

CENTRAL INDIANA FIRST STEPS

Public Awareness Committee Meeting

5/20/13 Date

| Name | Agency | Changes to current contact info |
|---------------------|-------------------------------|---------------------------------|
| 1. Clare Joya | The Villages Healthy Families | |
| 2. Katarina Leonard | ProKids | |
| 3. Julie Rockwood | parent | |
| 4. Michelle Fite | parent | |
| 5. Jason Bean | CR | |
| 6. Nichole Kelly | Whites Family Services | |
| 7. Stacy Hines | WCC | |
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**Public Awareness Child Find Committee Meeting Agenda
May 20, 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) Brown Bag Update/Continue?

4) DCS Update

5) Annual Meeting Recap/Committee Function

6) Announcement/Close

**CENTRAL INDIANA FIRST STEPS
 LOCAL PLANNING & COORDINATING COUNCIL
 Public Awareness & Child Find Committee Meeting Minutes
 May 20, 2013**

Present: Jason Berty (CTC), Michelle Fetes (Parent), Julie Rockwood (Parent), Claire Joya-DeTorre (Healthy Families), Nichole Kelly (White’s Family Services), Stacy Holmes (LPCC) and Katarina Groves (LPCC).

| Agenda Items | Discussion | Action Items |
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| Welcome & Introductions | <ul style="list-style-type: none"> • The meeting was opened with introductions | |
| Data | <ul style="list-style-type: none"> • Stacy directed everyone to review the referral data provided by the SPOE. She pointed out that March appeared to be low in comparison with other months. A reduction is noted particularly in Hamilton and Johnson Counties. Everyone agreed that future numbers would determine if this is an isolated issue if there is a rebound in referrals. Jason indicated that there may be a drop in referrals due to changes with cost participation and insurance recovery. The program is more expensive for families with copays. He also raised the idea of checking with surrounding areas such as Shelby and Bartholomew Counties to see what their typical referral numbers are like, because they may be very similar to Johnson, for instance. Both Michelle and Julie indicated that they strongly advocate for the program in the community. • Stacy directed the committee to look at the intake Data. She pointed out that the numbers are pretty consistent from intake to IFSP. • The committee reviewed the Referral source data. Stacy pointed out that physicians and parents continue to be the biggest referral sources for the cluster. The DCS referrals have increased significantly due to families being presented with the Ages and Stages screening and the follow up with the SPOE if children are deemed | <ul style="list-style-type: none"> • Nichole and Stacy will check with their DCS contacts to see how to clean up and improve the lists that are sent every month. |

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| | <p>to have a delay. Stacy thanked Michelle for her volunteer work and willingness to mail out the questionnaire to families. Michelle indicated that the lists have been a little bit messy lately and has caused her to clean things up when she does a mail merge. A discussion ensued as to some possible changes going on within DCS. Nicole indicated that she would check with her contacts at DCS to see how the list is compiled. Stacy said that she would communicate with her contact as well to see what could be done.</p> <ul style="list-style-type: none"> • Claire indicated that Healthy Families participants are being told that doctors have to make the referral to the First Steps program. Stacy explained that the only real requirement is that the doctor sign off on the IFSP in order to begin services. Claire indicated that this is happening with a lot of Hispanic families. • Stacy explained the secondary referral data and that it represents who told the parent about the First Steps program and encouraged them to make the referral. • Stacy told the committee that she conducts in services for residents on a monthly basis to make them aware of the early intervention program early on. The council continues to send out physician packets as needed for doctors who need a reminder of what First Steps is all about. | |
| <p>Brown Bag Update</p> | <ul style="list-style-type: none"> • Katarina reiterated the purpose of the Brown Bag sessions as a tool to make providers aware of the various community resources and potential referrers to the program. A discussion ensued as to whether the committee felt that the Brown Bag should continue. Katarina reported that the turnout is fair and that most of the attendees are Service Coordinators. She indicated that most providers | <ul style="list-style-type: none"> • Katarina will share potential speaker information with the SPOE and agencies in the cluster. |

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| | <p>have a difficult time coming to the SPOE during the middle of the day. Typically there are about 15 attendees. She informed the group that SPOE staff receive regular trainings in house and that ongoing providers receive training through their individual agencies. Maybe it would be a better use of time to share potential speakers/resources with the SPOE and Agency representatives. This would ensure that a larger number of people would hear this information. Jason reported that he does provide his providers with in services on different community resources. It was agreed that Katarina would collect any speaker information and pass it along to the SPOE and Agencies instead to maximize everyone's ability to hear this information. Jason noted that he did not want to lose the ability for SPOE and agency staff to get together. Some of that has been lost over the years and it is so important. Stacy said that she would discuss this with Kacey Matthews, Team Leader and coordinator of SPOE trainings, to see what could be done to address this issue. There used to be an Open House at the SPOE, for instance, which allowed providers and SPOE staff to meet and mingle.</p> | |
| DCS Update | <ul style="list-style-type: none"> • Stacy reiterated her appreciation for Michelle's time spent on the DCS mailing to families. Michelle reiterated that the list can be a little difficult to clean up for a mailing. The lists are being received more consistently. The return rate has been pretty good. | |
| Annual Meeting Recap | <ul style="list-style-type: none"> • Stacy recapped the discussion regarding the focus of the Public Awareness and Family Outreach Committees going forward. She indicated that things had to be revamped since the attendance for the Family Outreach committee has been | |

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| | <p>dwindling for some time now. Stacy pointed out the outcomes for both committees and asked the committee to review them. She stated that the full council had recommended that the Public Awareness committee continue to meet every other month in the morning and that the Family Outreach committee meet as needed to plan for the annual Reading is fundamental event. She shared that the committee primarily worked on the RIF event, handbook assembly and reviewing complaints/concerns. There is not a lot of additional activity with this committee. Maybe there should be more of a social function for parents going forward like the Connections Group that had been done in the past for families. Maybe it would become an Ad Hoc committee of the Public Awareness committee? Nicole inquired as to why the attendance has been so low lately. Stacy mentioned that it may be due to the fact that a parent stipend that many parents had used, was discontinued for a while. We used to serve dinner as well before the budget was cut. She also felt that since Angela left the program, the parent connection in the community is not as strong. Angela always had the connections with parents and other organizations.</p> <ul style="list-style-type: none">• A discussion ensued as to how to reach families and make them aware of the opportunity to serve on the council. Nicole stated that many families are more than likely not aware of the opportunity. Michelle indicated that she had received RIF mailings, but was not aware that it was actually for her family. Stacy said that since we have so many parents attend the RIF event in the fall, it would be a great opportunity to drum up parent participation for the council. Stacy made the committee | |
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| | <p>aware that a parent stipend is available again for parents to attend meetings. Michelle indicated that it is a fine line when families come for the money and maybe they are not as committed or engaged.</p> <ul style="list-style-type: none"> • The committee agreed that it would be nice if SCs could talk to families about the council at a 6 or 12 month review. Service coordinators could present a flyer to them about the council at this point. Michelle and Julie both agreed that as parents it is too overwhelming to introduce the council as services are getting started. They felt that time is needed for families to settle into services and understand the importance of the program. • The committee agreed that it would be wise to merge the two committees and outcomes, and create an Ad Hoc committee. This discussion would be raised at the next Family Outreach committee meeting to gauge their willingness to merge. • The committee was provided a Family handbook to pass around and see the contents. It was agreed upon that a colored sheet with LPCC information could be added to the handbook and then the same sheet could be presented again to families at the 6 or 12 month review by SPOE staff. We could possibly put the Pat on the Back form on the reverse side. • Michelle recommended that the next time the dry erase boards are ordered, lines should be added for important emergency numbers and doctor numbers so that families see the value of keeping the board up on their fridge. | |
| <p>Announcements/Close</p> | <ul style="list-style-type: none"> • Claire shared that her husband does car seat safety classes with Riley Hospital and is available. • No more announcements were needed and the meeting was adjourned. | <p>Next Meeting: July 15, 2013 9 am, ProKids Inc.</p> |

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Respectfully submitted,
Katarina Groves