Welcome and Introductions

Present: Dawn Downer, Donna Driscoll, Becky Haymond, Paul Hyslop, Phyllis Kikendall, Molly Kitchell, Kimberly Minniear, Danny O’Neill, Jamie Stormont-Smith, Jim Vento

Absent: Ann Arvidson, Melanie Brizzi, Senator Connie Lawson, Susie Lightle, Robyn Nelson

Dawn Downer called the meeting to order at 10:15 AM

Approval of August 10, 2011 Minutes

- Minutes were changed and approved
- Minutes from the December 14 received minor changes and were noted to accurately reflect the discussion.

Council Subcommittee Meetings/ Subcommittee reports

- **Best Practices**: Jamie shared information about a study that Purdue University is doing involving First Steps Speech and Language Pathologists. The study will examine the impact on the provider’s ability to carry out traditional and coaching strategies with the family. This information was followed by a broader discussion concerning the impact of coaching and collaborative consultation and factors that affect the quality of this intervention model (e.g., provider perception concerning the family’s ability to be coached/trained).

- **Quality and Oversight**: This subcommittee has discussed carrying out a survey of agencies/providers to find out “how it is going” and to identify possible issues. Dawn noted that she would like to know how the partnership is going. It was recommended to Jim that the subcommittee draft a survey that can go to all of the agencies via the state using Survey Monkey.

- **Parent/Family Partnership**: Danny reported on possible ideas for the subcommittee to pursue. The ideas included looking at existing web sites, promoting the development of short videos to educate and involve families (perhaps posting them on YouTube), the importance of Parent Mentors, an ICC
Facebook site for linking information and videos, and the design of a smartphone app for locating services.

New Business for the ICC

• **Annual Performance Report (Ann Ruhmkorf)**
  A copy of the proposed Annual Performance Report was shared with the ICC. Federal requirements include sharing this report with the ICC. In addition, the APR can be used as the ICC’s report to the Governor. Members agreed with using the APR for the ICC’s report. In addition, it was determined that a 1-2 page summary of the report’s highlights would be provided and attached to the report. It was recommended that the summary include information concerning the budget cuts that First Steps has implemented, highlight the state’s compliance track record, and provide an historical perspective in terms of the number of children served and how it compares to previous years. Dawn/First Steps will use these recommendations to draft a 1-2 page highlights paper.

Dawn asked the ICC if there were any questions/concerns regarding the draft report. None were noted.

It was suggested that a child/family deliver the report to the legislative members.

• **OSEP Verification Visit Discussion (transition, child/family outcomes)**
  The Federal visitors will be asking the state to look at one element of the program, such as the transition to special education, impact on child/family outcomes, a specific service component, etc. Dawn asked for ICC input to assist in identifying that one element. For example, they could recommend looking at parent participation. This would require collaboration among SPOEs, providers, and family members.

Dawn/First Steps will pull these ideas and others and present to the ICC for feedback.

• **UTS Contracts with Early Childhood Center, IIDC, Indiana University (Conn-Powers) and with ProKids**
  There have been some changes to the existing contracts from the past. For example, funds for family training and participation in Local Planning and Coordinating Councils have been removed. Also, the state removed the Parent Liaisons/Parent Mentors part of the UTS contract.

The Training Times newsletter to providers will no longer be mailed but will be electronically provided.
ProKids will be looking at offering parent training for families in the state. For example, they are looking at the Down Syndrome Conference.

**Part C Coordinator’s Report**

Cost participation updates: Dawn summarized the changes made in the past legislative session: capturing services and service costs in 15-minute increments, and changes in reimbursement rates and family limits. The first statements with the new system went out this past month and First Steps is working with the SPOEs and contacting individual families to address initial errors in the system. It is estimated that there were approximately 200 statements that were in error. If families are at the 60-day period and believe the statements are in error, First Steps is working with those families to prevent disenrollment. Dawn reported that most families do pay, and the state is expecting to collect approximately $1 million for the year. Dawn estimates that approximately 95% of families do pay their copay in a timely basis. This is up from a prior rate of 80%.

Dawn also noted the insurance changes from the past legislation. She and her staff have been working with central billing agency to provide coordinated billing of the insurance companies and submit bills in large batches. Dawn noted that there have been some problems in that process, and they will work with families and smaller carriers to insure accurate billing and prevent family disenrollment.

Integrated Case Management System- DDARS is looking at a centralized case management system across the agency. First Steps is included in this effort and involved in the design of that process. It is helping First Steps to insure greater consistency among its forms across SPOEs. A contract was awarded to develop the system, and is in negotiation. It will be a year to year and half before the system is in place.

Each year First Steps submits an application to the federal government to receive its federal funds. Public hearings concerning First Steps application for Part C dollars will be held sometime in late spring. There will likely be two hearings, one in Indianapolis and a second hearing at a site to be determined. Information concerning the application and hearings will be posted in major newspapers, posted on the First Steps website, disseminated through DDARs newsletter, and disseminated to the SPOEs.

State legislation is currently in session. There are no bills currently proposed affecting First Steps and DDARS. There are several bills touching education.
Open Discussion

- There was a question concerning payment of co-treatment services. Dawn replied that co-treatment is approved if the team approves it and it is included in the IFSP. Co-treatment cannot be provided as a matter of convenience nor be seen as a treatment that occurs for all services and occurs frequently. It was recommended that guidelines for the face-to-face co-treatment of children in child care situations be drafted and included in the Training Times newsletter.

- Indiana Families and Professionals are invited to share their thoughts on early childhood systems and services by completing a short survey. Your input will support the work of The Sunny Start: Healthy Bodies, Healthy Minds initiative, a comprehensive, collaborative, statewide effort funded by the Maternal and Child Health Bureau’s (MCHB) Early Childhood Comprehensive Systems grant. The survey is online at https://www.surveymonkey.com/s/SunnyStart

- Phyllis Kikendall is retiring in February. She has provided outstanding services to Hoosier children and families, particularly through her work on behalf of Healthy Families. She has been a member of the ICC since its beginning, and has worked under 5 governors. She will be missed.

Public Comment

There were no public comments.

Adjourn at 12:55 pm.