STATE SYSTEMIC IMPROVEMENT PLAN
TASK FORCE
MEETING MINUTES

Meeting Date: 10/06/2015
Meeting Location: WestEd
Approval: 10/30/2015
Recorded By: DDS Staff
1. ATTENDANCE

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


Department of Developmental Services (DDS): Reyna Ambriz, Sharon DeReggo, JoEllen Fletcher, Jim Knight, Elise Parnes, Erin Paulsen, Jennifer Teykaerts, Emily Woolford

Special Guest:
Angela McGuire, Senior Program Associate at WestEd’s National Center for Systemic Improvement and Center for Prevention & Early Intervention. Ms. McGuire attended the meeting to provide in-person representation on behalf of Virginia Reynolds.

2. MEETING LOCATION
WestEd, 1000 G Street, Sacramento, CA 95814

3. AGENDA
- Welcome and Introductions
  - Three members were absent and one member participated via conference call.
- Report from Cross-State Learning Collaborative Attendees
  - Robin Larson and Marie Poulsen shared a report from their attendance as California State Team Members at the NCSI Cross-State Learning Collaborative on Social Emotional Development face-to-face meeting, which took place September 29-30 in Chicago, IL.
  - States were invited to participate in the Collaborative based on the focus of their State Systemic Improvement Plan (SSIP). Of the 27 states focusing on social-emotional development, 12 were present at the Learning Collaborative.
  - Topics at the Learning Collaborative meeting included: developing a Phase II plan; using evidence-based practices (EBPs); and, developing evaluation strategies.
The group discussed possible changes to the Theory of Action, specifically to move “Provider Education” from the first Strand of Action to the second Strand, in order to better align the targeted audience for those strategies. After discussing the difference between “education” and “professional development,” the group decided not to change the strands, and to operationalize those terms as part of the development of a Phase II plan.

The group discussed the benefit of adopting and adapting materials and strategies from other states. The group also discussed implementing the Phase II plan on a smaller scale, rather than statewide, as many other states are doing.

The group discussed the need to partner with family resource centers (FRCs) and First 5, as well as the idea to use a statewide social marketing campaign to increase awareness of social-emotional development.

Ms. Larson shared that NCSI hosts a private networking site for the Learning Collaborative, www.ncsisocialemotional.ning.com. The site offers states the chance to collaborate and also to access pertinent information. Angela McGuire displayed the website on the projector screen and informed the SSIP Task Force that she would be issuing invitations for them to join the site to access the work space.

The group discussed including family protective factors into the IFSP as Family Outcomes, leveraging other community services, identifying other supports for families, and identifying and leveraging available cultural supports.

The group discussed sample evaluation tools from Kansas’ SSIP and the Early Childhood Outcomes center, as well as the Ages and Stages Questionnaire – Social/Emotional.

Alise Paillard and Virginia Reynolds shared that there are other NCSI professionals with expertise in social-emotional development who are available to California’s state team for support and assistance.

**Overview and Implementation Science Refresher**

Sharon DeRegio reviewed the plan for Phase II, and reviewed a few key concepts from Implementation Science, including feedback loops and data, and the continuous improvement cycle.

She also presented a draft organizational structure for the SSIP, including roles and functions of the Executive Committee, DDS Leadership Committee, and the SSIP Task Force.

**Improvement Strategy Development Workgroups**

Jennifer Teykaerts reviewed the workgroup structure, assignments, materials, roles, and activities. Workgroups were created based on the Strands of Action in California’s Theory of Action. The three workgroups are Parent/Provider Education, Professional Development, and Interagency Coordination. Membership in these groups was decided based on individual expertise, and each group has even representation from the various stakeholder groups represented on the Task Force.

The group discussed the implementation plan of identifying and focusing on three to four regional center catchment areas, then scaling up statewide. These “innovative zones” would ideally be areas that already have expertise in implementing EBPs focusing on social-emotional development.
The group also discussed the importance of requesting regional center support through the Association of Regional Center Agencies (ARCA) and the regional center Executive Directors. Fernando Antonio Gomez reported that the ARCA Board is beginning to develop a three year strategic plan, making this a good time to present the SSIP to them.

Group members reported that the SSIP has been presented to the ARCA Early Start Discipline group, Early Start Supervisor Groups, and the ARCA Chief Counselors group.

After lunch, the workgroups met to discuss their roles and responsibilities, elect a Chair, and begin working on their Plan Development Worksheets.

- Workgroup Report Out
  - The large group reconvened at the end of the meeting and the three workgroups reported their progress. Each workgroup brainstormed at least one activity to implement as part of Phase II.

- Next Steps
  - The group confirmed that the next meeting will take place November 3rd, 2015 at WestEd.
  - Ms. Teykaerts reminded the workgroups that the first Progress Report and draft of the Plan Development Worksheet is due to DDS on October 19, 2015. She encouraged groups to work together offline between meetings through conference calls and/or emails.

4. NEXT MEETINGS

November 3, 2015

December 1, 2015 (placeholder)

Location: WestEd, 1000 G Street, Sacramento, CA 95814
Time: 10:00 am to 4:00 pm