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

<table>
<thead>
<tr>
<th>Name</th>
<th>Stakeholder Group Categories</th>
<th>Present/Absent</th>
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<tbody>
<tr>
<td>1 Meredith Cathcart, M.S.</td>
<td>California Department of Education, Special Education Part B Coordinator</td>
<td>Yes</td>
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<td>2 Marie Kanne Poulsen, Ph.D.</td>
<td>Interagency Coordinating Council (ICC) member and Executive Committee chair person</td>
<td>Yes</td>
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<td>3 Virginia Reynolds</td>
<td>WestEd Center for Systemic Improvement</td>
<td>Yes</td>
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<td>4 Tony Anderson</td>
<td>Advocacy community</td>
<td>Yes</td>
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<td>5 Fernando Antonio Gomez</td>
<td>ARCA BOD/Westside Regional Center ICC member Parent</td>
<td>No</td>
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<td>6 Gina Guarneri, M.A.</td>
<td>Training/Technical Assistance, UC Davis MIND Institute</td>
<td>Yes</td>
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<td>7 Robin Larson</td>
<td>Far Northern Regional Center</td>
<td>Yes</td>
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<td>8 Nina Garrett</td>
<td>San Diego Regional Center</td>
<td>Yes</td>
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<td>9 Carmen Vasquez, Manager</td>
<td>Eastern Los Angeles Regional Center</td>
<td>Yes</td>
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<td>10 Renee C. Wachtel, M.D.</td>
<td>Developmental-Behavioral Pediatrics, Neurodevelopmental Disabilities</td>
<td>Yes</td>
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<tr>
<td>11 Robin Millar</td>
<td>Child Development Center, Simi Valley Hospital</td>
<td>Yes</td>
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<tr>
<td>12 Kelly Young</td>
<td>Family Resource Center Network of California Parent</td>
<td>Yes</td>
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Department of Developmental Services (DDS): Azadeh Fares, JoEllen Fletcher, Ashley Franklin, Jonathan Hill, Elise Parnes, Kay Ryan, Jennifer Teykaerts
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/](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

<table>
<thead>
<tr>
<th>Action</th>
<th>Assigned To</th>
<th>Deadline</th>
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<tr>
<td>Review requirements and process for endorsement through the CA Center for Early Childhood Mental Health: <a href="http://cacenter-ecmh.org/professional-development/">http://cacenter-ecmh.org/professional-development/</a></td>
<td>All</td>
<td>6/23/15</td>
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<td>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.</td>
<td>All</td>
<td>6/23/15</td>
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<td>Update and share Broad Improvement Strategies and Theory of Action with SSIP Task Force for review</td>
<td>Azadeh</td>
<td>2/23/15</td>
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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)