

CENTRAL INDIANA FIRST STEPS

Public Awareness Meeting

3/18/13 Date

Name	Agency	Changes to current contact info
1. Stacy Holmes	LPCC	
2. Ann Johnson	Healthy Families	
3. ALAN BERTY	CTZ	
4. Pam Hume	CHF	
5. Julie Rockwood	Parent	
6. Michelle Arls	Parent	
7. Karenia James	LPCC	
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**Public Awareness Child Find Committee Meeting Agenda
March 18, 2013**

Outcome Statement: Support the awareness and visibility of the First Steps system throughout the cluster to assist in the increased identification and referral of infants and toddlers.

Performance Standards:

1. 1.4% of children served with an IFSP will be under the age of 1 year.
2. The population served will be comparable to the demographics of the cluster.
3. Appropriate and timely referrals are to be made to the SPOE from a variety of community partners.
4. 3% of the cluster's infants and toddlers population will be served*.

Performance Measures: Profile reports and First Steps data system reports will be utilized in the measurement of this performance standard. Cluster will meet performance metrics if cluster child counts remain within .5% of the current count, up to the target.

1) Introductions (if needed)

2) Data

3) Holdback

4) Brown Bag Update

5) DCS Update

6) Website Update

7) Announcement/Close

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Public Awareness & Child Find Committee Meeting Minutes
March 18, 2013**

Present: Jason Berty (CTC), Michelle Fetes (Parent), Pamela Humes (Covering Kids and Families), Julie Rockwood (Parent), Ann Johnson (Healthy Families/Nurse), Stacy Holmes (LPCC) and Katarina Groves (LPCC).

Agenda Items	Discussion	Action Items
Welcome & Introductions	<ul style="list-style-type: none"> • Michelle F. opened the meeting with introductions 	
Data	<ul style="list-style-type: none"> • Stacy reviewed the latest state profile reports for the cluster, as well as the state overall. We serve 1.8% of children age birth to one year (based on a one day child count). This exceeds the state goal of 1.4%. We are doing well with this requirement, though the state had asked for additional information regarding this outcome in the previous Holdback Report. • The cluster serves 4.2% of all children age birth to three years in the cluster. The marker is at 3%, so we are doing well in this area as well. Per the most recent profile report, Cluster G makes up 34% of children served for the whole state. • The average age of referral for our cluster is 14 months of age. • The racial demographics of the the children being served mirrors the racial demographics of the cluster. The data shows an increase in Hispanic families being served for the state. 	
Holdback	<ul style="list-style-type: none"> • Stacy shared the state's response to the recent holdback report. The issue with membership for the council has been clarified and submitted to the state. The state has said they will issue a response to the cluster's clarification soon. 	
Brown Bag Update	<ul style="list-style-type: none"> • Katarina reiterated the purpose of the 	

	<p>Brown Bag sessions as a tool to make providers aware of the various resources in the community. She stated that mostly SPOE staff members are able to take advantage of these sessions as it is difficult for providers to make it to the office during the middle of the day. The last session was with the Indiana Autism Society who did a great job sharing their mission and purpose, as well as resources with providers. There was discussion as to whether the committee felt it was worthwhile to continue. Ann felt that it is valuable information for providers.</p>	
<p>DCS Update</p>	<ul style="list-style-type: none"> • Stacy shared that the lists from DCS are coming at the same time of the month more consistently. Michelle has been working on the list and mailings again. She has been able to do so from home with the loan of a computer from the LPCC. Michelle stated that the format of the lists are strange and make it difficult to merge the list for address labels. She indicated that the numbers have dropped, down to an average of 70 kids from about 100. She indicated that the return rate from families is pretty good. We appear to be getting more children that are younger on the list, as there were several children in the 2-3 month age range. • Michelle reviewed the purpose of the mailing to the group. The families are mailed the ASQ, and they are scored to determine whether a referral to the program is necessary. Stacy indicated that this is a requirement for Early Intervention programs to identify at risk kids from the DCS program. 	
<p>Website Update</p>	<ul style="list-style-type: none"> • Stacy reviewed the data from Google Analytics with the committee. She directed the group to look at the handout entitled "Dashboard". She 	

	<p>pointed out the ability to see the number of new visits and the number of unique visits. She pointed out that it even tracks the average visit time per region. Alabama and New Mexico had an unusually high average visit time, and there was some discussion regarding why this was the case.</p> <ul style="list-style-type: none"> • She pointed out that there was data that tracked what browser people had used, as well as their visit duration. People averaged about 2 ½ pages per visit. Saturdays and Sundays had the lowest number of visits, as opposed to the weekdays. 250 visits per week on average. • Jason recommended tracking how many people are accessing the Family page to get a rough estimate of how many families are visiting the site. • Stacy pointed out data regarding whether people are accessing the site using a smart phone or not. There were 354 mobile visits which equates to 19% of visits. It showed that the most used iPhones and iPads as their mobile device. This could be of concern in the future because our website utilizes Flash content, and this is not supported by iPhones and iPads. 	<ul style="list-style-type: none"> • Stacy will continue to pull data from Google Analytics for future meetings. • Stacy will pull data on visits to the family page of the website.
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Stacy shared that she and Katarina are part of an ICC subcommittee that is working on getting information to families via social media. She had shared the public awareness committee's survey with the ICC committee, as well as developed a Survey Monkey to potentially go out to families. • Pam shared that Covering Kids will be holding an Enroll Indiana event for insurance the week of April 8-13th. There will be a Town Hall meeting on April 9th from 6-8pm at Warren Central regarding the 	<p>Next Meeting: Annual Retreat April 26, 2013 11am-2pm Washington Township Education Center</p>

	<p>Affordable Care Act. There will also be health days for both men and women coming up. Stacy will email this information out to the committee.</p> <ul style="list-style-type: none"> • Ann shared that she will be retiring soon! They are searching for a replacement for her and she will make sure that someone takes her place on the committee. She and her husband plan to go to Kenya to help build a clinic. Perfect with her nursing background and her husband is a dentist. Wishing her all the best and she will be sorely missed! • Katarina shared upcoming conferences with the group. The Autism conference on May 17th and the Cerebral Palsy conference on July 26th. Both will be held at the Hilton North Hotel in Indy. • Stacy shared that the next meeting will be the Annual Retreat on April 26th. More information to come. • No other announcements. The meeting was adjourned. 	
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Respectfully submitted,
Katarina Groves