



STATE SYSTEMIC IMPROVEMENT PLAN
TASK FORCE
MEETING MINUTES

Meeting Date: 02/17/2015

Meeting Location: Department of Developmental Services

Approval: March 11, 2015

Recorded By: DDS Staff

1 ATTENDANCE

	Name	Stakeholder Group Categories	Present/Absent
1	Meredith Cathcart, M.S. Administrator Policy and Program Services	California Department of Education, Special Education Part B Coordinator	Yes
2	Marie Kanne Poulsen, Ph.D. University of Southern California	Interagency Coordinating Council (ICC) member and Executive Committee chair person	Yes
3	Virginia Reynolds Program Director WestEd Center for Prevention & Early Intervention (WestED)	WestEd Center for Systemic Improvement	Yes
4	Tony Anderson Executive Director ARC of California	Advocacy community	Yes
5	Fernando Antonio Gomez President, Board of Directors (BOD), Association of Regional Center Agencies (ARCA)	ARCA BOD/Westside Regional Center ICC member Parent	No
6	Gina Guarneri, M.A. Center for Excellence in Developmental Disabilities UC Davis MIND Institute	Training/Technical Assistance, UC Davis MIND Institute	Yes
7	Robin Larson Case management Supervisor, Intake and Assessment Far Northern Regional Center (RC)	Far Northern Regional Center	Yes
8	Nina Garrett Associate Director Case Management Services San Diego Regional Center	San Diego Regional Center	Yes
9	Carmen Vasquez, Manager Early Start Program East Los Angeles RC	Eastern Los Angeles Regional Center	Yes
10	Renee C. Wachtel, M.D.	Developmental-Behavioral Pediatrics, Neurodevelopmental Disabilities	Yes
11	Robin Millar Administrative Director Adult and Pediatric Therapies Child Development Center Simi Valley Hospital	Child Development Center, Simi Valley Hospital	Yes
12	Kelly Young Executive Director WarmLine Family Resource Center	Family Resource Center Network of California Parent	Yes

Department of Developmental Services (DDS): Azadeh Fares, JoEllen Fletcher, Ashley Franklin, Jonathan Hill, Elise Parnes, Kay Ryan, Jennifer Teykaerts

Special Guest: Dr. Alise Paillard, Senior Program Associate - Special Education at the National Center for Systemic Improvement (NCSI), Center for Prevention & Early Intervention. Dr. Paillard will be providing DDS' Early Start with technical assistance on issues related to the State Systemic Improvement Plan.

2 MEETING LOCATION

Building: 1600 9th Street, Sacramento, CA 95814

Conference Room: 360

Conference Line: 888-251-2909

3 MEETING START

Meeting Schedule Start: 9:00 am

Meeting Actual Start: 9:20 am

4 AGENDA

- **Welcome and Introductions**
 - Complete. One member was absent and one member participated through WebEx.
- **The Progress and Finalizing Phase I**
 - This meeting is the last meeting for Phase I of the State Systemic Improvement Plan (SSIP). DDS shared the Early Childhood Technical Assistance (ECTA) SSIP Phase I Writing Guide outlining instructions and expectations from the Office of Special Education Programs (OSEP) for writing the SSIP narrative. Azadeh Fares, Branch Manager, Monitoring and Family Services Branch, DDS, explained the process of submitting the SSIP to DDS executive staff for approval by the Director of DDS before submitting to OSEP by April 1.
 - OSEP's response to the SSIP is expected by mid-May. Depending on when OSEP responds, the SSIP Task Force will not meet until June or July to begin Phase 2 (Implementation) of the SSIP.
 - Virginia Reynolds, Co-Director, Center for Prevention & Early Intervention (CPEI), WestEd, shared information from a technical assistance (TA) conference call with OSEP about the narrative for SSIP Phase I. Key points included making sure to reference infrastructure analysis and data analysis, and to use that data to guide the improvement strategies. OSEP also shared that there must be a "story" which ties all the various components of the SSIP together, from root cause to strategy. OSEP shared feedback that some of the plans that have already been submitted did not include a close link between the phases. OSEP also reported that some states set targets low, but stipulated that the narrative may explain why this is the case and recommended that the story be clearly stated.
- **Task Force Discussion – Broad Improvement Strategies**
 - DDS required clarification of Broad Improvement Strategy #4 regarding endorsed transdisciplinary mental health care providers. The task force raised some questions about the endorsement process and expressed

concern that requiring this endorsement may limit the number of providers available for early intervention services.

- During a discussion of Strategy #1, the task force suggested adding outreach in addition to training and education strategies. The task force identified the Early Start Personnel Manual (ESPM) as a resource for promoting Early Start effective practices.
- The discussion was tabled until after lunch.
- **Presentation: California Collaborative on Social and Emotional Foundations for Early Learning (CA CSEFEL)**
 - Linda Brault (CA CSEFEL Project Director at WestEd), Diane Williams and Jill Boxler (Alta California Regional Center) shared a presentation about CA CSEFEL's framework.
 - Link to online training: <http://www.caearlychildhoodonline.org/>
- **Task Force Discussion – Broad Improvement Strategies, continued**
 - The task force continued its discussion around endorsement of transdisciplinary providers. The task force decided to change this strategy from a Broad Improvement Strategy to a Phase II strategy.
 - DDS Management reviewed Strategy #6 regarding revision of local Memorandums of Understanding and Interagency Agreements to include a social/emotional development component determined the strategy to be unachievable. The task force agreed to remove this strategy.
 - The task force discussed transforming Strategy #1 into an overarching strategy for increasing outreach, education and training through the Early Start Comprehensive System of Personnel Development.
 - The task force identified the State Interagency Coordination Council as the lead for identifying and partnering with interagency collaboratives on the dissemination of information on social/emotional development.
- **Aligning the Implementation Strategies and the Theory of Action**
 - The task force determined that the Theory of Action needed only minimal changes to be aligned with the updates to the Broad Implementation Strategies. DDS staff will update the drafts of both the Broad Implementation Strategies and the Theory of Action and send this final draft to the task force for review.
- **The Next Phase, Phase II**
 - Phase II of the SSIP is due to OSEP in February 2016.
 - Phase II is multi-year and will address infrastructure development and supporting Early Start and local education agencies (LEAs) in implementing evidence-based practices. It will also include developing an evaluation plan.
 - Strategies to discuss as part of Phase II include endorsement and using family outcomes, including the Routines-Based Interview (RBI).

5 MEETING END

Meeting Schedule End: 4:00 pm

Meeting Actual End: 3:00 pm due to early wrap-up of agenda items

6 POST MEETING ACTION ITEMS

Action	Assigned To	Deadline
Review requirements and process for endorsement through the CA Center for Early Childhood Mental Health: http://cacenter-ecmh.org/professional-development/	All	6/23/15
Decide whether to include Endorsement for Certification in the Infant-Family and Early Mental Health Field as a tactic in Phase II to accomplish Broad Improvement Strategy #1.	All	6/23/15
Update and share Broad Improvement Strategies and Theory of Action with SSIP Task Force for review	Azadeh	2/23/15

7 DECISIONS MADE

- Amend the SSIP Broad Improvement Strategies document in the following ways:
 - Remove Strategy #4 regarding endorsed transdisciplinary mental health care providers; consider this as a strategy for Phase II: “Add as a placeholder: “Increase the number of transdisciplinary professionals in Early Start who have an endorsement in infant-family mental health to work through the regional centers and LEAs with families and children in the Early Start program.”
 - Remove Strategy #6 regarding MOUs.
 - Move Strategy #2 under Strategy #1 as a sub-bullet.

8 NEXT MEETINGS

Next Meeting: June 2015

Location, date and time: 1600, 9th Street, Room 360, Sacramento, CA 95814

June 23, 2015

Time: 9:00 am to 4:00 pm (working lunch)

Following Meeting: July/August 2015

Location, date and time: 1600, 9th Street, Room 360, Sacramento, CA 95814

August 4, 2015

Time: 9:00 am to 4:00 pm (working lunch)

Following Meeting: September 2015

Location, date and time: 1600, 9th Street, Room 360, Sacramento, CA 95814

September 29, 2015

Time: 9:00 am to 4:00 pm (working lunch)

Following Meeting: October/November 2015

Location, date and time: 1600, 9th Street, Room 360, Sacramento, CA 95814

November 3, 2015

Time: 9:00 am to 4:00 pm (working lunch)

Following Meeting: December 2015

Location, date and time: 1600, 9th Street, Room 360, Sacramento, CA 95814

December 1, 2015 (placeholder)

Time: 9:00 am to 4:00 pm (working lunch)