

CENTRAL INDIANA FIRST STEPS

Full Council Meeting

2/1/13 Date

Name	Agency	Changes to current contact info
1. Debbi Davis	SPOZ	
2. Natalie Newlin	PediPlay	
3. Kelli Blankenship	SRNDHA / St. Joseph Institute	
4. Holly Andria	ESC	
5. Shatrice Cochr	Toddlers Choice	
6. Janine Cobell	Janus/RVH	
7. Carle Bryson	Colmarina	
8. Tami DeWinger	Noble	
9. Sandra Sautter	ISD/Outreach Services DHH	
10. Annie Hug	VIPS	
11. HENRY	CTC	
12. Ann Johnson	Villages H.F.	
13. Janyce Hardin	ProKids	
14. RSL	ProKids	
15. Katarina Stewart	Council	

16. Stacy Hobbs LPOC

**Full LPCC Meeting Agenda
February 1, 2013**

- 1. Introductions**
- 2. Fiscal Report**
- 3. SPOE Update**
- 4. LPCC Update**
- 5. Holdback**
- 6. Retreat Planning**
- 7. General Updates**
- 8. Announcements/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Full LPCC Meeting Minutes
February 1, 2013**

Present: Natalie Newlin-PediPlay, Kelli Blankenship-SRNDHH/St. Joseph's Institute, Holly Andria-Crossroads, Shatrice Cooper-Toddler's Choice, Janine Cowell-Janus/Riverview, Carla Gregory-Cornerstone, Tami Wanninger-Noble, Lorinda Bartlett-ISD, Ann Hughes-VIPS, Jason Berty-CTC, Ann Johnson-Villages Healthy Families, Brian Funk-ProKids, Tamara Hardin-ProKids, Debbi Davis-SPOE, 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. 	
Fiscal Report	<ul style="list-style-type: none"> • Tammie shared the budget handouts which reflect current numbers through January 31st, and indicated everything is appears to be on track. • She pointed out that the LPCC has expended 57% of the total budget to date, which is as expected. No real surprises. The 59% total for supplies is high because copies have been made to support the Family Handbook. More folders will be ordered in the near future and this should not be an issue with the budget. • She directed the group to the SPOE budget and shared that there had been some turnover early in the year, but now they are fully staffed. • The SPOE has been sending more personnel to trainings, such as the Autism Conference with Temple Grandin. 18 SPOE staff were able to take advantage of the opportunity. She shared that supervisors will be going to a supervisors training soon. 	
SPOE Updates	<ul style="list-style-type: none"> • Debbi shared that referrals were up 3% from last year, but this increase in referrals did not result in an increase in IFSP's or child count.. The one day child count is slightly down, which is not unexpected. She shared that in the category of cost per child, we were the second highest in the state, but now are fourth highest. She is very happy with this. It has been coming down slowly over time. Cluster G accounts for 30% of the state's child count, so when our average comes down, it has a significant impact on the statewide total. Debbi stated that at the last few meetings she has attended the state has reported that they are focusing on insurance recovery to cover the 2 million dollar gap for services, and not further reductions in 	

	<p>expenditures.</p> <ul style="list-style-type: none"> • Brian gave a report on the new case management system being piloted on a limited basis within the SPOE. It is the “Teamwork” program, and it has proven to be helpful in terms of sharing information on each child and having everything at ones finger tips. Jason and CTC has also been working with the program internally and he sees the benefits in the ability to share information more readily between the SPOE and agencies. A question arose as to cost of the program, and Brain shared that there would be no cost for agencies to adopt this program, as the SPOE is covering the initial costs. It is as simple as accessing the program online to get started. The plan will be to roll it out to the whole cluster eventually. 	
<p>LPCC Updates</p>	<ul style="list-style-type: none"> • Stacy reported on the status of the various committees: • Public Awareness/Family Outreach – Stacy shared that there has been dwindling participation on both the Public Awareness and Family Outreach Committees. As discussed at the last retreat, it may be time to bring the two groups together as the outcomes for their committees are fairly similar. The difficulty is that one meets in the AM and one in the PM. Parent participation has always been good in the Family Outreach committee, and it would not be good to lose their input if the meeting changed to mornings. Stacy stated that this would need to be discussed at their upcoming meetings to see if there is a solution. • Transition – The committee is planning their Next Steps event which is a transition event for families. The last event brought a huge turnout when it was held at Pike, which brought some challenges. This one will be held at the Washington Township Early Childhood Center (Hilltop). The main attraction for the evening will be to do a mock case conference, whereby school representatives will be explaining the different roles in the IEP meeting. This is also a good time for families to ask questions about the case conference. Snacks and a transition video will be showed. The LPCC will invite First Steps families with children who are 2 and older. CJ asked if there will be a time to have this event outside Marion County. Stacy said that it has 	

	<p>been tried in the past, but the turnout has always been very low. It was decided that the event would be more centrally located and the LPCC would determine where families were coming from, in order to ensure that appropriate school representatives are present for families. Since the new format, there have been families present from all over the cluster.</p> <ul style="list-style-type: none"> • Provider – this committee focuses on agency and SPOE updates, as well as state updates. Stacy shared that the committee is working on drafting a couple of documents to be given to Little 7 providers as they enroll. It will cover the differences between working as an independent vs. agency provider, as well as the expectations of being a provider in the system. • Executive/Full Council- These committees’ meeting times alternate quarterly throughout the fiscal year. Stacy reviewed the complaint/concern log with the council. There was one complaint in January. In December there was one as well for a late start date. In November, there were three. A late start date, a family was receiving cost participation statements after their child was disenrolled, and a provider was continuing to visit a family even after services had terminated. 	
<p>Holdback</p>	<ul style="list-style-type: none"> • Stacy went over the LPCC Outcomes for the holdback report. She pointed out that the state had bolded those things they wanted addressed and are as follows: <u>Public Awareness & Child Find</u> <ol style="list-style-type: none"> 1. 1.4% of children served with an IFSP will be under the age of 1 year - State requested a brief narrative of the findings and any strategies that should be addressed. 2. The population served will be comparable to the demographics of the cluster – State requested a brief narrative of the findings and any strategies that should be addressed. 3. Appropriate and timely referrals are to be made to the SPOE from a variety of community partners – State requested a description. 4. 3% of the cluster’s infant and toddler population will be served – State requested current data. <u>Provider Recruitment and Matrix</u> <p>Performance Standards:</p> <ol style="list-style-type: none"> 1. Families in all areas of the cluster will have available 	

providers for needed services - State requested a description.

Procedural Safeguards, Information & Services, and Quality Assurance

Performance Standards:

1. Ensure services are provided in the natural environment to the most extent possible and are also monitored to ensure that IFSP teams make individualized decisions regarding the settings in which infants and toddlers receive EI services – State requested data

2. All issues and concerns will be adequately addressed within 60 days of receipt of concern, utilizing procedures as set forth by the Lead Agency. Formal complaints must be forwarded to the State within two business days – State requested a description of concern process, follow-up, and meeting minutes noting concerns were shared.

Transition & Interagency Agreements

Performance Standards:

1. Have current, signed Memoranda of Agreements (MOAs) with all special education planning districts, Head Start and early Head Start that are actively evaluated and shared with the community – State requested list of parties with current MOAs.

2. Conduct planned transition activities such as transition trainings with staff and meetings/trainings with community partners and parents to address transition issues or topics with each Special Education Planning District within the cluster on a semi-annual basis. Knowledge of transition options is increased as a result of quarterly meetings/trainings with service coordinators, community partners, and parents – State requested calendar of events.

Functions of the LPCC

Performance Standard:

1. LPCC will meet a minimum of quarterly with the required membership – State requested a list of meeting dates for the last 6 months and a link to publically posted meeting minutes:

2. LPCC must comply with RMS requests within 2 business days and update information, including submitting staff information and changes, etc. – State requested any concerns

3. By-laws must be approved by the State – State requested a copy.

- Debbi reviewed the SPOE outcomes for the holdback with the committee. Stacy described the process for handling the DCS list that comes monthly. Michelle Fetes, parent, has been mailing out the ASQ's to families to complete. This is about 60-80 families a month. Those that are returned are scored and if they fall below cutoff scores, a referral is made.

IFSP

1. ED Team involvement- This is done by report as there is no more face-to-face time.
2. Services provided in the Natural Environment- 100% met
3. 45 day timeline- 99.6% of eligible children had an IFSP within this timeframe. .
4. Primary care physician signature- 100%

Transition

1. SPOE was in 100% compliance for all transition related outcomes (18 month referrals to schools, completed transition page, and transition meetings).

Administration

1. Debbi provided the requested SPOE policy requiring timely data entry, as well as documentation to show cluster is in compliance with documentation for insurance and income.

Service Coordinator Outcomes

1. Debbi provided a caseload list to show that staff is not carrying more than 70 per caseload. In compliance.
 2. There were timely 6 month and Annual reviews, as well as timely start dates 100% of time.
 3. Transition related outcomes were at 100%.
 4. Average cost per child is down by 21% from 12/31/10, which exceeds the state's benchmark of 20%.
- Debbi and Stacy outlined additional items/information requested by the State following submission of the report, and their responses to the requests.
 1. Requested clarification regarding the number of children served from birth to one year and from birth to 3years. The state felt that these numbers were "increasingly high." Stacy responded that the birth to 3 percentage had actually decreased and that the birth to one percentage increase could yield as few as 10 (or less) additional children receiving services.
 2. Requested detail on 84 "other service" auths indicated on the profile

report. Debbi replied that she was unaware of any service being entered as “other”, and assumed these were errors, but requested a list of the specific auths in order to research further.

3. Requested a list of children receiving services onsite. Debbi replied that the SPOE does not keep a manual list of on-site services.
4. Requested an LPCC roster and sign in documentation and a description of the level of parent participation on the LPCC for the past two scheduled LPCC meetings. Stacy provided the items requested.
5. Requested service coordinator caseload reports for the last 4 months. Debbi replied that n SPOE managers do not keep lists from month to month, but it can be tracked going forward if necessary.

- The State’s formal reply included findings of non-compliance for timely/accurate data entry as a result of the unexplained “other service” auths, and LPCC membership, as the State indicated they could not determine child care, medical/health, or social service representation. The SPOE holdback amount was \$16,424, and the LPCC holdback was \$625.
- Debbi indicated that she and Stacy are working on a letter of reply. Debbi indicated that the State’s letter indicated compliance was determined if the Cluster was at or above 95% for each outcome. 84 auths represent 1.1% of children served during the reporting period, not to mention that each record contains dozens of data fields. Debbi stated that this appeared to be an arbitrary measure of compliance, as this question has never been posed before. Further, Debbi stated that she contacted a smaller Cluster that had a similar number of “other service” auths to find out if they knew what they were, and that Cluster had not even received a question about those auths from the State. The State indicated in their reply that a list of the auths in question may be available for purchase. In order to avoid the potential cost of purchasing the data

	<p>used to make the determination of non-compliance, Debbi spent several hours figuring out how to query the database for these auths and found what appears to be a database error.. Debbi will address this in her reply..</p> <ul style="list-style-type: none"> • Stacy noted that the state indicated that they could determine who was represented on council meetings at times by looking at the meeting minutes. Full LPCC participation was not requested in the original instructions or in the follow-up correspondence, only in the state's findings letter. Stacy noted that had she known this information was being requested, she would have provided it from the outset, but will happily provide follow-up communication that specifically outlines all LPCC participation. • Several people expressed support for Stacy and Debbi during this process. CJ asked that Debbi and Stacy let them know if there is anything LPCC members and/or provider agencies could do to assist. Ann stated that they should be very proud of the report, as it reflected a very high level of performance. 	
Retreat Planning	<ul style="list-style-type: none"> • The Annual Retreat will be held on April 26, 2013, from 11-2pm. It will be held at the Washington Township Education and Learning Center off of 86th street. Lunch will be provided. More information to come. 	<ul style="list-style-type: none"> • More information to come
General Updates	<ul style="list-style-type: none"> • The FSSA has a new Secretary- Debra Minnot. There is a new state First Steps consultant- Christina Madsen. • New RFF- not sure when that will happen but it is still expected. • Website- has been updated. Stacy invited all to take a look at www.cibaby.org. Feedback is welcome! 	
Announcements/Close	<ul style="list-style-type: none"> • Ann shared that she LOVES working for VIPS. She has many fun photos of her kiddos and their families. She also had many kudos to First Steps providers who are doing a great job! • Holly shared about the Crossroads Autism Diagnostic Program- Are receiving many referrals already! She reminded the committee of the extensive resource library at the Autism Resource Center and that it is for everyone. • Lorinda shared that the SRNDDH network is very 	<ul style="list-style-type: none"> • Next Meeting: Annual Retreat: April 26, 2013 11am-2pm Washington Township Education Center

busy!

- Natalie shared that PediPlay will be rolling out some summer camps.
- Ann Shared that the national credentialing for Healthy Families will be starting in March/April, and then site reviews in the fall.
- CJ shared that they now have official approval to occupy their new facility! They also passed their Medicaid waiver review.
- No further business to discuss, the meeting was adjourned.

Respectfully submitted,
Katarina Groves