



***STATE SYSTEMIC IMPROVEMENT PLAN
MEETING 2 FOR CONSTITUENCY C
MEETING MINUTES***

Meeting Date: 08/23/24

Meeting Location: Zoom

Approval:

Recorded By: WestEd Staff

1. ATTENDANCE

Name	Stakeholder Group Categories	Present/Absent
Ginger Elliott-Teague, PhD Senior Researcher and Technical Assistance Specialist, SRI International	Facilitator Federal technical assistance provider	Present
Anna Mark Researcher, SRI International	Facilitator Federal technical assistance provider	Present
Kathleen Hebbeler	Facilitator Federal technical assistance provider	Present
Alberto Orellana, Education Programs Consultant; CDE Early Childhood Support Unit	State department	Present
Gigi Ostrowsky, CDE	State department	Present
Lauren Libero, DDS Autism Specialist	State department	Present
Shannon Jakubiak, CDSS with Early Childhood and Systems Integration	State department	Present
Leslie Fox Content Area Director, Early Childhood Intervention, Mental Health, and Inclusion WestEd	Technical Assistance	Present

DDS: Nathaniel Taleon, Jasmine Suo, Ashley Lambert, Anne De Medeiros, Maricris Acon, Cathy Schulze

WestEd: Rebecca Halpern, Jennifer Driver

2. MEETING LOCATION

Online, Zoom

3. AGENDA

- **Welcome and Introductions**

- Nate Taleon introduced the purpose of the constituency groups: to gather feedback on the SSIP. Nate provided context on the process and the advisory and constituency groups that are participating.
- Jasmine Suo provided housekeeping information for participating via Zoom and after the meeting.
- Ginger conducted a roll call via chat.
- Ginger defined the purpose of today's meeting: review the tentative SSIP theory of change and to provide input and feedback on proposed plan.
- Ginger reviewed the SSIP public input process with advisory and constituency groups.
- **SSIP in Program Context**
 - Ginger recapped the theory of change model and contextualized the SSIP process within the model.
 - A complete SSIP includes:
 - Choosing an outcome as a focus of work.
 - Implementing and selecting one or more practices that have been shown to improve that outcome.
 - Implementing strategies to support practitioners' ability to use those practices.
 - Ensuring that the program infrastructure can support the plan.
 - Impact has been defined as helping families help their children develop and learn.
- **Defining the Outcome**
 - SSIP will improve how Early Start helps families help their children develop and learn.
 - Reasoning for this outcome is:
 - A child's outcomes depend on family engagement and participation in the child's development.
 - Providers' practices impact families first, so the measurement is closer to the intervention.
 - Families need support and the SSIP focus can draw program and public attention to their needs.
- **The New Plan**
 - The actions must align with the realities of Early Start infrastructure such as resources, organizational capacity, and readiness.
 - SSIP team has developed a preliminary theory of change:
 - Impact: Early Start helps more families help their children develop and learn
 - Practices:
 1. incorporating a family-directed assessment into IFSP process;
 2. standardizing IFSP template;
 3. including family-directed goals and improving monitoring process; and

4. adopting family coaching as standard service model for early intervention.

- Ginger asked group to think about what *practices* do we and our partners need to implement to make an impact? What challenges might exist?
 - Lauren Libero asked if cultural competence is part of the plan. Ginger acknowledged it does need to be incorporated into the plan, for example when considering natural environments.
 - Gigi Ostrowsky shared excitement over standardizing IFSP template.
 - Alberto Orellana asked whether the goal is to calibrate the practices or add new strategies. Ginger answered that the team will be incorporating a continuous feedback mechanism and will be piloting the practices to ensure fidelity, with opportunities to tweak strategies as needed.
- Ginger asked participants to consider what *capacities* are needed to make these practices effective and how to build them. What do staff and families need to know to ensure practices are implemented successfully? What are some challenges?
 - Gigi asked for clarification on updated guidance. Ginger clarified there would be guidance on the family-centered assessment, but no other part of the IFSP process.
- Ginger asked group what system *features (conditions)* must be in place to build capacity and implement selected practices? In what order should features be developed or adopted?
 - Alberto suggested including LEAs as infrastructure partners.
 - Gigi cautioned about including dually served children and ensuring clear communication, expectations, and procedures between DDS and CDE.

4. NEXT STEPS

- State Leadership Team continues to complete an infrastructure analysis, finalize theory of change, and draft the improvement plan.
- Advisory Group meeting number five scheduled for late September.
- Constituency Group meetings are scheduled in October.