Minutes
ICC Meeting
January 10, 2018

In Attendance: Barbara Blain, Karen Carradine, Sara Cummins, Donna Driscoll, Bethany Ecklor, Thomas Fisher, Mariann Frigo, Kelsey Harmer, Becky Haymond Doreen Hoops, Deepali Jani, Tammy Maples, Cathleen Nine-Altevogt, Jennifer Owens, Gary Parker, Justin Searcy, Brittnee Smith, Stacey Williams, Kristy Wright

Donna Driscoll called the meeting to order at 10:05

Welcome and Introductions
Incoming and outgoing members introduced themselves
(a list of the Governor’s appointments follows the minutes)
Gallery introduced themselves

Approval of November 10, 2017 Minutes
The minutes were approved unanimously

First Steps Updates, Christina Commons
-Christina’s PowerPoint is attached at the end of the minutes. The following are additional comments.

Slide # 8: 2017 Year End Accomplishments
-A big accomplishment is that the Online Credit Card Payments for Family Cost Participation was launched.
-Credit card payment via the website has been a huge success. Christina noted that families could now use their HSA cards. There is help for families paying by credit card. The state team hopes to periodically contact families for input on the process

Slide #10
-Leadership Institute
-As part of the Institute, a plan was drawn up as which focused on transitions into and out of First Steps into multiple programs, and how to make this a more seamless process for families

Slide # 12
-The 2018 fiscal analysis was brought about through the need to know more about the fiscal health of the organization. This process will occur between January 1, 2018 and June 30, 2018.
-One of the factors being investigated is the revenue stream. In addition to federal and state Part C funds, First Steps is currently reimbursed through third party liability sources, Medicaid, TANF, SSBG and family cost participation. DDRS would like to explore if there are ways that other states fund their programs as well as other revenue sources Indiana should seek out

Slide #16
-The inaugural First Steps state-wide conference will be held on June 14th and 15th. Registration will be open to First Steps providers only until six weeks prior to the conference date, at which time it will be open to all partners

Questions and comments on the Update:
Karen Carradine asked for more discrete data (e.g. by county or zip code) on costs. Christina replied that she would need to ask how the data was collected and if that was a possibility. Donna Driscoll asked if there was any way to find the true cost per child for services. Christina replied that she would need to get back to her on that. She needed to ask if they could pull and analyze the data that way. Donna Driscoll followed that with the comment that compensation is a perennial issue for First Steps providers, and if we can look at the cost in First Steps as opposed to the cost for Special Education services once a child turns three years old we might be able to further show the value of First Steps. The audience thanked Christina for the depth and care taken in her report.

Annual Performance Review
Early Childhood Center (Ali Danch, Michael Conn-Powers, Janet Ballard) presenting. See the PowerPoint attached at the end of the minutes for detailed statistics.

-Christina provided a summarized definition. What follows is a full legal definition.

Under the reauthorized Individuals with Disabilities Education Act (IDEA), each Lead Agency is required to have in place a performance plan evaluating the state’s implementation of Part C and describing how the lead agency will improve such implementation. This plan is called the Part C State Performance Plan (SPP). The lead agency shall report annually to the public on the performance of each of its early intervention service (EIS) programs according to the targets identified in its SPP. States must include EIS programs for which an entity or individual provides early intervention services under Part C in the state, whether or not the entity or individual receives federal Part C funds. These entities may be public, private or non-profit entities that provide or fund early intervention services through interagency agreements with the state or through other methods.

The lead agency shall also report annually to the secretary of education on its performance according to its SPP targets. This report is called the Part C Annual Performance Report (APR). The Office of Special Education Programs' responses to the lead agency's SPP and APRs will be posted on this page as letters are issued.

Questions and comments on the APR-Child Outcomes:
-Mariann Frigo asked if we were keeping children in the program too long (in reference to the statistic that 74% of the children dismissed from First Steps attained the outcome of being able to use knowledge and skills). Michael Conn-Powers explained that many children are eligible for First Steps services, due to communication deficits, and that they are doing fine in the ability to use knowledge and skills.

-Thomas Fisher asked if there was such a great number of children experiencing difficulty with behavior, does this reflect an increase in children on the autism spectrum? Michael Conn-Powers shared that the child outcome, “Appropriate Behaviors,” was short for “Appropriate behaviors to meet needs.” The attached PowerPoint handout has been changed to emphasize.
the ‘meets needs’ focus of this outcome. In addition, Conn-Powers made some corrections to
the data presented on the child outcomes that are also included in the handout.

Questions and comments on the APR-Family Outcomes:
-Doreen Hoops asked for clarification on mediation. Christina explained that unless there were
more than ten complaints on the process (not providers) per year, mediation was not necessary.
Because they are working with the Part B program (Preschool Special Education), ensuring that
the family procedural safeguards are clear and followed, there’s not a lot of opportunity for
conflict.

-Kristy Wright, Special Education Specialist, Indiana Department of Education, mentioned that
she and her staff want to attend LPCC (Local Planning and Coordinating Council) meetings to
help build connection between Part C and Part B. She asked to be informed of meeting times
and locations at kwright@doe.in.gov.

-Donna Driscoll supported the transition meetings as a wonderful bridge to continued services
should they be needed.

**Partner events and trainings**
-Christina asked if any of the new members of the ICC had any events or trainings they would
like people to know about.

-Deepali Jani: March 19 at MSD Warren Township there will be a free conference on homeless
education. Presenters will include federal and state representatives in the fields of special
education, charter schools among others. The link for more information is

-Brittnee Smith: Bona Vista is currently working toward providing a NAS Clinic in the Spring. We
are hoping to invite a pediatrician to speak – and then a couple of therapists on staff to talk with
families of NAS children on their development. BV also offers weekly Wednesday mini-
screenings at our clinic. I have a PT and OT on staff that screens children for gross and fine
motor, social and self-help skills. It has been beneficial to talk to families about the services they
are needing/ requesting and concerns that they have.

-Bethany Ecklor: DMHA is working to expand parent cafes statewide. These are two-hour
groups, hosted at six sites, with child care and transportation provided for families, no age limit
for parents or caregivers in attendance. They are using the “Be Strong Families” model. For
more information on the Parent Café model please go to [http://www.bestrongfamilies.net/build-protective-factors/parent-cafes/](http://www.bestrongfamilies.net/build-protective-factors/parent-cafes/) and for more information about Indiana’s Parent Cafés please
email Bethany at Bethany.Ecklor@fssa.in.gov

**ICC meeting dates for 2018 on Wednesday and are as follows:**

January 10  
May 9  
August 8
November 14
Meetings will be held at Choices Coordinated Care Solutions which is located at 7941 Castleway Dr., Indianapolis, IN 46250

Public Comment
No further comments offered

Adjourned at 11:45

A webinar featuring Maureen Greer on the topic of Emerging Populations: Challenges for the Early Childhood System was viewed following the formal meeting. A recording can be viewed on Training Central in the near future.
<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbara Blain</td>
<td>PediPlay, Director and Owner</td>
</tr>
<tr>
<td>Karen Carradine</td>
<td>Geminus Corporation, Vice President</td>
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<tr>
<td>Sara Cummins</td>
<td>First Steps Parent, FUSE development director</td>
</tr>
<tr>
<td>Bethany Ecklor</td>
<td>Division of Mental Health &amp; Addiction, Chief of Youth Services</td>
</tr>
<tr>
<td>Mariann Frigo</td>
<td>Jacob’s Ladder Pediatric Rehabilitation Center, Executive Director</td>
</tr>
<tr>
<td>Thomas Fisher, PhD. OT.</td>
<td>Vera Z. Dwyer College of Health Sciences at IU South Bend, Dean</td>
</tr>
<tr>
<td>Kelsey Harmer</td>
<td>First Steps Parent</td>
</tr>
<tr>
<td>Dorene Hoops</td>
<td>First Steps Parent</td>
</tr>
<tr>
<td>Deepali Jani</td>
<td>McKinney-Vento Homeless Education Program State Coordinator, Indiana Department of Education, Office of Student Service</td>
</tr>
<tr>
<td>Lacey Kottkamp</td>
<td>Indiana Head Start State Collaboration Director, Office of Early Childhood and Out of School Learning, Indiana Family &amp; Social Services Admin.</td>
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<tr>
<td>Nicole Norvell</td>
<td>Office of Early Childhood and Out of School Learning, Division of Family Resources, FSSA director</td>
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<tr>
<td>Danny O’Neill</td>
<td>Parent, Alliance Game Distributors</td>
</tr>
<tr>
<td>Jennifer Owens</td>
<td>Blue River Services, Director of Family Services</td>
</tr>
<tr>
<td>Gary Parker</td>
<td>CHIP &amp; Hoosier Healthwise director</td>
</tr>
<tr>
<td>Shirley Payne/Justin Searcy</td>
<td>Children’s Special Health Care Division, ISDH Division Director</td>
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<tr>
<td>Julie Smart</td>
<td>Student Services, McKinney-Vento Homeless, IDOE</td>
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<tr>
<td>Brittnee Smith</td>
<td>Bona Vista Programs, vice president</td>
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<tr>
<td>Cynthia Smith</td>
<td>Prevention Services Manager, Dep’t. of Child Services, FSSA</td>
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<tr>
<td>Jake Stein</td>
<td>Parent, Zebra Technologies</td>
</tr>
<tr>
<td>Kristy Wright</td>
<td>Preschool, Special Education Services, IDOE</td>
</tr>
</tbody>
</table>
Indiana First Steps
State ICC Update January 2018
2018 Interagency Coordinating Council

- Barbara Blain
- Karen Carradine
- Sara Cummins
- Tammy Eblin
- Cathleen Nine-Altevogt
- Gary Parker
- Jason Stein
- Kristian Wright
- Nicole Norvell
- Daniel O’Neill
- Brittnee Smith

- Bethany Ecklor
- Kelsey Harmer
- Stacy Holmes-Williams
- Deepali Jani
- Jennifer Owens
- Shirley Payne
- Thomas Fisher
- Mariann Frigo
- Dorene Hoops
- Representative Ed Clere
Service Delivery Structure

- Divided into 9 service regions called clusters

- Each managed by nonprofit fiscal agents awarded through a request for proposal process

- Each cluster is required to have a System Point of Entry (SPOE)
  - Receive referrals
  - Maintain intervention records
  - Employ service coordinators
  - Manage assessment teams

- 40 Provider Agencies Statewide
  - Employ ongoing providers
Indiana First Steps Early Intervention System

System Points of Entry (SPOE) and Local Planning and Coordinating Councils (LPCC)

Public awareness and child find
Referrals and intake
Evaluation and assessment
Service coordination

EIS Provider Agencies
Developmental, occupational, physical, and speech therapy

Independent EIS Providers
Nutrition, psychology, social work, audiology, medical/nursing, transportation, and interpreter services

Central Reimbursement Office
Fund recovery
Provider enrollment and credentialing
Provider Account Module (PAM) authorization and billing database
iSPOE child information database

Indiana University
Professional development
Program evaluation and federal reporting
Indiana First Steps At-A-Glance

January 2016 - December 2016

Total children and families served:
  19,985 with IFSP
  23,913 regardless of IFSP

Total amount paid on behalf of children served:
  $38,244,929.02

44% or 4,224 children receiving First Steps services transitioned to Special Education Preschool

Average Cost Per Child Served: $1,599.34
2017 Year End Accomplishments

• Governor appointed ICC

• Hired Brenda Webster as Program Services Manager
  – Co-training DSP with Connie Young beginning 7/1/18
  – Programmatic quality improvement support
  – Personnel manual revisions and updates
  – First Steps personnel support

• Online Credit Card Payments for Family Cost Participation
First Steps families can now pay their family cost participation fees using a NEW convenient online payment option. Paying online should take no more than a few minutes. Log on to www.firststeps.in.gov and click the “Make a First Steps Payment” button.

Once your payment is processed, you will have the option to print a receipt or have one emailed to you. There will be a small fee of $1 plus 1.99% to process online.
## Credit Card Payment Data

<table>
<thead>
<tr>
<th>Month</th>
<th># of Payments</th>
<th>$ of Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2017*</td>
<td>34</td>
<td>$2,663.27</td>
</tr>
<tr>
<td>December 2017</td>
<td>97</td>
<td>$5,045.13</td>
</tr>
<tr>
<td>January 2018**</td>
<td>34</td>
<td>$3,277.45</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>165</strong></td>
<td><strong>$10,985.85</strong></td>
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* First Payment November 14, 2017  
** Payments Posted as of January 9, 2017
2017 Year End Accomplishments (cont.)

• **Selected to participate in Part C/619 Leadership Institute**
  
  – Avon, CT December 3-7, 2017
  
  – purpose is to improve broader early childhood system collaboration and planning
  
  – Plan to collaborate with all early childhood partners to improve transitions for children across early childhood systems
2018 Initiatives

- Continue outreach to and relationship building with stakeholders including providers and higher education
- Continue participation in fiscal initiative; Conduct fiscal analysis; Continue strategic planning specifically around finance and data systems
- Member of the Indiana Perinatal Quality Improvement Collaborative (IPQIC) focusing exclusively on perinatal substance use and its significant impact on families, caregiver and communities.
- Train First Steps personnel on how to work effectively with substance exposed infants and their families
- Update First Steps’ administrative rule
- First Steps Conference 6/14 and 6/15
2018 Fiscal Analysis

• Better understand all First Steps revenue sources and expenses associated with the program in order to improve the program’s fiscal administration and health. This will be accomplished by:

  – A comprehensive revenue, payment methodology and fund recovery system analysis;

  – The development of a revenue source utilization plan based on research and stakeholder input; and

  – A rate and time study that will capture the time, effort and expenses associated with provider service delivery.
2018 Fiscal Analysis (cont.)

• Overall goals of the analysis is to gather data and information and provide recommendations so that:
  
  – Program funding is maximized
  
  – Fund recovery is efficient and effective
  
  – Compensation for service delivery is responsible and sustainable
Revenue Sources

- Federal Part C Funds: $9,138,840
- State Part C Funds: $8,149,513
- TPL: $3,000,000
- Medicaid: $12,000,000
- TANF: $18,000,000
- SSBG: $2,000,000
- Family Cost Participation: $600,000
Fund Recovery

Claims submitted in PAM

CRO Pays Claims

Indiana’s Pay and Chase Model

CRO Submits Claims to:

- TPL
- Medicaid
- TANF
- Family Cost Participation
SAVE THE DATE

2018 CONFERENCE

JUNE 14-15, 2018 • MONROE CONVENTION CENTER • BLOOMINGTON, IN

Learn more: iidc.indiana.edu/pages/first-steps-conference-2018

National Keynote Speakers • Innovative Ideas • Inspiring Evidence-Based Research
First Steps 4th Quarter Data (Oct - Dec)

**Referrals**
- 7,183 statewide
- Down 4% from 3rd quarter

**Intakes**
- 4,278 statewide
- Down 9% from 3rd quarter
- 60% of referrals moved to intake

**IFSPs**
- 4,065 statewide
- Up 9% from 3rd quarter
- Approx. 50% of referrals moved to IFSPs
# First Steps Referrals

## 4th Quarter (Oct-Dec) Data

<table>
<thead>
<tr>
<th>Cluster</th>
<th>Qtr 4 2015</th>
<th>Qtr 4 2016</th>
<th>Qtr 4 2017</th>
<th>% Increase from 2015-2017</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>612</td>
<td>666</td>
<td>717</td>
<td>17%</td>
</tr>
<tr>
<td>B</td>
<td>611</td>
<td>655</td>
<td>713</td>
<td>17%</td>
</tr>
<tr>
<td>C</td>
<td>467</td>
<td>458</td>
<td>453</td>
<td>-3%</td>
</tr>
<tr>
<td>D</td>
<td>382</td>
<td>346</td>
<td>537</td>
<td>41%</td>
</tr>
<tr>
<td>F</td>
<td>222</td>
<td>236</td>
<td>257</td>
<td>16%</td>
</tr>
<tr>
<td>G</td>
<td>2023</td>
<td>2285</td>
<td>2297</td>
<td>14%</td>
</tr>
<tr>
<td>H</td>
<td>377</td>
<td>378</td>
<td>400</td>
<td>6%</td>
</tr>
<tr>
<td>J</td>
<td>587</td>
<td>607</td>
<td>694</td>
<td>18%</td>
</tr>
<tr>
<td>I</td>
<td>561</td>
<td>526</td>
<td>525</td>
<td>-6%</td>
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<tr>
<td>State Total</td>
<td>5842</td>
<td>6157</td>
<td>6593</td>
<td>13%</td>
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# First Steps Intakes

## 4th Quarter (Oct-Dec) Data

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<tr>
<th>Cluster</th>
<th>Qtr 4 2015</th>
<th>Qtr 4 2016</th>
<th>Qtr 4 2017</th>
<th>% Increase from 2015-2017</th>
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<tbody>
<tr>
<td>A</td>
<td>430</td>
<td>420</td>
<td>458</td>
<td>7%</td>
</tr>
<tr>
<td>B</td>
<td>373</td>
<td>410</td>
<td>396</td>
<td>6%</td>
</tr>
<tr>
<td>C</td>
<td>327</td>
<td>276</td>
<td>324</td>
<td>-1%</td>
</tr>
<tr>
<td>D</td>
<td>281</td>
<td>261</td>
<td>360</td>
<td>28%</td>
</tr>
<tr>
<td>F</td>
<td>152</td>
<td>155</td>
<td>139</td>
<td>-9%</td>
</tr>
<tr>
<td>G</td>
<td>1237</td>
<td>1425</td>
<td>1436</td>
<td>16%</td>
</tr>
<tr>
<td>H</td>
<td>221</td>
<td>206</td>
<td>215</td>
<td>-3%</td>
</tr>
<tr>
<td>J</td>
<td>340</td>
<td>333</td>
<td>353</td>
<td>4%</td>
</tr>
<tr>
<td>I</td>
<td>396</td>
<td>384</td>
<td>435</td>
<td>10%</td>
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<tr>
<td><strong>State Total</strong></td>
<td><strong>3757</strong></td>
<td><strong>3870</strong></td>
<td><strong>4116</strong></td>
<td><strong>10%</strong></td>
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## First Steps IFSPs
### 4th Quarter (Oct-Dec) Data

<table>
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<th>Cluster</th>
<th>Qtr 4 2015</th>
<th>Qtr 4 2016</th>
<th>Qtr 4 2017</th>
<th>% Increase from 2015-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>441</td>
<td>415</td>
<td>474</td>
<td>7%</td>
</tr>
<tr>
<td>B</td>
<td>343</td>
<td>370</td>
<td>343</td>
<td>0%</td>
</tr>
<tr>
<td>C</td>
<td>326</td>
<td>337</td>
<td>365</td>
<td>11%</td>
</tr>
<tr>
<td>D</td>
<td>266</td>
<td>229</td>
<td>312</td>
<td>17%</td>
</tr>
<tr>
<td>F</td>
<td>141</td>
<td>155</td>
<td>157</td>
<td>11%</td>
</tr>
<tr>
<td>G</td>
<td>1049</td>
<td>1118</td>
<td>1099</td>
<td>5%</td>
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<tr>
<td>H</td>
<td>207</td>
<td>210</td>
<td>234</td>
<td>13%</td>
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<tr>
<td>J</td>
<td>333</td>
<td>365</td>
<td>364</td>
<td>9%</td>
</tr>
<tr>
<td>I</td>
<td>413</td>
<td>446</td>
<td>398</td>
<td>-4%</td>
</tr>
<tr>
<td>State Total</td>
<td>3519</td>
<td>3645</td>
<td>3746</td>
<td>6%</td>
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</table>
1. Children who receive EI services on their IFSPs in a timely manner (Target 100%)

<table>
<thead>
<tr>
<th>Year</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY13</td>
<td>98.3%</td>
</tr>
<tr>
<td>FFY14</td>
<td>98.1%</td>
</tr>
<tr>
<td>FFY15</td>
<td>97.9%</td>
</tr>
<tr>
<td>FFY16</td>
<td>95.7%</td>
</tr>
</tbody>
</table>

BELOW TARGET
2. Children who receive EI services in home or community programs (Target 95%)

- Met Target

3. Child Outcomes:

SS1: Of those children who entered the program below age expectations, the percent who substantially increased their rate of growth by exit

- Below Target A, B & C
3. Child Outcomes:

SS2: the % of infants and toddler who were functioning within age expectation by their third birthday or exit from program

<table>
<thead>
<tr>
<th>Family Outcomes</th>
<th>FFY13</th>
<th>FFY14</th>
<th>FFY15</th>
<th>FFY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Know Rights (98%)</td>
<td>96.4%</td>
<td>96.6%</td>
<td>96.6%</td>
<td>96.8%</td>
</tr>
<tr>
<td>B. Communicates Needs (98%)</td>
<td>96.2%</td>
<td>96.2%</td>
<td>96.0%</td>
<td>96.7%</td>
</tr>
<tr>
<td>C. Helps Child Learn &amp; Develop (96%)</td>
<td>94.2%</td>
<td>94.8%</td>
<td>92.3%</td>
<td>94.8%</td>
</tr>
</tbody>
</table>

4. Family Outcomes

<table>
<thead>
<tr>
<th>Family Outcomes</th>
<th>FFY13</th>
<th>FFY14</th>
<th>FFY15</th>
<th>FFY16</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Know Rights (98%)</td>
<td>96.4%</td>
<td>96.6%</td>
<td>96.6%</td>
<td>96.8%</td>
</tr>
<tr>
<td>B. Communicates Needs (98%)</td>
<td>96.2%</td>
<td>96.2%</td>
<td>96.0%</td>
<td>96.7%</td>
</tr>
<tr>
<td>C. Helps Child Learn &amp; Develop (96%)</td>
<td>94.2%</td>
<td>94.8%</td>
<td>92.3%</td>
<td>94.8%</td>
</tr>
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</table>

**MET TARGET A, B & C**
5. Percent of children *birth to one* with IFSPs (Target 1.57%)

<table>
<thead>
<tr>
<th>Year</th>
<th>Below Target</th>
<th>Met Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY13</td>
<td>1008</td>
<td>9,127</td>
</tr>
<tr>
<td>FFY14</td>
<td>1,050</td>
<td>10,004</td>
</tr>
<tr>
<td>FFY15</td>
<td>1,135</td>
<td>9,495</td>
</tr>
<tr>
<td>FFY16</td>
<td>1,172</td>
<td>10,327</td>
</tr>
</tbody>
</table>

6. Percent of children *birth to three* with IFSPs (Target 3.84%)

<table>
<thead>
<tr>
<th>Year</th>
<th>Below Target</th>
<th>Met Target</th>
</tr>
</thead>
<tbody>
<tr>
<td>FFY13</td>
<td>3.64%</td>
<td>3.80%</td>
</tr>
<tr>
<td>FFY14</td>
<td>3.80%</td>
<td>3.79%</td>
</tr>
<tr>
<td>FFY15</td>
<td>3.80%</td>
<td>3.89%</td>
</tr>
<tr>
<td>FFY16</td>
<td>3.89%</td>
<td>3.89%</td>
</tr>
</tbody>
</table>
7. Initial Evaluation and IFSP Meeting conducted within 45 Days (Target 100%)

BELOW TARGET

8A. Transition Steps and Services on IFSP (Target 100%)

BELOW TARGET
8B. Notification to LEA occurred at 30 months for potentially eligible children: (Target 100%)

8C. Children who receive timely transition meetings (Target 100%)
9. Resolution Sessions

10. Mediation

11. State Systemic Improvement Plan (SSIP)

Due April 1, 2018

Stay tuned for updates
THANK YOU!!