

CENTRAL INDIANA FIRST STEPS

Transition Committee Meeting

9/9/15 Date

Name	Agency	Changes to current contact info
1. Jeanne Baldwin	Wayne Twp	
2. Annie Hughes	Visually Impaired Preschool Services	
3. Krista Knowles	ProKids-First Steps	
4. Katrina Deane	LPEC	
5. Lois Ator	Danville School Corporation	
6. Ryan Keen	SSSMC	
7. Mary Podany	Carmel Clay Schools	
8. Lorinda Bartlett	Center for Deaf & Hard of Hearing	
9. Heather Jane	Family Voices IN	
10. Sarah Bailey	CCAF	
11. Joyce Keim	NW Hendricks Schools	
12. Christine Turner	SPOE	
13. Stacy Hines	LPEC	
14.		
15.		

**Transition Committee Meeting Agenda
September 9, 2015**

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. State Initiative – Late Referral Program
5. Next Steps Parent Forum
6. Announcements/Close

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

**Transition & Interagency Agreements Committee Meeting Minutes
September 9, 2015**

Present: Krista Knowles(SPOE), Annie Hughes(VIPS), CarrieAnn Jerrell(ProKids), Jeanne Baldwin(Wayne), Lois Ator(Danville Schools), Ryan Keen(SSSMC), Mary Podany(Carmel Schools), Lorinda Bartlett(Center for Deaf and Hard of Hearing), Heather Dane(Family voices, Parent), Sarah Bailey(Childcare Answers), Joyce Keim(NW Hendricks Schools), Stacy Holmes and Katarina Groves.

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Introductions were made. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy asked the group to review the minutes from the last meeting. She asked for a motion to approve the minutes. Jean made a motion to approve and Sarah seconded the motion. The motion carried and the minutes were approved as written. 	
Action Item Update	<ul style="list-style-type: none"> • Stacy reported on updates to action items. • She reminded school representatives to encourage other school reps to attend meetings. LPCC staff may plan on visiting school districts that participate on the committee to a lesser degree again this fiscal year. • November 5th is the date for the upcoming Transition Forum. Joan will be hosting at Pike at Fishback Elementary. LPCC staff will meet with Joan soon to work out the details and the layout for the event. We are planning to have another event in the spring due to recent success of the event. 	
State Initiative-Late Referral Program	<ul style="list-style-type: none"> • Stacy shared a letter from the state First Steps Director explaining the Late Referral Initiative and proposed program. She asked the group to review the letter. • She explained that, under the proposed initiative, any 29 month old child or older would be referred to school districts to complete an evaluation instead of First Steps. This “late referral” assessment team made up of school therapists would 	<ul style="list-style-type: none"> • All questions and concerns will be compile as part of the minutes and will be submitted to the State by 9/28. Lois will check with her school district to see if they are willing to implement the program.

	<p>determine First Steps eligibility. The school's late referral assessment team would be required to enroll their therapists as First Steps providers in order to bill through the program.</p> <ul style="list-style-type: none">• She shared that one goal is to reduce the need for multiple evaluations (one through First Steps and then one through the school system when a child turns three).• When LEA representatives were asked if DOE had shared information with them regarding this initiative, there was widespread surprise regarding this initiative and no representative present had received any communication regarding this initiative other than what has been shared at the Transition Committee meetings. No one in the group recalled hearing anything from their district or state program officials.• Stacy shared that Christina Furbee and Dana Long with the DOE have been a part of this process and have been in talks with state First Steps Staff.• It was brought up that there is a state meeting for LEA representative on September 21-22nd and maybe it will be discussed at this meeting.• This initiative has been piloted in the southern region of the state and a child was evaluated through the school using the AEPS with reported success. There has been discussion the Battelle might be an option for testing as well.• Stacy stated that this process is still fluid and many items are yet to be determined. The state is still determining whether there would be an assessment team for each school district or one team who handles the whole area.• Lois asked how classroom observation would be handled if evaluations are conducted in the home? This is a vital piece of information for schools.• There was widespread concern regarding staffing. Schools are already under pressure and many therapists that conduct	
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	<p>evaluations for the districts are also the same therapists that provide therapy in the classroom setting. How could the budget handle the strain and do schools have the staffing resources to handle additional evaluations?</p> <ul style="list-style-type: none">• There was concern regarding the volume of children who need services in the Central Indiana region. There are many more children served than in other parts of the state. The group understood the rationale for wanting to begin this initiative, but felt that it might be beneficial for someone to do some observations on the Part B side of the process with a larger, high volume school district to better understand where the difficulties are in implementing something like this. The group also wondered if Shirley and her staff would be willing to come and address /have discussions with the committee.• It was raised that families would often still need to undergo multiple evaluations. If a child is evaluated at 29 months, is found eligible and receives First Steps services, his or her present levels could change significantly by the time that child turns 36 months. Some schools mentioned that they already have this issue with children that have summer birthdays, and some of those children have an additional conference to re-determine present levels. .• It was also noted that if an evaluation is done at 29 months, the child is found eligible, and receives First Steps services for seven months, the child could become age appropriate by the time he/she is three. Some from the group wondered if it made sense to use limited school resources so early when a child changes and develops so much in those last months.• Some felt that it would make more sense to send a late referral to the schools at around 33-34 months instead of 29 months and wondered why 29 months was the selected time to send late referrals.	
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	<ul style="list-style-type: none"> • The issue of summer break was also raised. School corporations do not typically evaluate in the summer, so what happens to the First Steps children who need to be evaluated during that break time? Stacy's understanding was that the school would still conduct the evaluation. Several committee members believed that they would have difficulty getting buy in for therapy staff to work during summer breaks. • Committee members also raised issues regarding which disciplines would conduct the evaluations. Stacy mentioned that her understanding was that two disciplines would have to go out on the late referral team just as they do now. LEA representatives wondered about First Steps paying for School Psychologists or teachers to be part of the late assessment team as some schools require their participation in the evaluation process. • Many concerns were raised regarding school staff enrolling as First Steps providers. Credentialing is seen as a barrier for school therapists who are already very busy. Stacy wondered whether state staff might allow a more streamlined credentialing process for school assessment teams. • If a family declined consent to be evaluated by the school district, what would happen in this case? • There was concern about timelines. First Steps has the 45 day timeline. Would schools be expected to meet this? Stacy's understanding is that they would be expected to comply with First Steps requirements as the late assessment team (the school assessment team) would essentially be First Steps therapists. • There was also concern about how children that were evaluated by the late referral team would be entered in the school districts computer system, and the group wondered if current software could accommodate this scenario. • There was also concern that parents might 	
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	<p>receive a mixed message if the school is conducting a First Steps evaluation. The group wondered if parents would think they were automatically eligible for school system services based on being evaluated by school system therapists for First Steps purposes. Services are inherently different from First Steps to the schools. Thought would need to be given on how best to explain the separation of services.</p> <ul style="list-style-type: none"> • Stacy shared that the state wants the Cluster to identify a district that is willing to implement this plan by the next reporting period on September 28th. Lois said she would check with her administrator to see whether this is feasible in the Danville Schools and let us know. • Stacy noted that all of the concerns that were raised at the meeting would be included in the minutes. This information will be shared with state staff. Stacy also said that she would send out an email to everyone to determine which districts might be willing to begin this initiative. 	
<p>Next Steps Event</p>	<ul style="list-style-type: none"> • Stacy provided a flow chart for the past Next Steps event to see if the group would like to continue with the same agenda. • Everyone liked the flow from the last event. • Stacy questioned whether the group wanted to still market that school representatives would be there to take questions? The only school reps in attendance at the last event were those who participated in the mock case conference. • The group agreed that it was preferable that individual school reps attend to address individual questions about their district. A push would be made to have school reps there if families would be attending from their districts. Stacy would make sure not to promise that all district reps would be there, rather there would be someone there to answer general questions if need be. • Stacy said that she would check with Joan about having a presentation from one of her staff and having a bus available. 	<ul style="list-style-type: none"> • LPCC staff will meet with Joan to go over the layout and all the particulars for the program. • Stacy will check to see about a location for the spring event.

	<ul style="list-style-type: none"> • It was agreed that the same people would assume the roles in the case conference. It was agreed, however, that Joan would need to be freed from her case conference role to be able to host the event. • The mock case conference will be comprised of the following: <ul style="list-style-type: none"> ➤ Ryan-Parent ➤ Joyce-Teacher of Record ➤ Betsy-LEA Rep. ➤ Lorinda-Psychologist ➤ Jeanne-Therapist ➤ Ann-Facilitator • It was agreed that the members of the mock case conference would meet early the day of the event in order to review before parents arrive. • Heather asked if there was someone there to explain the process to parents as it can be very confusing. Stacy shared that Holly Pauwee with ASK had been there in the past to answer questions and concerns. She explained that the facilitator in the mock case conference will provide a narrative and explanation of what is going on. • The group agreed to check and see if March 10th might be a good date to have another event in the spring. • Stacy agreed to check with Carmel or possibly Lawrence Township to see if they are willing to host the next event. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • There were no announcements and the meeting was adjourned. • Katarina reminded everyone that the next meeting will be a holiday pitch-in and the much anticipated White Elephant Gift Exchange! Time to clean out the garage and closet 😊 	<ul style="list-style-type: none"> • <u>Next Meeting:</u> December 9, 2015 9am English Foundation Building (Basement).

Respectfully submitted,
Katarina Groves