missi Baranko, Lutheran Social Services
Roxane Romanick, Designer Genes

TOPIC: Introductions and updates were made:

Beth - notification that we will be monitored. Working on webinar of best practices and implement what they need to do and in Feb. do early education zero to 6. Beef up identification and referrals. Will send out a list of webinars that are held on a monthly basis.

Becky - DPI put out notice updating the early learning guidelines and Pre-K content standards and extended until Friday and have 23 applicants. On schedule with other standards getting reviewed with DPI. Goal to have one document across birth to 5. These will be ready to go out next fall. Preschool development grants will be released by feds in early spring and we have approval to apply for them.

\$28m for 5 years to give out and fund states that have never applied before.

Striving readers grant was awarded to DPI - it is an early literacy grant. Has to be birth through 12 grade. Webinars will start early Feb.

TOPIC: OVERVIEW OF AGENDA

Shannon asked that the "Scheduling 2018 meetings" be postponed until this afternoon.

TOPIC: FAMILY STORY

Graham was born in 2013 and experienced complications right away. At 2yr and 4month checkup he was behind but they said don't worry. At 6 months it was pretty clear he was delayed and we had a Right Track screening and within one month we were meeting with Infant Development regularly. We were having a hard time with everything and our first meeting with our DD Program Manager, Tammi Booke, she said she would help however she could. We received reimbursement for hotel and travel and it was amazing how immediately they were helping us. Graham was one year old and he wasn't catching up and they started looking into causes and settled on genetic testing and 2 rounds and 1 1/2years later, he has a rare genetic disorder. 100 people worldwide have this disorder. Doing PT before year old and started OT - his tongue isn't strong. Turned 3 and transition to DD services it was very easy. Met all teachers when he was 2½ and he goes to preschool half days. Graham is doing great and enjoys school. Cora is 2 years old.

TOPIC: SCHEDULING 2018 MEETINGS

Jan 25, 2018 - 9am to 4pm polycom

March 22, 2018, 9am to 5pm

June 28, 2018 - 9am to 5pm - In Person

September 6, 2018 - joint morning and ICC 1pm to 5pm in person

September 7, 2018 - 9am to 5pm in person
December 13, 2018 - 9am to 5pm polycom
Jan 24, 2019 - 9am to 5pm polycom

Amanda and Sarah will call Darla and Sharon about strategic planning at the Sept. 2018 meeting.

TOPIC: MEMBERSHIP

Open child care position - Amy Olson put in her application. Julie, Governor's Office, has the following applications: Eric, Mary, Amy, Missy, and Meredith - Tricia completed the resignation note and sent to Julie. Amy - assumed child care but asked for clarification. Not sure when they will be appointed.
Region IV - Meredith Quinn
Mary Haugen - rural Jamestown - region VI rep as Tricia submitted her resignation.
Provider slot - Missi Baranko
Eric Gault - Cassie has not put in resignation and Sarah contacted her about involvement but Cassie has not responded. Eric could be the rep Region III. What would the Council like to do?

A motion was made by Jill Staudinger and seconded by Steve Olson to move that the Council thank Cassie for her service and if no response is received by 2 weeks, we will assume you are not interested, and allow Eric to take her position and continue to pursue a parent to fill the Region III parent slot. Motion carried.

Sarah sent Cassie an email and cc Julie of the Governor's Office and Amanda. If we send an email to Cassie and no response is received back, what else does the Governor's office need if she doesn't respond?

Lana Beaton is interested in filling out application for ICC also.
We have had difficulty with having a quorum at our meetings and are there members on the same guidelines

of missing 2 meetings that the Council would like Sarah to reach out to.

TOPIC: SEPTEMBER ICC MEETING PARKING LOT

Parking Lot is the "To Do" from the Sept meeting where we had technical assistance to support us.

This was a good meeting and good energy in the room. Great discussion and open conversations.

Have had 2 phone calls with Sharon and Darla after the Sept. meeting.

The To Do List was displayed.

Interest that the Council be an active group and taking steps toward change and this tool can help us in the direction we want to go.

We have a subcommittee that is supposed to talk about pay points but Steve hasn't gotten any notice regarding meetings. Put together standing subcommittees in relation to ongoing issues, dollars, and budgets as this is something we always talk about. The action should be to bring back report from those standing subcommittees at every ICC meeting.

Identify groups and make it standard and provide feedback and opportunity for those invested for possible solutions. The budget subcommittee group was tabled until after early intervention summit.

Should we collaborate pay points group and budget subcommittee.

We had signup sheets for pay points and high risk conditions at Sept.

EI Services subcommittee - ensuring consistencies across the regions, professional development, etc.

SSIP Updates - members on this committee should be reporting back.

Assign council member to chair these subcommittees.

A motion was made by Christopher Pieske and seconded by Jill Staudinger that the Council create an early intervention services standing subcommittee along with a standing budget committee and formalize and appoint chairs to these subcommittees to be on the agenda and report at all ICC meetings. Motion carried.

Budget Subcommittee - Chris P, chair, and Steve O,
Early Intervention Services Subcommittee - Becky E,
chair, and Steve O,
SSIP - Jill S, chair

Expectations of these subcommittees/chairs - need to define, what other members want to participate, what other stakeholders are needed, what is coming out of the EI summit for these subcommittees, and report/gather information to display/discuss at the ICC meetings.

Chairs will organize and ask for stakeholder participants and report back and they can get names from the EI Summit.

SSIP has workgroups - evidence based practices - a bulk of this work is done and built in the professional development workgroup. Starting on data workgroup - looking at changes to make in Therap our client based system - Indicator #7 - 45 day timeline. It is not a mandatory field right now and Amanda puts together a spreadsheet to the regions.

Are there other data needs that we have and what do we need to get that and what other entities to collaborate with.

Policy and procedure - we don't have a policy book or procedures manual. We are writing policy on intake, eligibility, etc.

Professional Development Workgroup has 10 people on it and active. This Workgroup has many Infant Development staff on it and need to send out for other perspectives. Milestones Technical Assistance & Consulting (MTAC) is the main facilitator and using work and examples of professional development and working on goal from SSIP and asked for volunteers from the Early Intervention monthly meetings, ICC, and DD Program Managers, and parents. There are 9 data and 6 policy and procedures and emailing to see who is still interested within the next month or early Feb. ICC members can volunteer to be on the committees.

We talk about data concerns and what can we change. Valid, reliable, and timely data are concerns from the ICC.

Is there support needed from Sharon and Darla - they are only a phone call or email away, if a subcommittee has concerns. We will close them out.

TOPIC: ATTORNEY GENERAL - ICC REPRESENTATION

Chris had asked if the Attorney General's (AG's) Office provides legal services to the ICC and they said no and neither does the DHS legal. We can ask that someone be assigned from the AG's office. The ICC can make a formal request to the AG's Office.

A motion was made by Chris Pieske and seconded by ___ that the Council contact Mary Kay Kelsch regarding if there is a cost to have an AG representative and determine what that would be and if not, ask the AG's Office to appoint someone to represent the Council. Motion carried.

TOPIC: HEALTH SERVICES LEGISLATIVE INTERIM COMMITTEE UPDATE

Early Intervention Summit was held end of November and there was great attendance. Drill down solutions and ideas to present to the Committee for improvement of service, or concern regarding saving costs for services. Val has some information to present to the Council so this will be an agenda item for the January meeting.

A group gathered together to collect a summation of the summit to provide to legislators and this is being finalized and go out this month. Collect more information and flesh out more data. Will the summation come to ICC committee members? This will be sent to those in attendance or invited to the EI Summit to review the summation and provide feedback.

Early Intervention Service requirements and Sarah said there is a document; duplication of services and health services committee would be interested in this.

TOPIC: PART C BUDGET

Review of Part C Expenditure Spreadsheet

Started spending FFY 17 allocation in Sept. 2017 and could be spent before the end of the year. What will it mean for 2018? We potentially could be out of funds by Jan 2019. Have \$700,000 general fund that we have allocated to direct service for 2017. Division will need to look at where we are at next year and talk to fiscal and look at provider billings, nothing will change. The Division will decide if it is state or federal money that will be pulled down for reimbursement.

EI Summit - ideas and solutions, council can say looking at those aging out, look at child find is it truly right track.

Best practices of Part C - this is what they do for Right Track, child find, infant development, etc. This is something that EI Services Subcommittee and Budget Subcommittee can be looking at - how to streamline, what is each agency doing that is being duplicated by another agency, etc.

Early Intervention Services Subcommittee - what are the required components we have to do and are they duplicated in other areas? How to prioritize this with the high risk definition also. What about the legislative committee bullet points - these will be sent to Becky.

DD Slots Report

Waiver year runs April 1 through March 31.

Do not recycle slots during the year.

April 1 have 5385 available slots, 5126 are assigned, and have 259 left.

Suspended slots is 659 - left services and not receiving a service.

190 reserved slots - for when we run out of other slots, with 135 dedicated to infant development, 50 for emergency: homeless, at risk of imminent danger, and extended slots are older kids moving out into the work force.

Whenever we change the Waiver is when we can change our slot categories, etc.

What percentage of slots are used by infant development - we don't have that information.

What percentage of total DD grants that they use - break out infant development as a separate budget line is going towards direct service.

Drill down on how many are in Part C to determine the cost for DDPM and ratio that out with the total number of slots? Don't know the cost of DDPM for kids in Infant Development. If we worked it through, we could come up with a guess.

After the payment system is implemented on April 1, we will start to do a time study for DDPM, so we know how much time they are spending on duties.

Experienced Parents

Last meeting we said that the Request for Proposal (RFP) went out and Pathfinder ND received the award. Believe there are currently 6 Experienced Parents across the state. Referrals from DDPM or Infant Development are shuttled to Pathfinder and then appropriate experienced parent is assigned to them. Experienced parent has a kiddo or experience with a specific diagnosis a family could be referred to that Experienced Parent. Budget - no reimbursement for travel. Reimbursement rate is not at the same level as with the previous provider. Katie from Pathfinder stated that referrals are not coming to them.

Can we have a presentation from Pathfinders on how the program is being rolled out through them? Provide a list of questions and give to Pathfinders and tell us what their process is.

Still welcoming parents to be an experienced parent in those regions where there is no experienced parent. There are set hours to work in a month for the experienced parents, the hours are the same for each experienced parent.

Is Pathfinder supplanting any of the funds from OSEP and their Experienced Parent contract with DHS - No.

Carol said their contract has not been signed and returned and is waiting on referrals. Communication has not been very clear from the providers.

Decentralize experienced parent spreads the wealth across the state but so much work is about relationships also.

Full-time Part C Coordinator

Health Service Interim Committee - ask for administrative support for Part C program and a request came out for a full time Part C Coordinator. This went through the DHS hiring committee and Tina and Amanda have been working on the JDQ and posting the position soon. Amanda will not be the Part C Coordinator. Amanda will work on data and be the family & children services administrator. The new Part C person will be the coordinator of ICC, EI monthly polycoms, emails, etc.

TOPIC: CHILD OUTCOME TOOL UPDATE (AEPS)

Implemented the AEPS as an evaluation and assessment tool on Oct 2, 2017. Held trainings in June, gave access to Brookes online system, and for July and Aug staff could play in this system to have an idea on what to do from the training sessions. It is a mandatory tool of 2 tools for every child.

Brookes will compile Indicator 3 child outcome data going forward.

Require continual education and that there tool is measuring what OSEP requires.

Can the ages and stages data be linked to the AEPS data - Amanda will check.

TOPIC: ANNUAL PERFORMANCE REPORT/STATE PERFORMANCE PLAN

Annual performance report starts July 1 2016 and ends June 30 2017.

Targets get reviewed every 5 years; next change will be 2019. Amanda reviewed the Indicators.

Indicator 3.a. - we do not know the definition of "substantial."
Historically we did well on summary statement 1 and not so good on summary statement 2.

Indicator 4
Family survey - all surveys are due back tomorrow.
This information will be ready by the January meeting.

Indicator 8 - ready in January.

Indicator 9 - no requests

Indicator 10 - none were held

Indicator 8b feeds into Val's Indicator 12.

TOPIC: RECAP OF SEPTEMBER ICC TA

Workgroups:
Diagnosed Conditions
Pay Points

TOPIC: STANDING NDICC AGENGA ITEMS

Committee Reports:
EI Budget Committee:
Waiting until EI Summit was over before they meet again.

Executive Committee

Reviewed today's agenda.
The other Committee's will be added to this section.

TOPIC: STATE SYSTEMIC IMPROVEMENT PLAN UPDDATE

Focusing on professional development and work from there will move into policy and procedures.
Finished triadic diade services and watched videos.
All regions did a survey and picked a couple of families to focus on the diade - did we see a change in

service delivery with these families. Next go round focusing on family centered services.

Pilot program in Fargo - SIMR end result was Indicator 3.A. - social emotional skills that came under age expectation but substantial gains. Choose Early Intervention Partners (EIP) in Fargo, newest provider and no professional development in using the tool.

TOPIC: GENERAL SUPERVISION UPDATE

This was letter of findings and prong 1 and prong 2.

Sarah

Appointment process - received clarification from Julie at the Governor's Office and different form for reappointment and reappointments are using same format as new appointments.

Chris did networking with Higher Ed and at Summit talked about the need for speech therapists. Told Higher Ed reps from Minot and Dickinson about the shortage of speech therapists discussed at the EI Summit. Dickinson is willing to talk to whatever groups to help provide this and what can they do to help. University of Mary started a communication disorder program and next year some will graduate with bachelors and apply for master's level.