

**STATE INTERAGENCY COORDINATING COUNCIL
ON EARLY INTERVENTION**



Together, we make a difference!

WestEd, Sacramento

November 14 & 15, 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 (DDS) 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. This includes 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: October 15, 2013

TO: ICC MEMBERS AND COMMUNITY REPRESENTATIVES

SUBJECT: NOVEMBER 14 & 15, 2013 ICC MEETING

The following is information regarding the November 14th and 15th, 2013 ICC Meeting which will be held at WestEd in Sacramento. Directions, parking, and airport shuttle information to WestEd are included in this notice. Remote connection information will be provided as it becomes available.

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/earllystart to view previous ICC meeting minutes and additional information about California Early Start.

PROPOSED AGENDA

DATE: THURSDAY, NOVEMBER 14, 2013
TIME: 10:00 A.M.-12:00 P.M.

Executive Committee Meeting

The Executive Committee will discuss status of member recruitment, natural environment models, proposed tasks and future presentations. There will be a presentation on *Services for Special Populations*.

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

Committee of the Whole (COTW)

Review edited version of the Assessment of Family Strengths and Needs (formerly Family Assessment) document. Discuss Natural Environment research articles and develop a framework for a white paper. There will be a presentation on Models for Transitioning to Natural Environments.

DATE: FRIDAY, NOVEMBER 15, 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. There will be a presentation by Diane Brown from the Department of Social Services on *Building a System of Support for Young Children in Foster Care*. Two action items will be voted on: 2014 Meeting Schedule and the 2012-13 ICC Annual Activity Report.

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 Capitol Plaza
300 J Street
Sacramento, CA 95814
Telephone: 916-446-0100 toll free 888-465-4329

I-5 NORTH:

Take I-5 North. Take J Street Exit. Stay straight and flow directly 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-VANSuper 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.

INSTRUCTIONS FOR JOINING THE NOVEMBER 2013 ICC MEETINGS from a remote location:

For those who cannot participate in person, the ICC Executive Committee and Committee of the Whole Meeting (Thursday, November 14, 2013 at 10:00 A.M. and 1:30 respectively) and the ICC General Meeting (Friday, November 15, 2013 at 8:30A.M.) may be offered in a webinar format. Please visit our web site for more information as the meeting dates get closer.

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
NOVEMBER 2013**

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Additional materials can be found at:

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

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STATE INTERAGENCY COORDINATING COUNCIL
Thursday, November, 2013

Executive Committee Meeting.....10:00 A.M. – 12 Noon
Committee of the Whole.....1:30 P.M. – 4:30 P.M.

FRIDAY, NOVEMBER 15, 2013
AGENDA

1. **8:30 A.M.** Introductions and Announcements.....Theresa Rossini, Acting Chair
2. Agenda Review.....Theresa Rossini, Acting Chair
3. Approval of September 20, 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.....Theresa Rossini, Acting Chair
7. ICC Staff Report.....Madeline Journey-Lynn
8. ICC Recruitment Update.....Theresa Rossini, Acting Chair
9. Outreach to Special Populations.....Theresa Rossini, Acting Chair
10. Action Item 2014 ICC Meeting Schedule.....Madeline Journey-Lynn
11. **10:00 A.M.** Public Input.....Interested Parents and Members of the Public
12. 2012-13 ICC Annual Activity Report.....DDS Staff
13. **11:00 A.M.** Special Report.....Diane Brown, Department of Social Services
Building a System of Support for Young Children in Foster Care
14. Family Resource Center Network of CA Report.....Linda Landry
15. Agency Reports.....Reporter
 - Department of Public Health –Home Visiting Program.....Chris Krawczyk
 - Department of Developmental Services.....Jim Knight
 - Department of Social Services.....Diane Brown
 - Department of Health Care Services.....Virginia Bliss
 - Department of Managed Health Care.....Susan Burger
 - California Department of Education (CDE) Special Education.....Meredith Cathcart
 - CDE Office of Homeless Education.....Leanne Wheeler

- First 5 California.....Vacant
- 16. Other Business.....Theresa Rossini, Acting Chair
- 17. **1:30 P.M.** Adjournment.....Theresa Rossini, Acting Chair

ICC ROSTER

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Full ICC Roster Information can be found at:
<http://www.dds.ca.gov/EarlyStart/ICCRosters.cfm>

2013 DEADLINES FOR ICC MEETING MATERIALS

ICC MEETING ACTIVITY ALL MATERIALS ARE SUBMITTED TO MADELINE JOURNEY-LYNN MADELINE.JOURNEY-LYNN@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 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"> • 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

DRAFT
STATE INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION
GENERAL COUNCIL MEETING MINUTES

Friday, September 20, 2013

MEMBERS PRESENT

Theresa Rossini* - Acting Chair

Virginia Bliss, M.D., Designee for the Director, DHCS

Arleen Downing, M.D.

Gretchen Hester*

Jim Knight, Designee for the Director, DDS

Marie Kanne Poulsen, PhD

Leanne Wheeler, Designee for Superintendent Tom Torlaksen, CDE

DRAFT

MEMBERS ABSENT

Susan Burger, Designee for the Director, DMHC

Beverly Morgan-Sandoz

Elaine Fogel Schneider, PhD

STAFF

Anastasia Byrne-Reed*, ICC Coordinator, DDS

Patric Widmann, ICC Supervisor, DDS

OTHERS PRESENT

Refer to Attachment A

*PARENT

CALL TO ORDER

Theresa Rossini called the meeting to order at 8:30 a.m.

OPENING ROLL CALL

Stacie Byrne-Reed took roll.

INTRODUCTIONS AND ANNOUNCEMENTS

Theresa Rossini requested those calling into the meeting to mute their lines and called members' attention to the agenda.

AGENDA REVIEW

The agenda was approved with the following additions and revisions:

- Home Visiting Report will be at 12 noon.

APPROVAL OF THE MAY 17, 2013 MEETING MINUTES

The minutes were approved as written.

CHAIR'S REPORT

Theresa Rossini thanked Marie, Beverley, and Gretchen for assisting her when she needed some extra help due to family situations. Theresa presented certificates of appreciation to the following folks that have moved on and stated that they will be missed:

- Cheryl Treadwell moved to another position within Department of Social Services
 - Anastasia Byrne-Reed, whom Theresa personally thanked for all of the help provided and said, "You will be missed sorely." Linda Landry added that Stacie worked in a gracious manner, always smiling and really helped improved things, including the website during her time with Early Start
 - Terry Colborn has retired from Easter Seals
 - Don Braeger* moved to Department of Health Care Services
 - Michelle Donahue* moved to California Department of Education
 - Michael Miguelgorry* moved to California Department of Education
- *DDS staff

EXECUTIVE COMMITTEE CHAIR REPORT

Marie Paulsen reported the following:

- There was considerable discussion regarding the lack of requisite representation of parents with young children on the ICC.
- Community representatives and ICC members were urged to encourage parents and organizations to send letters to the Governor's Appointment Secretary requesting that requisite seats be filled.
- Organizations that have committed to send a letter or who will be contacted to do so include
 - IDA - Infant Development Association
 - First 5 Agencies
 - California Center for Infant-Family and Early Childhood Mental Health
 - ARCA
 - American Academy of Pediatrics
 - CSHA - California Speech and Hearing Association
 - Family Resource Center Network
 - State Senators
 - State Assemblymen

Special Presentation

- Patty Salcedo and Elizabeth Schroeder presented a power point presentation on Desired Results Developmental Profile (DDRP) Access Assessment System, which was designed to track developmental progress in infant/toddler and preschool children receiving special education. Refer to the Executive Committee minutes for power point and further detail.

COMMITTEE OF THE WHOLE (COTW) CHAIR'S REPORT

Theresa Rossini reported that the committee spent the majority of time reviewing the Family Assessment document which is now called the *Assessment of Family Strengths and Needs*. The

edited document will be sent out two weeks prior to the November ICC meeting in a final effort to gain input.

Theresa requested members to prepare for the next meeting by reading Natural Environment articles within section number four of the Literature Review list and an article regarding natural environments for infants and toddlers who are deaf or hard of hearing as home work in preparation for group discussion.

For those on the phone, Theresa requested suggestions regarding how to make the process and involvement easier/smoothen for those that call, recognizing that it was difficult for some to follow along by telephone. Linda said that it would be helpful to make edits on the document being reviewed on WebEx so that participants can follow along that way.

ICC STAFF REPORT

Patric Widmann said that there will be another national ICC webinar in November. DDS will notify the group regarding specifics for the webinar as soon as the federal government provides the information.

PROPOSED 2014 MEETING DATES

Patric Widmann reported that there was some concern with the May 2014 ICC meeting date. It is just prior to a holiday weekend, which may impact attendance. The group decided to change the dates for May to May 15-16, 2014 and will confirm the change as an action item in November.

ICC RECRUITMENT UPDATE

Theresa Rossini stated that Marie gave this update during the Executive Committee report.

OUTREACH TO SPECIAL POPULATIONS

Theresa Rossini reported that at an upcoming ICC meeting (in November or February), the ICC will hear presentations from special population groups, possibly including Native American and families experiencing domestic violence.

PUBLIC INPUT

Theresa Rossini asked for any parent input. Hearing none, Theresa asked for input from the members of public and the following was shared:

- Fran Chasen, Community Representative, Infant Development Association (IDA). Fran explained that IDA is looking to put together a quick platform, including services and best practices from the perspective of the providers and parents. Insurance for paying for services and what that has done to the service delivery system and linking to Early Start. IDA does various state trainings throughout the State, including *De-mystifying California Children's Services (CCS)*. Fran reported the IDA Northern California Regional Conference is being held on September 20-21, 2013. Information for the conference as well as other upcoming trainings can be found on the IDA website <http://www.idaofcal.org>. Fran discussed various current topics within federal government, including authorization of food stamp money and safety net dollars and stated that she suggests people pay attention to the federal discussions as they are relevant to the group's work.

No other public input was provided

FAMILY RESOURCE CENTER NETWORK OF CALIFORNIA REPORT

Family Resource Centers Network of California (FRCNCA)

Linda Landry reported the following:

The Steering Committee meets monthly via conference call.

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

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

13 FRCNCA representatives are participating as a part of the **CAPTAIN (California Autism Professional Training and Information Network)**.

Over 60 ESFRC staff have been trained on the Standards of Quality for Family Strengthening and Support. Two additional trainings are planned for October. We have three certified trainers and three in the process of becoming certified trainers.

The FRCNCA will have an outreach table at the CA Child Abuse Prevention and Early Intervention Summit: Preventing Child Abuse & Neglect: The Power of Community/The Summit in Sacramento and is participating in a workshop on Supporting Fathers of Children with Special Needs. The FRCNCA will also have an outreach table at the International DEC conference in San Francisco.

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

- The FRCNCA is in the process of completing the 2013 -2015 PRRS contracts with the 41 FRCs that are implementing the service.
- Bimonthly 1800 Second PRRS calls on the 1st and 3rd Wednesday 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. Attendance averages around 25.
- Individualized technical assistance and training is ongoing
- Regional meetings are being held in October.

We continue to seek additional funding sources to maintain the coordination of the FRCNCA. Marie asked about the FRCNCA participation in the California Family Strengthening Roundtable (which brings together various Departments and initiatives Linda explained that the roundtable is looking at promoting the Strengthening Families Five Protective Factors. The group discussed that

RTT is also looking at the Five Protective Factors and that this seems to be a common element in different work being done with regard to the birth to three populations.

SPECIAL PRESENTATIONS

- Dr. Robin Hansen, from the MIND Institute, presented on Early Identification and Intervention: Austim Spectrum Disorder. The presentation included information regarding changes in the diagnostic criteria with the DSM 5 (See Attachment B for power point presentation)

Chris Krawczyk, California Department of Public Health, California Home Visiting Program Branch Chief, rescheduled his report to the November meeting.

AGENCY REPORTS

Department of Developmental Services (DDS)

Jim Knight reported the following:

- Personnel leaving DDS:
 - Terri Delgadillo, Director of Developmental Services, announced her retirement in late August after 35 years of State service. She will likely retire at the end of this year.
 - Anastacia Byrne-Reed has a new position at DDS and will be investigating consumer complaints in the Office of Human Rights and Advocacy. This will be Stacie's last ICC meeting.
 - Michele Donahue, Early Start Liaison, left DDS for the California Department of Education. DDS is currently recruiting for her replacement.
 - Don Braeger has accepted a new position at the Department of Health Care Services.
- New Personnel:
 - Madeline Journey-Lynn is the new ICC Coordinator. Madeline came from work as a retired annuitant having previously worked at the Department of Alcohol and Drug Programs (ADP) heading up the Fetal Alcohol Prevention Program. Madeline also served on the ICC as the representative for ADP.
 - Ashley Franklin is a new Community Program Specialist II in the State Services Unit. Ashley will be taking over the duties formerly completed by Michael Miguelgorry and will also assist with monitoring of regional centers. Ashley came from the Department of Social Services Child Abuse Prevention. She has completed a fellowship in Infant Mental Health and has her LCSW.
- Annual Performance Report – Federal Fiscal Year (FFY) 2011 Determination
 - California received the determination from OSEP on July 1, 2013.
 - California's determination for performance in FFY 2011 is "Needs Intervention."
 - This is the third consecutive year that California has received this determination for Part C.
 - The primary reason for this determination is California's failure to provide valid and reliable data for Indicator 8 (A, B, and C) for Transition. OSEP stated that the data for Indicator 8 is not valid and reliable since data for children with Solely Low Incidence disabilities served by the CDE was not included in the APR.
 - OSEP was required to take one or more of the six enforcement actions outlined in federal law.
 - OSEP chose the most lenient option and required DDS to submit a corrective action plan (CAP). DDS worked with CDE to devise the CAP that will resolve the data issue. The CAP was submitted to OSEP on August 14, 2013.

- Regulations Revision
 - As a result of findings from the OSEP visit in November 2010, DDS revised regulations to eliminate a State regulation that allowed parents to request an extension of the 45 day timeline. This update was a simple strike out of that provision. DDS completed the public hearings and public input on the change in August. The revisions were accepted by the Office of Administrative Law on September 10, 2013.
- Erin Paulsen, DDS Local Support Unit, reported the following regarding DDS Early Start monitoring:
 - The unit completed the federal fiscal year 2012 cycle in June, and reviewed a total of seven regional center programs, including: North Bay, Harbor, San Diego, Orange, East Los Angeles, Alta California, and Kern.
 - The unit began the federal fiscal year 2013 in July and the unit has reviewed San Gabriel/Pomona and San Andreas regional centers so far. Reviews for North Los Angeles and Tri-Counties regional centers are planned for October and November 2013.
 - The unit continues to compile data from the federal fiscal year 2012 visits for the compliance indicators. DDS reviewed a total of 235 regular records and 229 transition records. Performance on IFSP completion within 45 days improved from the prior fiscal year.
 - Regional centers continue to struggle with documentation of services on the IFSP pending determination of the funding source. DDS has been proactively addressing the issues by informing Early Start managers at Northern California and Southern California Supervisor meetings about the issues that come up during visits.

Department of Social Services (DSS)

No report available

Department of Health Care Services (DHCS)

Virginia Bliss, M.D. reported the following:

- Virginia Bliss, M.D., explained that she is a staff person at the DHCS within the subdivision of Systems of Care. Virginia stated that the programs within Systems of Care are mostly for children, including CHDP, High Risk Follow Up, and the Newborn Hearing Screening program. She explained she is one of several medical consultants and works specifically with California Children's Services (CCS) within the Systems of Care subdivision. Virginia explained that while she can address topics related to CCS, Toby Douglas is the broader spokesperson for the Department. Robert Diamond, M.D. is the chief medical officer for the program.
- "Genetically Handicapped" persons is one other population of focus.
- CCS develops quality standards for NICUs, which benefits all of the preemies in the California. The California NICU quality standards and data requirements are being worked on with the goal of improving outcomes for NICU babies.
- CCS has income criteria and is able to provide treatment for a very specific subset of children with eligible conditions. CCS also has some programs without income criteria for diagnostic and provision of medical therapy. Virginia offered herself as a resource if the group has questions.

Department of Managed Health Care

Department of Managed Health Care – Report unavailable.

With recent changes to medical insurance plans, information is being included to inform the ICC of the availability of DMHC’s Help Center. Many families have questions about health care or are experiencing problems with their health plans.

The following is information about the **DMHC Help Center**:

What can you do if you have a problem with your health plan or a question about health reform?

In California, you have a place to go – the **Help Center**.

The **Help Center** is part of the Department of Managed Health Care (DMHC). DMHC is a state agency that oversees health plans and protects the rights of health plan members. Our staff includes medical and legal experts.

The **Help Center** provides help in many languages. All services are free.

The **Help Center** can help you with problems and concerns like these:

- If your plan denies, delays, or modifies care, the **Help Center** I can’t get the medicine or treatment I need.
- I have to wait too long for a referral, authorization, test, or appointment.
- I am being sent home from the hospital too soon.
- I have a problem with a bill, claim, or co-pay.
- I received a bill for emergency or urgent care.
- I cannot get services in my language.
- My doctor or hospital is no longer with my health plan.

Can help you get an Independent Medical Review. Independent doctors from outside your health plan will review your case. Your health plan must do what the doctors decide.

You may qualify for an Independent Medical Review if:

- Your plan denies the care you need, and says that it is not medically necessary or is experimental.
- Your plan won’t pay for emergency or urgent care that you have already received.

What if you need health insurance? With health reform, you have more ways to get insurance. If the **Help Center** cannot help you directly, we will connect you to programs that can. Call us with concerns like these:

- Where can I buy health insurance if I have a health condition?
- I lost my job. How do I keep my health insurance?
- My insurance is being cancelled. Is this legal?
- Where can I get health coverage if I have a low income or not income?

To request help or ask questions:

- Call the **Help Center** at **1-888-466-2219 (TTY: 1-877-688-9891)**.

- Get forms and additional information at www.healthhelp.ca.gov (Managed care enrollees may now submit a complaint or an application for an Independent Medical Review online. Online forms are available in English and Spanish.)
- If you are not sure what to do, call the Help Center. We can explain your rights and options.

Department of Education – Special Education

No report available

Department of Education – Office of Homeless Education

Leanne Wheeler reported the following:

- The California Department of Education (CDE) is a large Department. Leanne explained that she can update the group on CDE specifically as it relates to homeless education. She joined the ICC at the beginning of the year and views her role as one of ensuring that family resource centers and regional centers and the network of people that work with the children and family consumers are collaborating with the homeless family service providers. Identifying and serving the population is the goal of the program. Leanne explained that her job is to work with LEAs (county offices, charters and school districts) that receive McKinney-Vento grants that provide supplemental funds to implement the McKinney-Vento Act. With these particular grant schools (5-10% of schools in CA), Leanne can provide the age birth-5 data. Leanne stated that she hopes that the data for the rest of the schools in CA will eventually be collected.
- Leanne explained that a process involving an intake, assessment of need, referral/resource linkage (ex., bus passes, provide transportation for medical appointments) or otherwise work to remove any barriers that challenge school attendance for the child or the child's family. Leanne explained that the work with children and families that are not yet school age should also be happening. Leanne explained that the law does not provide much funding so Leanne explained that the success will come through relationships (ex.-sharing knowledge of the program, building community support, making relationships with the Red Hat Society or other local civic organizations that can assist in various charitable ways). Leanne explained that the definition of "homeless children and youth" for this program is essentially defined as individuals who lack a fixed, regular, and adequate nighttime residence.
- Leanne explained that children in this program have the right to remain in the school of origin through the end of the school year –despite changes in location or residence—when doing so is determined to be in their best interest. When that is determined and a child is residing in a different school district than the school of origin, the school districts must work out transportation issues and agree or split costs.
- One of the ways that families are engaged in the program, is to share with families that the benefits of utilizing the liaison and services, that the child has additional rights under the program that aren't otherwise available, and, also, reassure families that the fact of being homeless is not a reason for mandated reporting.

Department of Public Health

Vacant; no report available.

First 5 California

Vacant; no report available.

OTHER BUSINESS

Theresa Rossini continued the review of the Family Assessment document since there was extra time within the agenda. Input was taken and documented.

ADJOURNMENT

Arleen Downing adjourned the meeting at 12:20 p.m.

DRAFT

OTHER ICC GENERAL MEETING TELECONFERENCE PARTICIPANTS

Friday, September 20, 2013

Community Representatives

Brigitte Ammons
Maurine Ballard-Rosa
Debbie Benitez
Fran Chasen
Toni Doman*
Laurie Jordan*
Linda Landry*
Jennifer Miller
Marty Omoto
Virginia Reynolds
Patty Salcedo
Debbie Sarmiento*
Elizabeth Schroeder
Julie Kingsley Widman*

DRAFT

DDS Staff

JoEllen Fletcher
Ashley Franklin
Erin Paulsen

Guests

Robin Hansen

*Parents

EXECUTIVE COMMITTEE MINUTES & AGENDA

- **EXECUTIVE COMMITTEE AGENDA**
 - ▶ NOVEMBER 15, 2013

- **EXECUTIVE COMMITTEES MINUTES**
 - ▶ SEPTEMBER 19, 2013

**STATE INTERAGENCY COORDINATING COUNCIL
EXECUTIVE COMMITTEE AGENDA**

**Thursday, November 14, 2013
10:00 A.M. ~ 12:00 P.M.**

1. Welcome.....Marie Kanne Poulson
2. Opening Roll Call.....Madeline Journey-Lynn
3. Introductions and Announcements.....Marie Kanne Poulson
4. Agenda Review.....Marie Kanne Poulson
5. Approval of September 19, 2013 Minutes.....Marie Kanne Poulson
6. Recruitment Update.....Marie Kanne Poulson
 - a. IDA (Marie) contacted them, but needs to follow-up
 - b. Zero to Three (no name, no follow-up)
 - c. First 5 of California (Linda)
 - d. Local First 5 agencies (Linda)
 - e. CA Center for Infant-Family & Early Childhood Mental Health (Marie) Done
 - f. American Academy of Pediatrics (Arleen)
 - g. ARCA (Linda)
 - h. Developmental Disabilities Council (Linda)
 - i. HRIF - High Risk Infant Family Program (Chris Krawczyk)
 - j. CASHA (Elaine)
 - k. Hydra-Simpson programs (Elaine)
 - l. CAPECE (Maurine) Marie will follow-up with MBR
 - m. UCEDD at Davis (Marie- Robin Hansen)
 - n. UCEDD at USC (Marie) Done
 - o. Family Resource Network (Debbie) will follow-up
 - p. State Senators and Assembly Representatives – everybody - please contact your applicable senator and representative
7. Department of Developmental Services Update.....Jim Knight, DDS
8. Special Presentation.....Patricia Lavalas-Howe
American Indian Infant Health Initiative Program (AIHI), DHCS
9. Race to the Top.....DDS Staff
10. Other Business.....Marie Kanne Poulson
11. Adjournment 12:00 P.M.....Marie Kanne Poulson

**LUNCH
NOON – 1:30 P.M.**

DRAFT
STATE INTERAGENCY COORDINATING COUNCIL
EXECUTIVE COMMITTEE MINUTES

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

MEMBERS PRESENT

Theresa Rossini,* Acting Chair
Virginia Bliss, M.D., Designee for the Director, DHCS
Diane Brown, Designee for the Director, DDS
Arleen Downing, M.D.
Gretchen Hester*
Marie Kanne Poulsen, Ph.D.

MEMBERS ABSENT

Susan Burger, Designees for the Director, DMHC
Beverly Morgan-Sandoz
Elaine Fogel Schneider, Ph.D.

DRAFT

STAFF

Anastacia Byrne-Reed,* ICC Coordinator, DDS
Patric Widmann, ICC Supervisor, DDS

OTHERS PRESENT

See Attachment A

CALL TO ORDER

Marie Kanne Poulsen called the meeting to order at 10:03 a.m.

OPENING ROLL CALL

Stacie Byrne-Reed took roll call.

INTRODUCTIONS AND ANNOUNCEMENTS

Marie Kanne Poulsen requested those calling into the meeting to mute their lines and called members' attention to the agenda.

AGENDA REVIEW

The agenda was approved with the following additions and revisions:

- Don Braeger is no longer with DDS; took a position with DHCS.
- Jim Knight will provide DDS update.

- JoEllen Fletcher will provide RTT-ELC update

APPROVAL OF THE MAY 16, 2013 MEETING MINUTES

The minutes were approved with the following amendment:

- Amend page 28, 4th paragraph to read: *Four staff members cover all of California. The team will visit seven regional centers by the end of the FY. The monitoring team will review approximately 300 records.*

SPECIAL PRESENTATION

Patty Salcedo and Elizabeth Schroder presented a power point presentation with handouts on the Desired Results Developmental Profile (DRDP) including an overview, key features, guiding principles, relationship to child outcomes and available reports. See Attachment B for Power Point Presentation and handouts. Questions and Answer session followed.

DEPARTMENT OF DEVELOPMENTAL SERVICES (DDS) UPDATE - JIM KNIGHT

- Personnel leaving DDS
 - Terri Delgadillo, Director of DDS announced her retirement in late August after 35 years of State service. She will likely retire at the end of this year.
 - Anastacia Byrne-Reed accepted a new position at DDS and will be investigating consumer complaints in the Office of Human Rights and Advocacy. This will be Stacie's last ICC meeting.
 - Michele Donahue, Early Start Liaison left DDS for the California Department of Education (CDE).
 - Don Braeger accepted a position at the Department of Health Care Services.
- New Personnel
 - Madeline Journey-Lynn is the new ICC Coordinator. Madeline comes to us from work as a retired annuitant having previously worked at the Department of Alcohol and Drug Programs (ADP) heading up their Fetal Alcohol Prevention program. Madeline also served on the ICC as a representative for ADP.
 - Ashley Franklin is a new Community Program Specialist II in our State Services Unit. Ashley will be taking over the duties formerly completed by Michael Miguelgorry and will also assist with monitoring regional centers. Ashley comes to us from the Department of Social Services, Child Abuse Prevention. She has completed a fellowship in Infant Mental Health and has her LCSW.
- Annual Performance Report (APR) – Fiscal Year (FY) 2011 Determination
 - California received the determination from Office of Special Education Programs (OSEP) on July 1, 2013 for FFY 2011.
 - California's determination for performance is "Needs Intervention." This is the third consecutive year California has received this determination for Part C.

- The primary reason for this determination is California’s failure to provide valid and reliable data for Indicator 8 (8a, 8b, and 8c) for Transition. The OSEP stated that the data for Indicator 8 is not valid and reliable since data for children with Solely Low Incidence disabilities E was not included in the APR.
- OSEP was required to take one or more of the six enforcement actions outlined in federal law. OSEP chose the most lenient option and required DDS to submit a corrective action plan (CAP).
- DDS worked with CDE to develop the CAP that will ensure that valid and reliable data is provided by February 1, 2014. The CAP was submitted to OSEP on August 14, 2013.

Questions and Answers followed this discussion and DDS agreed to email a copy of the CAP to the ICC.

DRAFT

RECRUITMENT – MARIE KANNE POULSEN

- No appointments have been made by the Governor’s Office.
 - Marie noted that in February a list of groups which need to be contacted was created.
- Discussion centered on who would send the “Appointment to the ICC” - template letter and follow-up with a phone call:
 - IDA (MKP) contacted them, but needs to follow-up
 - Zero to Three (no name, no follow-up)
 - First 5 of California (LL)
 - Local First 5 agencies (LL)
 - CA Center for Infant-Family & Early Childhood Mental Health (MKP) Done
 - American Academy of Pediatrics (Arleen Downing)
 - ARCA (LL)
 - Developmental Disabilities Council (LL)
 - HRIF - High Risk Infant Family Program (Chris Krawczyk)
 - CASHA (EFS)
 - Hydra-Simpson programs (EFS)
 - CAPECE (MBR) MKP will follow-up with MBR
 - UCEDD at Davis (MKP- Robin Hansen)
 - UCEDD at USC (MKP) Done
 - Family Resource Network (DS) will follow-up
 - State Senators and Assembly Representatives – everyone please contact your applicable senator and representative

CHANGES IN AGENDA

Work Plans (Marie Kanne Poulsen stated there were 10 minutes left at this point in the meeting. The discussion centered on how to amend the agenda; to put the work plans into the afternoon agenda.

RACE TO THE TOP – EARLY LEARNING CHALLENGE (RTT-ELC) - JOELLEN FLETCHER

- DDS has a RTT project with WestEd coordinating.
- WestEd gathered the action plans from the 17 different consortia

- An analysis has been done and it will be presented in the fall.
- DDS sent out letter to introduce itself and WestEd to all consortia members and let group know technical assistance is available.
- Virginia and Debbie will contact the different consortia for presentations and/or TA
- DDS has contacted the South and North Regional Center Supervisor's groups with the idea of connecting them with the consortia.
- Website for RTT – www.cde.ca.gov go to Child Development Division for info on RTT
- RTT/CDE portal also has APR and Legislation report

PROPOSED SPECIAL PRESENTATIONS - THERESA ROSSINI

- Prioritizing for the November and February meetings
- November 2013 N/A
- February 2014 – Special Populations
 - Discussion: possible areas - Homeless, Native Americans, DV
 - Who has the least representation with ES? – Native Americans (aka American Indians)
 - DDS has contacted Homeless Education (ICC rep – Leann Wheeler), American Indian Infant Health Program (doing outreach), Domestic Violence Coordinator, Foster Care and Wards of the State
 - Other suggestion? Email Patric Widmann and cc: Madeline Journey-Lynn.
- Suggestion some regional centers have grants to look at infant mental health this might make a good panel discussion for a future meeting.

Other Business – None

Adjournment 12:00 p.m.

Lunch 12:00 p.m. – 1:30 p.m.

COMMITTEE OF THE WHOLE (COTW)

- **COTW AGENDA**
 - ▶ NOVEMBER 14, 2013

- **COTW COMMITTEES MINUTES**
 - ▶ SEPTEMBER 19, 2013

COMMITTEE OF THE WHOLE AGENDA

Thursday, November 14, 2013
1:30 P.M. ~ 4:30 P.M.

1. **1:30 P.M.** Introductions and Welcome to Members.....Theresa Rossini
2. Tasks and Workplans.....Theresa Rossini
3. Natural Environment articles.....Theresa Rossini
The group will complete a review of the fourth section (A, B, and C) in the Natural Environment literature review along with the Nancy Sager article regarding children who are deaf or hard of hearing.
 - a) Discuss the articles which were sent to the group to read:
 - i. Position Paper on the Provision of Early Intervention Services in Accordance with Federal Requirements on Natural Environments. 2000.
 - ii. Seven Key Principles: Looks Like/Doesn't Look Like. Workgroup on Principles and Practices in Natural Environments. 2008.
 - iii. Agreed Upon Practices for Providing Early Intervention Services in Natural Environments. Workgroup on Principles and Practices in Natural Environments. 2008.
 - iv. Natural Environments for Infants and Toddlers Who Are Deaf or Hard of Hearing and Their Families. 2006. (Link from Nancy Sager; this article is added to the literature view section number 4)
 - b. Develop a framework for the white paper
 - i. Provide guidance on how to have conversations about NE with parents and providers
 - ii. How to respond to the lack of providing services in NE
 - iii. Comments on specific practices that support and compliment NE in addition to the basic requirement
 - iv. What is/is not acceptable for the NE requirement
 - c. Panel on Natural Environments
 - i. Ellen Wright, Alta California Regional Center - will explain how ACRC moved towards services in NE, vendor reaction, progress, barriers and solutions
 - ii. Arleen Downing, ICC Member – will provide a synopsis of the pediatric article focusing on NE, coaching and how medical home and EIS should work together
 - iii. Kristine Pilkington, Occupational Therapist – will talk about switching services to NE and coaching, what it is, how it was done and costs differences.
4. Assessment of Family Strengths and Needs (formerly - Family Assessment).....
Continue and/or completion of review.....Theresa Rossini
5. Action and Recommendations.....Theresa Rossini
6. Next Meeting.....Theresa Rossini
7. **4:30 P.M.** Adjournment

DRAFT
State Interagency Coordinating Council
Committee of the Whole Minutes

Thursday, September 19, 2013

MEMBERS PRESENT

Theresa Rossini*
Diane Brown
Arleen Downing
Gretchen Hester*
Marie Kanne Poulsen
Elaine Fogel Schneider
Leanne Wheeler

DRAFT

MEMBERS ABSENT

Susan Burger
Beverly Morgan-Sandoz

STAFF

Anastacia Byrne-Reed
Patric Widmann

WELCOME AND INTRODUCTIONS

Theresa Rossini welcomed everyone to the meeting at 1:35 p.m.

INITIAL ROLL CALL

Anastacia Byrne-Reed took roll.

REVIEW WORKING COMMITTEE MEETING AGENDA

The agenda was approved with the following revisions:

- Add to the agenda "ICC Proposed Tasks" from the morning Executive Committee meeting agenda.

REVIEW "FAMILY ASSESSMENT" DOCUMENT

Patric Widmann explained the background on the Family Assessment document.

- Background: Over last few years, DDS has been working with WestEd on drafting a family assessment section of the Service Coordinator Handbook including input from a group of parents. DDS didn't feel like a clear concept was achieved until the newer federal regulations were issued. This helped with structure and clarity. A WestEd writing team of parents and professionals put together the current draft. Today, the group will review the document to capture input, gather richness from the field and ensure relevance for the field. The document was sent out to the full ICC via email for review and feedback. To date, Patric has received four comments via email.

- Review and Input: The group took a significant portion of the meeting to review and provide DDS with specific suggested revisions for pages 1-19 of the document.

REVIEW NATURAL ENVIRONMENT RESOURCES

The group discussed that the natural environments concept has been around for a long time and has been strengthened in the new federal regulations. The group summarized discussion from the May 2013 ICC meeting in which the creation of a position paper on natural environments was discussed. A literature review (which was researched and compiled by WestEd) and related articles was emailed out prior to today's meeting and also copies were passed out during this meeting to inform the ICC on the latest evidence based resources.

Patric explained the criteria for natural environments as the following:

- Collect information (documents, articles, and evidenced-based research) on NE to include/support the following criteria:
 - a. NE is not a place, but a way of delivering services
 - b. NE more effective than center-based and segregated settings
 - c. Families' role is critical in enhancing child development (and coaching as a strategy)
 - d. Use white paper from ITCA and ES online information

In addition to the full list of articles provided in the literature review prepared by WestEd, Patric highlighted an additional resource from Nancy Sager on the natural environments for children who are deaf or hard of hearing.

The group discussed:

- The purpose of creating a white paper is to take a position and provide a clear statement about effectiveness. OSEP doesn't have any particular issue with California on this topic, but they haven't realized how pervasive the issue of natural environment is in practice (i.e., vendors that don't provide services under this model, using exceptions inappropriately, etc.). The group discussed natural environment concepts and value of providing a white paper for influencing and promoting best practice.
- There are various realities and barriers related to natural environment, including publicly funded community services provided in a clinic setting, lack of available service providers who utilize a natural environment model, inappropriate use of exceptions, and differences in accessing services through private insurance. The discussion led to agreement that creating a white paper is important precisely because of these barriers. The group agreed that creating a white paper could emphasize that natural environments are a cornerstone of the Early Start program, thus strengthening this requirement in an effort to improve practices.
- Theresa Rossini confirmed the group's decision to complete a review of the fourth section (A, B, and C) in the literature review list along with the Nancy Sager's article regarding children who are deaf or hard of hearing. These articles will be sent to the full ICC prior to the next November ICC meeting so that participants are prepared to discuss the material. Theresa explained that the work on the paper will be done at the Committee of the Whole. The first step in November will be to discuss the material and develop a framework for the white paper.
- Arleen shared that she would like to see information put into the white paper to provide guidance on how to have conversations about natural environment with parents and providers and how to respond to the lack of providing services in natural environments. Marie added that she would like to add comments on specific practices that support and compliment natural environment in

addition to the basic requirement. The group further agreed that information should be included regarding what is and is not an acceptable exception for the natural environment requirement.

- Concern was expressed that some of the articles are dated. Erin explained that the articles are dated, because the natural environment requirement has been around for a long time and hasn't changed other than that the federal requirement language has been strengthened. WestEd added that the literature review was somewhat limited due to the strict focus on zero to three populations and much of the more recent literature included populations beyond age three.
- Below is a list of the articles the group agreed to read prior to the next meeting:

ITCA white paper and ES online information:

<http://www.asha.org/advocacy/federal/idea/nat-env-child-facts.htm>

- a. Position Paper on the Provision of Early Intervention Services in Accordance with Federal Requirements on Natural Environments. 2000.
- b. Seven Key Principles: Looks Like/Doesn't Look Like. Workgroup on Principles and Practices in Natural Environments. 2008.
- c. Agreed Upon Practices for Providing Early Intervention Services in Natural Environments. Workgroup on Principles and Practices in Natural Environments. 2008.
- d. Natural Environments for Infants and Toddlers Who Are Deaf or Hard of Hearing and Their Families. 2006. (link from Nancy Sager; this article is added to the literature view section number 4)

ACTION AND RECOMMENDATIONS

- DDS will send the revised Family Assessment document to the group two weeks prior to the November ICC meeting in order to allow time for review before the meeting.
- The group will complete a review of the fourth section (A, B, and C) in the Natural Environment literature review along with the Nancy Sager article regarding children who are deaf or hard of hearing and be prepared for discussion regarding the white paper concept at the next meeting.

NEXT MEETING

The ICC General Council meeting will be held Friday, September 20, 2013.

ADJOURNMENT

Theresa Rossini adjourned the meeting.

TRAVEL INFORMATION AND 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 \$7.00	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 \$11.00	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 \$23.00	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 \$5.00	May be claimed for trips over 24 hours.

LODGING

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

All Counties/Cities located in California (except as noted below):	Actual lodging expense, supported by a receipt, up to \$90 per night, plus tax.
Napa, Riverside, and Sacramento Counties:	Actual lodging expense, supported by a receipt, up to \$95 per night, plus tax.
Los Angeles, Orange, and Ventura Counties and Edwards AFB, excluding the city of Santa Monica:	Actual lodging expense, supported by a receipt, up to \$120 per night, plus tax.
Alameda, Monterey, San Diego, San Mateo, Santa Clara Counties:	Actual lodging expense, supported by a receipt, up to \$125 per night, plus tax.
San Francisco County and the City of Santa Monica:	Actual lodging expense, supported by a receipt, up to \$150 per night, plus tax.

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 (SWA). 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 Madeline Journey-Lynn at (916) 654-1590 or Madeline.Journey-Lynn@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

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 phone number is 214/792-4223.

Instructions for STD. 236 Hotel/Motel Transient Tax Waiver

Fill out the 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 Madeline Journey-Lynn at 916-/654-1590.

STATE OF CALIFORNIA

HOTEL/MOTEL TRANSIENT OCCUPANCY TAX WAIVER
(EXEMPTION CERTIFICATION FOR STATE AGENCIES)
STD.236 (NEW 9-91)

HOTEL/MOTEL OPERATOR:

RETAIN THIS WAIVER FOR YOUR FILES TO SUBSTANTIATE YOUR REPORTS
PARTICIPATION BY OPERATORS IS STRICTLY VOLUNTARY

DATE EXECUTED

TO: HOTEL/MOTEL NAME

HOTEL/MOTEL ADDRESS (Number, street, city, state, ZIP code)

This is to certify that I, the undersigned traveler, am a representative or employee of the State agency indicated below; that the charges for the occupancy oat the above establishment on the dates set forth below have been, or will be paid for by the State of California; and that such charges are incurred in the performance of my official duties as a representative or employee of the State of California.

OCCUPANCY DATE(S)

AMOUNT PAID
\$

STATE AGENCY NAME

HEADQUARTERS ADDRESS

TRAVELER'S NAME (Print or Type)

I hereby declare under the penalty of perjury that the foregoing statements are true and correct.

EXECUTED AT: (City)

TRAVELER'S SIGNATURE

DATE SIGNED

, CALIFORNIA