



***STATE SYSTEMIC IMPROVEMENT PLAN***  
***TASK FORCE***  
**MEETING MINUTES**

---

Meeting Date: 11/03/2015

Meeting Location: WestEd

Approval: 11/24/2015

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	Absent
Marie Kanne Poulsen, Ph.D., 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	Present
Fernando Antonio Gomez, President Association of Regional Center Agencies (ARCA) Board of Directors, Westside Regional Center	ARCA ICC Member Parent Regional Center	Absent
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	Absent
Robin Millar, Administrative Director Adult and Pediatric Therapies Child Development Center	ICC Community Representative Regional Center Vendor	Absent

Simi Valley Hospital		
Kelly Young, Executive Director WarmLine Family Resource Center Family Resource Center Network of California	Family Resource Center ICC Community Representative Parent	Absent
Tara Sisemore-Hester, Coordinator of Autism Services Valley Mountain Regional Center	Autism Regional Center	Absent
Alise Paillard, PhD Senior Program Associate – Special Education WestEd Center for Prevention & Early Intervention National Center for Systemic Improvement	NCSI CPEI WestEd	Absent

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

Special Guest:

Dr. Karen Moran Finello, WestEd Center for Prevention and Early Intervention. Dr. Finello is California's technical assistance (TA) liaison with the Infant Development Center and the National Center for Systemic Improvement (NCSI). She is also a co-lead for the NCSI Social Emotional Learning Collaborative.

## 2. MEETING LOCATION

WestEd, 1000 G Street, Sacramento, CA 95814

## 3. AGENDA

- **Welcome and Introductions**
  - Seven members were absent.
- **Review Minutes and Agenda**
  - The Task Force reviewed the meeting minutes from the October 6<sup>th</sup>, 2015 State Systemic Improvement Plan (SSIP) Task Force Meeting. The minutes were approved without changes.
- **Evaluation and Evidence-Based Practices**
  - Sharon DeRego introduced Dr. Karen Moran Finello as a guest speaker to talk about the evaluation portion of the SSIP. Dr. Finello reported that many states are struggling with this issue.
  - Dr. Finello shared that the plan for evaluation of the SSIP should include small steps along the way, rather than waiting to evaluate at the end of implementation. She provided handouts from the Office of Special Education Programs on topics including how to transition from a Theory of Action to a logic model and tools for evaluation.
  - Dr. Finello also stated that there are multiple national TA providers who have been assigned to California and who are available to assist in the

process. Any provider can be called upon to provide TA, share resources, and resolve issues.

- Marie Poulsen read a letter to the Task Force from a parent of a child with autism. The parent, in the Harbor Regional Center catchment area, recommends that all children in Early Start be evaluated for autism at eighteen months.
- Karla Lannon presented on methods for collecting and analyzing data during evaluation of the SSIP as well as how those results will be used. She reviewed evidence-based practices and discussed “big picture evaluation” of child outcomes via Indicator 3 of the Annual Performance Report (APR), and more specific program evaluation that looks at each activity’s performance.
- Ms. Lannon also provided the Task Force with a copy of the Family Outcomes Survey as an example of an evidence-based evaluation tool. The survey is used to measure family outcomes on Indicator 4 on the APR. The group discussed various ways that the Family Outcomes Survey could be used to measure progress on the SSIP. Ms. Lannon suggested that by comparing responses to individual survey questions from one year to another, the Task Force could measure success on particular activities. Robin Larson suggested including a three-question survey, specifically about social-emotional development, with the Family Outcome Survey mailings.
- Dr. Finello emphasized that California is not required to evaluate every activity, and can selectively choose what is appropriate to evaluate. However, by evaluating progress along the way, the Task Force will be able to know the effectiveness of individual activities in achieving the overall goal of the State-identified Measurable Result (improving social-emotional outcomes for infants and toddlers with developmental disabilities).

- **Workgroup Chair Reports**

- Ms. Larson reported on behalf of Kelly Young, Chair of the Parent and Provider Education Workgroup. Ms. Larson stated that their group is in an “information gathering” phase to assess existing materials to include in an information brochure for families.
- Nina Garrett reported on behalf of Fernando Gomez, Chair of the Interagency Collaboration Workgroup. Mr. Gomez was going to mention the work of the Task Force at the next ARCA meeting; however, there was uncertainty as to whether he was able to do so.
- Virginia Reynolds and Carmen Vasquez reported on the progress of the Professional Development Workgroup, and shared that their group discussed standard competencies for vendors.
- The Task Force discussed the importance of performing outreach to inform the regional centers about the SSIP, and brainstormed different mechanisms of outreach and spreading information regarding the SSIP. Ideas included: sending a letter from Jim Knight, Assistant Deputy Director of the Community Services Division, or Santi Rogers, Director of the Department of Developmental Services; developing a handout on the SSIP to complement in-person conversations and presentations; and,

developing an outreach plan with the help of the DDS SSIP Leadership Committee.

- **Improvement Strategy Development Workgroups**

- After lunch, the Workgroups met to continue working on their Plan Development Worksheets.

- **Workgroup Report Out**

- The Task Force reconvened at the end of the meeting, and the three Workgroups reported their progress.
- The Parent and Provider Education Workgroup spent time refining goals developed during the October meeting, and came up with a goal around developing a checklist for providers. The Workgroup will focus on reminding parents and providers that the parent-child relationship is the most important part of social-emotional development.
- The Professional Development Workgroup addressed maximizing the number of providers accessing training, engaging vendors, ensuring providers gain competencies, and increasing improvement in social-emotional development of children in Early Start. The Workgroup shared that a Network of Champions, that is associated with the local structure, will need to be identified, as well as local partners who have access to a larger audience.
- The Interagency Collaboration Workgroup focused on outreach and how to get commitments from partners at the local level. They also addressed how to disseminate information on the SSIP at statewide conferences, with the help of collaborative partners.

- **Next Steps**

- The Task Force discussed potentially meeting quarterly beginning in 2016. The goal is to meet in February, with the specific date to be chosen at the December meeting.
- Ms. Larson discussed the importance of identifying Innovative Zones immediately and the need to draft a letter to go out to regional center Executive Directors to notify them of the SSIP. Dr. Finello will research whether other states have developed a handout or letter regarding the SSIP.

#### **4. NEXT MEETING**

**December 1, 2015**

Location: WestEd, 1000 G Street, Sacramento, CA 95814

Time: 10:00 am to 4:00 pm