

Executive Committee Meeting Minutes		Date: Thursday, January 21, 2016 Time: 10:00 a.m. - 4:00 p.m. Room: Old Town Room
AGENDA ITEMS		RESPONSIBILITY
10:00 - 10:20	Opening <ul style="list-style-type: none"> • Welcome • Introductions and Roll Call • Review Agenda • Approval of October 2015 Minutes • Review of previous meeting's tasks • Announcements 	Marie Kanne Poulsen, Executive Committee Chair
10:20 - 10:30	Department of Developmental Services Update	Sharon DeRego
Workgroup Updates:		Workgroup Co-Chairs
10:30 - 10:40	Improving State Systems	
10:40 - 10:50	Communication & Outreach	
10:50 - 11:00	Tag Line for Early Start	Marie Kanne Poulsen
11:00 - 12:30	Break-out into Workgroups: <ul style="list-style-type: none"> • Improving State Systems • Communication & Outreach State-identified Measurable Result (SiMR) Workgroup Discussion – Best Practices in Screening and Assessment of Social-Emotional Development	All
12:30 - 12:45	Workgroup Debrief	Theresa Rossini
12:45 - 1:00	Break	
Working Lunch & SiMR Workgroup:		
1:00 - 1:15	Lunch	
1:15 - 1:30	SiMR Taskforce Update	Marie Kanne Poulsen
1:30 - 2:45	Recommendations for Screening & Assessment	
2:45 - 3:55	Vision Statement	
3:55 - 4:00	Next Steps and Adjourn	Marie Kanne Poulsen

Tasks	Assigned to:	Deadline/Status
Decide where to store samples of eligibility letters	Communication and Outreach Workgroup	ASAP
Develop suggested frameworks for parent participation in Public Input segment of General ICC Meeting	Communication and Outreach Workgroup	ASAP
Develop a narrative for Individualized Family Service Plan (IFSP) "Other" services	Michelle Oliver	April 2016 ICC Meeting
Share concerns about eligibility changes gathered from different meetings	Fran Chasen	April 2016 ICC Meeting
Send list of consortiums in which DDS and California Department of Education (CDE) participate to Marie Poulsen	DDS and CDE	April 2016 ICC Meeting
Compile and send out hopes to ICC and Community Reps to assist with building the Vision Statement	DDS	April 2016 ICC Meeting
Send hopes to Jennifer	Executive Committee	April 2016 ICC Meeting
Find out visitor count to Early Start website	DDS – average 3500 per day	April 2016 ICC Meeting
Compile list of best practices and principles for assessing social-emotional development for discussing at April 2016 ICC Meeting	DDS – Discussed at April 1 st meeting	April 2016 ICC Meeting

Notes:

MEMBERS PRESENT

Fernando Antonio Gomez*
 Gretchen Hester* (via conference call)
 Jim Knight
 Marie Kanne Poulsen
 Nancy Sager
 Sheila Self

MEMBERS EXCUSED

Doug Erber*
 Richard Olney
 Mary Sheppard
 Leanne Wheeler

MEMBERS ABSENT

George Andrew
 Virginia Bliss
 John Hall*

LEAD AGENCY

Jessica Dailey-Keithline
 Sharon DeRego

JoEllen Fletcher
Elise Parnes
Sandra Sanchez
Jennifer Teykaerts
Emily Woolford

COMMUNITY REPRESENTATIVES PRESENT

Brigitte Ammons (via conference call)
Maurine Ballard-Rosa
Yvette Baptiste*
Fran Chasen
Toni Doman*
Susan Graham*
Laurie Jordan*
Linda Landry*
Kat Lowrance*
Patty Salcedo*
Debbie Sarmiento* (via conference call)
Sherry Torok
Julie Widman*
Libby Woolford*
Kelly Young*

COMMUNITY REPRESENTATIVES EXCUSED

Wanda Davis
Jennifer Griffin
Rachel Hagans
Robin Millar
Michelle Oliver
Kristine Pilkington
Carmen Vasquez

COMMUNITY REPRESENTATIVES ABSENT

Tony Anderson
Rachel Hagans
Mara McGrath*
Stefani McNeil
Marty Omoto

OTHERS PRESENT

Alysa Harless (via conference call)
Alise Paillard (via conference call)
Virginia Reynolds
Angela Rothermel

*Parent

Marie Kanne Poulsen called the meeting to order at 10:00 a.m. During introductions, she asked all those present to share one of their hopes for Early Start families. These will be compiled by DDS staff to help inform future discussions about the State-identified Measurable Result (SiMR) Workgroup vision statement.

The Committee reviewed the Agenda. Due to the absence of most of the Communication and Outreach and Improving State Systems Workgroup chairs, the Workgroup breakout sessions were postponed in favor of a SiMR Workgroup discussion about best practices in assessment of social-emotional development. The Agenda was approved as amended.

The Committee reviewed the October 2015 Meeting Minutes, which were approved without amendments.

Dr. Poulsen announced that a Developmental Disabilities conference is taking place March 3 and 4, 2016, in San Francisco. The purpose of the conference is to update health professionals and families on health care for children, youth, and adults with developmental disabilities and complex health care needs. Registration information and more details can be found on the website: <https://www.cme.ucsf.edu/cme/Index.aspx>.

As part of an ongoing effort to increase Part C literacy, Dr. Poulsen shared an article titled "Effective Practice in Providing Family Support: Making It Real for Families of Infants and Toddlers with Disabilities." This document describes the basics of family-centered care, and outlines best practices in supporting families. Dr. Poulsen suggested this document as a helpful resource to develop the ICC's vision of having confident and competent parents of Early Start infants and toddlers. The Committee discussed the need to be more proactive in disseminating this existing resource to the field. A copy of the article can be found here: http://www.dds.ca.gov/earlystart/docs/17739_EffectivePractice_FamilySupport_final100212.pdf.

Sharon DeRego gave an update from DDS. Ms. DeRego updated the Committee on the progress of the State Systemic Improvement Plan (SSIP). The SSIP Task Force met in December and finalized the implementation activities for the three Strands of the Theory of Action – Parent and Provider Education, Professional Development, and Interagency Collaboration. At the next ICC meeting in April, she hopes DDS can work with the ICC on a resource guide for evidence-based initiatives focused on social-emotional development. Ms. DeRego also shared that the Annual Performance Report (APR) is due to the US Department of Education's Office of Special Education Programs (OSEP) on February 1, 2016. The SSIP is due to OSEP on April 1, 2016, and the Part C Grant Application is due on April 21, 2016.

Jim Knight from DDS shared an overview of DDS' highlights on the Governor's proposed Budget for July 2016. Some of the proposals include increases in expenditures to develop resources for individuals moving out of the remaining developmental centers, which will be closing, as well as increases to support more regional center Service Coordinator positions. Other increases will assist with compliance with new Home and Community Based Services (HCBS) regulations, and will address rate increases resulting from the statewide minimum wage increase and due to new rules in Medicaid. Mr. Knight went on to note that while HCBS issues do not generally overlap with Early Start, some families may be impacted. A copy of the highlights can be found here: <http://www.dds.ca.gov/Budget/Home.cfm>.

The Committee discussed the proposed tagline for Early Start, which is "Promoting Early Start Excellence." Virginia Reynolds pointed out that the Early Start tagline is "Together We Make a Difference" and to be mindful about what is already in existence in the field. Maurine Ballard-Rosa asked for an example of where the tagline would be used, and Fernando Gomez shared that it would be used if the ICC decided to develop a Facebook page. Dr. Poulsen added that it could be used for ICC stationery. Mr. Gomez made a motion that the selection of the tagline be made an Action Item for the April 2016 ICC Meeting, and the motion was seconded.

Fran Chasen gave an update on the Improving State Systems Workgroup. Ms. Chasen shared information about DDS monitoring of Early Start programs, and shared that the Workgroup will be looking at consistently identified issues that have not been corrected in the system, such as compliance with the 45 day timeline, natural environments, and transition issues.

The Committee discussed the need for parents to understand the quality of services offered to their child, and to be empowered to be involved and advocate for their child. Ms. Chasen pointed out confusion around choosing quality providers through insurance, and the Committee discussed the need for parents to be supported in choosing providers and which questions to ask to ensure their child's unique needs are addressed. Patty Salcedo suggested a strategy to build the capacity of providers to address the systemic issues, possibly through professional organizations where regional center service coordinators or family resource centers (FRCs) can present tips, guidelines, or requirements for working with children with developmental disabilities and their families. Julie Widman stated the need for clarity on regulations regarding regional centers paying for intervention when the family cannot find an insurance provider that serves their needs. Dr. Poulsen recommended revisiting existing publications such as the Early Start Personnel Manual, the Early Start Service Coordinators' Handbook, and the "Effective Practice in Providing Family Support" guidebook and providing printed copies to local programs. While the Service Coordinators' Handbook is only available in hard copy, the rest of the materials can be found here: <http://www.dds.ca.gov/EarlyStart/ResourceMaterials.cfm>.

The Committee discussed strategies to increase families' access to FRCs. Ms. Reynolds noted that recommendations from the ICC are an important step, and Dr. Poulsen noted the need to disseminate information through social media to reach the younger generation of families. Linda Landry stated the need for regional center service coordinators to be informed about the FRCs, and for collaboration and inclusion to be encouraged. Ms. Chasen recommended finding out more about regional center staff orientation, and identifying opportunities in that training to educate staff on the role of the FRCs. Sherry Torok shared an example of a tool her FRC created to help remind parents and providers about the importance of parent-to-parent support, and recommended that existing tools be used rather than creating something new.

The Committee discussed the Early Start fact sheets, and requested the link to these fact sheets, which can be found here: http://www.dds.ca.gov/EarlyStart/docs/EarlyStart_InformationPacket.pdf. The Communications and Outreach Workgroup will review and update these materials, and the ICC will disseminate them to the field. The Committee discussed other materials to be reviewed and updated, including the Parents' Rights Handbook and the Parents' Rights Summary (both can be found at the following link: http://www.dds.ca.gov/EarlyStart/RM_Outreach.cfm). The Committee recommended that the Improving State Systems Workgroup collect comments from the ICC, and share them with the Communication and Outreach Workgroup. Mr. Gomez recommended compiling a database of available Early Start educational and promotional materials, and building a user-friendly platform to share these publications digitally with the community. Ms. Ballard-Rosa suggested keeping dates on all materials, and Dr. Poulsen requested data about the visitor count to the DDS Early Start website.

During a working lunch, Ms. DeRego updated the Committee on the activities of the SSIP Task Force Workgroups, and discussed the ICC's responsibilities for the SSIP. Dr. Poulsen led a discussion of the SiMR Workgroup on the importance of supporting parents and families to strengthen the parent-child relationship and improve social-emotional development.

Dr. Poulsen shared a publication from the California Infant Mental Health Work Group on recommendations for assessing infant and toddler social and emotional mental health. The Committee discussed best practices in screening for social-emotional development upon entry to Early Start, and how to ensure that parent concerns during the screening and Individualized Family Service Plan (IFSP) reviews get addressed and included on the IFSP, so that services can be provided. Potential barriers were discussed, including funding challenges and additional staff time for regional center service coordinators and providers conducting the IFSP meetings. The Committee discussed the need for a guidance tool to help regional center service coordinators and providers address issues raised by parents during these meetings, and the possibility of FRCs supporting parents in getting their concerns addressed.

Angela Rothermel noted that the Modified Checklist for Autism in Toddlers (MCHAT) screens for autism and can help ensure inclusion of social communication needs and services on the IFSP. She also noted that Birth to 5: Watch Me Thrive! has developed a Screening Passport for parents to track which developmental screenings their child has received. She pointed out that providers would also know what screenings were received and can cover whether the family's needs and concerns were addressed as a result of the screening. The Committee discussed how to influence these existing processes to help support Early Start families.

The Committee reviewed the California Infant Mental Health Work Group Report's recommendations of areas for discussion with parents, the elements that the assessment process should include, and what a comprehensive assessment should include. The Committee discussed the importance of connecting families with services after an assessment, supporting parents to communicate their child's needs, and providing culturally competent assessment services.

The Committee discussed how best to present these recommendations. The following publications were suggested as good examples of presenting recommendations and identifying the kinds of activities that could occur at the state and local levels: the 2003 DDS publication "Autistic Spectrum Disorders: Best Practice Guidelines for Screening, Diagnosis and Assessment"; the DDS and WestEd publication "Effective Practice in Providing Family Support"; and, the joint policy statement on inclusion from the U.S. Department of Health and Human Services and the U.S. Department of Education.

Dr. Poulsen led a discussion about social supports for caregivers. Yvette Baptiste pointed out that there are ways for parents to get connected to someone to support them, but barriers and access issues exist. Dr. Poulsen recommended revisiting the topic at the April 2016 ICC Meeting.

The Committee discussed next steps and further information needed to develop a recommendation. Suggestions included: reviewing the Autistic Spectrum Disorders Best Practice Guidelines from 2003, the Early Start Personnel Manual, and California Early Start regulations; collecting and reviewing baseline data on social-emotional development from the APR; and, attending Early Start Supervisors meetings and the California Early Start Support Network video conferences to get information about what is happening at the regional center level. At the April 2016 ICC Meeting, the Committee will continue building the best practices and principles recommendation.

Ms. Chasen recommended that if future ICC meetings can take place in other locations in the state, the Committee should increase time to allow the opportunity for participation from the local community, such as expanding the time allotted for public input. This would be an

opportunity to meet people who are new and able to attend at the alternative location, and for the experience to be more meaningful to participants. The Committee agreed to discuss this further at the April 2016 ICC Meeting.

The meeting adjourned at 3:46 p.m.