

**INTERAGENCY COORDINATING COUNCIL  
MEETING MINUTES  
Thurs, Dec 13, 2018**

**PRESENT**

Missi Baranko	Jill Staudinger
Dave Zimmerman	Chris Pieske
Amanda Carlson	Becky Eberhardt
Valerie Bakken	Matthew Nelson
Sarah Carlson	Beth Steckler
Tina Bay	Jodi M. Hulm
Kelli Ulberg	Shannon Grave
Moe Schroeder	Carol Brakel

**Guests**

Roxane Romanick	Stefanie Kaiser
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Members should continue to serve until new appts are made and the Governor's Office is working on dates and applications.

**TOPIC: INTRODUCTIONS**

Sarah Carlson - feel strongly about the supports early intervention provides for families; bring experience of others or own to the council, continue to improve services for families and children

Matt Nelson - Region 1 experienced parent turned in resignation. Day to day work has nothing to do with early intervention but went through infant development and having a good experience and not all families have our experience and getting more involved to help other families have as good an experience as they did.

Val Bakken - Dept of Public Instruction, Sec 619/office of early learning - joined forces with DHS and other partners and created ND Early Learning Standards has 10 copies and available on the website. Significant professional development throughout the field and

staff/parents/families will have access. We are being noticed by other states. Connection to ICC - started and didn't know any type of connection but the last 4 years have been empowering and you lay the foundation/relationship and this is the same that I want teachers to have.

Becky Eberhardt - early headstart/headstart administrator - standards are birth to kindergarten. Bring back information from local head start programs. Early intervention intersects with early head start; and talk about the collaboration our partnership should have.

Amanda Carlson - early childhood services administrator - interwoven of early intervention happening in child care settings and supporting kids in all environments. Chris Pieske - brings stories/questions/concerns from parents in his region and disseminates information to people in the region and had both kids go through early intervention.

Dave Zimmerman - looking and listening to issues that relate to how things are or aren't paid for.

Jill Staudinger - represents region 8 - works for HIT and supervises infant development and other programs. Also holds a right track contract and head start program. Help chair infant development affiliation of ND Association of Community Partners (NDACP) and bring perspective to the program. Help grow staff professionally and empowering parents.

Missi Baranko - works for Lutheran Social Services Healthy Families, PEIP, experienced parent, right track coordinator for Region 8 - Lutheran Social Services received private funding to expand services for Lutheran Social Services and in January 2019, we will be creating family strengthening hubs. Family strengthening coach will be employed. Families not able to access other services but still need support. Support program for the juvenile justice system also. Working on parent cafés - roundtable discussion for

families of young children. Connection - passionate about how families have access to meet their needs. Kelli Ulberg - mental health area - expand behavioral health into early intervention. How can we collaborate and work with everyone to train and look for symptoms of issues early on and bridge the gap with behavioral health. Want to start working in prevention and early intervention piece and work with the kids and families. Jodi Hulm - have 6 social workers that work in the state that do health track screenings and often times lead to early intervention referrals. Work with providers to help through billing issues. Listen and take things back to the office that some things aren't working.

Tina Bay - role as Dept. lead - look at where we need to potentially add services, support providers. Kudos for obtaining more members and hearing the voices of families. We have a good program but we can always improve.

Beth Steckler - Dept of Public Instruction - homeless program - focuses on K-12, check sheet for liaisons for 0-5 and have you done these things. Any thoughts on how we can be better, Beth is open to them.

Carol Brakel - is a provider of early intervention services; make sure parents are aware and get services as soon as possible; are they interested in services and when can we come and visit with the parent.

Holly Major - parent representative for region 2 - received a ton of benefits and try to give back as much as she can. Coordinator for supports for students with disabilities, low income students, and students looking for career options.

Moe Schroeder - Family Voices and on as a provider role and is a parent of an early intervention graduate. ND Parent to Parent Director and coordinates Project Carson. Keep pulse on family needs, helping them to know rights within early intervention, bring any system breakdowns within system, better understand how important services are. Work for Anne Carlsen Center

as a parent support specialist - help families understand what Medicaid is and how we fund this program, working and consulting with professionals.

Jackie A - Part C Coordinator - was a preschool ed teacher. No way to provide services without input and information from everyone at the table and love the little kiddos.

Roxane Romanick - Designer Genes, served on ICC/staffed council, worked in early intervention/experienced parent. On early childhood family committee and interested in national work and ND.

Sarah was inspired by DEC council about the role on the council and created goals for the next year of ideas/ways we can connect.

**For the March meeting** - what impact do you want to make next year with the Council or yourself, we want to talk about things that work best for you - what is your goal for 2019 for the ICC and what action step(s) you want to take. Think about the investment you shared and how does that/can that impact the council.

Chris attended a meeting, submit proposals on families and children with disabilities and they don't get that many and what areas they should be looking. We know what to do in school that increases student results. What don't we know - don't know how classrooms use IFSP and ISP?

**TOPIC: FAMILY STORY**

Next meeting.

**TOPIC: NEW BUSINESS**

APR/SPP

Shows progress made through the year. Based on local program reporting that we collect information on and this is the state level aggregated information. Use to make improvement, areas to delve into, things that are happening, things to be changed, things to be improved on.

Jackie reviewed the handout with the members. There was discussion about the number that was due to family reasons - programs better at communicating with parents when things are happening. Consults report say scheduled to receive consults on or before this date and in the report that the family gets. Jill was asked if she could visit with her infant development group about this and report back. Do parents know rights; understand services that are available, and what timely manner means.

Telehealth - what are the barriers, how do we fix, and getting paid. It has to be secure. Waiver is paying for this not Medicaid. Talked to CMS, can be done from CMS perspective but you need to have checks and balances and looking at residential services for adults and minimum of so many hours a month and do this. Needs to be clear policy if staff person unable to reach client, etc. Don't think it can't be done but not calling out in waiver as we should. As DHS, we need to go to Executive Director and IT people. Topic for future ICC meeting. Have Jackie check on this and to keep it going as we have been doing and bring back information to the Council.

Val would have to ask Sharon and Debbie if Part C could be a part of the group, with the technical assistance that they are receiving. There are monthly meetings, face-to-face in D.C., etc. OSEP funded technical assistance group - accountability group to look at data and they wanted to look at least restrictive environment.

Adjusting targets and which APR you want it to effective on and give them at least a year notice.

Compared to the number of children in the region, can we do a comparison with the number of surveys returned? Increase of percent from last year to this year for Native American representation.

Giving people in the field credit for what they are doing. Benefit if we would have trend data on the family survey. Track the methodology of how the survey is distributed. Relationships and trusts with the medical field. Do we need to do more education on referral sources?

Split requirement of attached in certain way and certain form compared to OSEP statement of certain notification. Letter stating issue of quality in letter of notification.

What happens after receiving a letter - letter of findings have 2 prongs - for individual children non-compliance identified those children received whatever was non-compliant. 2<sup>nd</sup> prong - review of records to show 100% compliance and done by MTAC. Significant areas of noncompliance feeds into level of determination. Programs are rated each year - they go into a regional action plan with MTAC providing technical assistance. Program includes infant development programs and DD Program Management.

The effort put in by infant development programs and DDPMS to develop a trusting relationship that we are here to support you, this is your plan.

**A motion was made by Dave Zimmerman and seconded by Jill Staudinger for approval and submission of the APR. Motion carried**

Family Survey 2018 Update  
Discussed earlier.

Legislation: Any bills from Interim Health Services Committee

Advocacy around Part C and legislators knowing the importance of Part C.  
We will continue to make advancements in our early intervention services.

Early childhood awareness day at the capitol is scheduled for Jan. 11, 2019. Dawn Williams with headstart association has a grant to allow for advocacy and lead and planning. There is a meeting next week.

A list of pre-filed bills will be coming soon. Val - Preschool development grants - headstart not included and conflict for DHS for services for 3 yr. old's in public school to try and clean up; legislators looking at open enrollment for preschool.

Attorney General - ICC Representation  
Table - no update but will follow up.

Review Standard Operating Procedures  
Talked with Julie in regards to councils and boards and what their reimbursement to members is and there is reimbursement for mileage but very few look at compensation. Special health services have a family advisory council and they receive a \$75 compensation.

Budget  
Work with Pathfinders - script used to support families in understanding Medicaid and have experienced parents support these families with the benefits it could provide a family.

Medicaid discussion on the application - it is being worked on. Working with economic assistance and they are part of the Medicaid eligibility.

Tina shared a flow chart.

Still working on the direct service line information. There are 1,204 in infant development, monthly average cost per person \$843 and have spent \$11m by pay points (consults, home visits, IFSP meetings, and evaluations).

Proposed Part C Funding:

Tina showed salary, rent, right track contracts, all other contracts, other operating costs; direct service costs and then the totals.

OAR (Optional Adjustment Request) List

OAR 61- expand crisis service across regions. Under behavioral health, 24 hr. hot line and to be able to serve those individuals in crisis. Refer to the CARES Team at LSTC(Life Skills Transition Center)

OAR 610 - to expand the CARES Team

Green - partial funded

Pale peach - fully funded

White - no funding

Red - providers requested 2%/2% and Governor change to be 1%/1% for each year of the biennium.

OAR603 to expand guardianship was not funded in the Governor's budget.

OAR 306 - Aged Disabled Waiver - serves 13 and up and looking to replicate some of our DD waiver and include some res hab services.

National core indicators - ND does not participate in this. They survey guardians, clients, and families with a standard set of questions and then compare results nationally. We put this in the budget but it was not funded by the Governor, and DHS will continue to look at to see if we have the funding to do.

Use of Medicaid 1<sup>st</sup> partial month

Working with Medical Services.

Significant number of kids already eligible for Medicaid and we were surprised with the number. This is being looked at right now. Also, looking at recipient liability.

Preschool Development Grant

Federal grant for birth through 5.

Val summarized the purpose.

Focus on collaboration and coordination of existing programs for early parent education.

We needed to make sure we had permission to apply for this and Governor Burgum gave us permission to apply.

Develop a vision and definition of target population.

This document will be sent with the minutes also.

Need to have more family engagement.

Trying to gather information from stakeholders.

We want ICC to be a part of this also and to be a lead stakeholder.

This is a one-year grant, ceiling is \$15m and there is a 30% match.

If we don't spend the money in 12 months, we can't apply for year 2.

With match we asked for \$3.7m.

40 states will be awarded.

6 other states have not applied before.

47 states have applied.

There are 5 activities and we have to do all 5.

What is the role of the Council - we want you to be partners with us, we want your involvement.

Table until when the Council is notified of the award.

**TOPIC: STANDING NDICC AGENDA ITEMS**

Part C Budget Report

Our Fiscal Liaison wasn't able to provide updated information.

## Committee Reports

### Executive Committee

Requested chairs of the subcommittees to make up the executive committee. They will review the agenda prior to dissemination. Parking Lot - will send out and will include the new projects.

### EI Services Committee - Becky

Child Find services and this is what other people are doing; private people do developmental screening; those partnering together are ok with how their collaboration is happening. This group will review the high-risk conditions list and provide suggestions to the Council. As the focus has changed, are there others that want to join the group. Jill would help facilitate/support Becky with this. Moe is willing to be on the committee. If you know of anyone else that is interested, let Becky know. Pay points - providers billing for extra IFSPs/reviews. Look at diagnosis and are we missing some that have significant impacts and cause developmental delays. Have a couple of DDRPAs on this committee for reviewing the list and Carol will ask her peers about volunteering.

### Budget Committee - Chris

We were asked to look at pay points and waiting for early intervention services committee - what changes to be made and budget committee would look at amounts. Health Services Committee recommendations had none per our concern but in the report they included all Friends of Part C recommendations.

### Family Survey

Met 3 times since Sept.

Have an online survey and would that in itself drive up return rate.

Reached out to early intervention providers and do they have the capacity or has the capacity to do this - need technology and access to internet in the family home. Early intervention providers said have a few Ipads, but this is a state survey and whose responsibility is it to do this.

Do we want questions to be meaningful and meaningful data or starting with American Indian and see a higher return rate and we went with this one.

Have a conference call and conversation to hear from those that would identify American Indian and get their input and have them at the table. Reached out to families we know to be able to hold a call scheduled for next Thurs and finding it hard to get families invested and only have 2 parents. Trying to decide if we want to go through with this. Maybe doing focus groups with region 7 and region 3. Moe has a list of questions she has facilitated in regards to focus groups. Want to hear from families who would be filling out the survey to identify as American Indian before we come back with recommendations. Tina and Jackie meeting regarding using money for the focus groups before moving forward. Carol will be connecting with a family from Region IV. Moe said they have included an experienced parent but hasn't gotten back to them.

#### SSIP Committee

2 groups are working:

Professional development - moved on to focusing on getting guidance for service coordination. Just started the ground work of role of service coordination beyond service coordinator in our state which is DDPM.

Should the council review the 17 services. Babies in NICU are they being offered all 17 services? Is

service coordination a piece of all 17 services or not?  
Is there work to educate DDPMs about the 17 services.  
This could be reviewed at the monthly EI/FS meetings  
that Jackie has with DDPMs and infant development  
staff.

Policy and Procedure group - just getting started.  
Walked through the checklist of approving IFSP before  
going into Therap. Working on role of DDPM vs infant  
development providers and what needs to be streamlined.

#### State Systemic Improvement Plan Update

BECEP award striving readers literacy grant.  
Cultural competency training component.

#### General Supervision Update

2016 letter of findings are all closed.  
Section 3 quality indicator.  
Are there any strong feelings about including this in  
the level of determination? Members stated they had no  
concern with this being included.

#### DD Slots Report

5,490 are available slots 4/1/18 to 3/31/19  
5,389 slots are assigned  
190 reserved - 5 extended services; infant development  
135; 50 emergency.

#### NDICC Membership Updates

Emailed the Governor and cc'd Julie to get response on  
appts and connected this week.

Members are to continue to serve until replacement  
named.

Reach out to Kim Hruby to replace Tammy Lelm.

Dave needs to reapply.

Amy Casavant - interested parent from Minot. Holly  
will help mentor.

Amber Dewey, interested region III parent.

Open Provider slot of Steve Olson - did have recommendations at last meeting. Sarah will work on this. Shannon recommended Stef Kaiser.

**TOPIC: PATHFINDER REPORT**

Sarah went through the handout, which will be distributed to the members.

Get connected cards - is this something new? Business card with referral website.

What comprises the number on the graph - brochures and get connected cards.

Can the council see the brochure and get connected cards?

Williston Experienced Parent put in her notice last week.

Are the experienced parent's numbers shared - can I give a number to a family I know instead of the process on the screen.

Sarah gets referrals and then sends her information to Pathfinders.

Contact minutes - online only, experienced parent, or in office; can the information be broken down by region; are you providing services to families outside of your region, yes and sends in data related to the family.

Provider challenge - providers don't know if families are getting contacted; if referred, no dialogue between experienced parents and providers and how do we make this work? Does Pathfinder have a MOU with providers? Do they really need to have it with DHS? Is the provider the EI or the DDPM? Are they working on MOU

with providers to spell out the recording and information relationships? Check with legal to see if pathfinder can release information to infant development. Pathfinders has a standard release for experienced parents to use.

How many families have been supported - don't know if connect is one family or what? Is contact the same as support or not?

Define family, define contact, define minutes.

Region IV - required to make contact with each region on a monthly basis regarding which families they are working with and the type of family.

How much money is spent and for what - direct service vs. administration. Could we provide direction in the next RFP, from our experiences with this contract, on what we would like to see.

**A motion was made by Val Bakken and seconded by Carol Brakel due to successful completion and review of the APR and other agenda items, that the Council doesn't need to meet on January 24, 2019, and instead we will meet in March.  
Motion carried.**