

**State ICC Meeting Day One**  
**Meeting Minutes**  
**Thursday, July 21, 2016**  
**10:00 a.m. – 4:00 p.m.**  
**WestEd Capitol Room**

Dr. Marie Kanne Poulsen called the meeting to order at 10:00 a.m.

Introductions and Roll Call were conducted.

Dr. Poulsen announced that Governor Brown appointed her Chair of the Interagency Coordinating Council (ICC). She also announced that Theresa Rossini and Gretchen Hester completed their respective ICC terms and their strong leadership and advocacy for children with disabilities and their families will be missed. Marie would like to formally honor them at an upcoming meeting.

The Council reviewed the agenda. The agenda item “Break-out into Workgroups” was changed to Group Discussion and Review of ICC Committee Assignments. The agenda was approved as amended.

The Council reviewed the April 2016 Meeting Minutes, which were approved without amendments.

The Council reviewed the April 2016 meeting tasks.

Dr. Poulsen opened a discussion about changing the ICC meeting structure to a one-day format with meetings every other month instead of the current quarterly, two-day format; The ICC requested that DDS survey the Council to determine consensus.

Dr. Poulsen asked that the Individual Family Service Plan (IFSP) narration template, created by Michelle Oliver, be emailed to the ICC members.

Dr. Poulsen suggested that future meetings will begin with a picture of a child who has benefitted from Part C. These pictures, along with the child’s Part C story, will be used to illustrate the power of early intervention and the impact it has on children with developmental disabilities and their families. She asked that the Council to send her photos for contribution to this purpose.

Dr. Poulsen requested that a survey be sent to the Council. The purpose of this is to collect data on the role of each ICC member, the relationships each member has within their respective communities to identify areas within the state that are underrepresented at the ICC.

Michelle Oliver announced that the Infant Development Association is hosting the [Northern California Regional Conference](#) in Milpitas on September 16-17, 2016. Ms.

Oliver asked the Council to help promote the conference.

Linda Landry announced that the Family Resource Network of California has hired a Project Director that is working to enhance the Early Start services they provide. This position gives families increased access to assessment services. The position is funded through the Early Start Plus grant.

Kat Lowrance announced that California Hands and Voices is hosting [Family Camp](#) at the Coloma Resort in northern California.

Dr. Poulsen reported that the [Mental Health Reform Act of 2016](#) (S. 2680) now includes infant and early childhood mental health terminology. She asked that members contact their federal representatives and express their support for the legislation.

As part of an ongoing effort to increase Part C literacy, Dr. Poulsen shared a position paper, [Infant Mental Health Approaches and IDEA Part C](#), from the IDEA Infant & Toddler Coordinators Association. This position paper defines infant mental health approaches through early intervention supports and services under IDEA Part C.

Department of Developmental Services (DDS) staff informed the Council that feedback on the Annual Performance Report was submitted to the federal government. DDS reported that the Part C grant application was conditionally approved. The grant is used to identify Early Start compliance and performance issues within California. California received a funding increase this cycle.

DDS also reported that Phase III, the implementation phase, of the State Systemic Improvement Plan (SSIP) is underway. The initial cohort of five regional centers is in place and they are currently developing Regional Center Local Implementation Assessments (RCLIAAs). These are the initial plans of how the regional center will show impact for the State Systemic Improvement Plan (SiMR). Throughout the next several years, the SSIP will be implemented in all regional center catchment areas.

DDS stated that the regional center system received a budget increase that was targeted to service provider rate increase, to help regional centers decrease the caseloads for service coordinators, and to improve employee retention. New provider rates went into effect July 1, 2016. For specific information on the vendor rate changes, [please see the Department's letter mailed to regional centers](#).

Dr. Poulsen reported that ICC SSIP Workgroup met on June 24, 2016 to review the "Guidelines for Evidence-Based Infant-Toddler Social and Emotional Assessment and Surveillance for Early Start in California" which will be a resource available to providers as part of the SSIP. The workgroup reviewed the draft guidelines and made final edits. DDS was thanked for their assistance with the document.

DDS presented a draft of "Resource Guide to Initiatives and Programs to Support Social and Emotional Development in Infants and Toddlers." The guide, developed in

collaboration with WestEd, is an SSIP resource for professionals and contains evidence-based practices. It is intended to assist regional centers and local agency partners in locating and best utilizing local resources. The Council suggested that the guide include training opportunities.

DDS presented the *Take a Minute - Relationships Matter* campaign which includes the flyer for families and a video as a component of the SSIP. The video is designed to give parents of infants and toddlers with developmental disabilities information on supporting social and emotional development for their child. The Council watched the video and provided positive feedback.

DDS also presented the [Take a Minute - Relationships Matter "checklist"](#) of best practices in promoting social and emotional development when working with families in Early Start. The Council suggested that the checklist be designed as a template and also be available in additional languages. The Council added that the video should be closed captioned.

DDS also revealed a new element of the online community, the [Early Start Neighborhood](#). It is a virtual community for Early Start professionals and partners, including parents, seeking training, technical assistance and resources on early intervention Part C requirements, implementation, and evidence-based practices. ICC members can join the Early Start Neighborhood.

DDS requested the ICC's assistance in the targeted dissemination of the *Take a Minute – Relationships Matter* campaign materials. The Council suggested utilizing the first cohort of regional centers involved in the SSIP. It was also suggested that the video be shown at each initial assessment or include the video link with each initial appointment invitation. The Council recommended that the *Take a Minute* campaign information be available at every IFSP.

Dr. Poulsen opened a discussion about the draft of the "ICC Strategic Plan FY 2016-2020" which was created by DDS utilizing notes from the ICC committees. The document was reviewed and discussed. The document is a starting point but will need continued developments and revisions by the ICC to finalize it.

DDS suggested that the Council consider creating three ICC committees to coincide with each of the Goal/Target areas identified in the strategic plan. Dr. Poulsen suggested that of those committees there should be an assigned chair and co-chair. As part of Goal/Target #3, Objective #3, the Council previously suggested gathering more demographic and organizational information from ICC members through a survey.

Facebook or a blog were mentioned as tools that could be used to disseminate information and create collaborative opportunities with parents and partner organizations.

There was a general discussion about issues impacting Early Start including

transitioning, availability of qualified personnel, access to hearing assessments, and service disparities.

Michelle Oliver was asked to present her IFSP training tool at the next ICC meeting in October.

DDS announced that they are hosting a disparity stakeholder meeting series. Four meetings are being held throughout the state to discuss and develop strategies for addressing disparities in purchase of service. Any recommendations for meeting participants should be forwarded to Sharon DeRego at DDS.

The meeting adjourned at 4:00 p.m.

<b>Tasks</b>	<b>Assigned to</b>	<b>Deadline/Status</b>
Conduct survey regarding future meeting frequency	DDS	October 2016
Email IFSP narration template to ICC	DDS	October 2016
Send photos of special needs children and families	ICC	October 2016
Conduct survey to determine underrepresentation	DDS	October 2016

### **MEMBERS PRESENT**

Assembly member Tony Thurmond (represented by Bridget Kolakosky)  
Marie Kanne Poulsen  
Fernando Antonio Gomez\* (via conference call)  
Libby Woolford\* (via conference call)  
Rachelle Arizmendi  
Michelle Dove  
Jim Knight (for Nancy Bargmann)  
Richard Olney\*  
Sheila Self (for Tom Torlakson)  
Nancy Sager

### **MEMBERS EXCUSED**

### **MEMBERS ABSENT**

Douglas Erber\*  
John Hall\*  
Virginia Bliss  
Andrew George (for Michelle Rouillard)

Kimberly Johnson  
Mary Sheppard  
Leanne Wheeler

**LEAD AGENCY**

Jim Knight  
Sharon DeRego  
JoEllen Fletcher  
Emily Woolford  
Jessica Dailey-Keithline  
Elise Parnes  
Kim Hough

**COMMUNITY REPRESENTATIVES PRESENT**

Brigitte Ammons (via conference call)  
Kathy Angkustsiri  
Maurine Ballard-Rosa  
Yvette Baptiste\*  
Fran Chasen (via conference call)  
Wanda Davis  
Laurie Jordan\* (via conference call)  
Linda Landry\*  
Kat Lowrance\*  
Robin Millar  
Michelle Oliver (via conference call)  
Debbie Sarmiento\*  
Tara Sisemore-Hester  
Kelly Young\*

**COMMUNITY REPRESENTATIVES EXCUSED**

**COMMUNITY REPRESENTATIVES ABSENT**

Tony Anderson  
Toni Doman\*  
Susan Graham\*  
Jennifer Griffin\*  
Rachel Hagans  
Patsy Hampton  
Mara McGrath\*  
Stefani McNeil  
Marty Omoto  
Kristine Pilkington

Patricia Salcedo\*  
Sherry Torok  
Julie Widman\*

**OTHERS PRESENT**

Gwenetta Cook\*  
Christina Johnson  
Jennifer Teykaerts (via conference call)

\*Parent

## IFSP Narration Template

IFSP met on 4-21-16 to complete the xxxxx review. Present at the meeting were: xx, x,xx,x xx

Parents Rights and Procedural Safeguards were provided. Parent's priorities, resources and concerns were reviewed and updated (**list specifics here – use parents words as much as possible**)

Previous outcomes were updated.

CHILD's present levels were reviewed and outcomes were updated. (**make notation of additional parent input beyond draft provided**).

Services were discussed and agreed upon (**list any specifics if there are notable changes**).

**\*\*This is the place where it is essential that the IFSP document things outside of *required services*. These include resources/services including (but not limited to) CCS, public health nursing, WIC, private or public insurance, parent support groups, FRC's, etc.**

IFSP was signed. **Or**

Family signed IFSP as a participant. They will review the IFSP notes prior to signing with consent.

Example of an outcome that supports parents accessing "Other services"

**OUTCOME:** CHILD's mother will gain access to available community support to address concerns related to housing and medical care. (can add these specifics if known)

- **CRITERIA:** Intervention team will share county resource booklet as well as accompany the family to the local Family Resource Center.
- **CRITERIA:** Parent will explore available resources and communicate any need for clarification or guidance to their intervention team, which includes Regional Center Service Coordinator.
- **CRITERIA:** Intervention team will follow-up with family on explored and accessed resources within 60 days of this IFSP.