**State Interagency Coordinating Council (SICC)**

**Quarterly Meeting Minutes**

**Date:** Thursday, January 25, 2018

**Time:** 1:00 p.m. – 3:00 p.m.

**Location:** Claiborne Building, Louisiana Purchase Room 1-100

**Members Present:**

Michelle Renee

Sandra Beech

Rebecca DeLaSalle

Anna “Kaye”Eichler

Soundra T. Johnson

Danita LeBlanc

Angela G. Lorio

Shanida J. Mathieu

Joy J. Pennington

Dionka C. Pierce

Bambi D. Polotzola

Michelle Roberie

Brenda Barron Sharp

Patricia Haynes Smith

Kahree A. Wahid

Sandra B. Winchell

**Members Absent:**

Tasha Pulley Anthony

Mike Billings

Marc Garnier

Gwendolyn Gene

Darrin Harris

Colleen Klein-Ezell

Charmaine Jarvis Magee

Nina Seneca

Allison Young

**Others present:**

April Hearron

Tracy Crump

Gaynell Dickens

Monica Stampley

Steven Ivey

Kelly McGehee

Diane Pitts

Timothy Buth

Ariana Alexander

Ann Phillips

April Dunn

Melissa Wetzel

Ashley Casteel

Terry Coombs

Nicole Meyes

Mary Hockless

Wanda Stroud

Helen Monic

Valencia Allen

Tomorrow Fondal

Rebecca Walker

Temeisha Howard

Toni Ledet

Penny Thibodeaux

Kelli Morgan

Kim Williams

Joyce Ridgeway

Tedra Landreaux

Holly Bell

Shawni Cooper

Donna Talley

Chandra Goodwin

Melanie Washington

1. **Call to order:** at 1:08 PM by SICC Committee Chair Sandra Beech
2. **Quorum:** Seventeen of 26 Committee members present (14 required)
3. **Introductions:** New SICC Director, Melanie Washington was introduced, followed by Council Member and audience member introduction
4. **Old Business**

**A. Review and Approval of Minutes from Past Meetings:** Minutes of the October 13, 2016 Quarterly meeting, April 13, 2017 Quarterly meeting, and the October 12, 2017 Quarterly meeting were reviewed.

**–Motion to approve by Rep. Pat Smith, Seconded by Soundra T. Johnson.**

1. Discussion

* For October 13, 2016 minutes, pg. 3. Council member suggested that the language used in reference to making it more difficult for families to be eligible for services be clarified.
* Another suggestion for 10/13/16 minutes, pg. 3 (bottom). Council members suggested that the conversation be removed from the minutes due to ambiguity.
* **Motion to (withdraw or amend prior motion) accept the minutes with changes by Rep. Pat Smith, Second by Soundra T. Johnson. Motion passed.**

1. **New Business**
2. Executive Directors Report: No report (New Executive Director, Melanie Washington, took position on January 23, 2018).
3. Lead Agency Report: **Brenda Sharp** *(see attached report for full details)*
4. State Systemic Improvement Plan (SSIP)
5. Infrastructure Improvement – 3 Major Areas

* Implemented last Spring, now being monitored for intended implementation

1. Early Childhood Outcomes Measures

* Mixed results at this point. Staff is working to make sure that the info going into the data system is calculating results of children between time of entry and exit is yielding proposed information. Also have sufficient number of entry and exit scores for the number of children who exit. We are working hard to improve this area.

1. Resource Availability

* Provider Shortages throughout the state. We are looking at ways to support families and address how their needs can be met when providers are not immediately available.

1. Professional Development System

* Nine hundred early interventionist were trained in the Division of Early Childhood Recommended Practices (DEC RPs). Not only trained but also had Quality Improvement (QI) strategies built in so that result of training is reflected in their practice. Each interventionist left the training with a QI plan based on the information they were trained on. The Information is being aggregated. We are using that information to guide how we share information, how we look at our practices, and use it to move forward.

1. The 3 new workgroups that you will be hearing from when they give their reports will provide an extended report to give background for their work as well as an update on the activities to day . The results of what they are doing will be how we will implement the recommended practices moving forward.
2. Cost containment/Budget:

* Last year we experienced about a $700,000 budget cut to our system. As a result we put in modifications such as:
  + changes to our eligibility criteria.
  + some changes to sliding scale for cost participation.
  + Implemented a service suspension process when families do not pay for their share of the services.
* Every month we are presenting a report to the Department. of Health about the results of the budget cut. The result an interesting dilemma. On one hand, the changes that we put in place are reducing some of our expenditures as we proposed. But at the same time we are taking in more referrals and more children, therefore expenditures have continued to rise.

1. The last part of this report is a breakdown of the number of children active in the system at a given point broken down by region and by age.
2. Annual Performance Report – January Stakeholder Update
3. Submitted every February to US Department of Education, Federal Requirement.
4. The reporting period is the immediate, preceding fiscal year for 2016-17, which ended June 30th.
5. Some targets are set by the feds – they expect 100% performance. Others are set by us where we look at our performance in the state and say here is where we are now and here is where we want to go and each year we have a target set.
6. With the exception of indicator 1 and 4, we are still doing analysis on the data. We don’t have a full report to give but it will be in place by next week.
7. We have achieved most of the targets that we set. We are still waiting on indicator 1 which is our timely services, whether services were provided in 30 days after the service plan was developed. Waiting on one region.
8. When We meet again in April we will have the full report available.
9. In June, we get a level of performance assessment from them, where we receive the state’s determination.
10. Budget update (See attached for full details)

* All second quarter invoices have not been charged to us but some of them have been submitted.
* Collection Amounts for family cost participation: The suspension process requires that families are notified about suspension for nonpayment.
* Families are paying part of what they owe, so collections have increased.

1. State of the Region Report

* Report gives a region by region summary of activities. Region 2 is not included in this quarter, but will be submitted separately by the end of February.

**--Motion to accept the Lead Agency reports by Kahree Wahid, Seconded by Bambi Polotzola, the report was accepted by acclimation.**

**VI. SSIP Committee Reports**

1. **Family Assessment Workgroup** – Monica Stampley (EarlySteps COS)

Common Acronyms used throughout report: SPOE – System Point of Entry, FSC – Family Support Coordinator, RC – Regional Coordinator, CPR – Family Concerns, Priorities, and Resources, DEC RPs-Division of Early Childhood Recommended Practices

The focus for each workgroup’s work is the EarlySteps State-Identified Measurable Result or SiMR Statement: Child outcomes will improve if families are supported through family supports that are focused on the family CPRs and provided through a team-based approach.

* In an effort to gather information from across the state The Family Assessment Committee did one-on-one interviews with SPOEs, FSCs, RCs, COSs, and Families in each region about the family assessment process. 150 people were interviewed over a period of 2 months. From October 2017 to December 2017 we had 3 committee conference calls along with weekly communication amongst the committee chair, communication/ RC, and Central Office Staff.
* A summary was created from the responses to the interviews and the committee reviewed the results this morning. This data guided us in identifying core activities that address items on the EarlySteps Practice Profile.
* A small workgroup will meet on February 5, 2018 in New Iberia and a Conference call is set up for February 27, 2018 at 12:00 pm so the workgroup can share information with the committee.

Some of the “Bright Spots” From our committee’s work so far:

* By interviewing EI staff and families one on one, we were able to get more detailed and in-depth information.
* While conducting the interview it was obvious that EarlySteps Early Intervention professionals really care and have a lot of heart for our kids.

1. **Service Delivery Supports Family Priorities** – April Hearron (RC for Region 7 –Shreveport Area)

* Last Quarter, workgroup participated in the Developing Early Steps online early interventionist Survey
* 418 Responses via Survey Monkey – Approx. 52% of targeted providers

Bright Spots

* Home visits: 92% of providers stated that services they provided were based on family routines between 50 – 100% of the time.
* Less than 26% of provider caseloads addressed services in childcare. 71% involved childcare staff in their lessons. 85% provide verbal instruction and modeling in childcare.
* Function outcomes: IFSP outcomes are functional outcome. Providers feel comfortable with developing and implement functional outcomes.
* This quarters focus: developing a fidelity tool for home visits and visits in childcare settings.

1. **Team Based Practice Supports –** Timothy Butler (RC for EarlySteps)

* The goal of the workgroup is for providers, families, and service coordinators to use teaming to work together to meet the needs of the child and family.
* We are taking current practices and aligning them with the DEC RPs to define the service delivery methodology using the DEC RPs.
* We are looking at the bright spots and what works, borrowing information from the survey responses, and comparing to the DEC RPs with the purpose of developing procedures to measure practice fidelity and consistency..
* We meet face-to-face every quarter and have phone conferences each month.
* Focus for improvement includes how the meetings are conducted, on the needs of the family, , and how the early intervention team coordinates their work with families across all team members. We will seek input in the next month from additional FSCs on what the current practices are.

**--Danita Leblanc moved to accept the workgroup reports, Kahree Wahid Seconded and the reports were accepted by acclimation.**

**VII. Other Business**

1. **Orientation Structure**

* Orientation has been restructured to a general introduction followed by topic specific content based on member-suggest topics. They have generally been informal conversations spread out over time usually preceding the quarterly SICC meeting.
* Last summer, mew members said they would like to hear about a families experience through the entire intake and evaluation process and how they were supported by their service coordinator and service providers. Today’s orientation is postponed until April. Brenda Sharp asked for additional topics and next steps, since new members have joined since the last “general introduction”
* Members suggested basic orientation in plain language. It was also recommended that the orientation continue with ongoing “snippets” on various topics for continuing education. The orientation is open to everyone—new and old members.
* Suggestion was made to have council members give a 5 minute talk about their agency/entity and take questions. Three members per meeting possibly.

1. **Bylaw Discussion**

* Bylaws changes needed to be voted on because there wasn’t a quorum at the October 2017 quarterly meeting**. --Soundra T. Johnson moved to accept, Rep. Pat Smith Seconded. Recommended changes were approved by acclimation.**

Bylaw Discussion:

* It is suggested that Section 8, pg. 9 be revised with clearer language. Make changes to Section 3, pg. 8 from committee secretary to Executive Director.
* Consider changing the wording from special needs to developmental disabilities.
* By-Laws will be put on the agenda for discussion in Executive Committee Meeting to address member suggestions.

1. **FY 18 Budget Discussion**

* There are no proposed cuts to EarlySteps this year. However, there were cuts last year. The importance of continued advocacy for EarlySteps was strongly stressed so that legislators and the community understand the importance of the program.
* Members made suggestions about how to be proactive. Some of the suggestions included being unified, wearing the yellow shirts for public testimony day, for example, attending the LaCAN legislative roundtables.
* The legislative roundtables are happening around the state. You can find the schedule at LADDC.org. **--Danita Leblanc moved to adjourn, Sandee Winchell Seconded. The motion was approved by acclimation.**