

Date: 2/8/08	LPCC Meeting: Lake
Welcome & Introductions	Members: Cynidi Slaboski, Jeanne Lewing, Michelle Higel, Wendy Kaplan Staff: Jillian Condon, Angie Merryman
Review of Meeting Minutes	Minutes from previous meeting were reviewed and accepted.
SPOE Reports/SPOE Needs	Jillian reviewed the SPOE report for 4/1/07 to 12/31/07. 71% of referrals are going to intake. Overall, the number of intakes that go to IFSP has remained steady at 56%. The average number of days from referral to IFSP is 34.1 days; average age at referral is 13.2 months. No IFSPs exceeded 45 days. Parents remain the number one referral source and primary care physicians are second, referrals from other sources such as hospitals are increasing. Medical diagnosis as primary eligibility has increased, which may also increase reimbursement from insurance.
Committee Reports/Coordinator's Report	Public Awareness/Child Find: Jillian reviewed NWT Times quarterly magazine that is focused on families. The current edition has an article on FS written by a parent. Jillian stated that the magazine went out in Sunday's paper and is also delivered to area businesses such as doctor's offices in order to reach a variety of demographics. Information packets were sent out to area NICUs. The packets included a letter to parents, a brief description of the program, and some resource information. The packets were sent with a letter inviting NICU/hospital staff to contact us for an in-service and/or additional information. Jeanne asked if the First Steps information is available in Spanish, Jillian stated that Perla is currently working on translating some of the FS brochures/forms. Transition: MOAs are being reviewed and are due in June no major changes noted. The annual transition event will likely take place in March at Geminius in Merrillville. Jillian stated that the event will take place on a Saturday from 10a-12p for children 24 months and older that are in the FS program. There will be a keynote speaker and vendors such as hospitals, YMCAs, and private agencies. The FS newsletter will now include an insert focused on transition. Jillian asked that if anyone had information or ideas about transition for upcoming newsletters to let her know. Jillian also noted that she has recently put together an email list for FS families and will be sending out the newsletter via email.
New Business	Provider Relations & Reimbursement: Jillian stated that there is a need for providers and that availability is low. Currently for Lake Co. there are 15/39 DTs available, 2/26 OTs, 6/23 PTs, and 6/29 STs available. There are also certain zip codes that have difficulty maintaining available providers. Jeanne inquired about providers that serve families 2 times a week, Jillian explained that those cases are reviewed on an individual basis and are typically written on a plan for only 3 months. Holdback Report: The report was submitted to the State on 1/15/08 and will be discussed with the consultants this month. Any concerns/issues are discussed with the consultants who, at that time, may request additional information/documentation.

	<p>Peer Review: The peer review is scheduled for June 26th-27. Provider billing audits will also be conducted throughout the State, with 1st Kids being one of the contractors for the review. Notification was recently mailed out to randomly selected providers. Providers are required to submit all face-face sheets for billed time during a selected time frame which is then compared to EDS billing date. Four to five providers from the cluster will likely be selected for the audit.</p>
	<p>ED Team: The SPOE is looking at adding members to the ED teams to increase attendance at IFSPs, as well as, allow for more evaluation days and possibly decrease the number of days from intake to IFSP. ED team members have participated in IFSP meetings by phone, however, at this time they are not paid for phone participation. Jillian will do another pull to look at ED team attendance at initial IFSPs.</p>
	<p>RFH: 08-09 RFF packet provided. At the last meeting the draft was reviewed. Signatures are needed on the final copy.</p>
	<p>ASK Parent Liaison: The parent liaison position is currently open but may be filled soon. The liaison must be a parent, will work approximately 20 hours a week from home, therefore the liaison will not be housed in the FS office.</p>
	<p>Insurance: In regards to parent questions about billing and private insurance, the State has a process in place to address such concerns. When a parent has questions about FS billing their private insurance, the family's insurance information is first verified in the SPOE computer. Then a form is completed with the parent and insurance information which is then put on a list that is submitted to the State on a weekly basis. The list is reviewed with the bureau consultants and EDS together to resolve issues. One of the main concerns parents have is whether or not their insurance has been billed. Many claims are submitted but do not go through due to the claim typically being of a developmental concern and not medical. Parents are often unaware that the claim was submitted to the insurance. It has been reviewed with coordinators to make sure they thoroughly explain co-pay and the billing process to families.</p>
	<p>Staff updates: Jackie Garritano is the Service Coordinator Supervisor and Dana Jones is Service Coordinator Supervisor Assistant. Dana is also organizing trainings for new staff and ongoing. Two service coordinators and 1 intake coordinator have been hired. A third service coordinator will likely be hired as caseloads continue to grow. The new service coordinators will work out of the office for 6 months to year.</p>
Old Business	<p>Complaints: Copies of the concern/complaint logs for the past quarter were provided and reviewed by Angie. Complaints are logged and sent directly to the State for review. Concerns are logged and sent the bureau consultants on a monthly basis. During the 3rd quarter, there was a total of 13 concerns and complaints submitted to the SPOE; 10 from Lake Co., 2 from La Porte Co., 1 from Porter Co.</p>
	<p>Eligibility: The Eligibility Tracking report was handed out. Angie reviewed the report: 1 children scored -1 SD in 2 areas, 3 children scored -1.5 SD in 1 area. Therefore 4 children would have been eligible for services under the previous criteria. Re-evaluation was recommended in 3 of those cases.</p>

	<p>Cost Participation: The Cost Participation report was handed out and reviewed by Angie. There were no families that terminated, reduced, or declined services during the 3rd quarter.</p>
<p>Agency Announcements</p>	<ul style="list-style-type: none"> • Sue stated that the book she has contributed to on sensory strategies for families is now available. Sue also mentioned that Wee Care has moved into the same building as White Oak Daycare. • Center for Possibilities is currently taking enrollment for the 2-6 yr. old preschool program. • Healthy Families is still involved in the free crib program, and families need to be referred by a social service agency. There will be a forum on childhood abuse prevention at IUN on April 4, CEUs available. • ECC will be October 3rd and 4th at Purdue University Calumet.
<p>Adjourn</p>	<p>Meeting adjourned.</p>
<p>Additional Comments</p>	