

CENTRAL INDIANA FIRST STEPS

LPCC Fall Council Meeting

10/21/15 Date

Name	Agency	Changes to current contact info
1. Katie Potter	SPOE	katie.potter@ass.in.gov
2. Victor La Ballard	Indianapolis Healthy Start	
3. Mary Rother	Autism Soc of IN	
4. Debra	SPOE/EdTM	
5. Teri Williams	Collab for kids	
6. Nancy Moore	KOI	
7. Molly Creek	KOI	
8. Debra Sawyer	SPOE	
9. Sarah Mann	Riley Child Development	
10. Holly Anderson	ESC	
11. Duhon	Alford	
12. Pat Seban	Sycamore SPS	
13. JASON BERRY	CTC	
14. Katarina Duane	LPCC	
15. Stacy Holm	Council	

**Cluster G Executive Committee/Full LPCC Meeting Agenda
October 2, 2015**

Outcome Statement: Each cluster will have a single LPCC which shall consist of active members from each county who reasonably represent the population of the cluster. LPCC members shall include, at a minimum, the following:

- Two (2) parents of children with disabilities under the age of 12.
- One (1) health or medical representative;
- One (1) educational representative;
- One (1) social services representative;
- One (1) early intervention service provider;
- (1) Head Start representative; and
- One (1) child care representative.

Performance Standard:

1. LPCC will meet a minimum of quarterly with the required membership.
2. LPCC must comply with RMS requests within 2 business days and update information, including submitting staff information and changes, etc.
3. By-laws must be approved by the State

Performance Measures: Membership list and minutes of meetings will be utilized in the measurement of the performance standard

- 1) Introductions (if needed)**
- 2) Approval of minutes**
- 3) Action Item Updates**
- 4) Fiscal Report**
- 5) SPOE Updates**
- 6) LPCC Updates**
- 7) Approval of Committee Decisions**
- 8) Complaints/Concerns**
- 9) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Executive/Full Council Committee Meeting Minutes
October 2, 2015**

Present: Holly Andria-Easterseals, Debbi Davis-SPOE, Patti Sebanc-Sycamore Services, Nancy Moore-Kids Only, Molly Cleek-Kids Only, Sarah Muir-Riley child Development, Victoria Ballard-Indpls Healthy Start, Jason Berty-CTC, Teri Williams-Collab for Kids, Deb Miller-Accord, Katie Potter-State, Mary Roth-Autism Society of Indiana, Polly Hines-SPOE/AT, Stacy Holmes-council, Katarina Groves-council

Agenda Items	Discussion	Action Items
Welcome/Introductions	<ul style="list-style-type: none"> • The meeting was opened with introductions. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy directed everyone to review the minutes from the last meeting in July. It was noted that under the complaints/concerns section of the minutes the word “Log” is missing. No other concerns were noted and Stacy asked for a motion to approve the minutes as written. Teri made a motion to approve the minutes as written and Patti seconded the motion. The motion was carried by the committee and the minutes were approved. 	
Action Items Update	<ul style="list-style-type: none"> • No action items to report or discuss. 	
Fiscal Report	<ul style="list-style-type: none"> • Debbi shared that the current cluster contract has been extended for six months (through October 2016) by the state. \$4,500 has been rolled over from the previous contract. She shared that at the last holdback the state withheld \$10,000 from the SPOE budget. The holdback amount minus the rollover amount from the previous contract left the SPOE with a net loss of approximately \$6,000 for the current contract period. • Debbi shared that equipment costs continue to decrease due to the new electronic system that the SPOE has implemented. • Stacy shared that the LPCC had overspent \$390 in the previous budget. Material and supply costs remain pretty low which is common. • Stacy shared that printing and postage costs will definitely affect the budget going forward with upcoming events and the ordering of marketing materials. She shared that the Crossroads Guild had been very generous with the council, and had covered the postage cost for the last reading event for First Steps families which is much appreciated. 	
SPOE Updates	<ul style="list-style-type: none"> • Debbi shared that she expects a new RFP will be 	

	<p>coming soon.</p> <ul style="list-style-type: none"> • She shared that the state program is currently conducting a cost study for the program which will hopefully affect the SPOE allocation in a positive way. There has been no word so far on where they are in the process or the results. • Debbi shared that there has been a larger than normal staff turnover at the SPOE which is quite a challenge. She shared that there are currently 2 openings and it takes a good 6 months from hire to the end of training to get these spots filled. • She shared that the child count has increased which makes the situation with a shortage of staff more challenging. • She was happy to share that the Assessment Team schedule is improving and that the 45 day timeline issue has improved greatly. The 45 day data for last quarter looked very good and she expects another good quarter. She shared that she does have a provider out with a broken arm for 6 weeks, which may have a temporary impact on the AT schedule. • Debbi shared with the group that they have been having some issues with the 10 day notice form. There has been an issue with the electronic process where the necessary information wasn't saving when the form was transmitted from the SC's working file to the permanent file. The issue is now resolved. Debbi stated this affected the file review data that will be reported in the upcoming performance report to the State, but she expected to be able to provide the explanation of the issue to avoid any holdback of funds. . 	
<p>LPCC Updates</p>	<ul style="list-style-type: none"> • Stacy updated the group about activities on which each committee has been working. <ul style="list-style-type: none"> ➤ <u>Transition Committee-</u> There is always light attendance during the summer due to school breaks. Transition Forum planning is under way for the upcoming school year. Stacy described the forum as a parent information event where families can tour a classroom, view a mock case conference and talk to school representatives. There has been very good parent turnout recently and the committee has decided to do two events this fiscal year. Providers are always welcome as well. There will be an event on November 5th at Pike Township 	

and one in the spring in either Hamilton County or Lawrence.

➤ Public Awareness- The committee has been reviewing data which she shared has become more challenging. In the past Debbi was able to pull down data, but with the new iSPOE, it is no longer available for clusters to access, unfortunately. She shared that the committee also looks at website data to see how effective it is with outreach etc. Katie shared that some of the data points that were accessible in the past were not supposed to be at a cluster level. They were therefore eliminated going forward with the new system. Stacy also shared that there is a cost to have some of those data reports added by the CRO which might make it difficult for these items to be added back to the system. Jason wondered if other clusters wanted to access these data as well, and Stacy shared that all clusters miss the use and review of this data. Nancy shared that the referral to intake to IFSP data that had been available in the past was very useful, and it is a shame that it is no longer available. Debbi shared that they are working on getting initial IFSP data back, which would then provide the data Nancy mentioned. Stacy shared that the Public Awareness committee also focuses on reaching out to physicians and other agencies in the community. She shared that residents come to the office monthly for an in-service on the First Steps program.

- The Family Outreach committee which is an Ad Hoc committee of the Public Awareness committee most recently held the annual reading event for First Steps families on September 19th. The committee partners with the Crossroads Guild and the turnout is always fantastic. The turnout was great considering it was a very rainy morning. Had approximately 150 people and they were able to go on a hayride, pet a pony, and get free books for the kids. The next event will be a Waiver Party to assist families in signing up for the Medicaid Waiver for their child. Service

	<p>Coordinators have assisted with the marketing to families they know need these services. It will be held on October 28th and Family Voices will be assisting with the event and speaking about the waiver program and process.</p> <p>➤ <u>Provider Issues committee-</u> This committee focuses a lot on SPOE/Agency processes, as well as looking at data. They are working on training for ancillary service providers such as social workers, nutritionists and psychologists. Stacy shared that the core four therapies (PT, OT, SLP and DT), are required to hire on with an agency whereas ancillary providers can work as independent contractors. This makes it more challenging for them to get updates and information about the processes that are required to work in the cluster. This training will hopefully help them express any concerns and get their questions answered. She shared that this committee has also been working on setting up a deal with an interpreter company for Burmese interpreters. This is a rising population and it is making communication more difficult.</p>	
Approval of Committee Decisions	<ul style="list-style-type: none"> • When asked, council confirmed the direction the committees are taking as a whole. Consensus was reached regarding agreement with committee decisions. 	
Complaints/Concerns	<ul style="list-style-type: none"> • Stacy shared that there have been 10 concerns since the last meeting. She shared that there is one provider agency that is struggling in particular. • She shared that there was one concern where a provider went out to see a family before a plan was even written. • She shared that there have been concerns with reports and the state is working directly with the agency in question to assist them. • There was a concern against the SPOE directly in which a parent was upset that they were billed for DT services thinking that insurance would pay for it. Jason asked if the family signed the cost participation forms, which clearly indicate the family's responsibilities. Debbi stated that they had, but that the whole cost participation process is difficult for families to understand at times. • Debbi also shared that the state has now required 	

	<p>that an agency must be put on a plan at the initial IFSP even if they do not have an available provider. If the agency is not able to get a provider on the plan within 30 days, they will be placed on the complaint log. Debbi explained that this is the state's effort to track the issue of provider shortages, and is not intended as a punitive measure for agencies or SPOE's.</p> <ul style="list-style-type: none"> • Jason questioned whether the LPCC has done anything to assist the struggling agency? Stacy shared that these concerns are passed on to the state and they have been working with the agency directly in order to give them an opportunity to correct the issues. Debbi stated that she and Kesha had assisted the agency and have offered continued assistance as well. • Jason questioned whether it would be a good idea to share a provider with an agency who is having issues already. There was some concern that since the agencies do not know who is struggling, they may unknowingly enter into a provider sharing agreement with that agency. Debbi stated that she would discuss that issue with the State and ask that they request that the struggling agency not enter into provider sharing arrangements until the issues are resolved. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Victoria shared that the Healthy Start program is working to address mental health issues with the moms they serve. It has become a big issue! • Pam shared that there were 8,000 people at the last covering Kids Back to School event! They are focusing heavily on the marketplace and enrollment. • Patti shared that they are in need of SLP's. • Holly shared that they have a new Crossroads location on the south side at 3531 E. Thompson Road. It was a very tiring move! They are working with a company who is designing a pediatric gym for the location. The playground is in but they still need the fence. There will be adult services, behavioral health and veterans' services, as well as the pediatric programming. • Deb shared that she has an SLP that has returned to the program! • Teri shared that they need providers in general. • Nancy shared that they need providers as well. • Katie shared that the state has requested a quote 	<ul style="list-style-type: none"> • Next Meeting: January 8, 2016 at 11:30am. ProKids Inc.

	<p>from the CRO to include a letter to families on how the transition to ICD-10 codes may affect insurance billing with their monthly statements. Both Maggie and David will be out of the office until mid- October.</p> <ul style="list-style-type: none">• Jason shared that they have moved the office for a larger location only 900 feet away. The office opened yesterday and things are still coming together. There will be an open house sometime in the fall.• Mary shared that they are a waiver provider and that her organization offers respite and other services for families.• Polly shared that she will be putting together some focus groups with assessment team and ongoing providers to help improve relationships and communication between the two groups.• Sarah shared that IU held a medical careers camp this past summer for high schoolers. There was great participation and they anticipate doing it again next summer.• No further business to discuss, the meeting was adjourned.	
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Respectfully submitted,
Katarina Groves