**Louisiana Interagency Coordinating Council (SICC)**

**Quarterly Meeting**

**MINUTES**

October 12, 2017

1201 N 3rd Street

Baton Rouge, Louisiana 70804

Claiborne Building, Louisiana Purchase Room 1-100

1. **Call to Order/ Welcome and Introductions**

Sam Beech called the meeting to order and members introduced themselves. Two new SICC members were in attendance representing parents: Michelle Roberie, Region 10 and Michael Billings, Region 2. There was not a quorum of members present.

1. **Action Items**
   1. **Review and Approval of Minutes** —minutes for July, 2017 were not available for review and should be approved at the next meeting where a quorum is present.
   2. **Reports**
      1. **Executive Director—Juanita Washington**—the Executive Director’s report was not given due to Ms. Washington’s absence.
      2. **Lead Agency Report—Brenda Sharp**

**Handouts and report included:**

* + - * 1. Lead Agency Report—Ms. Sharp reviewed the report. Data results in 3 improvement areas were reviewed.

Child Outcome results. The trend data for Summary Statement 1 was reviewed to show Louisiana’s results compared to national data and the tentative results using the new and old measurement process for 2016-17. Trend data for Summary Statement 2 will be presented in January

Provider availability . New provider enrollment trends were shared in total and compared to specific disciplines of speech, occupational, and physical therapists.

Professional Development . The upcoming training schedule and the training participant numbers completed to date by region were reviewed. The training for region 9 is on Oct 19 and 20.

The results of some of the cost containment measures in place for 2017-18 were reviewed.

The child count numbers by age and region were presented. There are 165 more enrolled children in October 2017 than in October, 2016.

Mrs. Sharp reported on the most recently completed provider monitoring. Of the 12 providers monitored, two providers are responsible for repayment on undocumented services, all 12 providers are under corrective action. As the result of a complaint and subsequent monitoring, one provider has been disenrolled.

* + - * 1. October, 2017 Family Cost Participation Report-was reviewed for payments and collections. Mrs. Sharp reported that warning letters have gone out to families who are 90 days and 120 days past due on their accounts since service suspension for late payments is one of the cost containment measures being addressed in 2017-18.
        2. Copies of the 2017-18 budget were sent to Ms. Washington, but were not available to review at the meeting. Mrs. Sharp commented that the total of 2016-17 expenditures and the 2017-2018 allocation were not complete as of this month. There will be more information to review at the January meeting with the updated budget.
        3. Annual Performance Report (APR)-October, 2017 Stakeholder Update—The October report provides an update of the results to date of the indicator data to be submitted to OSEP in the February, 2018. These results are provided monthly as they become available, either to the SICC or the Executive Committee. Results for Indicators 2,3, 7, 8, and 11 are complete. The final results will be reviewed in January prior to submission in February, 2018.
* **SSIP Update**—Mrs. Sharp briefly described the status of the SSIP, specifically related to the ongoing work of the 3 work groups.which will be presented by the workgroup representative later in the meeting.
  + 1. **Regional ICC Reports**—the State of the Regions report was included with the handouts. Each region’s upcoming RICC meetings are included. There were no questions or comments about the report.

1. **Committee Reports:**

**Ad-Hoc Family Assessment Workgroup**

Monica Stampley presented the report. The workgroup reviewed and revised Family Assessment Work Group survey questions for SPOE and FSC Agencies. She reported that this is related to the action plan activities to define the practice of Family Assessment, identify current practice implementation in our system and identify bright spots. Questions were added to the Community Outreach Specialists’ survey to ask families about their experience with Family Assessment process. Timelines were established in order to have all questions finalized, individuals interviewed and data submitted.

**MOTION TO APPROVE:**

A motion to approve the co-chairs for the Family Assessment Work Group was requested of the ICC. The co-chairs for Family Assessment are Monica Stampley and Mary Hockless. Monica will present to ICC and Mary will attend the Executive Committee meetings. Sam Beech will serve as back-up for either co-chairs. The committee requested that the motion be considered as part of the January, 2017 meeting since a quorum was not present.

**NEXT STEPS FOR THE FAMILY ASSESSMENT WORK GROUP:**

Revise questions and provide to lead agency for review.

Conduct survey interview questions by November and provide data to lead agency by December.

A conference call will be scheduled in October to review the approved questions by lead agency before proceeding with the telephone survey.

**Ad-Hoc Teaming Workgroup: Team Based Committee Meeting: October 12, 2017**

Wanda Stroud reporting for the committee stated that a committee meeting was held prior to the quarterly SICC meeting. There were 10 out of 14 members present. Members elected Tim Butler, Regional Coordinator from Region 3 and Michelle Renee, SICC member as co-chairs for the committee. Michelle will attend the monthly executive committee meetings and report on the work. Wanda Stroud will function as communication person and Steve Ivy as data person for committee. The committee had phone meetings in August and September to develop the survey questions to define the practices associated with the Team-based practice supports Practice Profile.

All 3 workgroups developed questions and the committee reviewed the 69 of the interview questions for the practice implementation survey. Recommendations: some of the questions were deleted, some to keep, some had wording change recommendations, and some had added choices. They ended up with 26 questions.

The group reviewed our work plan and made some decisions on next steps:

-Ann Phillips agreed to review the sections of the DEC RPs and provide us with a list of practices to review so that we can prioritize our list. She will send information to Wanda so that it can be sent out to the group.

-survey will be sent out to group once it is completed. At the January 2017 SICC meeting, the committee requests SICC approval of the selected co-chairs.

-results will be discussed once all surveys are in

-The workgroup will have a conference call in November to discuss the list from Ann

Requesting a motion to SICC: request approval of co-chairs:

Tim Butler, RC from Region 3 and Michelle Renee, SICC member

**Ad-Hoc Service Delivery Supports Family Priorities Workgroup**

The workgroup selected Co-Chairs for the committee: Shanida Mathieu and Marc Garnier. April Hearron (regional coordinator) will be the Facilitator, Monica Dowden (regional coordinator) will be responsible for coordinating Communication. Valencia Allen will be responsible for workgroup data management.

The workgroup reviewed their assigned survey questions and made recommendations for those to keep, revise, delete. Next steps include beginning to connect the practices themselves with fidelity measures once the practice is defined. Workgroup members should bring work plans and practice profile to each meeting.

The workgroup will have a call with the entire group to discuss the practice profile on 10-23-17 at 1:00 pm.

**Ad-Hoc Program Stability Committee –**the workgroup did not meet, therefore there was no report provided.

1. **Other Business:** 
   1. **Revised Bylaws**—the bylaws had been sent out by email, but were not available for discussion. Since a quorum was not present, this item should be added to the January SICC agenda.
2. **Public Comments:** No public comments were submitted.

**VI. Adjournment** Sam Beech requested adjournment of the meeting.