

**First Steps South East
LPCC Quarterly Meeting
Cluster J
February 19, 2021**

- I. Call to Order
Called to order at 9:34 by Sara Cummins, Chairperson

- II. Introductions and Inspirational Story.
 - Missy Myers, Collaborating for Kids, shared a recent success story. When starting with First Steps, an 18 month old was being served for speech and behavioral development needs while in a homeless shelter with his father who was struggling with mental health issues. The child is now 2 ½ and being discharged from First Steps due to progress. The father changed interactions with the child, responding to cues instead of responding with frustration. The child is talking. The story demonstrates how First Steps therapists work with the entire family to help children grow.
 - Anneke Rarey was introduced as a new First Steps Service Coordinator SPOE staff member.

- III. Consent agenda items reviewed.
Consent agenda items reviewed.
Kim Fledderman motioned to approve consent agenda items. Missy Myers seconded. Motion approved.

- IV. Financial Report
Financial report reviewed by Becky Haymond. Becky explained that the report shows the totals for the fiscal year start of July 1 through December 31. Report numbers are good. Funmi Ige-Wright asked for explanation of what is included in the line item "Direct". Becky stated iPad costs were included in that line item.

- V. Other Business
 - Cluster Oversight and System Updates
 - Provider Networks:
 - Missy Myers from Collaborating for Kids agency states that their agency is looking for ST and OT providers. The agency has hired a new DT.
 - Kim Fledderman from DSI states that her agency is looking for PT, but good on OT and ST. Some providers have left with anxiety about the new EI Hub and COVID. One provider is scared and considering leaving, but it still holding on as a wait and see.
 - Deb Miller, Accord, states her agency may be able to help the other agencies with PT depending on the location of the need - in Decatur, Jennings, and Rush Counties.
 - Robin Klaycamp, A Step Ahead, reports that they are looking for OT and ST providers. Has providers on maternity leave.
 - Training Opportunities –
 - The 2021 First Steps State Conference to be held June 10-11 will be all virtual. Registration is \$25 at this time. Connie Young is encouraging families to attend as well. The keynote speaker is a parent of a child with Down Syndrome. The cost of registration for families can be covered through a scholarship.
 - FUSE has a family support training coming up on home safety. www.fuseinc.org
 - Other professional development opportunities continue to be sent out via e-mail among the LPCC council and there are many listings in the First Steps Newsletter.
 - Statistics – The meeting handouts of the Cluster and State profile statistics as well as the 2020 ref, assessment, and IFSP counts were reviewed. At this point, assessments are still mostly virtual. When comparing to 2019, the numbers are lower in 2020. On a weekly basis, counts of

referrals, assessments, and IFSPs continue to be collected by the SPOE and shared weekly with the state, network agencies, and assessment team providers.

Funmi Ige-Wright wanted to know more details about the statistics as relative to race, such as how have the numbers served changed over time, and do referrals reflect appropriate racial diversity, and does participation differ by race. Anne Dolan stated she could explore available reports, however, typically race is unknown at the time of referral. Ige-Wright suggested consideration of adding race to the referral form. Becky Haymond mentioned that the format of incoming referrals vary widely as they come not only from one referral form, but also doctor's offices, community organizations, online, incoming phone calls, etc. Anne Dolan will report back what she can find at the next meeting.

- Staffing Update – The Cluster J area has full SPOE staff. The SPOE is looking for a Bi-lingual Service Coordinator to serve Delaware and surrounding counties in Cluster H.
- COVID Procedures – Safety precautions remain in place for operations. The current status is that meetings with Service Coordinators are by phone or Zoom. Assessments are completed mostly via Zoom. The SPOE office has cleaned some old computers so that devices are available to loan to families if that is a barrier to participation. The plan is to continue as we are until new guidance comes from the state. Hopefully state COVID rates will decline. SPOE offices are open with office staff rotating between office and remote work. Staff has been provided information about options for immunizations.
- Old Business
 - LPCC Officer Elections: Nominating Committee – Anne Dolan reviewed the process for electing officers according to the LPCC By-laws for our Cluster. The nominating committee has not yet met to discuss nominations. Sara and Missy will be on the committee by default since they are current officers. Other members are welcome to join. Let Anne know if interested in joining committee. The committee will select members to nominate as officers and will be reaching out to those selected in advance of the next meeting to see if they would be willing to accept the nomination. Then, at the next LPCC meeting, the nominations will be formally made to the council, and the council can discuss and vote. If you are contacted, please consider accepting. Sara and Missy reviewed responsibilities of the positions and feel that it does not add much time commitment to the council beyond attendance.
 - Quality Review Monitoring Update – The annual First Steps State quality review of the SPOE Early Intervention records for children served in Cluster J happened November 23rd and 24th. The state review team completed the review virtually with access to digital records. The digital record storage system was developed by the SPOE and the Service Coordinators have put in a lot of effort to upload all of the documents starting July 2020. The review committee had no negative findings. The Cluster documentation was complete and met the federal indicators. The review team commented about good record organization. Moving forward, the state review process will be changing with the upcoming introduction of the EI Hub. Cluster J will continue its internal review process going more paperless. This has reduced the need for binders to store Early Intervention records.
 - ASQ Online – Anne Dolan provided an update on the ASQ Online resource reminding those present that our local First Steps office can partner with organizations or groups to provide ASQ screening. Those present suggested contacting Hope House, Youth Villages, and Benchmark.
- New Business
 - EI Hub with PCG – Becky Haymond reported about the SPOE preparations for the roll out of EI Hub – an electronic case management system to be used for First Steps across Indiana. The SPOE has participated in User Acceptance Testing and anticipate training from the state next week. Our SPOE plan for Cluster J is to continue current processes for documentation and exchanging information between Service Coordinators, Network Agencies, and SPOE data entry. For example, progress reports can be submitted from networks to the SPOE and Service Coordinators via e-mail. Connie Young reminded everyone present that change is hard and that it is going to be a struggle to adapt to new system. Connie is encouraging everyone to try to be

positive through transition and channel patience through difficulty. Connie is thankful for the partnership the state has with each cluster, and the state is looking for constructive criticism to help make the new system work well. There will be an update on the system implementation in May at the next Cluster J LPCC meeting.

- First Steps Conference – Covered earlier in meeting.

VI. Announcements and Updates

- Digital Referral Form Available – A fillable general referral form has been created if community organizations feel that this would make it easier to place referrals. As mentioned earlier, there are a variety of ways to place effectively submit referrals to First Steps. Another wave of outreach is suggested to encourage organizations and families to place referrals to First Steps.
- FUSE Expo – The FUSE Expo normally held in person in March has been moved to May this year and will be held virtually. The dates are May 14 and 15th. Speakers will be live, and the live presentations will be recorded for additional access opportunities. Exhibitors will have virtual information booths. Registration is free for attending professionals and families. More info can be found at www.fuseinc.org including event sponsorship opportunities.

VII. Adjournment

Meeting adjourned. Next meeting May 21, 2021.