

# CENTRAL INDIANA FIRST STEPS

Transition Committee Meeting

6/11/14 Date

Name	Agency	Changes to current contact info
1. Sarah Bailey	CCA	
2. Stacy Holms		—
3. Krista Knowles	Protrido	—
4. Cameron Jull	SPE "	—
5. <del>Katarina Deane</del>	UPCC	
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## **Transition Committee Meeting Agenda June 10, 2014**

**Outcome Statement:** Increase access to family resources and collaboration of social service agencies to create smooth transitions for infants, toddlers, and families into, within and out of the early intervention system.

**Performance Standards:**

- 1. Have current, signed Memoranda of Agreements (MOAs) with all special education planning districts, Head Start and early Head Start that are actively evaluated and shared with the community.**
- 2. Conduct planned transition activities such as transition trainings with staff and meetings/trainings with community partners and parents to address transition issues or topics with each Special Education Planning District within the cluster on a semi-annual basis. Knowledge of transition options is increased as a result of quarterly meetings/trainings with service coordinators, community partners, and parents.**

**Performance Measures:** SPOE Report, Exit survey data, Closure form, Peer Review, and IFSP transition pages will be utilized in the measurement of this performance standard.

- 1. Introductions**
- 2. Approval of minutes**
- 3. Action Item Update**
- 4. Annual Retreat Recap**
- 5. Next Steps Event Update**
- 6. Announcements**

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL**

**Transition & Interagency Agreements Committee Meeting Minutes  
June 11, 2014**

**Present** Sarah Bailey(Childcare Answers), Krista Knowles(SPOE), Carrie Ann Jerrell(SPOE), Stacy Holmes and Katarina Groves.

Agenda Items	Discussion	Action Items
<b>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>• No quorum to approve minutes.</li> </ul>	
<b>Action Item Update</b>	<ul style="list-style-type: none"> <li>• No updates were needed.</li> </ul>	
<b>Annual Retreat Update</b>	<ul style="list-style-type: none"> <li>• Stacy recapped the last Annual Meeting. The meeting was held at a later date than usual which probably attributed to a lower turnout, particularly for school representatives who were wrapping things up for the school year.</li> <li>• Cheryl Bosma, ProKids Board Member, delivered a very touching speech about her son's journey through the years with vision issues. He also joined us for the lunch.</li> <li>• The committee description and outcome were reviewed at the meeting and it was decided that it should stay the same.</li> <li>• It was recommended by those who attended that another Next Steps event should be added for the fall of 2015. The spring event has been such a huge success that it would be beneficial to add another event to give parents more options to attend.</li> <li>• It was stressed that LEA's should be encouraged to meet with the SC's they work with in order to keep the line of communication open. There have been so many staff changes at the SPOE and with the LEA's, that is would be beneficial so everyone is on the same page with policies. It was suggested that the LPCC could provide a snack for these SPOE/LEA meetings.</li> <li>• Carrie Ann suggested that it would be good to collect data on transition meetings and how many kids we are serving. Some school districts do not attend transition meetings and others are very involved. It would be nice to engage the school reps and get more</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will check on data for transition meetings and LEA's attendance.</li> </ul>

	<p>involvement. Stacy said she would check on getting data on the different LEA's and their attendance record for transition meetings.</p>	
<p><b>Next Steps Event Recap</b></p>	<ul style="list-style-type: none"> <li>• Stacy recapped the last Next Steps Event with the committee.</li> <li>• Sarah commented that she liked that families were able to tour the bus at the beginning while it was still light outside. It was also good that families had time to visit booths.</li> <li>• It was the opinion of those who attended that the overall flow of the event was very good. The different areas for families to visit were much closer together. There were more school staff available to give tours and directions to families which was a big plus.</li> <li>• It was noted that the case conference room this time around was too small for everyone to fit in. Most of the staff not involved in the actual presentation had to sit outside the room.</li> <li>• It was also noted that the location of the school was a little difficult to find with one family arriving towards the end due to getting lost. They were given a quick overview and allowed to still visit booths.</li> <li>• Stacy noted that more First Steps agencies took advantage of having a booth space at the event. She wasn't sure if it was worth their while or not. Sarah indicated that it is a great way for the different agencies and entities to network as well. Collaborating for Kids, Crossroads, Cornerstone and PediPlay were present.</li> <li>• A speech therapist from the Brownsburg program presented before the case conference presentation.</li> <li>• Katarina noted that registration went very well at this event and there wasn't a big line to get in as at other events.</li> <li>• Stacy noted that some new SPOE staff attended as well to familiarize themselves with the schools and transition process.</li> <li>• Krista recommended that maybe a diagnosis and a service coordinator name be added to the registration process for families. This way we can identify what the needs of</li> </ul>	

	<p>families typically are who attend (the assumption is that the kids have needs that are more involved) as well as identify what SC's are possibly helping recruit families to attend the event. Sarah suggested having an award for the SC who has the most families attend.</p> <ul style="list-style-type: none"> <li>• It was also suggested that there be a survey at the end of the event. Stacy informed the group that surveys have been done at other events in the past. It could be repeated.</li> </ul>	
<p><b>Announcements/Party</b></p>	<ul style="list-style-type: none"> <li>• There were no announcements and the meeting was adjourned.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>Next Meeting:</u></b> <b>September 10,</b> <b>2014</b> <b>9 am, English</b> <b>Foundation</b> <b>Building, Suite 300</b> <b>(Childcare</b> <b>Answers Office)</b></li> </ul>

Respectfully submitted,  
Katarina Groves