

**ND Interagency Coordinating Council  
Meeting Minutes  
Thurs, Dec. 17,2020**

**PRESENT**

Missi Baranko  
Tina Bay  
Sarah Carlson  
Eric Gault  
Shannon Grave  
Kim Hruby  
Amy Casavant  
Caprice Knapp  
Brandy Pyle

Kelli Ulberg  
Angela McSweyn  
Shantelle Petroff  
Carolyn Kueber  
Michelle Ragan  
Janelle Middlestead  
Matt Nelson  
Jill Staudinger

**Staff**

Jackie Adusumilli  
Colette Perkins

**Guests**

Roxanne Romanick  
Terry Effertz  
Jessica Thomasson  
Tori Krueger, Anne Carlsen Regions III & VI  
Tonya Oss Brewer, Family Voices  
Becky Matthews  
Judi Hulm  
Ramona Gunderson

**TOPIC: Family Story**

Tonya Oss Brewer was the presenter and shared a power point presentation regarding her son, Jamison.

Anything to change or improve – not really, blessed with a good PEIP and therapist that came to our home and we were blessed with everyone.

Do you know what the referral process looked like – 1<sup>st</sup> months in hospital – what did that look like and how did they involve you in the decision making – Tonya said she was not really involved; the hospital social worker came in and said we have early intervention and we can connect you to this and I said yes to everything. Social Worker also said adoption is an option and Tonya stated that wasn't an option to our family. Tonya preferred not to have that said or say in another way. DD Program Manager – remember her explaining early intervention; connecting with Family Voices, and I remember just saying yes yes yes and it all came to fruition.

Everyone thanked Tonya for sharing. How can we work to ensure that families receive those services early on and happy that you did? Tonya replied Family Voices and outreach is key; hard now to do because of COVID. Relationship building in general is also key. Don't get to talk to a lot of new families now but when they come to early intervention then we do. Diving back into the NICUs and hospital – how to get back in and let parents and social workers and other hospital workers that these things are out there and free to families – not sure of the best answer to get back in there.

**TOPIC: New Business**

Family Story Reflection -- see above.

Committee Status Update -- move to this afternoon.

Part C Annual Performance Report (APR) Review --

Jackie shared the ND APR Data Why are we collecting it? And What is my Role? Sheets.

We have to report to OSEP annually. This is also sent to our programs.

We report on how our state is doing in filling requirements for Part C. We report on Indicators 1 through 10.

Indicator 11 – SSIP – determined that something that the state wants to focus on and improve.

Indicator 1 - Date written on IFSP – do they get their services by that date. Programs document in our data system. Report to OSEP – how many receive on time, how many didn't, and if due to a family reason; if due to weather barrier; or due to an agency reason – program not doing it in time, not right staff at right time, human error.

The date this information was collected was July 1, 2019 to June 30, 2020. OSEP said delay to COVID is a delay due to family reason.

Indicator 3 – Measure skills when they enter and when they exit; social emotional, acquisition and use of knowledge and skills – reporting to OSEP, are our programs effective and providing in a manner to show progress;

Indicator 4 – refers to our annual survey. States determine how they want to select families. Some do all families, some do a year, and we do families in services for 3 months. Try to measure family progress. Did we help families know rights, communication needs, and help their child develop and learn?

Indicator 6 – Are we finding children with a need for early intervention; and not finding those that don't need early intervention.

Indicator 2 through 6 – We pull this from Therap.

ND has not had any dispute or due process resolutions.

Indicator 11 – SSIP – we will talk in length at our March meeting.

Compliance Indicators – this goal is set by OSEP and set for every state and is 100% compliance. Indicators 1, 7, and 8 are the compliance indicators. They look at did it happen yes or no, and if no, why.

Performance/Results – the ICC does goal setting and looks at our performance over the last several years and determine reasonable goal for that indicator, which is Indicators 2 through 6.

Jackie reviewed the Data Timelines sheet.

Jackie showed the document ND E.I. System FFY 2019 Part C Annual Performance Report - due in Feb 2021.

SSIP is due every April and in 2022 this will be submitted with the APR in 2022.

**Indicator 1** – Percent of children receiving timely services.

All programs verified child received services or exited the program.

Do we see trends where the same programs are having the same findings? Compare data and even closed and demonstrated able to provide service without any non-compliance issues. Look back to see if trend with that specific program and when we identify anything, we work with more intense technical assistance to help the program to see issues are being remedied. Some programs are involved with a Regional Action Plan (RAP) and meet with MTAC to develop this plan and continue to review data. Nationally – 100% compliant – we have good percentages. How many states nationally are at 100% - Jackie didn't believe any were.

OSEP issued direction that any reason due to COVID19 is a family reason and not consider as noncompliance. Any reason for COVID 19 whether staff, family doesn't want virtual and everything is lumped under family and could be a staff member who was under quarantine. For the 136, how many were COVID – Jackie responded that not very many; maybe a handful in each region and we will be looking into this and Jackie can share at the March meeting. Michelle said she wished there were more than 3 reasons – county social worker may not be getting back to you and reasons don't always fit into these 3 choices. Jackie said in talking with national partners this comes up with other states as well. Family reason could be weather, COVID, lay blame on family and not really a family reason – whether we can break out but with COVID and OSEP trying to make it fit into what we already collect on. Family blame – we code something under family reason, this is not blaming, it's a way for OSEP to extrapolate the information. Not blame but ownership of responsibility – and on provider for excusable reasons. What can we do to improve agency reasons whether it is acceptable or not?

**Indicator 2** – % of children receiving services primarily in natural environment. We are at 100% and this is a results indicator. This is from a point in time data. On Nov 1, 2019, we pulled how many kids have an active IFSP and pulled 1567 that had an active IFSP. Providing tele

intervention there was no direction to programs to provide office visits as regular home visits. We could see a change in performance next year with the data we pull after July of this year.

**Indicator 3** – Results indicator and ICC set the goal for FFY 2019.

**3.A.** - % of children who demonstrate improvement positive social emotional skills.

Summary statement 1 – increased performance from last year.

In 2017, ND transitioned from the Oregon(OR) assessment to using the AEPS as our child outcome tool. The OR tool wasn't as useful because of no support. We can't compare data between the OR and the AEPS. Any child in service less than 6 months, their progress is not reported, as this comes from OSEP. We also report those in service for less than 6 months to OSEP.

Summary statement 2 – increased performance from last year.

**3.B.** % of children who demonstrate improved acquisition and use of knowledge and skills

Summary statement 1 – still met our target. Hoping to start seeing things level out.

Summary statement 2 - improved our target.

**3.C.** % children who demonstrate improved use of appropriate behaviors to meet their needs.

Summary statement 1 – significant increase.

Summary statement 2 – increased performance but didn't meet the goal.

Inter-reliability training will be available. Complete these and roll out an opportunity for everyone to participate in this self-paced course. Help for making sure staff are scoring correctly. Specific to programs on how the training is rolled for the AEPS to new staff.

The state workgroup is drilling down to different pieces and specific children.

Family expresses concerns with behavior outcomes on IFSP, document responsiveness on it and balance family need and not driven by outcomes.

Jackie shared the trajectory.

Takes total number of children with broader a, b, c and does calculation provided by OSEP to determine where they fall in summary statement 1 or summary statement 2. Denominators doesn't include c.

3b is staying pretty consistent and in the other area's things are leveling out.

**Indicator 4** - family survey.

We regressed in our methodology because of COVID. Last year we had a stellar response rate and due to work of ICC and conversation with technical assistance and stakeholders – giving to family to complete at a meeting and hand back to the PEIP or mail back. Staff talked about why it is important to complete. The PEIP would follow up at the next visit, if not completed initially. With COVID – we switched to virtual visits and had to mail surveys out to families. Still have PEIP follow up at next virtual visit. All states that Jackie talked to were experiencing the same results.

Because we met the targets, there is no slippage.

The big challenge was not having the survey in hand to deliver when talking to families.

**Indicator 5** – % of children birth to 1 with an IFSP. This is a results indicator. We exceeded our target. This is from point in time data. Are we finding the right children, are we able to identify kids/families that need early intervention and at an appropriate amount?

**Indicator 6** – % of children birth to 3 with an IFSP. This is a results indicator. We exceeded our target. We will no longer see our ranking with other states. National data looks at age level and eligibility.

**Indicator 7** - % of children for whom evaluation, assessment, and an IFSP meeting occurred within 45 days from referral. This is a compliance indicator set at 100% by OSEP. How many evaluations are done, and child is not eligible is an important piece of the work that is done.

**Indicator 8** – this is a compliance indicator set at 100% by OSEP.

**8.A.** - % of toddlers whose IFSP has timely transition steps and services. Didn't meet target but decrease in compliance.

We track and report on things were met and we report on quality also.

**8.B.** - % of toddlers for whom the SEA and LEA were notified timely (referral). Didn't meet the target but increase from last year.

**8.C.** - % of toddlers for whom a timely transition conference was conducted. Didn't meet the target but increase from last year.

Indicators 9 - % of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements and 10 - % of mediations held that resulted in mediation agreements. There weren't any complaints brought to state level to go through due process/ mediation. We don't have to set a target as no requests have been made.

Jackie showed and went through the graphics that she developed for the Indicators from FFY 2015 to FFY 2019.

**A motion was made by Sarah Carlson and seconded by Jill Staudinger to move to accept the Annual Performance Review (APR) Data as presented today as our report to OSEP. 12 yeas, 0 no. Motion carried.**

Parent Representation on ICC --

We have had good parent representatives over the last few years. Lost a few parents and want to get a more diverse group. We have 4 of the 8 parent representative positions filled. Help them get more oriented when joining, more training – talked with another state parent representative how they meet with new parents. They meet before the ICC meeting and talk about the agenda. Parents don't always know how they can be of use to the ICC. Have we done a good job of supporting parents in getting reimbursement for their time? Not billing as, we have done this virtually. Compensation for parents – not doing this anymore. Read the ICC Orientation handbook but no clue what this was about or entailed. Parent orientation is a good idea.

State employees are getting paid for being here and would equalize the value of parents of being here. Orientation is important whether it is a mentor for professional or parent. All new members can use mentorship.

Work group to look at reimbursement – Sarah Carlson, Roxane Romanick, Matt Nelson, Kim Hruby willing to participate on a subcommittee. Chair

reaches when they want to have the meeting and Jackie will get the public notice out. An ICC member has to chair the subcommittee. Someone to organize the first meeting and then at the 1<sup>st</sup> meeting an ICC member becomes the chair. Add to survey if someone wants to chair this subcommittee. Make sure new members aren't missed, when you don't know anyone then you are left hanging there or you stay muted. This is the committee you are on but no idea of what it entailed; very nerve racking, need to vote on something that I don't know anything about – would have valued having a mentor. Informal mentorship/casual based on what the person joining needs and formalized so that everyone has someone. Give new people an opportunity to ask questions, talk about some of the big things that the ICC discusses throughout the year. What about calling it a "Membership Subcommittee?" Missi will put this on the survey. Compensation, membership, and reimbursement can be topics for this subcommittee.

Maybe do open webinars on topics that anyone can attend and encourage ICC members that this is available – not to be another ICC meeting or a public meeting.

Maybe have someone from the Attorney General's office come and talk. We did have an AG representative at a previous meeting, and we talked about open meetings and voting.

Jackie got a call from Governor's Office and they apologized for the delay in making appointments. They reviewed the list of applicants and Jackie responded that the Council approved the names. The Governor's Office will review and get back to Jackie.

Missi asked who would like to be a mentor and then she asked who would like to have a mentor.

Thoughts on how to begin doing mentoring? Create a simple survey – interested in being a mentor/would like to be a mentor with name email and telephone number and then Missi and Jackie can walk through this. Get in touch with the person you are mentoring a week before the meeting. Touch base with new members about wanting a mentor. What about current members? Missi will create a survey and then Jackie will send out to members.



## Resilient Early Intervention Leaders (REIL) Grant Overview --

This is a grant that we applied for in May. We wrote the application and were awarded the grant the end of Sept and it began Nov 1, 2020 and goes through Oct 31, 2021. It is a 5-year grant and we requested \$197,303 and we are one of six states that was awarded.

The REIL project provides the overall system the ability to increase the knowledge, skills, and leadership competencies for local and regional EI providers to improve the system and ultimately improve the services for families and children. Early intervention and early childhood leaders in the state will gain knowledge, skills and leadership.

Give Carol Johnson and Kristen Votava credits taken to support masters or doctorate of some degree.

Who is doing the organization - MTAC and Jackie Adusumilli and funding to take on intensive roles and they would hire a coordinator.

### Initiatives – Year 1

REIL Advisory Group – meetings quarterly, 15 participants, and continues throughout life of the grant.

Leadership Competency Stakeholder Workgroup – meets monthly to develop & review leadership competencies with 10 participants.

Resilient Early Childhood Leadership Collaborative – meets monthly to complete a book study & webinar series on leadership & peer mentoring with 100 participants.

Early Intervention Interdisciplinary Leadership Certificate Planning – collaboration with the UND to establish & plan the certificate to begin Year 2.

### Initiatives – Years 2 & 3

RELC – dissemination of materials created in Year 1.

Early Intervention Interdisciplinary Leadership Certificate – collaboration with UND to fund the cost of completion of the certificate. 36 participants across

Years 2 & 3, 18 participants per year. Recruited from individuals who participated in the RELC in Year 1.

### Initiatives – Years 4 & 5

Reflective Supervision Competencies Stakeholder Group – stakeholder group meets monthly to review & develop materials, 15 participants.

Reflective Leadership Coaching Cohort – develops sustainable leadership & coaching skills through book study, peer mentoring & hands on coaching. 50 participants.

Stipends are built in for larger items.

**TOPIC: Standing NDICC Agenda Items**

Part C Budget Report

- Pay point and administrative expenditures -- Tina displayed the direct service piece. Home Visits, Consultations, Evaluations, and IFSP - we are seeing a little bit of a decrease in clients and then in dollar amounts also.

Have about 6 months left. Expenditures and utilization in Infant Development, we haven't seen a decrease like other services.

Upcoming 21-23 Budget – Governor submitted his budget to the legislature and ultimately the legislature will determine what is in our budget. Governor requested \$55m in general fund savings. We don't have a lot outside of direct services. Executive Office reviewed everything submitted from Divisions. Our budget maintained for in-home support and working with Medical Services and Children and Family Services to streamline services available to families of young children.

Governor's budget supported inflationary of 1% for each year of the next biennium for Medicaid providers and early intervention services. Submitted an Optional Budget Request (OAR) for experienced parent program and used information that Sarah displayed, and that OAR was no supported. We were able to include caseload growth and the continued need for services.

- First Partial Month Update --
- Medicaid application Update --
- Number of Kids Using Part C Funds for Services --  
Sept, we had 42 children using only part c funds for their services. Today we have 36, which breaks down to: 4 affecting other benefits, 2 not eligible, 29 didn't want to apply, and 1 difficulty getting benefits. For future meetings can we do a comparison from previous years.
- DD Slots Report --  
Available open slots for the Home Community Based Services waiver. Common slots are general slots available for not only children under age 3 but anyone over age 3 with a disability receiving DD services. We started with 6190 slots, have used 5396, leaving 794 free slots. Other categories: reserved – run out of common slots then we go here; extended slots; and Infant Development - 170 slots – earmarked children age birth through 2; and emergency slots of 15.

#### Letters of Findings

For FFY 19 received a letter of findings for each Indicator 1 – 8; Indicator 7 – 5; Indicator 8a. – 3, 8b - 10, and 8c – 1.

Frequency of programs by number of findings – 2 programs received no letter of findings; 2 programs with 1 finding each; 4 programs with findings in 2 indicators; 3 programs with findings in 3 indicators; 2 programs with findings in 4 indicators.

Request to share right track for end of year data – Statewide right track totals – 6488; 3707 were unique; and 387 were referrals.

Broken down by region percentage of children were unique and what percentage was referral.

## Committee Reports

- El Budget Committee --  
Chair is no longer a member of the ICC. Created to find ways to save Part C funds and focused on 1<sup>st</sup> partial month and could anything be done with that. Hasn't met in a year. Let it go dormant.
- El Services Committee --
  - High Risk Eligibility Criteria  
Kim made changes to the high-risk list based on discussion and forwarded to Jackie. Not sure of next steps. Wanted to vote on this at the last meeting but didn't have quorum and can't do electronic voting. The list has been modified and made changes after the last meeting – section on behavioral health.

**A motion made by Carolyn Kueber and seconded by Sarah Carlson to approve the high-risk list and to send to the State DD Office. Yeas 10 and 0 no. Motion carried. Jackie will have to review the draft and expect to have it out early in the new year.**

- Executive Committee --  
Members: Missi B, Matt N, Michelle R, Angela McSweyn, and Sarah Carson.
- Experienced Parent Committee --  
Provided recommendation at last meeting and haven't met since and don't think the intention is to meet again. Don't know what to do since budget update. Could be some advocacy work outside of ICC business. Will consider it disbanded until Sarah receives notice to meet.
- Family Survey Committee --  
Sarah is leading and received previous member list recently. Sarah and Eric are the only current members. Emailed passed members and haven't heard back from everyone. Will be meeting in Jan. Invited Shantelle to be a part of the group and she agreed. Moe Schroeder is the El provider.

- State Systemic Improvement Plan (SSIP) Committee -- Jill chaired – In Sept, they decided not to utilize as a subcommittee and Jackie would report with the state SSIP report and the subcommittee will be disbanded.
- Tele-Intervention Committee -- Jill chairs this group. Passionate, diligent workers, and meeting every 3 weeks to come up with recommendations to give to the ICC to consider passing on to the state and move into the option of tele intervention to be an option for families.

Focus on: Best Practice, Implementation Process, Training, Budget and Payment including start-up costs, and Equity. Jill went through each of these. Thanked MTAC for their support in getting them started. Recommendation to the council to consider giving these recommendations to the state to consider tele-intervention as a blended option for all people.

This will be parent driven and face to face is our option and provide ins and outs that we can't always get to.

Portal is a way to have programs to communicate with each other.

Do we need to state how and when to use? This is what the procedural work group will develop around tele intervention.

Did committee explain and discuss because of federal leniency because of COVID. To be an option for when App K ends.

CMS coming up with alternatives for states for continuing through pandemic.

**A motion was made by Sarah Carlson and seconded by Amy Casavant to take the tele intervention's subcommittee document and work they did as**

**recommendations to the lead agency for expanding or improving early intervention services for children and families. 10 yeas -0 no. Motion carried.**

State Systemic Improvement Plan Update --

NDICC Membership Updates

- Membership updates from Governor's Office --
- Open Positions --

**No January 2021 meeting.**

IDEA Sept 21 date – asking if we can do joint on Tues, Sept 14, IDEA/ICC and regular ICC on Wed, Sept 15.

The ICC needs to do target setting for the next 5 years with the next 6 months.

DRAFT