

Minutes

ICC Meeting, May 18, 2016

Easter Seals Crossroads, 4740 Kingsway Drive, Indianapolis, IN 46205

Present: Ann Arvidson, Christina Commons, Dawn Downer, Danny O'Neill, Donna Driscoll, Andrea Gilkison, Becky Haymond, Paul Hyslop, Justin Searcy (proxy for Shirley Payne), Nicole Norvell, Cynthia Smith, Jamie Stormont-Smith, and Jim Vento

Absent: Robin Atkins, Jonathan Mattingly, Christy Gauss (proxy for Julie Smart)

Meeting was called to order at 10:13 am

Welcome and Introductions

Paul Hyslop is retiring and this is his last meeting. He introduced his replacement, Alex Peck. Danny and Dawn offered their thanks to Paul for his 20 years of service and long term membership and active attendance on the First Steps ICC.

Cynthia Smith joins us as the Prevention Services Manager with the Department of Child Services and replaces Kristina Killen. The Healthy Families Program falls under her leadership.

Approval of March 16 2016 Minutes

Question about the Phase 2 and Phase 3 parts of the SSIP plan. Michael explained the activities of the SSIP process from Phase 1 through the 5-year plan were developed as part of Phase 2 plan.

Donna noted an error in the minutes. She was in attendance. Minutes have been corrected.

ICC approved the minutes.

First Steps Updates and New Initiative

Dawn shared two documents, the online Statewide Profile Report and the FY 2015 Quality Review/APR findings for the first 2 quarters of the current Federal Fiscal Year. The Statewide Profile provides a snapshot of the number of children served, the types and frequency of services, the number of dollars spent, and the exit outcomes of children.

The QR Results report provides a breakdown of the indicators the state collects and reports on each quarter and is part of its annual APR that is submitted to the federal government. Dawn went through the document and explained each of the indicators:

1. 30-day start: this is a measure of timely services- the number of days from the time the initial IFSP is signed and all services on that IFSP commence. This indicator is measured by sampling a number of initial IFSPs within each Cluster and determining the

number of days from the parent's signature on the IFSP and the last service has begun. Any quarter in which a cluster reaches 100% of children receiving services within 30 days, that cluster is compliant. For clusters at less than 100%, then there is an effort to improve local efforts and work toward 100% compliance.

2. Percentage of children who receive services in the natural environment. Historically, Indiana and all clusters have scored very high.
3. Child Outcomes- no data presented
4. Family Outcomes- no data presented
5. Child count for birth to one- state does well
6. Child count for birth to three- state does well
7. 45-Day Timeline. This is a measure of the number of days from referral to the development of the initial IFSP and it is a compliance indicator. This measure varies in success across the state. Like Indicator 1, the target is 100% and Clusters are required to improve local services to work toward the 100% target.
8. Focuses on transitions:
 - a. Timely transition planning, with the target being 100% of all children receiving timely transition planning
 - b. Notification of the LEA, with a target of 100%, which is met since the state's data system allows for easily identifying and informing local school districts
 - c. Percent of children with timely transition planning with a target of 100%. Typically, the state as a whole and most all clusters reach this target.
15. IFSPs written prior to expiration. This 100% targeted indicator examines the number of annual IFSPs written within 1 year of the initial IFSP.
16. Timely completion of the 6-month review. This is a state compliance indicator, with the state and all clusters reaching 100% compliance
17. 10-day notice. Another state compliance indicator that looks at the number of days of written notice occurring at least 10 days prior to the IFSP meeting.
18. Documentation of income. This is a state and federal compliance indicator that looks at the percentage of children for whom family income is accurately documented
19. Documentation of insurance. Same as #18, this is a state and federal compliance indicator for determining the percentage of children in which health insurance is accurately documented.

The purpose of these compliance indicators is to insure timely and accurate services and to provide assessment data to guide quality improvement efforts at the individual cluster level. It also provides one set of data for reviewing the overall quality of the FS system.

Upon coming back to First Steps, Dawn has noticed that there are some system shortcomings. First Steps has had changes and absences in state leadership. Currently the First Steps team is comprised of Dawn, David Brandon-Friedman, Maggie McCall, and two part-time contractors. Dawn is proposing the need for looking at the overall state system and the use of the ICC and subcommittees to examine critical components of First Steps. Dawn passed out a memo proposing the establishment of working subcommittees of the ICC that would include diverse membership and be chaired by members of the ICC. These subcommittees and the ICC would advise the State in improving the quality of the First Steps system. (Memo is attached).

The Stakeholder Topics to be addressed by the ICC/subcommittees include:

- Provider Availability (not to include provider rates)
- Service Delivery and Training. These were put together to recognize that adopting new service delivery models will require training

- Child and Family Assessment- focus on timely evaluations that reflect best practices and accurate measurement
- Child Find and Public Awareness
- Policy and Procedures. IAC 460 will need to be addressed and revised. ICC can play a role in identifying which policies and procedures are most important to be addressed by the state.

In addition, Dawn proposed two State Work Groups that would be internal and not fall under the ICC:

- General Supervision. This includes the Quality Review process and will involve initial examination of the SPOEs
- Communication. This will involve more of FSSA's work in information dissemination, website, etc.

Dawn has noted that the state is convening two the State Work Groups that would not be convened under the ICC. These 2 work groups would include General Supervision and Communication. While outside input would be welcomed, these committees would work internally.

Some topics may be more pressing than others and some topics may not need to be addressed until later (e.g., Child Find and Public Awareness). All groups would be staffed outside of Indiana University.

It was moved and seconded that the ICC move forward in establishing subcommittees and implementing the topics and priorities presented by Dawn.

Discussion concerning the proposal. There was a question concerning the timelines and structure of the subcommittees and past efforts in which subcommittees were established but failed to continue over time. Dawn shared that she had ideas concerning structure and timelines but did not include those in the documents.

It may be that the subcommittees would need to convene and determine its scope and objectives, but with ICC guidelines that provide general timelines.

Nicole noted that it might be important to link with the State's Early Learning Advisory Committee and its working committees.

Becky also noted that it might be important to look at past subcommittee work and honor the information that was collected and assembled.

Becky noted that the SPOE workgroup also meets monthly and has identified a number of important priorities, for example provider availability, and might be important information to be shared with the subcommittees. This work can also be integrated into the General Supervision workgroup.

Dawn noted that the General Supervision workgroup will look at the process in which issues and strengths are identified and addressed.

There is a need for Chairs that need to be identified, membership of the subcommittees, timelines, etc.

Question- is the Service Delivery and Training scope too broad and should it be broken down.

A vote was taken in response to the motion that the ICC adopt the proposal. The motion was adopted unanimously.

Continued discussion regarding implementation of the proposal.

It was proposed that Child Find and Public Awareness be postponed.

The Service Delivery and Training subcommittee was also revisited. It was suggested that the Training piece might be divided between Credentialing Training and Ongoing/Inservice training that focuses on best practices. One proposal is to initially focus on the two types of trainings as Phase 1 and Phase 2. Another possibility might be that the Credentialing Training moves to Provider Availability. There was concern that this topic is too large to fall under one subcommittee, yet the two are intermeshed.

Danny asked that the Council proceed with four subcommittees as originally proposed by Dawn. Chairs for each of the subcommittees were identified through volunteers and include:

1. Provider Availability, Chair: Donna
2. Service Delivery and Training, Chair: Jamie,
3. Child and Family Assessment, Chair: Nicole and Christina as co-chair
4. Policy and Procedures, Chair: Becky

Next steps going forward.

Talk about subcommittee makeups, size, diversity, timelines, initial goals

- Size: 10 members
- Meetings can be remotely connected. There are open door rules concerning the posting/privacy of online chat functionalities

Danny reviewed Dawn's proposed Charter to solicit comments

- Purpose: no comments
- Committee Charge- no comments
- Membership: comments were made concerning recruiting families and advocates. First Steps is working with INSource.
- Procedural Rules: no comments

Danny will coordinate the chairs and overall work of subcommittees.

It was proposed that the following actions be completed by the August ICC meeting: an initial meeting(s) held to determine membership and identify clear goals and work scope

Possible names for subcommittee members can be submitted to Dawn.

All minutes will be posted and publicly available.

Finally, Dawn noted that the work of the SSIP process should be integrated into the work of the four existing subcommittees. The State will prepare a worksheet for each subcommittee detailing how its work should consider the SSIP Work.

ICC membership and family involvement

The names of family volunteers and current ICC membership have been submitted to the Governor's office for review and renewal. The terms of current members may be renewed with staggered terms.

Public Comment

- Question was asked if a SPOE member could be on each committee? Dawn replied yes if SPOE members are willing to volunteer. The Charter calls for representatives from the provider community and there is a hope that SPOEs would be involved.
- All public meetings will be posted on the FSSA website and will send out announcements. The proposed Charter states a minimum of 10-day announcement prior to meeting.

Adjourn

Meeting was adjourned at 1 pm