

Approved on 04/29/10

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING NOTES**

COMMITTEE: Qualified Personnel Committee (QPC)

RECORDER: Angela McGuire, WestEd/CPEI **DATE:** February 25, 2010

COMMITTEE MEMBERS

PRESENT: Marie Kanne Poulsen, Kris Pilkington, and Pam Quiroz (CDE)

ABSENT: Ellen Cervantes, Madelyn Journey-Lynn, Beverley Morgan-Sandoz, Patric Widmann (DDS)

GUESTS: Kat Lowrance, Elise Parnes, Linda Landry

LIAISONS: Virginia Reynolds (staff)

NOTES

- I. INTRODUCTION AND WELCOME TO NEW MEMBERS
 - A. Kat Lowrance attended as a guest and requested to be reassigned to this committee.
 - B. Community issues
 - Discussion around Prevention Program (PP) numbers and impact.
- II. AGENDA REVIEW
 - A. Agenda was proposed and approved
- III. REVIEW AND APPROVAL OF NOTES
 - A. Notes were approved
- IV. CHAIR'S REPORT
 - A. No report
- V. PRIORITY TASKS/DISCUSSION
 - A. EI field and interagency training strategies on policy changes
 1. Recommend to Policy Committee: Training needs to be ongoing, this is not a one-shot deal. Outreach/training to pediatricians is needed to avoid drops in referrals. Committee discussed apparent drop in referrals, challenges of accessing insurance, and mismatch of

insurance funding and providing services in natural environments.

2. Need clarity about implementation of changes (PP and use of insurance) for system administrators to assure compliance with timelines and requirements and focus on quality of services. Suggested that information available on DDS Early Start (ES) Home Page take a promotional approach: Early Start is still a part of the DDS system.
 3. Discussed recent training activities by various groups in various venues (Advanced Practice Institute, Infant Development Association, Family Resources and Supports Institute...) and need for assessment to find out what kind of training and outreach is already being done.
 4. **This Committee will focus attention on Early Start training.**
- B. Review of 3-5 year plan for Early Start Comprehensive System of Personnel Development (CSPD)
1. APRIL: WestEd CPEI will present an overview of CSPD Framework, including proposed Early Start Personnel Manual (ESPM), ES Personnel Development Delivery Model, Community College Personnel Preparation Project and Higher Education activities.
 2. Discussed idea of creating/including a family resource specialist certificate.
- C. ESPM review and approval
1. Committee members were asked for input. ESPM is scheduled to come to Committee in April, to ICC in August. Original ESPM was approved as 'ICC Recommended' in 1999; this is a revision/re-recommendation.
- D. Relationship of Prevention Program to ES Institutes and scholarships was addressed at Executive Committee meeting.

VI. COMMITTEE ACTIVITIES

A. Membership

- Need RC and LEA representation to the QPC.
- Would like First5 representation.

B. Monitoring

- Chair shared Monitoring Record Review form. We will request an update on monitoring plans for DDS.

C. Public input- Goal of committee is to analyze public input for trends and emerging issues.

VII. ACTION AND RECOMMENDATIONS

E. Recommendations to Policy Committee:

1. Training on Policy Changes:

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- On-going outreach and training to pediatricians and hospitals is needed to avoid drops in referrals.
- System administrators need clarity about implementation of changes (PP and use of insurance) to assure compliance with timelines and requirements and focus on quality of services. Clarify that Early Start exists in the law and all requirements still apply.
- Extend outreach/webinars to FRCs and about system requirements, rights and responsibilities.

F. Requests to Executive Committee for Membership Action :

1. Invite First5 (Mike Fuller) to have a seat on QPC.
2. Committee needs LEA and RC representation. Invite RC training coordinator (via Diane Ambrose) to join QPC.
3. Reassign Linda Landry and Kat Lowrance to QPC.

G. Request to DDS for Information

1. QPC would like an update on monitoring plans.

VIII. NEXT MEETING

A. April 29, 2010

B. Proposed agenda items:

- Overview of ES CSPD
- Early Start Personnel Manual