

Executive Committee Meeting Minutes		Date: Thursday, July 23, 2015 Time: 10:00 a.m. - 4:05 p.m. Room: Capitol Room
AGENDA ITEMS		RESPONSIBILITY
10:00 - 10:15	Opening <ul style="list-style-type: none"> • Welcome • Introductions and Roll Call • Review Agenda • Approval of April 2015 Minutes 	Marie Kanne Poulsen, Executive Committee Chair
10:15 - 10:45	ICC Handbook - Review Revisions (Attached)	Marie Kanne Poulsen
10:45 - 10:50	Eligibility Letter - Next Steps	Theresa Rossini
10:50 - 11:10	Develop Strategies for Soliciting Parent Input	Marie Kanne Poulsen
11:10 - 11:30	<ul style="list-style-type: none"> • Approve Strategic Priorities and Role of Proposed Workgroups (Attached) • Announcement of Workgroup Chairs and today's Workgroup activities 	Theresa Rossini
11: 30 - 11:45	Break	
11:45 - 1:00	Working Lunch & SiMR Phase II Discussion	DDS & WestEd
1:00 - 1:15	Break	
1:15 - 3:30	Break-out into Workgroups: Review Strategic Priorities, Establish Associated Outcomes, Timeline, and Bridge to Part C Regulations <u>Workgroups</u> <ul style="list-style-type: none"> • Improving State Systems • Communication & Outreach 	
3:30 - 4:00	Workgroup Debrief	Theresa Rossini
4:00- 4:05	Next Steps and Adjourn	Marie Kanne Poulsen

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ACTION ITEMS	Assigned to:	Deadline/Status
Send names or links to articles on Part C to Marie Kanne Poulsen	Executive Committee	Ongoing
Update ICC Handbook	DDS	February ICC Meeting
Develop a narrative for IFSP "Other" services	Michelle Oliver	October ICC Meeting
Develop a one-page letter regarding eligibility on ICC letterhead	Theresa Rossini	
Send samples of local eligibility letters to DDS	Fran Chasen	ASAP
Disseminate local eligibility letters to Early Start managers during the August ARCA meeting	DDS	August 2015
Decide where to store samples of eligibility letters	Communication and Outreach Committee	
Share concerns about eligibility changes gathered from different meetings	Fran Chasen	October ICC Meeting
Develop suggested frameworks for parent participation in Public Input segment of General ICC Meeting	Communication and Outreach Committee	
Send Info Sheets to Virginia to print for next ICC meeting (10 hard copies for Communications workgroup)	DDS	October ICC meeting

Notes:

MEMBERS PRESENT

Fernando Antonio Gomez*
 Gretchen Hester* (via conference call)
 Marie Kanne Poulsen
 Theresa Rossini*
 Sheila Self for Meredith Cathcart
 Leanne Wheeler

MEMBERS ABSENT

Virginia Bliss
 Susan Burger
 Douglas Erber*
 John Robert Hall*
 Laura Jelliff-Pawlowski
 Jim Knight
 Beverley Morgan-Sandoz

LEAD AGENCY

JoEllen Fletcher
 Jonathan Hill

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Elise Parnes
Jennifer Parsons
Jennifer Teykaerts
Emily Woolford

OTHERS PRESENT

Brigitte Ammons (via conference call)
Fran Chasen
Toni Doman* (via conference call)
Rachel Hagans (via conference call)
Laurie Jordan*
Linda Landry*
Robin Millar
Michelle Oliver
Virginia Reynolds
Sherry Torok
Carmen Vasquez (via conference call)
Julie Widman*
Kelly Young*

*Parent

Dr. Marie Kanne Poulsen called the meeting to order at 10:00 a.m. The Committee reviewed the Agenda and the April 2015 Meeting Minutes. Theresa Rossini noted that Sherry Torok should be listed under "Others Present" instead of "Members Present." Julie Widman also noted that the "Parent" asterisk was missing from her name. The April 2015 Minutes were approved pending these changes.

Dr. Poulsen expressed the importance of investing in Part C literacy in order to make appropriate interagency decisions to ensure quality service delivery for Early Start children and families. To this end, Dr. Poulsen will collect and share relevant literature and resources at each Executive Committee meeting. Dr. Poulsen shared a June 2015 report from the Center for American Progress titled "[Emerging State and Community Strategies to Improve Toddler Services](#)" (available for viewing online by clicking the hyperlink). The report outlines strategies, programs, and federal funding sources to help states better coordinate services to ensure that families of infants and toddlers have access to the resources they need. Dr. Poulsen invited Committee members to send any relevant content to her so she can share the resources at future meetings.

The group discussed the importance of including community supports and resources in the "Other" section of the Individualized Family Service Plan (IFSP). The following recommendations were made:

- Create a matrix of supports to help empower parents to seek the services they need;
- Include the completion of the "Other" section of the IFSP as part of the DDS monitoring review;
- Encourage service coordinators to seek out generic services and/or refer families to the family resource centers (FRCs) to be connected to generic resources;
- Coach service coordinators to include the various available resources on the first page of the IFSP, instead of under "Other," unless it's a consistent service such as nursing or mental health services; and,
- Include this issue as one for the Improving State Systems (ISS) Workgroup to address.

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Dr. Poulsen reviewed the proposed changes to the ICC Handbook which were discussed during the April 2015 meeting. Changes include:

- Add a brief description of the amendment to the California Early Intervention Services Act (CEISA) in 2012;
- Add a description of the State Systemic Improvement Plan (Assigned to Department of Developmental Services (DDS) staff);
- Update Statewide Service Supports (Assigned to Virginia Reynolds);
- Update the Central Directory information for participating State agencies (Assigned to DDS);
- Add descriptions of other participants on ICC, including the Homeless Education Program at the Department of Education (CDE); and,
- Update the ICC Roster as follows:
 - Remove Laura Jelliffe-Pawlowski, Department of Public Health (Assigned to DDS);
 - Identify representative to replace Ms. Jelliffe-Pawlowski; and,
 - Identify representatives to fill other vacancies (Dr. Poulsen has emailed previously and will email again in September).

Kelly Young asked how difficult it is to meet the 20% parent participation requirement. She noted the challenge for parent participation due to lack of time, energy or knowledge. Ms. Widman also noted that even participating via phone can be a challenge. Dr. Poulsen recommended tabling the conversation for later in the meeting when the Committee would discuss how to solicit parent input.

Dr. Poulsen stated that the final version of the Handbook will be approved in February 2016.

Ms. Rossini led a discussion about the Early Start eligibility letter, next steps, and knowledge gaps in the field. Michelle Oliver shared that although awareness is increasing, there is a lack of clarity in the field that impacts referrals to Early Start, especially from physicians, who are not always referring to Early Start because they believe they must go through insurance. Ms. Rossini asked if there is something the ICC can do to help address this knowledge gap. The following recommendations were made:

- Work with the local American Academy of Pediatrics (AAP) chapter, since doctors communicate well with other doctors;
- Collect and disseminate locally-developed letters (including from Tri-Counties, San Diego, and Eastern Los Angeles Regional Center) through the following pathways:
 - ICC webpage (<http://www.dds.ca.gov/EarlyStart/ICCOverview.cfm>);
 - Infant Development Association (IDA) website (<http://www.idaofcal.org/>);
 - IDA e-mail list;
 - Regional Center (RC) webpages; and,
 - Early Start managers via ARCA;
- Develop a letter on ICC letterhead (Assigned to Ms. Rossini);
- Create a sidebar e-mail announcement for the Early Start community including FRCs and service providers; and,
- Work with the AAP in Northern and Southern California to write an article regarding changes in Early Start eligibility for their newsletters.

The group discussed strategies for soliciting parent input during the 15-minute Public Input portion of the ICC General Meeting. The following suggestions were made:

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- Provide outreach to inform parents that they can participate by phone, rather than having to travel;
- Develop suggested frameworks for comments, including certain topics needing parent input (Assigned to Communications and Outreach Committee);
- Provide training through the FRCs on “Telling Your Story”;
- Ensure that participation includes diversity across diagnoses and state regions;
- Develop a public service announcement for parents;
- Connect with local FRCs to call parents back to express that their input during the meeting was appreciated; and,
- Develop a strategic outreach plan to solicit input and participation outside of the Public Input time, possibly involving RCs, FRCs, and local educational agencies (LEAs).

The group discussed the Workgroups and the format for the afternoon’s breakout sessions. The Co-chairs for the Workgroups are:

- State-identified Measurable Result (SiMR): Fernando Antonio Gomez and Marie Kanne Poulsen
- Communication & Outreach: Leanne Wheeler and Doug Erber
- Improving State Systems: Fran Chasen and Gretchen Hester

Ms. Rossini requested that the Workgroups report back to the group at the end of the day. She advised that at future meetings, she may ask individuals to sit on different Workgroups; that Workgroup names can be changed; and, that web conferencing is available.

The group discussed the SiMR and State Systemic Improvement Plan (SSIP) during a working lunch. JoEllen Fletcher from DDS provided a brief overview of Phase I of the SSIP, and reviewed the broad improvement strategies. She described the agenda for the next SSIP Task Force meeting taking place at DDS on August 4, 2015. The group reviewed areas of focus for the SiMR Workgroup and discussed strategies for accomplishing the areas of focus.

After a break, the Workgroups broke into separate sessions to discuss and develop the areas of focus. At 3:30 p.m., the group came back together and the Workgroup Co-chairs reported on their progress.

After the Workgroup reports, Ms. Widman stated that hotels are now requiring ICC members to produce a state credit card to verify the state discount for the transient tax. Ms. Rossini advised that the group could discuss this issue during the DDS travel presentation at the General Meeting.

The meeting adjourned at 3:55 p.m.