

First Steps – South East
August 8, 2008
9:30 a.m. to 11:30 a.m.
Aging & Community Services Board Room
United Way Center
1531 13th Street Suite G900
Columbus, IN 47201

In Attendance:

Lisa Griner	Kim Amberger-Fledderman	Lori Hart	Hannah Hart	Joanna Shinn
Heidi Stewart	Deborah Kellar	Suzanne Sears	Kim Gaffney	Sian Goldsmid
Lynne Eckerle	Crissy Meyer	Angie Russell	Kate Shively	Betsy Lease
Katie Herron	Annie Gambill	Debbie Henry	Melissa Battin	Bill Bryden
Barb Hefty-Jones	Michele Robb			

I. Call to Order made by Heidi Stewart

II. Introductions and Inspirational Story (Given by Kim Amberger-Fledderman)
 Next inspirational story to be given by Deborah Kellar

III. Review of Unapproved Minutes from April Meeting
 Minutes reviewed- no changes requested
 1st motion: Joanna Shinn
 2nd motion: Kim Amberger-Fledderman
 All Approved

IV. Financial Report

- Lynne provided report on first quarter allocations and expenses. Some items are under budget (materials/supplies)
- Travel is separate this year and reimbursement rate was increased to the state rate (.43/mile) starting July 1.
- Personnel for LPCC is high now but will go down as the year goes on.
- Betsy asked if fiscal department is back on track. Lynne reported that fiscal is efficient and appears seamless. They are better able to compare First Steps records with fiscal agent's.

V. Business

A. Cluster Oversight Report:

Discussion of Initial Outcome report: Betsy led discussion. LPCC reviewed all parts of report.

1. LPCC Outcomes

LPCC One: Some of the smaller counties may be a lower rate but overall cluster is well above. We are aware that the rural counties may need more awareness of First

Steps, and in spite of our efforts, the numbers do not increase. LPCC requested that the state give assistance to how to target the more rural populations.

Melissa Battin (state staff) responded that several clusters have shared these same concerns. Overall, she feels referrals are where they should be. State understands there are difficulties with reaching the rural population.

LPCC Two: It appears that cluster has fallen within a good range. Some rates (Jackson, Ohio) have much higher population served compared to census (noted larger Hispanic population). Discussion that census may be outdated and overall population has increased since Census 2000. Noted that we do have a Spanish intake coordinator.

LPCC Three: Noted that there are small changes. Parent referrals are slightly down but physician referrals have increased which may explain this. Need continued communication to public health agencies. Referral trends show some fluctuation- mostly an increase in referrals. Discussion continued on how to reach the more rural communities (similar to our additional outreach activities for Hispanic population).

LPCC Four: Chart was provided that gives all providers on matrix per county in August 2008 compared to February 2008. Availability on matrix and unmet needs were reviewed and explained. Gave information on how services are being addressed in response to the unmet need. Cluster's shortages compare with other clusters in the state. Bill Bryden commented that First Steps doesn't have the incentives (travel costs and little/no benefits, recouping costs of education, difficulties of therapists not wanting to be small-business owners) which makes it difficult to recruit and retain providers.

LPCC Five: New office procedures; all is working.

LPCC Six: Cluster is above requirement

LPCC Seven: Resubmitted copies of monthly reports of concerns.

LPCC Eight: All agreements were signed and submitted to the state transition group for posting on their website.

LPCC Nine: We will again be participating in the Transition Roundtables in the fall. LPCC members are encouraged to participate.

LPCC Ten: A membership list, showing that we meet the full requirements, was completed and submitted.

LPCC Eleven: Requirement is at 100%.

LPCC Twelve: Requirement submitted on March 1, 2008.

2. SPOE Outcomes:

SPOE One: One provider has been given a letter from Part C Coordinator allowing her to provide speech therapy at her facility due to providing services involving horseback riding.

Discussion regarding ED Team attendance at IFSP: Betsy questioned if parents have a choice of which ED team members goes to the IFSP. Sian responded that this discussion takes place with the parents at the intake addressing the concerns from the parents and which discipline goes to the evaluation. The ED team then assigns a lead ED Team member and all of the ED Team is invited to the IFSP. The state is starting a new target of 80% to have at least one ED team member at the IFSP.

Advocacy at the initial IFSP is so important and LPCC feels that we should attempt to increase attendance rate of the ED Team providers.

Because it is not until the initial IFSP is developed that the providers are selected by the family, the child has not providers to attend the initial IFSP.

The state is considering reimbursement of ED team members for being available by phone during the IFSP.

SPOE Two: Sian reported that cluster has done very well with the 45 day timeline. Current report reflects any over 45 day timelines. Sian reported that intake coordinators are diligent in making the timeline. Safeguards have been discussed and Service Coordinator Supervisor is now tracking referrals and will get in touch with service coordinator after 30 days.

SPOE Three: 100%

SPOE Four: 100%

SPOE Five: Transition results indicate we are in process or met the guidelines.

SPOE Six: Completed

SPOE Seven: 100%

SPOE Eight: Completed

SPOE Nine: All process is completed and intact.

SPOE Ten: Compliance at 87% which is in the norm- information given to reasons why.

SPOE Eleven: Process is in compliance

SPOE Twelve: 100%

SPOE Thirteen: Process is in compliance and at 100%

SPOE Fourteen: In compliance

SPOE Fifteen: Process is in compliance and is done monthly

3. Service Coordination Outcomes

SC One: In compliance

SC Two: In compliance

SC Three: In compliance

SC Four: At 100%

SC Five: Documentation is needed to verify that services started within 30 days of IFSP. Providers are requested to provide that information to the SC and SC completes needed documentation in file.

SC Six: Completed and in compliance

SC Seven: Completed and in compliance

SC Eight: 100% compliance

SC Nine: Reports reviewed and procedures given to improve.

SC Ten: Completed and in compliance

SC Eleven: Process completed and in place

B. SPOE update

- ED Teams are completing 6 month forms to be given to the SC. Lead Ed Team needs to complete a form with exit scores when child exits program. Schedule changes- Jeanne Baldwin and Pam Brewer are now the schedulers for the cluster.

C. Staffing Updates

- Lost Ginger as IC and Amy Boettner as SC- we will really miss both and felt they were a wonderful addition to First Steps.
- Welcomes Kate Shively, new service coordinator who will be doing intake in Monroe and Lawrence.

D. Subcommittee/Work Group Updates

1. Family Support

- Agency and Community Services has offered funding for relief of families who were flood victims.
 - Michele reported F2F updates. Most concerns from parents are transition to pre-k and health care financing.
- 2. Provider Recruitment Updates**
- Provider shortage was discussed. Lynne provided a schedule of provider networking meetings scheduled to help retain and recruit providers. Monroe County has had this meeting.
- 3. Quality Assurance Updates**
- Sent out the annual family satisfaction surveys- Katie reported that they have them back and she is analyzing the data and will have a report to present to the LPCC in November. Lynne reported that SCs reported to Spanish speaking families to follow up with SPOE to assist them in completing the survey. Katie also followed up with the child care issue reported in April about providers providing services in the child care setting. Katie updated LPCC that we followed up with state newsletter with suggestions and helpful hints on working with child care providers. Suggestion sheet was shared with LPCC. SC will give providers this sheet after IFSP when parent states that services will be provided in child care. Performance appraisals of SCs and ICs show areas of strengths and needs. The rest of office staff to be scheduled.
- 4. Public Awareness/Child Find/Community Partnerships Updates: Focus Counties Monroe and Lawrence**
- Monroe County is going smoothly. Katie reported that several groups have been contacted. Networked with several groups to discuss transition issues. Katie also reported that there are a few awareness events that she attends but actually spends more time doing one-time meetings with agencies and clinics. Katie does organize child-finds if requested. Event on August 11 for transition panel – on what happens after First Steps. Representatives from school, Head Start, Family to Family and parents will represent the panel.
 - Lawrence County- Katie attends some meetings monthly. Katie is also concentrating on one-time meetings to re-introduce First Steps to agencies and clinics.

VI. Announcements and Updates

- The Arc presented information Music Fest information for September 20 and Operation Vote Training on August 23.
- Monroe County Kiwanis is planning a health and safety fair on September 13 Sherwood Oaks Church in Bloomington.

VII. Adjournment

NEXT MEETING: NOVEMBER 14