

**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING MINUTES**

**COMMITTEE:** Public Awareness  
**DATE:** May 17, 2001  
**RECORDER:** Cheryl Holden

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**MEMBERS PRESENT:** Zelna Banks, Stephanie Pringle Fox, Martha Sanchez

**MEMBERS ABSENT:** Gwendolyn Aldridge, Ellen Broms, Hedy Hansen,  
Elaine Fogel Schneider, Nenita Herrera-Sioco, Shirley Stiler

**DDS LIAISON:** Pat Hastings

**STAFF:** Cheryl Holden

**GUESTS:** Elissa Provance

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**I. Introductions**

Introductions were made.

**II. Agenda Review**

The proposed agenda was reviewed and approved.

**III. Review of Minutes**

The approval of the Minutes from March 22, 2001 was tabled as there were not enough members present for a quorum.

**IV. Content Review of the Early Start Annual Performance Report**

The committee reviewed the content of the ICC section of the Early Start Annual Performance Report. The committee requested additional time to adequately review and provide input to the report. It was agreed that the report would be mailed to committee members who are absent today. Members may submit changes to Cheryl Holden, DDS staff. The final deadline for submission of edits is May 25, 2001.

**V. Report on ICC Orientation Manual**

The committee discussed the content of the ICC Orientation Manual. It was suggested that the manual include the role of the community representative. Other suggestions for items to be included in the manual were the *Early Start Central Directory of Early Intervention Resources*, the *Early Start Annual Performance Report*, an order form for Early Start materials, an ICC Membership list, and travel reimbursement procedures. The committee would like to develop mentorship options and list of contacts. They identified a need to recruit additional mentors from different areas of the state. Co-Chair Martha Sanchez will make a recommendation to the Full ICC that ICC Orientation Manual be given to community representatives and the above items be included.

**VI. Target Audience for Foster Care Outreach**

The committee discussed possible audiences in the foster care community who could benefit from Early Start resource materials. The following were suggestions were identified: CA Association of Foster Parents, foster family agency associations, and Court Appointed Special Advocates (CASA) groups. The committee suggested contacting Pat Aguilar from Department of Social Services (DSS) for assistance in identifying other entities working with children in foster care living arrangements and existing DSS statewide dissemination strategies.

**VII. Media Tools - Share Ideas and Strategies**

Elissa Provance of Early Start Resources shared the "Media Kit" which was started in 1995. The "kit",

which is actually a manual, addresses outreach strategies to families and medical professionals. It was suggested that the name be changed to "Child Find and Outreach Tools" in order to highlight Child Find as a required component of Part C programs. The target audiences for the "Child Find and Outreach Tools" manual could include: Family resource centers and networks, parent organizations, Special Education Local Planning Areas, and regional centers. The committee estimated a need for approximately 200 copies for the initial dissemination. Stephanie Pringle Fox agreed to complete a revised draft of the "Child Find and Outreach Tools" manual for the July PAC meeting.

Other community outreach presentations and efforts were shared with the committee. Cheryl Holden shared a Power Point slide show about child find and referral presented at the Service Coordination Institute: Foundations. Elissa Provance shared a packet of public awareness materials presented at the FRC/N Conference and an update about outreach to the Indian tribal groups in San Diego and San Francisco. Zelna Banks shared her experience staffing the Early Start resource booth with ESR staff at the Infant Development Association (IDA) conference in April. Zelna emphasized the popularity of the multi-lingual materials at the IDA conference. ESR provided staff and Early Start materials at the Child Welfare Summit in Anaheim.

Zelna shared a brochure titled "Early Warning Signs" as an example of information that could be included in a two year calendar. Zelna also shared a calendar developed and disseminated by the Long Beach Early Intervention Council. Martha shared a desk calendar from DSS that was disseminated at the March ICC meeting. The committee had a rich discussion about these products and suggested that "Share Samples, Ideas and Strategies" be a standing item on the PAC committee agenda.

#### VIII. Follow Up on Prior Activities

At the March meeting it was suggested that "Follow Up on Prior Activities" be a standing agenda item. It was agreed that this topic should be a regular part of each agenda. The committee suggested using a T-grid similar to the one used by the Family Support Services Committee to track progress and activities.

#### IX. State Reports

**Department of Developmental Services (DDS)** - Pat Hastings and Cheryl Holden reported on the following:

Governor Gray Davis Proclaimed May 2001 as Drowning Prevention Month. DDS developed a press release for regional media. The proclamation and press release were posted on DDS web site at [www.dds.ca.gov](http://www.dds.ca.gov). DDS, the Department of Health Services, and the California Drowning Prevention Foundation sponsored a color brochure titled "Kids Aren't Drown Proof". Copies of the brochure and the press release were sent to all regional centers and Early Start Family Resource Centers/Networks.

The Service Coordination Institute: Foundations (SCI:F) training event is scheduled for May 22-24, 2001 in South San Francisco. The March, 2001 SCI:F in Burbank received very high evaluation marks by participants. Over 200 participants are registered for the South San Francisco training.

The Service Coordination Institute: Advanced (SCI:A) is scheduled for June 12-13 in Burbank. The focus of SCI:A is on transition, building and maintaining relationships, and supporting families through change.

The Early Start public service announcement has been translated to Spanish and is being approved for dissemination. It will be available for viewing at the ICC meeting in July, 2001. Future plans include translations to Chinese, Korean, and Vietnamese languages.

Ken Freedlander, Chief of the Early Start Local Support Section, has hired several new staff. The Assistant Chief of the section is Yvonne McCuiston. Debby Reath and James Johnson will serve as Community Program Specialist liaisons.

DDS is currently involved in a re-alignment. The Prevention and Children's Services Branch will be combined with the Health and Wellness Section and Office of Clinical Services. Effective 6/1/01, the branch will be called the Health and Developmental Services Branch.

As part of the Office of Special Education Program's (OSEP) Continuous Improvement Monitoring Process, California is one of 10 states that will participate in a Self-Assessment and Improvement Planning. A comprehensive Self-Assessment will be completed by December, 2001.

The May Revision of the Governor's Budget included a General Fund reduction for Early Start. A reduction of \$2.6 million, originally provided in the Governor's Budget, was intended for Regional Center clinical and support staffing ratio increases. The May Revision continues \$48.4 million (\$3.6 million General Fund) for Early Start, including \$8.6 million for clinical evaluation and assessment.

The IFSP brochure has been approved to be expanded into a booklet. Early Start Resources is gathering examples from California and other states for use in concept development.

As a result of the Department's review of Early Start compliance complaint procedures, we are now requiring that when a complaint is filed on behalf of a child by an individual or organization other than the child's parent or legal guardian, the complaint must be accompanied by a signed consent authorizing the filing of the complaint. The consent must also include authorization for the individual or organization which files the complaint to receive personally identifiable information about the complainant.

The Baby Line toll free information line

- had 178 calls in March, 2001
- had 222 calls in April, 2001
- had 929 calls since January, 2001

**California Department of Education (CDE)** - There was no representative present.

**Department of Alcohol and Drug Programs (ADP)** - There was no representative present.

X. Early Start Resources Report - Elissa Provance provided a report on the number of Early Start products, resources and information disseminated. See attached report.

XI. Other Business - There was no other business discussed.

XII. Proposed Agenda Items for Next Meeting

1. Approve March and May minutes
2. Action item to approve Annual Report
3. Follow Up on Prior Activities (Discuss T-Grid)
4. Share Samples, Ideas and Strategies of Public Awareness Tools
5. Review "Child Find and Outreach Tools" Manual

XIII. Meeting Adjourned

