

CENTRAL INDIANA FIRST STEPS

Transition Committee Meeting

6/12/13 Date

Name	Agency	Changes to current contact info
1. Tamara Burns	MSDCT	
2. Lorinda Bartlett	ISD - Outreach Services DHH	
3. Sarah Bailey	CCA	
4. KESUE JONES	State	
5. Katarina Leonard	LPC	
6. Stacy Alamo	LPC	
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**Transition Committee Meeting Agenda
June 12, 2013**

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. 30 month notices to LEA – Updates/Concerns
3. Website review
4. Announcements

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

**Transition & Interagency Agreements Committee Meeting Minutes
June 12, 2013**

Present Sarah Bailey(Childcare Answers), Lorinda Bartlett(ISD), Tamara Burris(Lawrence Township), Leslie Jones(State First Steps Program Consultant), Stacy Holmes and Katarina Groves.

Agenda Items	Discussion	Action Items
<p>Introductions</p> <p>30 month notices to LEA- Updates/Concerns</p>	<ul style="list-style-type: none"> • Introductions were made • Stacy asked the group how the 30 month notices to LEA's are going. Tamara indicated that she has been receiving the notices, maybe 2-3 times this year. The last one she received did not have information on some of the kids. Some of the kids had already had a transition meeting. She thought it was an issue with only 3-4 service coordinators and affected about 6-7 kids. Several of the kids had left the program or moved, and it was only about 2 kids that were still an issue. Tamara said that she did contact the team leaders in these instances. • Stacy related that Jean from Warren Township had experienced some issues as well and had spoken to Debbi about them. • Stacy indicated that the SPOE had sent the list in March to the LEA's. Tamara indicated that receiving a list in May is too late. Some schools do not even do assessments in the summer. 	<ul style="list-style-type: none"> • Council will provide feedback to the SPOE about the 30 month notices.
<p>Website Review</p>	<ul style="list-style-type: none"> • Stacy reviewed the new local First Steps site with the group. She did an overview of the home page and the links and buttons. Focused mainly on the links for transition (Life After First Steps and Helpful Links). Stacy asked for more information that could be linked to the Helpful Links page. Sarah suggested a link to the ADA law and Childcare Answers. They have a special website button that could be added to the site that would allow people to search for childcare. Tamara recommended a link to 	<ul style="list-style-type: none"> • Stacy will review the suggestions for the website and make additions as possible. • Committee will work on a FAQ information page about transition in the fall.

	<p>Article 7 and Parent’s Rights under the DOE website. Stacy mentioned that it would be nice to hyperlink the school list to go directly to each school’s site.</p> <ul style="list-style-type: none"> • It was recommended that the site be linked to the Transition initiative Site where people could view the transition video. It was suggested having a link to the Bloomberg Center and the Department of Health for Immunizations. • Katarina recommended working on a list of what all parents will need for their child when they register them for school, such as a birth certificate, shot record and proof of residency. Tamara reminded the group that if the school list is hyperlinked to each school’s website, they will have these requirements posted on each site, as requirements may differ slightly from school to school. • It was suggested that the Life After First Steps link be added to the Physicians page of the website. • A link for the parent stipend should be added since it is available again for families to attend meetings. • The referral form should be updated to include a disclaimer that First Steps is for 0-3 year olds. • The group agreed that in the fall, the whole committee should work on a FAQ’s tab for transition. • It was recommended that a mailing be sent out to private/charter schools to educate them on how special services really work. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Stacy shared that the next First Steps to Reading Fun Event will be held at Crossroads on September 21st from 10-noon. Sarah said that Childcare Answers will have a booth that day. • Katarina shared about the upcoming CP Conference on July 26th at the Hilton North Hotel in Indianapolis. • Lorinda shared that the new Center for Deaf and Hard of Hearing Education will open on July 1st. It will be a resource center and be 	<ul style="list-style-type: none"> • Next Meeting: September 11, 2013 9am/English Foundation Building/Third Floor, Suite 300(Childcare Answers)

	<p>under the Department of Health. The goal will be to expedite services. The Outreach Center will now be under the DOH and not the School for the Deaf. She is not sure of how it will all work out in the end. There were no other announcements and the meeting was adjourned.</p>	
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Respectfully submitted,
Katarina Groves