

NORTHWEST INDIANA FIRST STEPS

OVERSIGHT COUNCIL

February 4<sup>th</sup>, 2009

Agenda

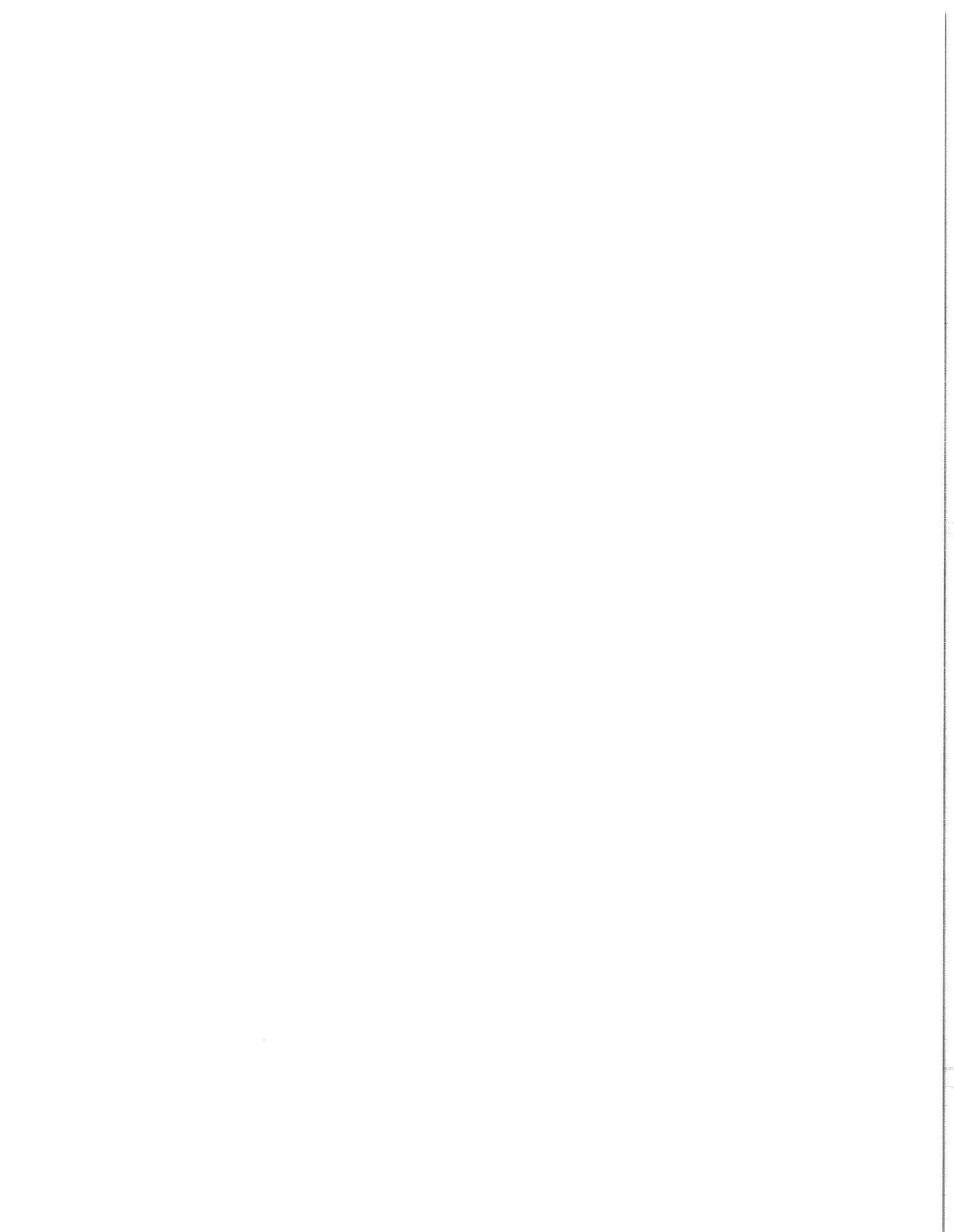


1. **Call to Order/Introductions**
2. **Review November 2008 Meeting Minutes**  
*\* Meeting minutes – Nov.*
3. **SPOE Report / SPOE Needs**  
*\* 4/1/08 – 12/31/08 Cluster SPOE report*
4. **State / SPOE Program Updates**
5. **LPCC / Committee Reports**  
*\* Standard Operating procedures*
  - A. Public Awareness & Child Find
  - B. Provider Relation & Recruitment
  - C. Data Review & Planning  
*\* Cluster Performance Plan*
  - D. ED Team
  - E. Local Transition
6. **Fiscal Report**  
*\* 4/1/08 – 12/31/08 Financial report*
7. **New Business**
  - A. Holdback Report  
*\* Copy available upon request*
  - B. Peer Review
  - C. 2009 – 2010 Request For Funds (RFF)
8. **Old Business**
  - A. Staff / Office Updates
  - B. Complaints  
*\* Monthly complaint log*
  - C. Eligibility  
*\* Eligibility tracking sheet*
  - D. Cost Participation  
*\* Cost participation tracking sheet*
9. **Agency Announcements**
10. **Adjournment**

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**NEXT MEETING** – Wednesday, May 6<sup>th</sup>, 2009, 9:00 a.m. @ NWI First Steps Conference Room

*\* Indicates handout has been provided*



<b>Date: 11.5.08</b>	<b>LPCC Meeting: Oversight</b>
<b>Welcome &amp; Introductions</b>	Meeting called to order by Jade at 9:06am. Introductions completed. Present: Clara Mann, Jillian Condon, Angie Merryman, Jackie Garritano, Jade Palm, Sally Gaff, Nicole Beagan, Mindy Dupler-Singer, Patti Higginbotham, Deborah Rodecap, Joyce Butler, Patti Ken, Zagorka James, Heather Gelon, Doreen Witte, Angie Miller, Quality Review, was also present.
<b>Review of Meeting Minutes</b>	Meeting minutes reviewed and accepted as written.
<b>SPOE Reports/SPOE Needs</b>	Clare reviewed the SPOE report for 4/1/08 through 9/30/08. Referrals increased by 7%, IFSPs increased by 11%, referrals going to intake and intakes going to IFSP both increased by 3%. Annuals have also increased since last year indicating that children are entering the program younger. Average age at referral was 14.4 months, average days from referral to IFSP was 36.1 days. Parent remains the highest referral source. Regarding eligibility the focus is on entering the medical diagnosis as primary reason for eligibility if qualifying diagnosis is provided by the child's physician.
<b>Committee Reports/Coordinator's Report</b>	Public Awareness/Child Find: Jillian reviewed recent activities: health fair, presentation at a women's care center in La Porte, future events/activities have been scheduled. Over the past month, brochures were mailed out to our entire list of agencies targeted for child find. Many agencies have requested more information/brochures. Newsletter will be out this month and will be posted on the website and in each intake packet.  Transition: All committees continue to meet and are working on putting together the draft for the FAQ flyer.
	Provider Relations & Recruitment: Jillian reported that she is still receiving phone calls from providers going through the orientation process, and continues to assist them with questions they have. Jillian also stated that regarding the proposed changes to the website, the SPOE will wait to for the most recent state forms, such as the final format for provider progress notes, have been approved and are available before moving forward. Provider Availability: Jillian and Clare recently met with providers from Jasper Co. Hospital and discussed how to utilize the providers available; a date will be determined for further discussion on the matter and will include additional providers. The provider survey was sent to providers cluster wide. About 60 responses were received, providing much feedback including providers interested in participating on the LPCC. Jillian is looking into doing more surveys such as with the schools and services coordinators. Jade asked which provider disciplines are seeing a shortage of available provider is in the Newton/Jasper. Clare stated that all disciplines are struggling with available providers and at this time the SPOE is looking at implementing a consultative model to maximize the time of the available providers and by working with adjacent clusters. Joyce also suggested trying to work with hospitals in Illinois that are close to the state line.
<b>Fiscal Report</b>	Copy of fiscal report was provided and Nicole reviewed the report. Clare stated that the independent audit was just completed and that FSSA audit will be done within the next month.

<b>New Business</b>	<p>Federal Review: The federal review of the state was completed last week. Clare was present for three days of the review in Indianapolis. The review seemed to go well overall. If any areas of concern are identified, the state will have a year to rectify the issues.</p>
	<p>LPCC Structure: Copies of the new LPCC structure and current copies of the LPCC standards and minimum requirements as stated in the RFF were provided to all present. Jillian explained that the new LPCC council will be similar to the current oversight committee and will be open to anyone that wants participate. In addition there will be 4 cluster wide committees: 1)Public Relations &amp; Child Find, 2)Provider Relations &amp; Recruitment, 3)Data Review &amp; Planning, and 4)ED Team. The Transition committees will remain county specific with Newton and Jasper Counties creating one transition committee. Jillian reviewed how each of the RFF standards and requirements will be met by the new structure. The new structure should be in place and ready to meet on February 4<sup>th</sup>. Jillian will be working on recruiting members for these committees over the next couple of months.</p>
<b>Old Business</b>	<p>ED Teams: The ED Teams last met on October 15<sup>th</sup>. Topics discussed: the purpose of using the complete AEPs scoring book, obtaining exit scores from ongoing providers, and initial IFSP attendance which is still being looked at by the state and the ICC. Jillian also discussed that the state required a pull of all initial IFSP attendance from July – September which was 64% for the cluster. Another topic discussed was the state requiring that an ED team member be present for an IFSP meeting when Informed Clinical Opinion is used to establish eligibility. The state also asked for a count of all children found eligible under Informed Clinical Opinion for the month of November. Jillian noted that these meetings seem to be going well and provide a good forum for ED team members to discuss ED team issues, concern, and questions.</p>
	<p>Staff/Office Updates: Clare stated the Alexandra Curlin (special education lawyer) is scheduled to present an Article 7 training for clusters A and B on December 15<sup>th</sup>. Other recent trainings included safety training presented by a Hammond police officer and a presentation on shaken baby syndrome. There is a scheduled upcoming training for coordinators on techniques and strategies utilized by the different therapy disciplines. Clare stated that 1<sup>st</sup> Kids, Inc. has acquired the remaining office space on the 2<sup>nd</sup> floor of the building. Staff changes: Lindsey Pasko, was doing service coordination but will move to an Intake Coordinator position for Newton and Jasper Counties and other areas as needed. Erin McClure will take Newborn Hearing Screenings and NICU referrals. One new Service Coordinator has been hired for Lake County and we are looking to hire a Service Coordinator for La Porte County.</p>
	<p>Concerns/Complaints: Copies of the concern/complaint logs for the 2<sup>nd</sup> quarter were provided as well as the tracking by county report. Lake = 10, La Porte = 2, Porter = 4, Newton and Jasper = 0.</p>
	<p>Eligibility: Copies of report for 2<sup>nd</sup> quarter were provided. There were 3 children that scored -1 SD in 2 or more areas and one re-evaluation recommended.</p>
	<p>Cost Participation: Copies of report for 2<sup>nd</sup> quarter were provided. There were 0 families that terminated, reduced, or declined services.</p>

<b>Agency Announcements</b>	Deb Rodecap noted that Barker Woods Pediatric Clinic provides therapy services for children 0-18 years old. They continue to refer the 0-3 yrs. children to FS.
<b>Adjourn</b>	Motion to adjourn: Sally 1 <sup>st</sup> , Doreen 2 <sup>nd</sup> . Meeting adjourned 10:10am.
<b>Additional Comments</b>	NA

