**State Interagency Coordinating Council (SICC)**

**Quarterly Meeting Minutes**

**Date:** Thursday, October 11, 2018

**Time:** 1:00 p.m. – 3:00 p.m.

**Location:** Claiborne Building, Thomas Jefferson Room 1-136

**Members Present:**

Tracy Barker

Mike Billings

Rebecca DeLaSalle

Antiqua Hunter

Colleen Klein-Ezell

Danita Leblanc

Angela Lorio

Charmaine J Magee

Shanida J. Mathieu

Joy Pennington

Ann Phillips

Dionka C. Pierce

Bambi Polotzola

Michelle Roberie

Brenda B. Sharp

Libbie Sonnier-Netto

Sandee Winchell

**Members Absent:**

Anna ‘Kaye’ Eichler

Marc Garnier Soundra T. Johnson

Nina Seneca

Patricia H. Smith

Kahree Wahid

Allison J. Young

**Others present:**

 April Hearron

 Tracy Crump

 Monica Stampley

 Kelly McGehee

 Diane Pitts

 Timothy Butler

 Ariana Alexander

 Hattie Brown

Toni Ledet

Terry Coombs

Mary Hockless

Helen Monic

Valencia Allen

Kim Williams

Penny Thibodeaux

 Paula Mativi

 Holly Bell

Joyce Ridgeway

Lisa Pierron

Monica Dowden

Valarie Laday

Melanie Washington

April Dunn

Tedra Landreaux

China Guillory

Deborah Fontenot

Tomorrow Fondal

1. **Call to order**: at 1:05 PM by SICC Committee Chair Shanida Mathieu

 **Quorum Present**: 14 of 24 Committee members present (13 required)

**II. Old Business**

1. **Review and Approval of Minutes from Past Meetings**:Minutes of the April 12, 2018, January, 25, 2018, and July 12, 2018 quarterly meeting were reviewed. July minutes were amended to add Rebecca DeLaSalle to the member’s present list.

**Motion to approve January 2018, April 2018, and July 2018 minutes with revisions by Tracy Barker. Seconded by Colleen Klein-Ezell. Motion Carried.**

**III. New Business**

1. Chairpersons Report: **Shanida Mathieu**
* Due to upcoming SICC officer elections, at this time we will elect a nominating committee.

**Nomination Committee appointees are:** Tracy Barker, Sandee Winchell, Mike Billings, and Shanida Mathieu.

1. Executive Directors Report: **Melanie Washington** *(see attached report for full details)*
* SICC Membership – Shanida Mathieu has been appointed as the SICC Chairperson by Govern Edwards. Other members that have been appointed are: Tracy Barker (Medicaid), Dr. Antiqua Hunter (DOE-Homeless), Ann Phillips (private provider), and Dr. Libbie Sonnier-Netto (at-large). Two members were removed from the council due to inactivity on the council – Darrin Harris and Gwendolyn Gene.
* SICC will hold elections at the January 2019 Quarterly meeting. Members can send nominations to SICC Director, Melanie Washington. The positions for nomination are**: Vice Chair, Secretary, Parliamentarian**, and **Parent-at-Large.**
* SICC Webpage will be improved to add more information about the SICC and other resources. SICC members and stakeholders can send their input to Melanie Washington for any suggestions for the webpage.
* Director presented information about a resource from Social Worker, April Spotsville, who wrote a children’s book about autism. April provided fliers, cards, and a few books for individuals who may be interested in the resources she provides.
1. Lead Agency Report: **Brenda Sharp** *(see attached report for full details)*
* **Louisiana’s State-identified Measurable Result (SiMR):**
* The EarlySteps system will improve child outcomes through supports that are focused on family concerns, priorities and resources and provided through a team-based approach.
* **Progress toward System Improvement:**
* **Improving Child Outcomes:**
1. **Early Childhood Outcomes workgroup--Major System Improvement Focus to Date:** An improved outcomes measurement process resulting in an increase in the number of infants and toddlers exiting the program at or above the level of their typically developing peers.

**Status**: The results of the national analysis of the child and family outcome data (Annual Performance Report) Indicators 3 and 4 will be held in October. Members interested in hearing the national results can register at: <http://ectacenter.org/events/webinars.asp>. The Annual Performance Report Stakeholder report included with the handouts has last year’s results which show improvement from the previous year.

1. **DEC Recommended Practices (RPs)**

Ongoing work of the 3 SSIP workgroups to connect the RPs to the practice definitions of the workgroups to the RPs including use of fidelity measures.

**Status**: Each workgroup is using the Practice Profile process draft fidelity measures for the core components in the 3 practice areas—family assessment, services supporting family priorities, and team-based practice supports. All three fidelity tools are being piloted now. The goal is to have results of the pilots to finalize the tools and have “thresholds” which establish a performance level. Workgroups are collecting pilot survey data available as of today to use for decision-making regarding each tool. The tool will be finalized with recommendations and performance thresholds will be set.

EarlySteps continued to provide the professional learning (PD) events entitled “EarlySteps and the Division for Early Childhood Recommended Practices” to early interventionists across the state in every region for a total of 10 events including one Saturday to accommodate as many as possible. In 2017, this PD activity was provided to approximately 900 EarlySteps Practitioners. To date, another 200 practitioners took advantage of this opportunity. About half the providers were new to EarlySteps within the last year which shows the good work Regional Coordinators are doing in their recruitment of new providers to EarlySteps. In addition, each participant developed an individual Continuous Quality Improvement Plan targeting practice improvement using the RPs. Due to some special requests by providers, another date was added to the calendar. We will be presenting on Saturday November 3rd at the Fairwood Branch Library in Baton Rouge from 9:30am – 4:30pm. The address is 12910 Old Hammond Highway, Baton Rouge, LA 70816.

**Technical Assistance (TA):** Brenda Sharp participated in the Family Outcomes Learning Collaborative meeting September 23-25. States participating all have an SSIP focus on Family Outcomes. This is an opportunity to share common processes and activities across approximately 6 states and territories. We also met with the other IDEA-Part C Learning Collaboratives that are addressing other SSIP areas.

**Cost containment/budget:**

The October, 2018 Family Cost Participation report is provided.

Our state allocation for 2018-19 is $11,708,782, a $1.8m increase from last year. This is intended to cover the anticipated growth and over-expenditure from last year. In addition, the office is requesting an increase for 2019-2020 due continued program growth.

***Discussion:* Can the overage be used to cover the families who are 120 days past due on their balances? *Answer: We plan to get more aggressive with collections.* Can some of the balances be forgiven? *Answer: We will have to because some are over five years old.***

**Provider Monitoring Activities**

A table was provided to show a summary of the provider monitoring for the 2017-2018 fiscal year. Fifteen providers were monitored for compliance. All fifteen did have funds recuperated. The lead agency will be working with providers to help get them in compliance and they will have to go through the training again.

***Discussion*: What would indicate compliance issues? *Answer: An example would be a billing date but no documents to support.***

**Child Care Civil Background Checks**

The Louisiana Department of Education updated its policy on Background Checks to meet Federal Child Care Assistance Program requirements for all early care and education sites. EarlySteps elected to align with the changes since early interventionists support children and caregivers in these sites. Approximately 760 early interventionists have updated their background checks as of September 30.

**Discussion: Background checks for providers have gotten more expensive. Who pays for background checks? *Answer: The provider and it costs approximately $99. Agencies will pay if a provider works for them. The cost used to be $30 per year and now the background checks are good for five years.* Five years? Anything can happen between checks. *Answer: School systems and other agencies typically only check once and never again.* There are free ways to check.**

**From the Federal Level:**

The Office of Special Education and Rehabilitative Services (OSERS) Assistant Secretary, Johnny Collett has released a framework that communicates the way OSERS will focus its work to advance Secretary DeVos' priorities and continue to make progress toward achieving its mission to improve early childhood, educational, and employment outcomes and raise expectations for all people with disabilities, their families, their communities, and the nation.

The framework prioritizes rethinking all aspects of how we serve infants, toddlers, children, youth, and adults with disabilities. It highlights OSERS’ commitment to support states in their work to raise expectations and improve outcomes for individuals with disabilities; provide states flexibility to implement their programs within the constructs of the law; and partner with parents, individuals with disabilities, and diverse stakeholders.

https://www2.ed.gov/about/offices/list/osers/framework/osers-framework-9-20-2018.pdf?utm\_content=&utm\_medium=email&utm\_name=&utm\_source=govdelivery&utm\_term

EarlySteps staff will be participating in a national “focus group” call to hear more about the framework and give feedback to OSERs.

**Child Count:**

October 1, 2018: 5,484

October 1, 2017: 4,988

 **Family Cost Participation**

 FCP is explained by Brenda Sharp. Balances on accounts, cost participation, collections, and status of charges were discussed.

**Discussion:** Can you discuss the formula that determines FCP and will it ever be adjusted? ***Answer: It has been adjusted twice. It is difficult to explain but a family of four would pay 3% of their annual salary. The formula is based on several things including the Federal Poverty Level Scale. If a family makes 300% of less below the FPL, they do not pay anything.***

If a family’s account is overdue 120 pays, will services be cut off? ***Answer: We have not cut off any services at this time. We ask families to pay what they can so that we can continue to collect toward that balance.***

Is there data that shows if the IFSP says that the child needs three hours of therapy but they opt only to get one hour? ***Answer: We have no way of knowing if a family chooses not to get services.***

Our role as a governing or advisory council should be to take action. If we think FCP should be revisited then we should take action and recommend that happens and not just receive the report.

IFSPs should not be done with cost participation in mind. Families and providers should be able to determine the child’s needs before FCP is factored.

***-That wouldn’t work. Families have a right to know and to choose services.***

Debt should not go to a debt collector. Can we do something about that?

***-We can try.***

Families do not need to have to worry about FCP. They are already burdened. As advocates we need to work on behalf of families that they do not have this burden. There are so many other costs that these families have to factor that we don’t capture and they should not have to choose if they are going to have these services provided to their children. We know that the services will pay off in the long run.

**Motion to send a letter to OCDD Assistant Secretary, Julie Foster Hagan, and copy LDH - Deputy Secretary Mark Thomas and Secretary Rebekah Gee, to request the elimination of Family Cost Participation for EarlySteps without changing eligibility criteria, done immediately. A follow-up meeting with Dr. Gee is also being requested to discuss the issue and explain the reason for the request. Bambi Polotzola motioned. Sandee Winchell Seconded. Rebecca DeLaSalle abstained. Motion Carried.**

**Motion to accept reports by Colleen Klein Ezell. Tracy Barker Seconded. Sandee Winchell abstained. Motion carried.**

**IV. SSIP Committee Reports**

1. **Family Assessment Workgroup –** Monica Stamply (EarlySteps COS)

The regions that completed the piloting of the Family Assessment Fidelity Tool discussed their activity. It was determined that more FSC observations are needed. Each piloting region is in need of additional self-assessments. More time was given to the assigned regions to provide the required information.

The Survey for Piloting the Fidelity Tool was completed as a group activity. The completed survey will be given to Toni Ledet.

The Family assessment work plan was reviewed and updated.

No telephone conference has been scheduled before the next face-to-face meeting in January 2018.

The piloting regions are responsible for sending the completed observations to Monica Stampley by 11/12/18 so that Toni Ledet will have them by the 11/16/18 deadline.

1. **Service Delivery Supports Family Priorities** – April Hearron (RC for Region 7 – Shreveport Area)

During the Service Delivery workgroup meeting held 10/11/18, we reviewed our work over the last 3 months. Our Fidelity Tool Draft was finalized and volunteers were chosen from each region to participate in piloting the use of the Fidelity Tool for Home Visits. So far, we have received 10 self-assessments and 4 observations have been completed. We will continue to receive feedback on the instrument to improve the ease of use and scoring. All of the results are due to Toni Ledet by 11/6/18. We reviewed our work plan and no changes were made. We are still looking for provider membership to participate in Service Delivery Workgroup meetings.

1. **Team Based Practice Supports** – Timothy Butler (RC for Region 3 – Lutcher Area)

Teaming work group met on October 11, 2018 and 12 individuals attended. An update was given on the results on the piloting of the new Teaming Fidelity Tool by Family Service Coordinators and Intake Workers throughout the state. There was an overall favorable view of the Fidelity Tool and its use. The data from the Fidelity Tool was entered into survey monkey and those results were also reviewed with the workgroup. Some discussion took place with the workgroup on sequencing of the questions on the tool and clarifying some of the example used. That information was noted and the corrections were made to the tool during the meeting and the revised version was sent out to the piloting group to use until the end of October at which time the results will be reviewed again and feedback on the revised tool will sent out to the workgroup for further review. The workgroup was then updated on the next step which will be review of the Fidelity Tool by State Office along with their Technical Support Team in November.

**Tracy Barker moved to accept all reports. Rebecca DeLaSalle Seconded. Sandee Winchell Abstained. Motion Carried.**

**V. Other Business**

1. **Orientation -** SICC Director is planning an orientation for all SICC members. Members completed a one question survey about an orientation date. The tentative date is November 7, 2018. More details are forthcoming.
2. **Bylaw Discussion –** Changes to the bylaws were reviewed. **Motion to accept bylaw changes by Sandee Winchell, Seconded by Angela Lorio. Motion carried.**
3. **FY 18-19 Budget Discussion** – No discussion at this time.
4. **Public Comments**
* Please keep comments to three minutes in order to keep to the time and agenda.

**VII. Adjournment**

* **Motion to adjourn by Bambi Polotzola, Seconded by Tracy Barker. Motion Carried.**