

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING NOTES**

COMMITTEE: Child and Family Outcomes Committee

RECORDER: Stephanie Myers, WestEd/CPEI **DATE:** April 29, 2010

COMMITTEE MEMBERS

PRESENT: Cheryl Treadwell (Co-Chair), Debbie Sarmiento (Co-Chair), Sherry Torok, Carmen Vasquez, Julie Kingsley-Widman, Al Millan, Rachel Hagans

ABSENT: Nancy Sager (CDE)

GUESTS: Maxine Epperson, Debbie Benitez (WestEd)

LIAISONS: Michele Donahue (DDS)

MEETING NOTES

INTRODUCTIONS AND WELCOME

Debbie Sarmiento welcomed everyone and everyone introduced themselves.

AGENDA REVIEW

The agenda was reviewed and the committee approved the April agenda with the following additions:

- Parent Leadership Award discussion
- Newcomers orientation: Dates for CFO to take lead
- Under-Representation and Outreach Work Group
- Update on Family Support Guidelines document

REVIEW AND APPROVAL OF NOTES

The committee approved the February 2010 meeting minutes with the following changes:

- Under 'Membership discussion' correct Ed's last name to Gold
- On page 157 of the April 2010 book, change 'OSER' to read 'OSEP.'

CHAIR'S REPORT

Debbie Sarmiento explained to the CFO committee how she provided the Executive Committee with details and information about the how the CFO committee will focus the meeting primarily on a dissemination plan regarding the Family Survey which is to be disseminated in late 2010.

**PRIORITY TASKS/DISCUSSION
COMMITTEE ACTIVITIES AND WORKPLAN**

Family Survey – Dissemination Plan

Debbie Benitez joined the committee to discuss the 2009 survey dissemination plan. The survey had a very short time frame for dissemination and the survey dissemination, was to have a sampling across ethnicity and getting the survey out to a wide geographic area. The mailing included a letter, the survey and a self-addressed stamped envelope. Following the mailing, a follow-up post card was mailed 3 days later. The survey itself only had a two-week turn around.

The committee discussed additional items for the dissemination of the 2010 survey.

- Let the field know when the survey is coming to help reduce duplication and assist in providing information
- Give information to Service Coordinators and FRCs to explain the survey (word on the street)
- Provide the survey information through a webinar possibly through the FRCNCA webinar grant that will continue to be available until September 2010
- Have a contact number to call if further information is needed

All Direct service providers - Informing the field

- Options for Multiple Language, currently it's in English and Spanish
- Early dissemination
- Email is the best way to reach Regional Centers / Directors and Early Start contacts

The CFO committee discussed and agreed that the following should be part of the dissemination plan for the Fall 2010 Survey:

- After survey is sent. Follow up postcard: Consider guidelines for when to send out reminders. 3 days is too quick.
- 15 days before the survey: Webinar to include: link for downloads and information posts
- 30 days before mailing:
 - Email agencies information about survey, letter to FRCs, Education (SELPA), Regional Center to share with their local vendors and Infant programs, ICC Department Heads (Reps), and Regional Centers with flier and attachment including contact information for questions
- 60 days before mailing:
 - DDS provide FRCs and Regional Center a short segment of information about the upcoming survey to be posted on their websites, including the importance of the survey and the impact of services on, and for, families in California

The committee also discussed their survey items to consider:

- Language issues: Possibly use websites for translations of documents (i.e. 'babblefish')
- Keep ICC members and participants informed about the survey and the process to keep Departments and staff updated

Indicator 3 Michele dispersed Indicator 3 to the group. She dispersed numbers by Regional Centers of how many records DDS was able to use for the indicator. Michele also explained how many records could not be used and the different reasons why it occurred. She also provided the numbers for 08/09 and 09/10.

Indicator 4: Family Survey information was also provided by Michele to the group for review, discussion and questions.

OTHER BUSINESS

Family Support Guidelines update

Committee asked about next steps for the FSG document, including input for colors, anticipated release, is there a possibility to provide a webinar about the information for the field, where are we? Stephanie will provide an update at the August 2010 meeting.

Early Start/Prevention Program Information Share

Sherry shared the side-by-side Early Start and Prevention: The side-by-side provides information for the Early Start Program/Prevention Program/San Diego Regional Center including information on Eligibility and Services. The committee will be discussing, updates and changes that have happened to the Early Start program since the start of the Prevention Program.

Newcomers Orientation: Al Millan and Julie Kinglsey Widman volunteered for the August and October 2010 Newcomers Orientation. Both committee members will need further direction and information for the Newcomers Orientation.

Parent Leadership Award: The committee recommends that the CFO committee goes through the applications and narrows the awards to 3 and then submits the applications to the Executive Committee to make a final decision. The CFO committee is willing to take the Parent Leadership Awards tasks. The committee will need updated information and direction to proceed.

Under-Representation and Outreach Work Group: The committee members that were recommended to be a part of this workgroup were Debbie Sarmiento and Terry Colborn. Debbie Sarmiento agreed to continue with the work group. Terry was not present at this meeting to agree to part of the work group.

FRCNCA representative voting position on the ICC: Committee members discussed the option of having the FRCNCA representative who reports to the full ICC to have a voting position on the ICC. In August 2010 the committee will work on a document and further discuss the history, pros and cons about having a FRCNCA representative vote and sit on the ICC. Michele and Stephanie will work on CA laws and look at other State ICC representation. Also, look up the following items such as does anything prohibit adding a member? What do other states do? Is the ICC monitored? Propose questions to include Teresa Rossini, Rick Ingraham and Linda Landry.

TASK	WHEN	WHAT INFO NEEDED	COMPLETED
<p>Inquire how to best assist with the Family Survey process for 2010 dissemination. Some of the tasks may include:</p> <ul style="list-style-type: none"> • revise questions • comparisons in geography/locations • Long term goals may include: impact on monitoring, possible yearly survey 	February 2010	<p>Stephanie provide the 3 questions and indicators #3 & #4 with links to NCSEAM & ECHO.</p> <p>Stephanie and Michele will invite Dale Sarbillo to look at the short survey results and Debbie Benetiz (WestEd). Rachel will invite Maxine Eperson (PhD candidate) to attend the February 2010 meeting to assist with the development of the survey. Rachel will also, identify NCSEAM questions for the February meeting.</p>	<p>Stephanie brought the indicators</p> <p>Dale Sorbello and Debbie Benitez presented information from the Family Outcome Survey and concentrating on Indicator #3&4. The research team also provided the committee with the 3 survey questions. Rachel sent the information about NCSEAM and the ECO surveys.</p>
<p>Child Outcomes The committee will review the 2008/2009 outcome data.</p>	April 2010	Michele to bring 2008/2009 900 outcome data	Michele discussed data and how it is interpreted and used including the differences between Indicator #3
<p>Prevention Program Implications <i>What changes have happened and how best to provide public information?</i></p>	April 2010	Sherry Torok will email for the next meeting a side-by-side Fact Sheet from San Diego that the community uses for providing details about collaboration and clarification of the ES eligibility for the committee to discuss and consider.	Sherry Torok provided copies o of the side-by-side document for the committee to preview.
<p>Work on recommendation for the FRCNCA representative that reports to the full ICC to also have a voting position.</p>	April 2010	Discuss and work on during committee meeting.	The committee discussed the recommendation and suggested the information be provided to the full ICC on Friday.
<p>Implication of having 2 programs/ Prevention Program and Early Start program</p>	August 2010	Committee to discuss and create a useable document 'What's working' Continue work from April discussion about the Prevention Program implications.	
<p>Work on recommendation for the FRCNCA representative that reports to the full ICC to also have a voting position</p>	August 2010	Michele and Stephanie to work on CA laws and other look at other State ICC representation. Also, look up items such as does anything prohibit adding a member? What do other states do? Is	

		the ICC monitored? Propose questions to include Teresa Rossini, Rick Ingraham and Linda Landry. The committee will work on a document and further discuss the history, pros and cons about having a FRCNCA representative vote and sit on the ICC.	
Look at Sample Family Support IFSP Outcomes <ul style="list-style-type: none"> • Best Practice document • WestEd training 	October 2010	<ul style="list-style-type: none"> • Sample outcomes (Sherry EFRC) • How to incorporate sample outcomes in training resource materials 	
Review and discuss the dissemination plan response rate from the Family Survey	October 2010	Michele Donahue to bring Survey results. Request Dale Sorbello and Debbie Benetiz to present survey results.	
Discussion and update regarding: Administrative Law Judges Training	October 2010	Invite Rick Ingraham for an update and information sharing	
Prevention program and Early Start services and the implication for Foster Children at the local level	October 2010	Cheryl Treadwell and Michele Donahue to lead discussion.	

VII. NEXT MEETING: August 26-27, 2010
Sacramento Doubletree

VIII. ADJOURN: 3:50 pm