



STATE SYSTEMIC IMPROVEMENT PLAN
TASK FORCE
MEETING MINUTES

Meeting Date: 12/01/2015

Meeting Location: WestEd

Approval: 03/09/2016

Recorded By: Department of Developmental Services (DDS) Staff

1. ATTENDANCE

Name	Stakeholder Group Categories	Present/Absent
Sheila Self, Education Programs Consultant Policy and Program Services Special Education Division California Department of Education	Interagency Coordinating Council (ICC) Member Part B Coordinator	Present
Marie Kanne Poulsen, PhD Associate Director of Behavioral Health University of Southern California University Center for Excellence in Developmental Disabilities Children's Hospital Los Angeles	ICC Member and Executive Committee Chair Infant Mental Health	Present
Virginia Reynolds, Program Director WestEd Center for Prevention & Early Intervention (CPEI) Lead, National Center for Systemic Improvement (NCSI)	NCSI CPEI WestEd	Present
Tony Anderson, Executive Director The Arc of California	Advocacy Community ICC Community Representative	Absent
Fernando Antonio Gomez President Association of Regional Center Agencies (ARCA) Board of Directors, Westside Regional Center	ARCA ICC Member Parent Regional Center	Present
Jackie Clark, Program Manager Placer County Office of Education	Lead Educational Agency Regional Center Vendor	Present
Robin Larson, Intake Supervisor Far Northern Regional Center	Regional Center	Present
Nina Garrett, Associate Director Case Management Services San Diego Regional Center	Regional Center	Present
Carmen Vasquez, Manager Early Start Program Eastern Los Angeles Regional Center	ICC Community Representative Regional Center	Present
Renee C. Wachtel, M.D. Developmental-Behavioral Pediatrics and Neurodevelopmental Disabilities	Developmental-Behavioral Pediatrics Neurodevelopmental Disabilities	Present
Robin Millar, Administrative Director Adult and Pediatric Therapies Child Development Center Simi Valley Hospital	ICC Community Representative Regional Center Vendor	Absent
Kelly Young, Executive Director WarmLine Family Resource Center Family Resource Center Network of California	Family Resource Center ICC Community Representative Parent	Present

Tara Sisemore-Hester, Coordinator of Autism Services Valley Mountain Regional Center	Autism Regional Center	Present
Alise Paillard, PhD Senior Program Associate – Special Education WestEd Center for Prevention & Early Intervention National Center for Systemic Improvement	NCSI CPEI WestEd	Present

DDS: Jessica Dailey-Keithline, Sharon DeRego, JoEllen Fletcher, Karla Lannon, Elise Parnes, Jennifer Teykaerts, Emily Woolford

2. MEETING LOCATION

WestEd, 1000 G Street, Sacramento, CA 95814

3. AGENDA

• Welcome and Introductions

- Two members were absent.
- Robin Larson requested that the Northern California Early Start Supervisors meeting on January 29, 2016 be added to the Outreach Calendar.

• Review Agenda

- At the request of some members who needed to leave the meeting early, the Task Force decided to move the discussion of next year's meeting planning to the middle of the day, following the long-term timeline discussion.

• Workgroup Chair Reports

- Kelly Young reported on the progress of the Parent and Provider Education Workgroup. She presented information on their strategy to create a "Take a Minute – Relationships Matter" campaign, which would include a brochure and video for both parents and providers that stress the importance of family-centered services and parent participation in early intervention. She also presented the Workgroup's idea to develop a checklist for early intervention providers to help guide their family-focused practice.
- Virginia Reynolds and Sheila Self reported on the progress of the Professional Development Workgroup. They discussed three different strategies developed by the Workgroup. The first strategy is to identify a Network of Champions in each Innovative Zone to guide implementation. This Network of Champions would include State-level members in order to create ongoing feedback loops during implementation. Ms. Reynolds and Ms. Self also shared the Workgroup's strategy to create an online Community of Practice, whereby participants from Innovative Zones can connect to share ideas and best practices, and to receive support and technical assistance. The third strategy is to align early intervention

provider competencies to better support social-emotional outcomes for infants and toddlers with developmental disabilities.

- Fernando Gomez reported on the progress of the Interagency Collaboration Workgroup. He shared the Workgroup's two proposed strategies, which include creating a resource guide to help local implementation teams leverage existing statewide initiatives that address social-emotional development, and developing and promoting a statewide message that emphasizes the importance of the parent-child relationship in social-emotional development.
- Renee Wachtel pointed out the need for strategies to address social-emotional development for infants and toddlers on the autism spectrum. The Task Force members expressed that the goal of the SSIP is to improve outcomes for all children, including those diagnosed with autism.
- **Discussion of Long-Term Implementation Plan and Timeline**
 - Sharon DeRego led a discussion about a long-term implementation plan and timeline that have been drafted by the DDS Leadership Committee. Major tasks and milestones include: sending a letter to inform regional center Executive Directors and other key Early Start personnel about the SSIP; disseminating information about the SSIP to statewide stakeholders; submitting the Phase II narrative to the Office of Special Education Programs; and, beginning implementation in the first Innovative Zone.
 - The DDS Leadership Committee proposed that implementation take place in three rounds, aligned with the three Federal Fiscal Years (FFY) of implementation (FFY 16-18). The first round is proposed to begin on July 1, 2016.
 - The Task Force discussed what the different levels of implementation teams will be called. The Task Force decided that "Innovative Zone" refers to the group of local implementation teams that will participate in each round of implementation.
 - The Task Force discussed the information that will be requested from each local implementation team prior to implementation, and agreed that the request should be simple, and also be accompanied by a list of resources available to the Innovative Zone to aid with implementation.
 - Ms. Larson suggested that the long-term timeline should include when the Innovative Zones will report on implementation to the rest of the state.
 - Ms. DeRego presented a draft organizational structure for SSIP implementation, including roles and responsibilities for the Executive Committee, SSIP Task Force, Leadership Committee, Innovative Zones, and local implementation teams.
 - Dr. Wachtel pointed out that using the term "LEAs" to refer to participants on the local implementation teams may be misleading, as the Special Education Local Planning Areas (SELPA) will be more directly involved in implementing the SSIP activities.
 - The Task Force discussed the need for an effective communication plan that reaches all levels of service delivery in the special education system. Ms. Self proposed developing an email listserv to disseminate information.

- **Planning for Next Year**
 - The Task Force agreed to meet quarterly in 2016, beginning in February, to continue work on the implementation portion of the SSIP. DDS shall send a Doodle poll to determine the first meeting date of 2016.
- **Improvement Strategy Development Workgroups**
 - After lunch, the Workgroups met to finalize their Plan Development Worksheets.
- **Plan Development Worksheet Review**
 - Ms. Young presented the strategies developed by the Parent and Provider Education Workgroup. She showed the Task Force an early draft of the “Take a Minute” brochure, and noted that the final draft would need to be written in family-friendly language. Other Task Force members recommended that it also be culturally sensitive.
 - Mr. Gomez presented the strategies developed by the Interagency Collaboration Workgroup. The Workgroup proposed that the ICC and DDS jointly develop a resource guide to help Innovative Zones choose an evidence-based, statewide initiative to implement. The Workgroup also proposed that the ICC adopt the messaging of the “Take a Minute” campaign, and help spread the message statewide. The Task Force recommended that a “Take a Minute” poster be created and disseminated to the Early Start community.
 - Ms. Reynolds and Ms. Self presented the strategies developed by the Professional Development Workgroup. One of the strategies included building a Network of Champions, who are State and local leaders, in order for local implementation teams to be able to collaborate on training in evidence-based practices.
 - The Task Force discussed strategies for ongoing evaluation of implementation. One suggestion to measure the success of the trainings offered through the Comprehensive System of Personnel Development (CSPD) was to track completion of the training by category of profession, to determine the reach of the trainings into various groups of early intervention professionals. Other suggestions for measuring the success of activities included collecting impact surveys from training module participants.
 - The Task Force discussed adapting the CSPD training modules on social-emotional development to be more accessible to providers during SSIP implementation. Strategies to increase accessibility included removing the interactive component of the training modules to make them shorter, increasing or removing the cap on enrollees, and making the training available at all times, rather than during specific times of the year. The drawback of presenting the training modules in this way is that without the interactive, reflective practice component, the training is no longer at a “gold standard” of professional development. The Task Force discussed that the adapted modules could be marketed as a first step to accessing the standard, high-quality modules.

4. NEXT MEETING

2016 – Feb. 24 at WestEd in Sacramento