

**Public Awareness Child Find Committee Meeting
September 16, 2024**

Goal: Increase the number of infants and toddlers receiving Early Intervention Services.

Metrics:

- % of children served under age 1 in FY 2023= 1.43%, FY 2024=1.44%, & FY 2025=1.45%
- The population served will be comparable to demographics of the cluster.
- % of the cluster's total infant/toddler population served: FY 2023= 4.6%, FY 2024=4.86%, FY 2025=4.88%

LPCC project activities:

- Review and analyze referral data and work with the SPOE to identify strategies for improvement as necessary
- Ensure referral sources are represented on the LPCC.
- Conduct informational activities throughout the cluster that describe First Steps eligibility guidelines and referral procedures. Childcare agencies, physicians' offices, social service agencies and community agencies must be contacted on an ongoing basis.
- Maintain Memoranda of Agreements (MOAs) with local referring agencies.
- Maintain a website for the cluster that is accessible, accurate, and up-to-date and includes, at a minimum, information on the availability of early intervention services and how to refer a child under the age of three for a First Steps evaluation to determine eligibility for early intervention services.

Goal: Increase and improve communication and collaboration among all early intervention stakeholders in the cluster.

- Identify community resources and engage in ongoing communication and collaboration with families, EI service providers, SPOE staff, LPCC members, transition committee members, referral sources, and community partners.
- Collaborate with DCS around screening referrals for children under 3 who are the subject of substantiated abuse or neglect cases and/or children under 3 who have been exposed to illegal substances.
- Maintain up-to-date list of child find and cluster outreach activities
- Maintain all training and presentation files (e.g. materials used for transition trainings)

Agenda

- 1) Introductions**
- 2) Approval of previous minutes**
- 3) Data Review**
- 4) Media Updates**
- 5) Outreach Updates**
- 6) Community Partner Updates**
- 7) Announcements/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Public Awareness & Child Find Committee Meeting Minutes
September 16, 2024**

Present: Leann Faust-Crossroads, Alexandra Hall-Parent, Pam Humes-Covering Kids and Families, Missy Myers-Collab for Kids, Sarah Bailey-Infancy Onward, Jennifer Faronbi-Parent, Stacy Williams (LPCC), Angela Touseull (LPCC) and Katarina Groves (LPCC).

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Introductions were made 	
Approval of Previous Minutes	<ul style="list-style-type: none"> • The meeting minutes from the previous meeting were reviewed. Leann made a motion to approve the minutes as written; Sarah seconded. The minutes were approved as written. 	
Data Review	<ul style="list-style-type: none"> • Stacy informed the group that data retrieval continues to be an issue through the case management system (EI Hub). Staff have been brainstorming how to possibly get data from the Teamwork system that the cluster utilizes. • Stacy directed everyone’s attention to the goals of the committee and the outcomes that are used to meet those goals: <ul style="list-style-type: none"> ➤ Increase the % of children served under age 1 in FY 2023= 1.43%, FY 2024=1.44%, & FY 2025=1.45% ➤ Increase the % of toddlers receiving services incrementally- FY 2023= 4.6%, FY 2024=4.86%, FY 2025=4.88% ➤ The population served by the program should be comparable to the demographics of the cluster. <p>(Stacy noted that the cluster has been doing well with these metrics and the state office monitors these data points.)</p> • Council staff continues to collaborate with partner agencies, providing information about the program to the community at large. We have a memorandum of agreement (MOA) that has been signed with our partners. We also have been updating our local website to make sure that it is accurate for the community. • Stacy shared a PowerPoint that outlines some referral data from the website. This is a 	

	<p>snapshot only, as we receive referrals by fax and phone as well.</p> <ul style="list-style-type: none"> ➤ Referrals are up by 7% year over year with 2,928. ➤ One day child count- 5,264 which is a 7% increase year over year. ➤ June-mid-September- 1173 referrals made on the website. ➤ A chart showing the breakdown of race- The data mirrors historical numbers that have been seen in the cluster. She plans to add a drop down of choices to eliminate the varied responses to race to get more concise answers. ➤ Referral sources- Physicians continue to be the highest referral source with parents coming in second. She noted that this data is not picking up secondary referral sources (i.e. A parent has made the referral, but their physician is the one who recommended the referral). Referrals from DCS and the NICU seem high. These entities may be more inclined to make a referral online. <ul style="list-style-type: none"> • Stacy reminded everyone that anyone can make a referral to the program, and it is a voluntary program. Those making a referral on behalf of a family are encouraged to talk to families about the benefits of the program first. • The cluster receives referrals from a wide array of sources. The state is interested in increasing the number of childcare facilities making referrals but has not provided a goal number to meet. 	
<p>Media Update</p>	<ul style="list-style-type: none"> • Stacy provided an update on the new cluster brochure. It has been designed to mirror the new state brochure and is ready for print. • Stacy inquired whether the baby brochure should also be updated for the cluster. This might be a task for a later day. • Stacy asked the group whether we should translate our new brochure into the various languages in the cluster. The group felt that the state has already provided translated materials with the option to add local contact information, and we should take advantage of that. 	

	<ul style="list-style-type: none"> • Stacy shared that she will be updating the referral form on the website as mentioned previously. Staff are posting meeting minutes on the site as well to keep them up to date. A new complaints/concern procedure is also going to be added to the website. • Council staff will be repurposing grocery list notepads with updated contact information and logo. This will be used at outreach events in the future. 	
<p>Outreach Updates</p>	<ul style="list-style-type: none"> • Angela continues to reach out to physicians in the cluster with a monthly mailing. Any physician who has been brought to the council’s attention as needing additional education receives priority status for outreach. Stacy continues to conduct in-services for residents at Community, St. V’s and IU. • Angela continues to collaborate with DCS. They provide a list of children every month that may require services. Angela follows up with the families to see if they would like to complete an Ages and Stages Questionnaire (ASQ). She receives about 120 families each month. On average, 25% are already in the program. Many referrals will say “court ordered” and it is always a good reminder that we are a voluntary program. • Council staff is tracking all outreach activities which is ultimately provided to state staff. • Katarina mentioned that the Provider Recruitment subcommittee is working on outreach to the university and high school students in the area. The goal is to recruit new providers and plant a seed about the different therapies for young students thinking of a career. • The council will be hosting the annual family reading event on 9/21 from 10-noon at Easterseals Crossroads in the garden area. Many community partners will have booths at the event, and it provides great collaboration between programs. • Council staff is collecting family stories about their experience with the program. The hope is to use these stories while interacting 	

	<p>with legislators and to use on the local website. The plan will be to get more stories at the upcoming reading event.</p> <ul style="list-style-type: none"> • Council staff is also involved with local Healthy Families offices 	
Community Partner Updates	<ul style="list-style-type: none"> • Pam shared that the Covering Kids and Families Annual Back to School event was a huge success once again with a huge turnout. • Sarah shared that it will be “Celebrate Babies Week” 10/21-10/25. She encouraged everyone to post on social media. • Alexandra will be attending the DEC Conference in New Orleans. She is excited to see what they have to offer at the national level and to network with other parents. 	
Announcements/Close	<ul style="list-style-type: none"> • No other announcements were made, and the meeting was adjourned. 	Next Meeting: December 16, 2024 @ 10am via Teams

Respectfully submitted,
Katarina Groves