

# CENTRAL INDIANA FIRST STEPS

Public Awareness Meeting

6/22/15 Date

Name	Agency	Changes to current contact info
1. Katarina Luucox	LPCC	
2. Julie Ricketts	Parent	
3. Dunit Holmes	parent	
4. Haring Andria	ESC	
5. Pamela Hume	CKF	
6. Stacy Helms	LPCC	
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**Public Awareness Child Find Committee Meeting Agenda  
June 22, 2015**

**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. 1.56% 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. 3.83% 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) Approval of minutes**

**3) Action Item Updates**

**4) Data**

**5) Updates**

- DCS/ASQ3
- THINK Meeting
- Holdback

**6) Annual Meeting Recap**

**7) Announcements/Close**

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Public Awareness & Child Find Committee Meeting Minutes  
June 22, 2015**

**Present:** Julie Rockwood(Parent), Holly Andria(Crossroads),Terri Holmes(Parent), Pamela Humes(Covering Kids and Families), Stacy Holmes (LPCC) and Katarina Groves (LPCC).

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>• Introductions were made.</li> </ul>	
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Stacy directed everyone to review the last meeting’s minutes. Holly made a motion to approve. Pam seconded the motion. The motion carried and the minutes were approved as written.</li> </ul>	
<b>Action Items Update</b>	<ul style="list-style-type: none"> <li>• No updates to report back on.</li> </ul>	
<b>Data</b>	<ul style="list-style-type: none"> <li>• Stacy informed the group that data is more difficult to come by with the new ISPOE system. She is no longer able to make some of the queries that have been done for past data items.</li> <li>• Holly asked whether data could be gotten from TEAMWORK. Stacy surmised that this is likely not possible because documents are mostly being uploaded and shared. She agreed to find out if data can be collected through the Teamwork system.</li> <li>• Stacy informed the group that she can ask the state to pull data for the cluster. She suggested that maybe the group could request certain data on a quarterly basis from the state. She will check with Debbi to make sure we are not already asking for a lot of data from the state.</li> <li>• Stacy pointed out that there is no longer a “self” field on the data report. Physicians and parents continue to be the highest referral sources.</li> <li>• Stacy noted that there is a higher level of referrals from DFC (DCS) than usual.</li> <li>• Terri noted that when a referral comes in the administrative assistants will code the referral which can tend to be a little subjective. For example, it was pointed out that referrals from the NICU, could be denoted under “physician” depending on how the referral came into the SPOE.</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will find out if data can be pulled from TEAMWORK.</li> <li>• Stacy will check with Debbi to see if it will be possible to ask for additional data from the state for the committee.</li> </ul>
<b>Updates</b>	<ul style="list-style-type: none"> <li>• Stacy informed the group that the Family Outreach Ad Hoc committee is planning the next First Steps to Reading Fun event for September 19<sup>th</sup> at 10am at Crossroads. It is in the planning stages, but the theme will be a barnyard theme.</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will check with Debbi to see if there is a review</li> </ul>

	<ul style="list-style-type: none"> <li>• Holly noted that there are 11 Crossroad Guild members already signed up to volunteer and others are most welcome to help out as well.</li> <li>• Stacy reported that Michelle has moved to Florida now and the LPCC staff will continue to send out the ASQ questionnaires to families under DCS investigation. She shared that the mailings typically yield 1-3 actual referrals to the program.</li> <li>• The Tipton Hamilton Intervention Network for Kids(THINK), continues to meet in Tipton at the Pizza Shack on a quarterly basis. Many agencies come together to share information and resources. There is a special speaker at every meeting. The next meeting will be held on August 11<sup>th</sup> at noon.</li> <li>• Stacy shared that ProKids had received a letter back regarding the most recent Cluster Performance Report. The LPCC had no money withheld. The SPOE had \$10,000 withheld due to not being in compliance with the outcome for the 45 Day timeline which is a federal mandate.</li> <li>• Stacy led discussion about the outcomes for percentages of children served.3 The state has now raised the target to 3.83% of 0-3 year olds being served. The cluster is currently at 4.07%. Stacy noted that the percentage of children moving from referral to IFSP has stayed consistent for the cluster over many years. This would seem to indicate that eligibility is being determined accurately. It might be wise to remain vigilant over this the cluster's percentage of children served since we remain close to the target .</li> <li>• Stacy wondered if having a team to monitor eligibility by reviewing a sample of files in the cluster.</li> <li>• Terri inquired if there was national data that could be looked at? Stacy said that all states are different interms of the data that they keep. There are some national estimates about the percentage of children requiring EI services. Stacy has seen estimates as high as 17%.</li> <li>• Holly asked if the ED Team already has a review process? Stacy said she would check with Debbi.</li> <li>• Holly noted that from an agency perspective, she has noticed that a lot of kids are receiving 30-45 minute sessions now. This would go to lowering cost per child, but not overall numbers in the program.</li> </ul>	<p>process for the ED Team.</p>
<p><b>Annual Meeting Recap</b></p>	<ul style="list-style-type: none"> <li>• Stacy recapped the group discussion at the Annual meeting in April.</li> <li>• She shared that it was suggested that the committee</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will schedule a</li> </ul>

	<p>should get an epidemiology student to look at the data. Also take a look at neighboring states to see their data and trends.</p> <ul style="list-style-type: none"> <li>• It was noted that when a child is not eligible or does not follow through with services, does the physician know this? It was shared that intake coordinators will follow up with physicians with a letter and explanation.</li> <li>• It was suggested that more information about the program should be shared with upcoming doctors. Stacy shared that she currently meets with interns to go over the program. Holly shared that she has had doctors come to Crossroads to see what they do and even go on visits with therapists.</li> <li>• It was suggested to have ASQ's more available for families to review.</li> <li>• Stacy shared that there was a concern from a parent in the FOQA committee regarding the awareness of the program at general maternity wards. Stacy noted that outreach has diminished some over the years, but it might be worth another push to hospitals.</li> <li>• Terri shared that her doctor has First Steps posters posted in every exam room.</li> <li>• It was suggested that reaching out to specialty clinics would be beneficial.</li> <li>• Katarina suggested that agencies could have brochures available for their staff to hand out to daycares and childcare facilities.</li> <li>• Stacy asked Pam if there was something more that can be done to coordinate with Covering Kids and Families. The LPCC is already very connected with Healthy Families, WIC and the Health Department. Pam suggested having a presentation for staff in the fall. Stacy agreed to schedule a time to do a presentation.</li> <li>• Stacy shared that she has a couple of power points that she typically uses. One has a lot of developmental information for mom's groups in particular.</li> </ul>	<p>presentation with Covering Kids and Families staff for the fall.</p>
<p><b>Announcements/Close</b></p>	<ul style="list-style-type: none"> <li>• Pam shared a flyer for the upcoming Back to School event to be held on August 1<sup>st</sup> at the Health Department on Rural Street. First Steps will have a booth at this event. This event has been taking place for the past 15 years!!!</li> <li>• No other announcements were made and the meeting was adjourned.</li> </ul>	<p><b>Next Meeting: August 17, 2015 9am at ProKids</b></p>

Respectfully submitted,  
Katarina Groves