

**STATE INTERAGENCY COORDINATING COUNCIL
ON EARLY INTERVENTION**



Together, we make a difference!

WestEd, Sacramento

September 19 & 20, 2013

Interagency Coordinating Council On Early Intervention

Mission Statement

The mission of the ICC is to promote and enhance a coordinated family service system for infants and toddlers, birth to three years, who have a developmental delay or disability, and their families, utilizing and encouraging a family centered approach, family-professional partnerships, and interagency collaboration.

The History of the ICC

California has a long history of providing early intervention services to infants and toddlers, ages birth to 3 years old, and their families. In the 1960s and 1970s, special education services for infants and toddlers were provided in public schools and funded through various local, state and federal sources. With the advent of the Lanterman Developmental Disabilities Services Act in 1982, California demonstrated its support of young children for prevention and early intervention services for infants with developmental disabilities through the regional center system. This was a huge effort and viewed as a major investment in California's children.

In 1988, the first Interagency Coordinating Council (ICC) was developed to provide advice and assistance to the Department of Developmental Services regarding implementation of a coordinated early intervention system in California. In 1993, after five years of state and local planning activities in preparation for full implementation of Part C of the Individuals with Disabilities Education Act (IDEA), the Governor signed the California Early Intervention Services Act (CEISA: Title 14, Government Code, Section 95000 et seq.). CEISA established state authority to enhance California's early intervention service system to meet the new federal requirements under Part C. It was CEISA that assigned DDS as lead agency in collaboration with California Department of Education (CDE). Other collaborative partners involved in the ICC include Department of Mental Health (DMH), Department of Social Services (DSS), Department of Alcohol & Drug Programs (DADP), Department of Managed Healthcare (DMHC), and First 5 of California.

Although the early intervention landscape has changed over the years in California, the ICC has continued to follow and advise and assist DDS on the state of the early intervention community. The changes have included amendments to CEISA which included the addition of provision of family support services by Early Start Family Resource Centers (FRCs) which include, but are not limited to, parent-to-parent support, information dissemination and referral, public awareness, family-professional collaboration activities and transition for families. CEISA also clarified state coordination and collaboration with families and communities, service coordinator competencies and caseload size, evaluation and assessment, parent rights, referral to local FRCs and monitoring efforts. Lastly, CEISA was also amended to clarify that the Part C program is based on existing systems and that regional centers must comply with the Lanterman Developmental Services Act including regulations related to vendorization and rate setting as long as the application of state law does not conflict with early intervention statute.



Interagency Coordinating Council on Early Intervention
1600 Ninth Street, Room 330, Sacramento, CA 95814
 (916) 654-1590 • FAX (916) 654-3255 • TDD 654-2054



DATE: August 20, 2013

TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES

SUBJECT: SEPTEMBER 19 & 20, 2013 ICC MEETING

The following is information regarding the September 19th and 20th, 2013 ICC Meeting which will be held at WestEd in Sacramento. Directions, parking, and airport shuttle information to WestEd are included in this notice. WebEx connection information for the meeting is also included.

Individuals who require accommodations in order to attend the meeting (i.e., assistive listening devices, interpreting services, material in alternative format) should notify Patric Widmann at (916) 654-3722 or pat.widmann@dds.ca.gov or call (916) 654-2054 (TDD) ten days in advance of the meeting. The meeting location is accessible to individuals with disabilities. Visit our website at www.dds.ca.gov/earlystart to view previous ICC meeting minutes and additional information about California Early Start.

PROPOSED AGENDA

DATE: THURSDAY, SEPTEMBER 19, 2013

TIME: 10:00 A.M. – 12:00 P.M.

Executive Committee Meeting

The Executive Committee will discuss status of member recruitment, system review, and DDS recommended ICC tasks. There will be a special presentation by Patty Salcedo on the Desired Results Developmental Profile Project.

1:30 P.M. - 4:30 P.M.

Committee of the Whole (COTW)

Review Family Assessment document and Natural Environment resources.

DATE: FRIDAY, SEPTEMBER 20, 2013

TIME: 8:30 A.M. - 1:30 P.M.

General ICC Meeting:

The ICC will hear reports from the Chairs of the Executive Committee, the Committee of the Whole, and State Agencies. Dr. Robin Hansen of the Mind Institute will present on Autism Spectrum Disorder. Public Input will be received from those interested in early intervention.

INFORMATION TO ASSIST YOU WITH TRAVEL ARRANGEMENTS:

MEETING LOCATION: WestEd Center for Prevention & Early Intervention
1000 G Street, 5th Floor
Sacramento, CA 95814
Telephone: 916-492-4011

LODGING INFORMATION: Holiday Inn Express Sacramento Convention Center
728 16th Street
Sacramento, CA 95814
Telephone: 877-410-6667

I-5 NORTH:

Take I-5 North. Take J Street Exit. Right off of ramp onto J Street. Take left onto 10th Street. The WestEd offices are located at 10th & G Street.

I-5 SOUTH:

Take I-5 South. Take J Street Exit. Take a right off of ramp onto J Street. Take a left onto 10th Street. The WestEd offices are located at 10th & G Street.

FROM HWY 99 North:

Take Business 80/Capital City Freeway split toward San Francisco. Take 10th Street Exit. The WestEd offices are located at 10th & G Street.

FROM HWY 50:

Take the Business 80/Capital City Freeway split toward San Francisco. Take 10th Street Exit. The WestEd offices are located at 10th & G Street.

PARKING:

Below are the recommended parking garages nearby the WestEd CPEI offices. Please note that with the daily rates, vehicles are not allowed to come and go. A ticket must be pulled and paid each time entering and exiting. Please note that some garages offer tandem parking arrangements.

Parking Garage/Lot	Early Bird (Before 9:00A.M.)	Daily Rate (maximum)
City Hall Garage 10 th & I Street 11 th & I Street	N/A	\$18
Priority Parking 1117 J Street	\$10	\$20
Lot 297 7 th & G Street	N/A	\$9
Priority Parking Lot 12 th & F Street	N/A	\$6

There are 10 hour parking meters on the street in and around the WestEd offices. You will need \$8 in quarters to max out at 10 hours. Note: Be very cognizant of street sweeping signs as the meter attendants are consistent about issuing parking tickets.

SUPER SHUTTLE:

Reservations: 1-800-BLUE-VAN

Super Shuttle is located directly outside the baggage claim area at each terminal. Reservations are not required for large parties or private charters. Go to the Super Shuttle service center, and purchase either a round-trip or a one way ticket.

WEBEX INSTRUCTIONS FOR JOINING SEPTEMBER 2013 ICC MEETINGS:

For those who cannot participate in person, the ICC Executive Committee and Committee of the Whole Meeting (Thursday, September 19, 2013 at 10:00 A.M. and 1:30 respectively) and the ICC General Meeting (Friday, September 20, 2013 at 8:30A.M.) will be offered in the WebEx format.

Participants need to call into the teleconference line AND login and to view any online materials.

To join the meetings by phone:

Dial-in number: (877) 413-2826

Conference code: 9306089663

To login to the WebEx online conference site

go to <https://wested.webex.com>.

Once logged in, you will see a list of meetings for that day. Select the meeting name (ICC Executive Committee Meeting, September 19, 2013, Committee of the Whole, September 19, 2013 or ICC Teleconference Meeting, September 20, 2013). There is no password; just click on the link. Enter your name, and you will access the WebEx conference.

CALIFORNIA INTERAGENCY COORDINATING COUNCIL
“Together We Make A Difference”

EASY TIPS for SUCCESSFUL WEBEX and CONFERENCE CALLS*

PARTICIPANT COURTESIES

1. **Use a landline if possible for the least static interference.**
2. **Avoid cellular and cordless phones.** The potential static and poor or broken connections reduce the sound quality for all conference call participants. If you must use a cell phone, find a quiet location with excellent reception and limit moving around during the call.
3. **Know your phone’s features and how to use them.** Don’t wait until the call to figure them out.
4. **Turn off call waiting.** It’s very disruptive to the call. Most call waiting features can be deactivated by pressing 70# or *70 before dialing the conference number. (Check with your carrier.)
5. **Use the speaker feature on your phone only if the room is quiet and others in the room are participating on the call with you.** Speakerphones can add to the overall noise of the teleconference and create a hollow sound on the call.
6. **Choose a quiet location.** Avoid background noises such as a radio, TV, pets, or side conversations with others.
7. **Stay focused and participate on the call.** Avoid using this time to answer email, eat, clear off your desk, file papers, or talk to others.
8. **Be on time.**
9. **Introduce yourself when you join the call.** If you join the call late, wait for a break in the conversation to announce that you’ve joined or until the moderator asks who joined.
10. **Introduce yourself each time you speak.** Not everyone will be familiar with your voice.
11. **Mute your phone (*6) if you are not participating at the time, need to talk to someone else, or need to leave the call for any reason. Unmute your phone (#6) when you’re able to return to the call.**
12. **Never put the call on hold.** Either mute your phone (*6) and unmute your phone (#6) to rejoin. Hang up and call in again if you must leave the call.

FACILITATOR/CHAIRPERSON COURTESIES

1. **Be familiar with the audio controls.**
2. **Start—and end—at the scheduled time.**
3. **Have an agenda—preferably one that’s been distributed prior to the conference.**
4. **Identify yourself when you first connect to the conference call.**
5. **Identify yourself each time you speak.** Others may not know your voice. Speak clearly and at a moderate speed.
6. **Take roll call at the conference start so that everyone knows who is involved and listening.**
7. **Review the rules of etiquette and ask that each participant identify him or herself before speaking.**
8. **Allow only one individual to speak at any given time during the conference.**
9. **As much as possible, when appropriate, address questions to individuals by name.**
10. **Mute the microphone or speakerphone (*6) if you must speak to others in the room with you during the conference. Unmute by pressing #6.**
11. **Address agenda items in their specified order.**

*Thank you to the Family Resource Center Network of California, the source for many of these tips, for sharing its teleconference etiquette.

**INTERAGENCY COORDINATING COUNCIL
SEPTEMBER 2013**

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Additional materials can be found at:

<http://www.dds.ca.gov/EarlyStart/ICCOverview.cfm>

Public Notice
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Master Calendar
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STATE INTERAGENCY COORDINATING COUNCIL
THURSDAY, SEPTEMBER 19, 2013

Executive Committee Meeting.....10:00 A.M. - 12:00 P.M.

Committee of the Whole.....1:30 P.M. - 4:30 P.M.

FRIDAY, SEPTEMBER 20, 2013
AGENDA

1. Introductions and Announcements.....8:30 A.M.....Theresa Rossini, Acting Chair
2. Agenda Review.....Theresa Rossini, Acting Chair
3. Approval of May 17, 2013 Minutes.....Theresa Rossini, Acting Chair
4. Chair’s Report.....Theresa Rossini, Acting Chair
5. Executive Committee Chair Report.....Marie Poulsen
6. COTW Chair Report.....Marie Poulsen
7. ICC Staff Report.....Don Braeger
8. Proposed 2014 Meeting Dates.....Don Braeger
9. ICC Recruitment Update.....Theresa Rossini, Acting Chair
10. Outreach to Special Populations.....Theresa Rossini, Acting Chair
11. Public Input.....10:00 A.M.....Interested Parents & Members of the Public
12. Family Resource Center Network of CA Report.....Linda Landry
13. Special Presentations (TBD):
 - Autism Spectrum DisorderDr. Robin Hansen, MIND Institute
14. Agency Reports:
 - Department of Developmental Services.....Don Braeger
 - Department of Social Services.....Cheryl Treadwell
 - Department of Health Care Services..... Virginia Bliss, M.D.
 - Department of Managed Health Care.....Susan Burger
 - California Department of Education
 - Special Education.....Meredith Cathcart
 - California Department of Education
 - Office of Homeless Education.....Leanne Wheeler
 - Department of Public Health.....Vacant
 - First 5 California.....Vacant
15. Other Business.....Theresa Rossini, Acting Chair
16. Adjournment1:30 P.M.....Theresa Rossini, Acting Chair

ICC Contact List

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**ICC STAFF CHECKLIST & DUE DATES
2013 DEADLINES FOR ICC MEETING MATERIALS**

ICC MEETING ACTIVITY ALL MATERIALS ARE SUBMITTED TO ANASTACIA BYRNE-REED (AREED2@DDS.CA.GOV) AND/OR PATRIC WIDMANN (PAT.WIDMANN@DDS.CA.GOV)	2013 MEETING DATES			
	FEBRUARY 28 & MARCH 1	MAY 16 & 17	SEPTEMBER 19 & 20	NOVEMBER 14 & 15
ALL MINUTES (PRIOR MEETING NOTES) & DOCUMENTS (This includes all minutes and notes, handouts, work plan updates, agendas, electronic reports from each Department) 2 WKS AFTER ICC	12/03/2013	03/15/2013	05/31/2013	11/29/2013
DEVELOPMENT OF ICC/EC AGENDAS: 45 DAYS PRIOR TO ICC	01/18/2013	04/02/2013	08/05/2013	10/02/2013
MASTER CALENDAR ITEMS	01/18/2013	04/02/2013	08/05/2013	10/02/2013
ACTION ITEMS (30 DAY NOTICE!!)	01/28/2013	04/16/2013	08/19/2013	10/14/2013
PUBLIC NOTICE TO DDS COPY CENTER/Posted on DDS website NO LATER THAN 30+5 DAYS PRIOR TO ICC	01/28/2013	04/16/2013	08/19/2013	10/14/2013
PACKET DUE DATES: Final Packet Preparation <ul style="list-style-type: none"> • Don's Message • Final ICC minutes and agenda • Final EC minutes and agenda 1 WK PRIOR TO COMPLETED PACKET	01/28/2013	04/16/2013	08/19/2013	10/14/2013

**ICC GENERAL
MEETING MINUTES**

OF May 17, 2013

**INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION
GENERAL MEETING MINUTES**

May 17, 2013

MEMBERS PRESENT

Marie Kanne Poulsen, Ph.D., for Theresa Rossini, Acting Chair
Don Braeger, Designee for the Director, DDS
Diane Brown (for Cheryl Treadwell), Designee for the Director, DSS
Susan Burger, Designee for the Director, DMHC
Arleen Downing, M.D.
Gretchen Hester*

MEMBERS ABSENT

Jill Abramson, M.D., Designee for the Director, DHCS
Beverly Morgan-Sandoz
Theresa Rossini*
Elaine Fogel Schneider, Ph.D
Cheryl Treadwell
Renee Webster-Hawkins, California First 5
Leanne Wheeler, CDE

STAFF

Anastacia Byrne-Reed,* ICC Coordinator, DDS
Debbie Pollard, ICC WebEx Host, WestEd
Carolyn Walker, ICC Recorder, WestEd
Patric Widman, ICC Supervisor, DDS

OTHERS PRESENT

Refer to Attachment A for a list of other attendees.

*Parent

CALL TO ORDER

Marie Kanne Poulsen called the meeting to order at 8:30 a.m., and roll was taken.

INTRODUCTIONS AND ANNOUNCEMENTS

There were no announcements.

AGENDA REVIEW

Agenda approved without changes.

APPROVAL OF January 2013 ICC MINUTES

Minutes approved without changes.

ICC CHAIR REPORT

Marie Kanne Poulsen reported the following:

Early Start Funding

Jim Knight of the Department of Developmental Services (DDS) informed the group that the federal government has cut \$4 million from Part C budget, severely affecting family resource centers (FRC), Interagency Coordinating Council (ICC), training and child find funds. Marie indicated that the funding cuts will have a devastating effect on the quality of services to infants and toddlers and their families, and they occur at a time when the ICC has been asked to target child find outreach to special populations.

DDS is considering the possibility of holding future meetings in other places in the State besides Sacramento to facilitate in vivo participation by community representatives.

Marie encouraged Council members and community representatives to write letters to Senators Feinstein and Boxer regarding the devastating effect of the budget cuts on services for infants and toddlers with special needs and their families.

ICC Strategic Plan

Yesterday's continuation of the strategic planning meeting in February/March addressed the infrastructure of how the ICC does its work as well as issues to be addressed. Highlights included:

Recruitment Update—Members have a concern that the ICC is out of compliance since the Governor has not appointed new members to fill vacancies. Members of the Legislature have been contacted to urge the Governor to make appointments. ICC members decided to write organizations that serve ICC's target population to request that they write their legislators on behalf of ICC and request the legislator contact the Governor's Office to encourage action on ICC appointment and send the letter to Senators Feinstein and Boxer as well. A partial list of organizations is available in the Executive Committee minutes.

Special Topics—two topics were highlighted at the February/March meeting as needing priority attention from the ICC: 1) The need to leverage partnerships with agencies serving special populations and; 2) State performance indicators needing improvement, including child (social emotional), and family outcomes.

DDS will identify and prioritize how the ICC can advise and assist in targeting indicators needing improvement and send to members and community representatives by early summer. A conference call will delineate the information needed to address the issue and any materials that need dissemination.

ICC STAFF REPORT

Anastacia Byrne-Reed reported that she had sent members and representatives a link to a webinar sponsored by a technical assistance network, entitled *Content Committee Structure and Operations*. She will send the link to the archived version of that webinar in case anyone missed it.

ICC RECRUITMENT UPDATE

The membership agreed that an update on ICC recruitment will be a standing item on the agenda until the ICC once again has a full complement of council members.

ICC Structure

The meeting addressed the infrastructure of how the ICC should be structured and concluded that the quarterly two-day meetings will continue. There is currently no active participation from enough community representatives, to support standing committee meetings. Therefore, the first meeting day will have an executive committee meeting for planning purposes in the morning and a committee of the whole (COTW) in the afternoon, with ad hoc work groups convening to address special topics as necessary. The second day meetings will have the traditional agenda that will include a special presentation.

Membership Structure: Recruitment

There are two areas of recruitment: council members and community representatives. The ICC is out of compliance with federal regulations because the Governor has not appointed new members to the Council. ICC members have made the effort to recruit new members. The ICC will begin a letter campaign to encourage the Governor's Office to appoint new members. Council members will ask agencies and organizations serving children and families to sign and send a letter to the Governor, with copies to Senators Feinstein and Boxer, requesting the appointment of new council members.

Marie will write a form letter to the Governor introducing the ICC, explaining its need for a full council and requesting his attention to applications for council membership. Arleen will write the cover letter for organizations and individuals to send with Marie's letter to the Governor using their own letterhead.

Community representatives provide a particular challenge to the ICC because although ideally they would meet in person with council members, no travel funds are available. Although DDS sent out a survey to community representatives on January 29, 2013 asking if they were still interested in serving on the ICC, Council members felt that this was not an adequate survey and wanted to know specifically how the representatives

DRAFT-TO BE APPROVED

were willing to participate during this climate of limited resources. Therefore, DDS will send a second survey, via survey monkey, explaining the circumstances and asking specifically whether the individual is willing to serve: 1) on the phone (only); 2) in person (only) when the ICC travels to their region; and 3) on the phone *and/or* in person.

The ICC has \$20,000 allotted for ICC member travel. DDS will investigate holding ICC meetings at different locations throughout the State, allowing community representatives an opportunity to attend in person. Members are asked to email their ideas for meeting locations other than Sacramento to Stacie at anastacia.reed@dds.ca.gov.

In response to whether the \$20,000 travel set-aside could be used for community representatives and how other agencies reimburse their community members, DDS indicated that the funds are exclusively for members, as indicated in the statutes and regulations. Representatives from California Department of Education (CDE) and Department of Social Services (DSS) indicated that community members on their various advisory boards do not receive any travel reimbursement.

On the member side of recruitment, DDS has been talking to other State departments about filling ICC council vacancies. This process happens at the director's level with a letter sent and then with a follow up phone call. Thus far, DDS has recruited Leanne Wheeler from the Office of Homeless Youth and Education at CDE, and First 5 representative Renee Webster Hawkins. DDS hopes to confirm Meredith Cathcart as the new representative from the Special Education office at CDE soon. The former Departments of Mental Health and Alcohol and Drug Programs offer a challenge because they are in transition to other Departments; however, DDS continues to work on those recruitment items. Dr. Renee Bliss may step into Jill Abramson's from DHCS position on the Council.

Leverage Partnerships

Members agreed they should learn more about Child Abuse Prevention and Treatment Act (CAPTA), Native American children, and children experiencing homelessness as part of a future presentation. It was suggested that Early Start develop new ways of engaging families by looking at issues over and above developmental issues, including being informed about trauma and abuse when dealing with children in violent or homeless situations, etc.

Proposed Presentations

The Executive Committee (EC) recommended that the September meeting focus on child outcomes. They discussed having a presentation on the Child Abuse Prevention and Treatment Act (CAPTA) white paper. They suggested possibly having presentations on families who experience homelessness or domestic violence with discussion on the implications of the CAPTA white paper in November.

Diane Brown from DSS suggested that the CAPTA presentation be postponed until November because the paper had not yet completed the approval process. Diane will follow up.

The ICC then agreed to request Robin Hansen of the UC Davis MIND Institute to present on autism as well as have a presentation on CDE's use of Desired Results Developmental Profile (DRDP) with preschoolers which dovetails well with ICC concerns regarding child outcomes. Interest in DRDP includes how it is being used, what is being discovered, the psychometrics behind alignment with infants and toddlers, the observation aspect, and the success of the tool for talking with parents about their child's development and in showing the child's developmental progress. Meredith Cathcart offered to arrange for a presentation, including a webinar.

Members discussed the need to consider outreach to Native Americans. Angela McGuire will identify the individual who did a presentation on outreach to Native American children at the Advanced Practice Institute in May.

System Review

State Performance Indicators that need improvement include child and family outcomes. In September, DDS will identify and prioritize how ICC can help, particularly with looking at indicator 3, social and emotional outcomes.

FAMILY RESOURCE CENTERS NETWORK OF CALIFORNIA-Linda Landry reported on the following-

Under the auspices of our Capacity Building Grant from Strategies we held several meetings to review and update our Strategic Plan which was developed during our Family Support Planning Grant from the Administration on Developmental Disabilities in 2004. The Steering Committee prioritized items via an online survey and then met for a face-to-face meeting on February 27th with a facilitator from Strategies to develop new goals. Further work on the Plan occurred during the 2013 Directors Forum. Three committees were developed and tasked with developing portions of the Plan.

Outreach and collaboration activities included participation at the Early Start Technical Assistance Network, UC Davis MIND Institute Center for Excellence in Developmental Disability Consumer Advisory Committee, the UCLA Tarjan Center University Center for Excellence in Developmental Disability Consumer Advisory Committee, USC UCEDD CCAB, Network of Networks Steering Committee, Lanterman Coalition, California Network of Family Strengthening/Support Networks Training and Technical Assistance Collaborative, California Standards for Family Strengthening & Support Committee, California Family Resource Association, and the Arc California Board of Directors.

The FRCNCA is participating in the **California Employment Consortium for Youth and Young Adults with Intellectual and Other Developmental Disabilities (CECY)** (pronounced SEE SEE).

DRAFT-TO BE APPROVED

The FRCNCA had six representatives that participated in a trainer of trainers to become certified to train Standards on the California Family Strengthening and Support Standards. The Standards training was presented in Culver City and Sacramento with more than 40 Early Start FRC staff participants receiving two year certification in the Standards. Additional trainings are planned.

FRCNCA had 13 representatives participating as a part of the CAPTAIN. They will complete the online Foundations of Autism training and participate in one of two CAPTAIN Summits.

The FRCNCA continued the implementation of Prevention Resource and Referral Services (PRRS)

- Bimonthly 1800 Second PRRS calls continue to be held for all PRRS staff and provide a forum to ask questions, raise issues, express needs or make comments on general program, budget, data, outreach, training or other items related to PRRS.
- Individualized technical assistance and training is ongoing.
- Regional Meetings were held in April in Northern and Southern California. Regions 5-9 met April 10th and 11th in Culver City at the Westside Family Empowerment Center for a PRRS meeting and training in the Family Strengthening and Support Standards. The same two day meeting was held in Sacramento on April 22nd and 23rd for regions 1-4.

We continue to seek additional funding sources to maintain the coordination of the Network.

PUBLIC INPUT

Patty Salcedo, California Department of Education DR Access Project—The project did a two-year study on infants and toddlers with Individualized Family Service Plan (IFSPs) to confirm that the instrument would measure progress and to get teacher input on it. The report is complete; it will be published next week and available in hard copy online (draccess.org). The two key findings were 1) that Access does measure progress in infants and toddlers and that many early childhood educators found benefit in using it, and 2) the instrument does have the ability to measure progress on an accountability assessment. The project is encouraged and is moving ahead.

The DRDP is an observation tool that can be administered in different settings and over time. It was “normed” on children with disabilities in California. It was universally designed and has a system of adaptations in place. Access is owned by CDE; there is no charge to use it. Interested parties can get the instrument online at draccess.org and produce a report on the site. The project recently put up a page for infant-toddler programs with links to federal requirements, Local Education Areas (LEA), Special

Education Local Planning Areas (SELPA), and information for families, including their roles and responsibilities.

Virginia Reynolds, WestEd Center for Prevention and Early Intervention—Council for Exceptional Children, Division of Early Childhood 29th Annual International Conference will be held in San Francisco, October 18–18, 2013. Information about the conference, including details if you want to have an exhibit table are available at <http://www.decsped.org/Conference>.

Fran Chasen, Community Representative, Infant Development Association (IDA) is studying policy actions related to Early Start issues and the impact sequestration has had on the budget. They have been asking families and providers to share their stories with legislators and also send the stories to their federal representatives. IDA is also trying to let the public know about upcoming budget hearings and the potential sunset of the family participation fee. Information is available at <http://www.idaofca.org>.

Fran also reported that the *Federal Register* announced that the Department of Education is seeking input by June 14th on the Proposed State Performance Plan and the Annual Performance Report. The federal government plans to change its focus on compliance to looking at quality indicators.

Lastly, Fran reported that IDA's Northern California conference will take place September 20, 2013 at the Hilton in Concord, CA.

Tony Anderson, Executive Director, The Arc of California (<http://www.thearca.org>)—The Arc has an alert out and is focusing attention on Senator Monning, of the 17th Senate District, who is advocating legislation on a statewide requirement that regional centers pay the co-pays and deductibles for services for their clients. In addition, three bills are fighting their way through the Legislature: AB 357 (Pan) would create the California Healthy Child Task Force; AB 224 (Walters) would add Hurler Syndrome and Krabbe Disease to newborn screening; and SB 460 (Hadley) would increase information about environmental health to health professionals.

In May, the Arc will begin to work on water safety in its prevention programs. They work with local agencies and DDS to disseminate information about the importance of water safety.

AGENCY REPORTS

Department of Social Services (DSS) – Diane Brown, on behalf of Cheryl Treadwell, reported the following:

Cheryl Treadwell has been promoted to Branch Chief for Foster Care Audits and has asked for department approval for Diane Brown to take her place on the ICC. Diane, who had a background in early childhood education before going to work in state service, introduced herself and her current work focus: congregant care reform work

group—group home and foster family agency systems, for which she has a work group that has convened twice. The current focus of the work group is screening and assessment tools and whether they should be standardized or whether the group should look at various models. The group is in the early stages of making a determination and has been bringing in speakers to address the issues.

DSS is working in conjunction with county mental health on the KDA lawsuit versus Vonta, which involves screening and assessment for children in the mental health child welfare system. They are studying readiness to look at the screening of child mental health services. Learning collaborates will be chosen, and a group of counties will pilot screenings. DSS is developing a white paper on the topic.

Department of Education (CDE) – Meredith Cathcart reported on the following:

CDE has strong partnerships across many State departments, including DDS with which they co-present, work out agreements, wrestle with data and co-manage various projects. Meredith's Special Education Division of CDE also works closely with the Child Development Division of CDE, including their quality improvement programs.

The Special Ed Division presented a webinar on legislative updates on May 14th.

Meredith is the contract manager for two projects—DR Access and SEEDS Special Education Early Education Delivery Systems (SEEDS), which are excellent resources to the field regarding IFSPs, ISPs. SEEDS also helps with monitoring efforts (www.scoe.net/seeds).

Department of Developmental Services (DDS) – Don Braeger reported on the following:

The Annual Performance Report (APR) was submitted to Office of Special Education Programs (OSEP) in February 2013. On April 30, 2013, DDS received the report back from OSEP with requests for clarification of data.

DDS is working with CDE on data for solely low incidence children. Two of OSEP's concerns had to do with data for indicators 1 and 7 (Provision of Services in a Timely Manner and Timely Evaluation & Assessment, respectively). DDS and CDE have different ways of reporting their data, are working together to figure out a compatible and comparable method of reporting, and will explain to OSEP how to interpret the numbers. Lastly, OSEP's other concern had to do with Indicator 8 for Transition, which has three components. CDE does not currently collect data on this indicator but is working to determine how to get data that meets OSEP requirements.

OSEP will send out determinations in June or July and Don will share that information when it becomes available. A new reporting cycle begins July 1, 2013.

The new *ICC recommended Speech And Language Pathology Assistant Guidelines* are now posted on the Early Start and ICC pages on the DDS website, <http://www.dds.ca.gov/EarlyStart>.

Patric Widmann gave an update on the Comprehensive System of Personnel Development. She thanked WestEd and DDS staff for their work on the Family Resources and Supports Institute, Advanced Practice Institute, and Regional Center Managers Symposium. Enrollment numbers were high. Please refer to the Executive Committee minutes for specific attendance information. Altogether, a grand total of 1,007 people were trained this year.

Don Braeger and Virginia Reynolds reported on Race to the Top Early Learning Challenge (RTT-ELC) Initiative, a \$500 million state-level grant competition announced by the U.S. Department of Education and the U.S. Department of Health and Human Services in May 2011 to states that created comprehensive plans to transform early learning systems for children, birth to age five, with better coordination and assessment mechanisms, clearer learning standards, and meaningful workforce development and family engagement initiatives.

The objective of the RTT-ELC program is to improve the quality of early learning programs and close the achievement gap for children with high needs, such as those who are low-income and English learners, and children with disabilities or developmental delays.

DDS and CDE jointly drafted a RTT-ELC plan application that concentrated on two principles:

- Training early intervention (EI) staff on the RTT-ELC principles and practices that will be developed as part of this project.
- Promoting an early childhood statewide framework of collaboration in support of the RTT-ELC.

In December 2011, DDS was informed that the CDE Grant Application for the Race to the Top Early Learning Challenge (RTT-ELC) grant was accepted. In support of RTT-ELC state plan goals and outcomes, DDS is a participating State agency and has contracted with WestEd CPEI to support plan implementation through:

- Consultation and facilitation on interagency coordination across early childhood initiatives, focusing on the early intervention service system;
- Participate with statewide efforts at the regional center (RC), local education agency (LEA) and family resource center (FRC) level; and
- Coordinate best practices in developmental and health screening at the local level.

An Integrated Action Team, an Implementation Team, and a 17 Regional Leadership Consortia will operate under the State Advisory Council for Early Learning, CDE's Child Development Division, and DDS to implement RTT-ELC. To date, the Advisory Council held three meetings, largely on the Quality Rating Improvement System and

the Integrated Action Team will convene its first meeting at the end of June with CDE CDD and First 5 as leads, and the 17 Regional Leadership Consortia have formed, each of which include LEAs, First 5, RCs, and other providers of early intervention services. DDS will coordinate the Implementation Team for Early Start.

Department of Managed Health Care (DMHC) – Susan Burger reported on the following:

Current Status of Department Activities Relevant to Children Birth to Three

- The Department of Managed Health Care (DMHC) continues to track and respond to inquiries and complaints related to the implementation of Senate Bill 946 (SB 946) which requires health care service plan contracts and health insurance policies to provide coverage for behavioral health treatment, as defined, for pervasive developmental disorder or autism. To date the majority of SB 946 related complaints filed by enrollees with the DMHC's Help Center involve a health plan's denial of the requested behavioral health treatment as not medically necessary or not covered with a non-plan provider. If you have a question or problem accessing services or care related to SB 946, please contact the DMHC's Help Center at its toll-free phone number, 1-888-466-2219 or via email (click the "email" icon displayed on the home page of the DMHC's website, <http://www.healthhelp.ca.gov>).
- Legislative Update: Senate Bill 126 - Health care coverage: pervasive developmental disorder or autism (introduced by Senator Darrell Steinberg). This bill would extend the operation of the provisions of SB 946 until July 1, 2019 and would repeal these provisions on January 1, 2020. (SB 946 states that the provisions will be inoperative on July 1, 2014 and will repeal on January 1, 2015). To view the proposed bill's language, history, and status update visit <http://www.sen.ca.gov>.
- The DMHC's Help Center provides a free consumer service that is available 24 hours a day, seven days a week to answer any questions consumers may have about accessing health care services. You do not have to be enrolled in a managed care health plan to contact the Help Center. If you have a question or you are uncertain about how to proceed with a dispute or problem with your health plan, please contact the DMHC's Help Center at 1-888-466-2219, TDD: 1-877-688-9891. The Help Center can provide help to consumers who speak any of 100 different languages.

The Help Center also receives and resolves complaints from managed care enrollees to ensure that enrollees receive all the necessary medical and mental health care to which they are entitled. (Managed care enrollees have coverage with a HMO or have PPO coverage with Anthem Blue Cross or Blue Shield). If medical treatment has been

DRAFT-TO BE APPROVED

delayed, denied, or modified, managed care enrollees have the right to an Independent Medical review.

The DMHC's website contains information on the IMR process as well as information on the benefits, rights, and the grievance system process for managed care enrollees. The DMHC's website is located at <http://www.healthhelp.ca.gov>.

- As a reminder, managed care enrollees now have the option to complete and submit a complaint or IMR application to the DMHC's Help Center online. Online application forms are currently available in English and Spanish. A link to the forms is: http://www.dmhc.ca.gov/dmhc_consumer/pc/pc_forms.aspx

Department of Education, Office of Homeless Education - No report available.

Department of Public Health (DPH) – No report available.

Department of Alcohol & Drug Programs (DADP) – No report available.

Department of Mental Health (DMH) – No report available.

Department of Health Care Services (DHCS) – No report available.

First 5 California – No report available.

OTHER BUSINESS

Gretchen Hester will write a draft paper on the importance of natural environments for our target group.

ADJOURNMENT:

The meeting was adjourned at 11:30 a.m.

OTHER ICC GENERAL MEETING TELECONFERENCE PARTICIPANTS

Friday, May 17, 2013

Community Representatives

Fran Chasen
Toni Doman*
Laurie Jordan*
Linda Landry*
Connie Moreland-Bishop
Debbie Sarmento*
Julie Kingsley Widman*

Department Liaisons

Erin Paulsen
Elise Parnes

WestEd

Monica Mathur-Kalluri
Angela McGuire*
Virginia Reynolds

Guests

Diane Brown, DSS
Meredith Cathcart, CDE
Jim Knight, DDS
Patty Salcedo, DRDP Access Project

*Parents

EXECUTIVE COMMITTEE MINUTES & AGENDA

- **EXECUTIVE COMMITTEE AGENDA**
 - ▶ SEPTEMBER 19, 2013

- **EXECUTIVE COMMITTEES MINUTES**
 - ▶ MAY 16, 2013

**STATE INTERAGENCY COORDINATING COUNCIL
EXECUTIVE COMMITTEE AGENDA**

**Thursday, September 19, 2013
10:00 A.M. ~ 12:00 P.M.**

1. Welcome and Introductions.....Theresa Rossini
2. Review September 2013 Agenda.....Theresa Rossini
3. Approval of May 16, 2013 Minutes.....Theresa Rossini
4. DDS Update.....Don Braeger
5. Recruitment.....Theresa Rossini
6. DDS Recommended ICC Tasks.....Theresa Rossini
7. Workplans:
 - Natural Environments White Paper
 - Outreach to Special Populations
8. Proposed Special Presentations.....Theresa Rossini
9. Race to the Top.....Don Braeger
10. Special Presentation.....TBD
11. Other Business.....Theresa Rossini
12. Adjournment 12:00 P.M.....Theresa Rossini
13. Lunch.....12:00 P.M. – 1:30 P.M.

**STATE INTERAGENCY COORDINATING COUNCIL
EXECUTIVE COMMITTEE MINUTES**

May 16, 2013

MEMBERS PRESENT

Marie Kanne Poulsen
Don Braeger
Diane Brown (for Cheryl Treadwell)
Arleen Downing
Gretchen Hester*

MEMBERS ABSENT

Jill Abramson
Susan Burger
Beverly Morgan-Sandoz
Theresa Rossini*
Elaine Fogel Schneider
Renee Webster-Hawkins
Leanne Wheeler

STAFF

Anastacia Byrne-Reed,* ICC Coordinator, DDS
Debbie Pollard, ICC WebEx Host, WestEd
Carolyn Walker, ICC Recorder, WestEd
Patric Widmann, ICC Supervisor, DDS

OTHERS PRESENT

Refer to Attachment A for a list of additional attendees.

*Parent

WELCOME AND INTRODUCTIONS

Marie Kanne Poulsen called the meeting to order at 10:15 a.m. and roll was taken.

REVIEW OF AGENDA

Approved without changes.

APPROVAL OF MAY 2009 EXECUTIVE COMMITTEE MINUTES

Approved without changes.

DRAFT—PENDING APPROVAL

LEAD AGENCY UPDATE

Jim Knight and Don Braeger gave the Department of Developmental Services (DDS) update. Jim reported on budget matters. In the May revise for the current year, Early Start received only \$15 million of the \$40 million anticipated from California First 5.

Additionally, DDS is facing a reduction of approximately \$4.3 million, bringing the amount of the grant to approximately \$49 million. This reduction is based on two factors: 1) typical reallocation based on population (\$1.2 million); and 2) federal sequestration. Many programs and services receive funding through the grant including regional centers (RC), family resource centers (FRC), administration of DDS and California Department of Education (CDE), Office of Administrative Hearings (OAH), Department of Health Care Services (DHCS), and WestEd. With the goal of minimizing the impact of budget cuts on direct services to children and families, DDS looked at all reduction options.

In response to a variety of questions and comments, Jim commented that DDS will still be able to fund Interagency Coordinating Council (ICC) members for face-to-face meetings in the amount of \$20,000. DDS wants to explore alternative options such as having meetings throughout the State to allow community participation. A discussion ensued regarding contacting the Legislature about the proposed budget cuts. Members offered to identify contacts such as the Infant Development Association (IDA), the White House designated contact for disabilities and others.

In light of the new mandates to do targeted child find outreach with special populations, Marie Kanne Poulsen suggested holding a conference call in the midsummer, rather than waiting until the September meeting, to follow up on this topic.

The recruitment-related requests regarding applications submitted and the recruitment process, Don explained that the Governor's office reported they did not have enough applications that met the criteria. Since, the application process is vetted through the Governor's office, the only way DDS can track an application is if the applicant sends a copy to DDS at the same time he/she applies through the Governor's office.

The *ICC Recommended Guidelines for Speech and Language Pathology Assistants (SLPA) Roles and Responsibilities in Early Intervention* were posted on May 15, 2013 to the DDS website under the category of Early Start Resource Materials, Program Guidance. The document can also be found on the ICC webpage under *Resources*. DDS will add an acknowledgement page at a later date as information is gathered. Dissemination plans were loosely discussed. DDS intends on sending the document out to the field via email, as well as sharing the guidelines with the Association of Regional Center Agencies (ARCA) Prevention Committee to inform the field of this valuable resource.

DDS submitted the Annual Performance Report (APR) to the Office of Special Education Programs (OSEP) in February. The APR submission process includes a designated week in April when states may provide clarification to their report and resubmit; however, this year OSEP allowed two weeks for clarification. The next APR is due on February 1, 2014. DDS will begin APR data analysis in August.

DRAFT—PENDING APPROVAL

In response to how the ICC can advise and assist the Department, Don suggested members look at the APR once it is finalized, especially Indicator 3 for child outcomes.

In regards to the APR, Don reported that DDS is working closely with CDE on a number of programs. There has been progress on ICC state agency recruitment as Leanne Wheeler has been recruited to represent CDE's Homeless Education and Youth Program and Renee Webster Hawkins has been identified as the California First 5 representative. DDS continues to work with the Department of Public Health to identify an ICC representative.

During Don's report the roll out of the Desired Results Developmental Profile (DRDP) project was discussed. DDS and CDE are just beginning to discuss how it will affect children who are dually served. The results can be rolled up into measuring child outcomes, but the DRDP is not for evaluation to determine eligibility. Under Race to the Top, DDS will be sharing information about DRDP with the Early Start community.

Don turned the discussion over to Erin Paulsen to report on local activities. She reported that DDS is finishing their monitoring cycle in June and will be starting a new monitoring cycle in July. Four staff members cover all of California, and the team visited 13 regional centers this year. They also reviewed approximately 10,000 records. ICC members discussed issues that RCs, families, and providers still struggle with including insurance, insurance co-pays, how to implement an Infant Family Service Plan (IFSP) when the payor is unknown, natural environments, knowledgeable staff at the RCs, and the need for staff training. Members are interested in hearing about RCs that are providing services in a creative way so that they might share those practices with other centers.

Finally, Angela McGuire of WestEd reported on behalf of DDS regarding the Comprehensive System of Personnel Development (CSPD). Family Resources and Supports Institute had 180 attendees; Advanced Practice Institute, 205; and Regional Center Managers Symposium, 53 attendee managers and supervisors. Early Start Online has active participation: Foundations I had 96 participants sign up; Foundations II, 71; Foundations III, 38, and Skill Base I (Social Emotional Development), 75. For Foundations I, 121 people received certificates of completion. A grand total of 1,007 people were trained at the Institutes and online modules this year.

STRATEGIC PLANNING FOLLOW UP

Marie Kanne Poulsen facilitated a continuing discussion of topics from February's strategic planning meeting that, in its broad scope, addressed ICC's infrastructure in terms of how the ICC does its work and the potential issues the ICC will address.

Membership and Recruitment

Members are concerned that the ICC is out of compliance because the Governor's Office has not appointed new members. Various members have contacted their state legislators to urge the Governor to make appointments.

DRAFT—PENDING APPROVAL

Linda Landry and Debbie Sarmiento forwarded information on the Family Resource Center Network of California (FRCNCA) to Theresa Rossini for her use in submitting a recommendation to the Governor's Office to appoint FRCNCA as a voting member.

Theresa Rossini drafted a letter to DDS regarding reimbursement for community representatives' travel.

Members reviewed the current list of community representatives to identify those who might be interested in joining the ICC as voting members. DDS compiled a summary of the attendance, which was shared with the Acting Chair, for the community representatives. In addition, DDS sent a survey via e-mail to community representatives to gauge which representatives are interested in continuing to be actively involved.

Marie indicated that the document outlining roles and responsibilities of community representatives found on the ICC webpage needs to be edited. On the document, responsibilities include: 1) regular attendance at every meeting; 2) participation in Early Start activities as schedule permits; and 3) timely submission of travel documents. A survey will be prepared specifically for the community representatives to see if they are willing to: 1) serve by phone only; 2) serve live when ICC travels to their region; and/or 3) serve both on the phone and in person.

Members decided to draft letters to the Governor asking for membership appointments. Drafts of these letters should also go to child and family service organizations so they may participate in the recruitment effort. Letters to Senators Dianne Feinstein and Barbara Boxer should also be included in this mailing. A partial list of child and family service organizations includes:

- IDA (Marie Kanne Poulsen)
- Zero to Three
- First 5 of California (Marie Kanne Poulsen)
- Local First 5 agencies (Linda Landry)
- California Center for Infant-Family and Early Childhood Mental Health (Marie Kanne Poulsen)
- American Academy of Pediatrics (Arleen Downing)
- ARCA
- Developmental Disabilities Council
- HRIF program
- CASHA (Elaine Fogel Schneider)
- Hydra-Simpson programs (Elaine Fogel Schneider)
- CAPECE (Maurine Ballard-Rosa)
- UCEDD at Davis
- UCEDD at USC
- FRCNCA (Debbie Sarmiento)
- State senators

Arleen Downing offered to write a second letter to the organizations on the list to suggest that they encourage their members to apply to become ICC members, describing the benefits to the organization by having a member on the ICC.

System Review/Annual Performance Report

Improvement on target indicators is a priority. Marie asked what can the ICC do to affect quality assurance in our communities on child outcomes and what are best practices as they relate to child outcomes? DDS will consider these questions and identify how the ICC can advise and assist on child and family outcomes, as well as provide operationalized steps in September.

Don Braeger suggested that members address where we might be lacking in our system vis-à-vis the new federal regulations on serving special populations such as —the families experiencing homelessness or domestic violence, children in foster care, and Native Americans. A number of questions and issues arose:

- The challenge of finding and identifying those populations, particularly those who experience homelessness. New members Leanne Wheeler and Diane Brown can likely offer guidance.
- Research what other State departments have in place.
- What safety net does the State have across the various departments and agencies that serve these populations?

Immediate Priorities (Next Steps)

The priority issues are:

- Member recruitment: Related priority topics include transition planning for new members, membership structure, and leveraging partnerships with other State agencies.
- Assessment: Review measures of social and emotional progress (child outcome indicator).
- APR Indicator review: Target any indicators where improvement is needed.

Other issues members would like to address include:

- Monitoring
- Insurance co-pay
- Child and family outcomes
- Adequately serving special populations

It was suggested that the September 2013 meeting could focus on child outcomes, including a presentation of CAPTA white paper from birth to five. Diane Brown indicated that the white paper has not been approved for release to the community. The committee further discussed that the CAPTA white paper be covered at the November 2013 meeting as it will likely be released by then.

Possibilities for the November 2013 meeting include special presentations on homelessness and domestic violence.

Review and Revision of ICC By-Laws

Arleen Downing volunteered to update the roles of the community representatives, council members, and DDS support to the ICC.

DRAFT—PENDING APPROVAL

Members briefly discussed the issue of revising the by-laws, making sure all federal requirements are included, and potentially imposing term limits as a means to address a lack of attendance by community representatives.

Committee Structure

Members decided to work as a Committee of the Whole (COTW) to address standing committee work. Ad hoc committees, or work groups, will handle special topics. Members further agreed that the ICC should continue with two-day meetings that should not be redundant of one another. Thursday's meeting will be dedicated to the morning executive committee and followed by the COTW in the afternoon. The Friday meeting will have the traditional agenda with a special presentation.

Ad hoc committees/workgroups can convene via conference calls between council meetings to create and review drafts and work on other projects.

OTHER BUSINESS

None.

ADJOURNMENT

The meeting was adjourned at 4:15 p.m.

EXECUTIVE COMMITTEE WEBEX MEETING PARTICIPANTS

**Thursday, May 16, 2013
10:00A.M. – 4:30P.M.**

COMMUNITY REPRESENTATIVES

Brigitte Ammons
Tony Anderson
Terry Colborn
Toni Doman*
Ed Gold*
Laurie Jordan*
Linda Landry*
Connie Moreland-Bishop
Debbie Sarmento*
Julie Kingsley Widman*

DEPARTMENT LIAISONS

Erin Paulsen
Elise Parnes

WESTED STAFF

Monica Mathur-Kalluri
Angela McGuire
Virginia Reynolds

GUESTS

Meredith Cathcart, CDE
Jim Knight, DDS
Al Milan*, parent

*Parents

COMMITTEE OF THE WHOLE

- **AGENDA**
 - ▶ **SEPTEMBER 19, 2013**

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING AGENDA**

COMMITTEE: Committee of the Whole

RECORDER:

DATE: September 19, 2013

AGENDA

- I. Introductions And Welcome To Members

- II. Review "Family Assessment" Document

- III. Review Natural Environment Resources

- IV. Action And Recommendations

- V. Next Meeting

TRAVEL FORMS

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION SUMMARY OF ALLOWED TRAVEL EXPENSES

ICC Members will be reimbursed for the actual cost, up to the maximum allowance, for each meal, lodging, and incidental expense for each complete 24 hours of travel. Original receipts with zero balance are required to substantiate actual lodging expenses.

The State of California has policies and regulations regarding expenditure of state funds on travel, which includes transportation, meals, and lodging. The following are the allowances and travel reimbursement rates approved by the Department of Personnel Administration. **If in doubt about any expense, consult with ICC Staff Manager prior to incurring expense.**

MEALS

It is important to remember there are **NO FLAT RATE** reimbursements. All meals claimed are to be for the actual amount of expense, up to the maximum allowed. Since no provision requires submission of meal receipts, it is the traveler's responsibility to retain receipts and other records of expense in case of an audit. **No lunch or incidental may be claimed on trips of LESS than 24 hours.**

BREAKFAST	Up to \$6.00	May be claimed for a trip that begins at or before 6:00 a.m. and ends after 8:00 a.m.
LUNCH	Up to \$10.00	May be claimed for a trip that begins at or before 11:00 a.m. and ends at or after 2:00 p.m. on the following day.
DINNER	Up to \$18.00	May be claimed for trips that begin at or before 5:00 p.m. and end at or after 7:00 p.m.
INCIDENTALS	Up to \$6.00	May be claimed for trips over 24 hours.

LODGING

Travel must be 50 miles or more from home to claim lodging expense.

MOST COUNTIES IN CALIFORNIA	Actual cost of lodging up to \$84.00 per night, plus taxes. Requires submission or receipt.
LOS ANGELES AND SAN DIEGO COUNTIES	Actual cost of lodging up to \$110.00 per night, plus taxes. Requires submission of receipt.
SAN FRANCISCO, SAN MATEO, SANTA CLARA, AND ALAMEDA COUNTIES	Actual cost of lodging up to \$140.00 per night, plus taxes. Requires submission of receipt.

TRANSPORTATION

Please choose the most economical method of travel. A personal car or rental car may be used in lieu of other transportation options if it is more cost effective.

Any use of a rental car requires prior authorization by the ICC Staff Manager.

AIRLINE	All flights are booked thru Southwest Airlines. Privately arranged airline travel to and from the meeting will be reimbursed for actual costs, up to a maximum of the cost of state contracted airline travel. Southwest air flights must be arranged according to SWABIZ procedures. Please contact ICC Coordinator for more information.
PERSONAL CAR	Actual mileage to and from the meeting will be reimbursed at 0.565 cents per mile with the maximum allowance up to the cost of state contracted airline transportation. Your automobile license number will need to be listed on your travel claim form. Actual mileage to and from the airport will be reimbursed at 0.565 cents per mile.
TAXI/SHUTTLE SERVICE	Fare plus 15% tip is allowed. Requires submission of original receipt.
CAR RENTAL	Actual rental cost, with original receipt, is reimbursed with prior approval. No reimbursement will be made for the purchase of a damage waiver (collision insurance) or "PEC" (Personal Effects Coverage). Gas reimbursed with original receipt.
PARKING	Receipts are required for reimbursement of any amount over \$10.00. Airport parking cannot exceed the economy, long term rate.

GENERAL TRAVEL ARRANGEMENTS

ICC Members must arrange airline travel through www.swabix.com or by calling (800) 435-9792. Please submit your travel needs no later than three weeks prior to the ICC meeting. You will need the following information:

- Your name and fax number
- State that you are traveling under Department of Developmental Services/Interagency Coordinating Council
- Billing Code 86232
- Destination details

It is not necessary to show the airfare cost on your travel worksheet for travel arranged through STS, however you must submit your itinerary with your Travel Expense Claim.

CHILD CARE REIMBURSEMENT

ICC Members who are a parent of a child with special needs may claim reasonable childcare costs for meeting attendance by submitting a signed receipt (including child's name, dates, number of hours and cost per hour) from the provider.

TRAVEL ADVANCES

Travel advances are available to ICC Members by contacting the ICC Coordinator Anastacia Byrne-Reed at (916) 654-1590 or AReed2@dds.ca.gov. Advances may be used to secure your room deposit as well as other travel expenses. Please request a travel advance no later than three weeks prior to travel to allow time for processing and mailing of the advance to you. Travel advances **must be cleared within two months of use** by submitting a travel expense claim or remitting payment for the remaining balance. Following the meeting, a Travel Expense Claim must be submitted to clear the advance before another advance can be issued.

SWABIZ

Effective July 1, 2006, Southwest Airlines (SWA) will no longer provide contracted fares through travel agencies. Therefore, in order to receive the state contracted fares, SWA flight reservations cannot be made through Sacramento Travel Agency and must be made online. The SWA website for making reservations is www.SWABIZ.com or call Toll Free 800/435-9792.

To make online reservations, each traveler must establish a Rapids Reward Account before a reservation can be made. The Rapid Rewards number is 214/792-4223.

WORKSHEET FOR CLAIMING TRAVEL EXPENSES

This form is for identifying the travel expenses for which you are claiming reimbursement. Complete this form, sign the Travel Expense Claim – STD 262 (on the last line of the form) and provide the last four digits of your social (top of the form), **leave the rest of the form blank**, and submit both forms to Patric Widmann, Department of Developmental Services, Children & Family Services Branch, Interagency Coordinating Council, 1600 Ninth Street, Room 330, Sacramento, CA 95814. Reimbursement for expenses is limited to the amounts and by the conditions specified in the Summary of Allowed Travel Expenses which you have received. We will complete and submit your Travel Expense Claim form based on the information you provide. Please include Travel Claim Expense form with **original** signature and the last four digits of your social security number. Please attach all original receipts (including airline itinerary) except those incurred for meals (keep those for your records).

ICC Member Completes:

Left Home: _____
 Date _____ Time _____ am / pm (circle one)

Returned: _____
 Date _____ Time _____ am / pm (circle one)

PLEASE ATTACH ORIGINAL RECEIPTS

Airline Receipt (RECEIPT REQUIRED, even if prepaid) PREPAID BY ICC/DDS _____ PAID _____ (check one)	\$			
Miles Traveled by Own Car _____ at 0.565 cents per mile	\$			
Car Rental Receipt (RECEIPT REQUIRED, even if prepaid) PREPAID BY ICC/DDS _____ PAID _____ (check one)	\$			
Lodging Receipt (must have original lodging receipt with a "0" balance)	\$			
Taxi or Shuttle (over \$10.00, include receipts)	\$			
Parking and Bridge Tolls (over \$10.00, include receipts)	\$			
Child Care Receipt (ICC parent representative)	\$			
Miscellaneous Expense (need receipt[s])	\$			
MEALS (NO RECEIPTS NEEDED)				
DATE	BREAKFAST (\$6)	LUNCH (\$10)	DINNER (\$18)	MEAL TOTALS
	\$	\$	\$	\$
	\$	\$	\$	\$
	\$	\$	\$	\$
EXPENSE GRAND TOTAL				\$

 ICC Member Name Print or Type last four of SSN# _____ Signature

 Telephone _____ Car License Plate Number

 Street Address City State Zip Code

 Location of Meeting _____ Purpose of Meeting

Instructions for STD. 236 Hotel/Motel Transient Tax Waiver

Fill out the attached Use STD. 236 to get your Hotel/Motel Transient Occupancy Tax Waived. Please note that not all hotel motel-operators will honor this form as they are not mandated to do so.

Print or type in the following fields

- Date
- Hotel/Motel Name
- Hotel/Motel Address
- Occupancy Dates
- Amount Paid
- Traveler's Name
- Executed At
- Traveler's Signature
- Date Signed

Provide Hotel/Motel Operator with a copy for their records.

If you should have any questions, please call Patric Widmann at 916/654-3722 or Anastacia Byrne-Reed at 916-/654-1596.