

CENTRAL INDIANA FIRST STEPS

Public Awareness Committee Meeting

8/17/15 Date

Name	Agency	Changes to current contact info
1. Victoria Ballard	Indianapolis Healthy Start	NO
2. Julie Rautward	Parent	NO
3. Terri Holmes	Parent	NO
4. Stacy Holmes	LPCC	
5. Clark Janni	Healthy Families	NO
6. Mandi Jax	COHIE	NO
7. Sarah Janni	Pitney Child Dev. Center	
8. Kristina Janni	LPCC	
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**Public Awareness Child Find Committee Meeting Agenda
August 17, 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

- **FOQA Ad hoc**
- **THINK Meeting**
- **Outreach Update**
- **Website/FB page**

6) Announcements/Close

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Public Awareness & Child Find Committee Meeting Minutes
August 17, 2015**

Present: Julie Rockwood(Parent), Terri Holmes(Parent), Victoria Ballard(Indianapolis Healthy Start), Claire De Joya(Healthy Families), Michelle Coleman(CDHHE), Sarah Muir(Riley child Development Center), Stacy Holmes (LPCC) and Katarina Groves (LPCC).

Agenda Items	Discussion	Action Items
Welcome & Introductions	<ul style="list-style-type: none"> • Introductions were made. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy directed everyone to review the last meeting's minutes. Julie made a motion to approve. Terri seconded the motion. The motion carried, and the minutes were approved as written. 	
Action Items Update	<ul style="list-style-type: none"> • Stacy updated the group about the issue with access to data. With the new ISPOE system that SPOE's are using, some data are no longer available. Stacy was working to determine whether some the data that used to be accessed from the state system could be obtained from the Cluster's case management software, <i>Teamwork</i>. She has contacted the company that manages the system to inquire whether access is available. She has come into some roadblocks concerning whether she has permission to access this information and Debbi with the SPOE is helping to facilitate this and hopefully allow the cluster to have access to any data that is available on TEAMWORK. She will keep the group informed. • Stacy reminded the group that the cluster serves the most children in the state. The group had discussed doing a review process of the Assessment Team to ensure that eligibility is being handled appropriately. Stacy has since discussed this with Debbi at the SPOE, and she informed her that quarterly reviews are already being done on AT files for annual and initials. She also shared that the AT manager will be spending more time in the office soon and will be able to oversee this more closely. • Stacy shared that she will be meeting with Katie Potter, state consultant, and will see what can be done from the state level to access more data for the cluster and committee to review. 	<ul style="list-style-type: none"> • Stacy will continue to work on gaining access to any data available on TEAMWORK. •

<p>Data</p>	<ul style="list-style-type: none"> • Stacy informed the group that she had been having issues with google analytics for the website, but has since worked it out and is able to access this information once again. • She directed everyone to look at who has been visiting the site. She pointed out that from late July until now there has been a drop in visits to the site. There are less returning visitors as well. Not sure why this is occurring. • Michelle asked how many referrals are being generated from the website? Stacy said that this data is difficult to capture in the SPOE database as there is not a specific field or option for this to be noted. • Victoria said that she could ask her employees to start asking their families how they got referred or accessed the First Steps program. • Stacy asked the group to take a closer look at the website as it has not been updated in a while. Is there something that needs to be added? • Stacy shared that she would be working on finishing the mobile website. She noted that all the features may not show up on certain phones and devices, however, which is a challenge. 	<ul style="list-style-type: none"> • The committee will review the cibaby.com website to see if there is anything that needs updated or added. • Stacy will continue to work on the mobile site.
<p>Updates</p>	<ul style="list-style-type: none"> • Stacy informed the group that the Family Outreach Ad Hoc committee is planning the upcoming Reading event for First Steps families. It will occur on September 19th, from 10-noon, at Crossroads in conjunction with the Crossroads Guild. It will be a barnyard theme this year. There will be a hayride, apples to eat, crafts, free books for the kids and hopefully some live animals for the kids to pet. There will also be a resource area with booths and transition information for families. Volunteers are being asked to arrive at 8:30am for set up. The local group Optic Nerds will be asked to provide music entertainment. • Stacy shared that she is having some issues running labels and having easy access to families' addresses. She is communicating with the state to get this information. • Stacy shared that the THINK Group (Tipton, Hamilton Intervention Network for Kids), Started as the Step Ahead council from several years ago. When that dissolved, First Steps continued to have a network meeting for agencies in Hamilton 	<ul style="list-style-type: none"> • Stacy will find out the contact person to get a hold of to have agencies added to resident rotations. • Marketing materials will be available at meetings for members to take and hand out to the community.

	<p>and Tipton Counties. Meetings are held quarterly at the Pizza Shack in Tipton. There is a speaker at each meeting, as well as an opportunity for people to share what is going on with their agency. She shared that the last speaker was with the Excel Center through Goodwill Industries. They provide a program allowing people to get their high school diploma rather than a GED.</p> <ul style="list-style-type: none"> • The next THINK meeting will be held on November 11th at noon at the Pizza Shack. The speaker will be from the Purdue Extension. • Stacy shared that she has also been attending the Systems of Care group meeting in Tipton. • Stacy went through the log of marketing outreach that has been done recently. She shared that brochures have been given out to hospitals, daycares, Healthy Start, preschools, pediatricians and more. She has recently done two in-services with pediatric residents. She also did two presentations with IU North and West and their mom's group. • Stacy found out that residents will now be shadowing the Assessment Team one year and then attending in-services with social service agencies. She will find out who to contact for those who would like to get their agencies exposed to residents. • Michelle asked how the council knows if a doctor needs a physician packet? Stacy shared that a mass mailing has not been done in a while. They are provided to newer doctors. Michelle said that she would be willing to share these materials with the community. • Stacy said that going forward, marketing materials would be made available for committee members to take and hand out to those they feel could benefit in the community. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Claire shared that the Healthy Families Advisory Board needs members. If they anyone is interested they can contact her at 317-775-6500. • Victoria shared that Stacy had done a presentation for her staff recently. Her program uses the ASQ to assess the children they work with (preterm-2years of age) and they make referrals to the First Steps program. Healthy Start is similar to Healthy 	<p>Next Meeting: October 19, 2015 9am at ProKids</p>

	<p>Families but there is not an income stipulation for families. They are a federal program whereas Healthy Families is a state program.</p> <ul style="list-style-type: none">• Sarah shared that Riley is training residents and working on highlighting early intervention.• Stacy shared that she has a presentation with Covering Kids and Families 9/16.• Stacy shared that the Executive Director for ProKids will be leaving the end of September. Her responsibilities will be split amongst Stacy, Debbi and Terri in HR.• No other announcements were made and the meeting was adjourned.	
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Respectfully submitted,
Katarina Groves