

CENTRAL INDIANA FIRST STEPS

Full Council Meeting

10/4/13 Date

| Name | Agency | Changes to current contact info |
|------------------------------|---------------------------------------|---------------------------------|
| 1. <u>Sammie Hardin</u> | <u>Proffitt</u> | |
| 2. <u>JASON BERRY</u> | <u>CTR</u> | |
| 3. <u>Amah Mein</u> | <u>Riley Child Development Center</u> | |
| 4. <u>Lia Adams</u> | <u>Callab</u> | |
| 5. <u>Kari Potter</u> | <u>SNHC</u> | |
| 6. <u>Beth Pietras</u> | <u>Noloie</u> | |
| 7. <u>Michelle Dunham</u> | <u>Tipton Comm Schools</u> | |
| 8. <u>Brian Funk</u> | <u>ReKids</u> | |
| 9. <u>Judy McKenzie</u> | <u>Poolplay</u> | |
| 10. <u>Richard Kelley</u> | <u>Whites Family Services</u> | |
| 11. <u>Dubba Davis</u> | <u>SPOE</u> | |
| 12. <u>Kelli Blankenship</u> | <u>SJI DSC / SENOPH</u> | |
| 13. <u>Holly Adams</u> | <u>ESO</u> | |
| 14. <u>Stacy Holmes</u> | <u>LPCC</u> | |
| 15. <u>Katrina Adams</u> | <u>LPCC</u> | |

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Cluster G Full LPCC Meeting Minutes
October 4, 2013**

Present: Kelli Blankenship-SRNDHH/St. Joseph's Institute, Holly Andria-Crossroads, Beth Pietras-Noble, Jason Berty-CTC, Brian Funk-ProKids, Sarah Muir-Riley Child Development Center, Lisa Harris-Collaborating for Kids, Katie Potter-State Consultant, Michelle Dunham-Tipton Schools, Judy McKenzie-PediPlay, Nichole Kelley-White's Family Services, Tamara Hardin-ProKids, Debbi Davis-SPOE, Stacy Holmes-council, Katarina Groves-council

| Agenda Items | Discussion | Action Items |
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| 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 with the group. She indicated that it had been a very busy summer with audits. Had a financial audit in May with no findings, an annual audit with RJ Pile which was a clean audit and was presented to the board finance committee recently. She told the group that copies are available if anyone was interested. ProKids had completed a Workman's Compensation audit and a small refund will be coming. She explained the 403B retirement plan and that the Feds require an audit when there are more than 100 employees. This audit will take place at some point going forward. • She pointed out that the SPOE/LPCC contract has been extended through January '14, which makes the reporting period 19 months long. The LPCC has spent 78% of the total budget so far, which is according to plan. • She directed the group to the SPOE budget and shared that they have spent just shy of 78% of their budget. • The SPOE has been purchasing iPads for coordinators. She pointed out that there are no other unusual expenses and that the SPOE pays heavy early on in the budget to cover equipment/contract costs such as copiers. | |
| SPOE Updates | <ul style="list-style-type: none"> • Debbi shared that intake coordinators and the assessment team have been piloting the iPad program for a while. Now service coordinators have been trained as well. She pointed out that electronic forms will start to be the norm now. She feels that things will be much more efficient with data entry and the general timeline. The new case management system is in use and will give | |

everyone who is assigned to a child access to their file. She cautioned that it would be rolled out slowly, as they want to assure that everyone has a good understanding of how it works at the SPOE. Provider agencies will eventually be brought on board as well.

LPCC Updates

- Stacy explained for the group that every committee has been designed to address particular outcomes that have been outlined by the state and need to be met. She provided a summary of each committee's work:
- Public Awareness/Family Outreach – Stacy shared that the Family Outreach committee has now become an Ad hoc committee of the Public Awareness committee. Due to dwindling participation at Family Outreach meetings, it was decided to merge the two groups. The Public Awareness committee now looks at quality issues as well as outreach. They have most recently been reviewing the local website. The family committee has focused on the Reading is Fundamental event that is held once a year in conjunction with the Crossroads Guild. Free books are handed out to First Steps families, and there is a hayride, story time, pony and rabbits to pet, apple picking etc... The most recent event was held on September 21st with a great turnout and weather. Stacy shared that volunteers actively marketed the LPCC to parents who attended and invited them to an upcoming Family Outreach meeting on October 4th.
- 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 Washington Township Preschool. The next one will be held in Brownsburg, but a time and date have not been set yet. 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. Families are also able to meet with their individual school representative that evening. Snacks and a transition video will be showed. The LPCC will invite First Steps families with children who are 2 and older.

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| | <ul style="list-style-type: none"> • Stacy explained that school representatives have been going to SPOE staff meetings. This has proved to be very effective in getting everyone on the same page and has been encouraged to continue. • There will also be an “other transition options” training for SPOE staff. Stacy has invited predominantly mobility groups this time around. Last year she invited several groups that addressed Autism. • Stacy has encouraged the transition committee to look at the local website to review transition information and make suggestions as needed. • <u>Provider</u> – this committee focuses primarily on SPOE/Agency relations. Most recently the agencies had expressed some concerns that they want sent to the state. Stacy recapped some of the concerns for the group: issues with “Little 7” providers, wanting a face to face working meeting with the state, issues with DT/DTA substitutions for reimbursement, rural service delivery issues, becoming a provider, and the requirements for credentialing and traveling for DSP 102/103. • <u>Executive/Full Council</u>- These committees’ meeting times alternate quarterly throughout the fiscal year. Stacy explained that the Executive committee takes a look at how we function as a council and can be brought together if a vote is needed on something. • <u>Complaints/Concerns</u>- Stacy shared that complaints and concerns have dwindled with the cluster only having one since May of 2013. The one received in August 2013 had to do with an audiology provider billing a family and was resolved without issue per the families report. | |
| <p>CPP Report Update</p> | <ul style="list-style-type: none"> • Stacy explained that this report is done quarterly and must cover the indicators set forth by the state. The LPCC looks at the following: <ol style="list-style-type: none"> 1. 1.4% of children served with an IFSP will be under the age of 1 year – We are currently serving 1.59% which meets the standard. 2. 3% of the cluster’s infant and toddler population will be served – We are currently serving 4.2% which meets the standard. | |

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| | <ul style="list-style-type: none"> • Debbi reviewed the SPOE outcomes and shared that they had a 95% on all indicator areas. They do internal quarterly reviews which helps with compliance. She indicated that insurance/income information has slipped a little. This SPOE serves 60% of families with copays/insurance, and stringent guidelines have been set internally to improve these outcomes. There will be more training for coordinators. Brian has come up with a formula to figure out income and pay for 2x's a month vs. every other week. They are in the 98-99% range in this outcome which is very good. | |
| RFP | <ul style="list-style-type: none"> • Stacy shared that they have just completed the most recent RFP in order to continue to be the fiscal agent in Cluster G. The guidelines for submission were more standardized than in the past. • Stacy shared that she reported on things that the LPCC is doing • Debbi indicated the there was a lot of narrative required. One item was how the SPOE handles referrals. • Jason asked about the review team for fiscal agent applicants. Tammie explained that it had been an Open Bid in the past, and it would be handled differently this time around. Not sure who will be reviewing them this time. Katie indicated that she believed review teams would be decided upon as early as Monday. A final decision should be made by November 15th. | |
| Retreat Planning | <ul style="list-style-type: none"> • Stacy explained the retreat and how it had been formatted in the past with a full meeting/awards/lunch. It is much more scaled back now due to budget cuts. The meeting has been focused more on planning and looking forward. Judy expressed that a free venue and simple lunch are just fine. It is still nice to recognize doctors and other contributors to the council and program. • Stacy questioned the format going forward. Typically we had broken out by committee, but last time we discussed membership as a whole committee. Admittedly it was difficult to get consensus on ideas with a larger group. • Jason mentioned that we had discussed the future of the Family Outreach Committee at this meeting and not everyone is involved with that group. | <ul style="list-style-type: none"> • More information to come |

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| | <p>They were getting input from those who do not attend these meetings.</p> <ul style="list-style-type: none"> • Nikki shared that she thought it was beneficial to break out in committees and discuss plans moving forward. It gives each committee a jumping point for when they meet the next time, even if it is rehashed at the meeting. • Stacy shared that the Executive Committee would be discussing the retreat in more detail at their next meeting in January. • Holly felt that having full council input was beneficial to generate ideas for the FOQA committee. • Judy expressed that it was nice to have state staff there like in the past, to address the group. • Jason said that having an inspirational speaker was very nice. | |
| <p>Announcements/Close</p> | <ul style="list-style-type: none"> • Katarina shared some UTS updates. They are currently revamping the ProKids website which will bring great improvement to the UTS site and better meet provider/agency needs for enrollment in trainings. • There will be a Child Abuse and Neglect conference on October 24th. She shared the flyer with the group. • There were no other announcements and the meeting was adjourned. | <ul style="list-style-type: none"> • Next Meeting: <p>Annual Retreat: To Be Determined (Sometime in April)</p> |

Respectfully submitted,
Katarina Groves