

First Steps South East
LPCC Quarterly Meeting – Cluster H
Wednesday, February 7, 2024

Call to Order

Meeting called to order at 9:02am.

Introductions and Inspirational Story

Holly Leisure, Vice-Chairperson is leading the meeting today. Several people are in attendance who have not attended in a little while, so everyone introduced themselves. Everyone is encouraged to ask clarifying questions if there is anything discussed that you do not understand.

Julianne Jerrell from Hopewell Center shared an inspirational story about a community family who is giving some profits from their baking business to Hopewell. The family was introduced to Hopewell when their child, now 21 years old, received early intervention. The baked goods are being sold at Gathered Finds, located in Anderson at College and 53rd St.

Becky Haymond shared she was really inspired with the opportunity to attend the Division of Early Childhood Conference which inspired her to propose a presentation at the upcoming Indiana Early Intervention Conference. The conference had some specialized training sessions focused on Service Coordination.

Consent Agenda

Motion to approve minutes and consent agenda was given by Julianne Jarrell and Scott Merkel seconded the motion. Minutes and Consent Agenda were approved.

Financial Report

Becky Haymond reviewed the distributed SPOE budget report. The budget numbers show for the time period starting from the start of the grant year of July 1, 2023, so we are about 50% through the year. Computer upgrade expenses will be coming in the materials category of the budget report later in the grant year.

Other Business

- **Cluster Oversight and System Updates**

- **Provider Networks Update –**

- Julianne Jarrell of Hopewell Center reported that there is not too much new news at Hopewell. The new Speech Therapist is up and going and increasing her hours quicker than expected.
- Tammy Miller of NCA Therapy said they have several new providers starting, but the onboarding takes a few months to get providers up and running.
- Becky Haymond from the SPOE mentioned that two additional members have been added to the Assessment Team to assist on an as needed basis. The OT added speaks some Spanish.

- **Training Opportunities –** Training opportunities shared by the group:

- More info was shared about the upcoming Indiana Early Intervention Conference 2024 set for June 13-14, 2024 in person in Bloomington. Early bird registration cost is \$100, then goes up to \$125. There is a virtual attendance option with a cost of \$50. For anyone wanting to stay at the Marriot Hotel, the conference link to special pricing is not working, but you can call the hotel directly and ask for the conference rates. Be sure to ask for “Early Intervention

Conference” instead of “First Steps Conference”. Two Service Coordinators from our Cluster H are on the conference planning committee.

- **Statistical Reports –**

- Statistical report handouts were reviewed which include Referrals, Evaluations, and Initial IFSPs for the entire 2023.
 - Referrals – It was noted that the number of referrals is almost back to pre-Covid levels. The numbers show what counties in the Cluster have the highest number of referrals.
 - Evaluations – Becky noted that Evaluations in our Cluster are typically able to be scheduled with two weeks notice. This is better than in several other parts of the state, and is a good element of service to our families. Robyn Duffy wants to understand the SPOE decision to recommend virtual evaluations, i.e. if reducing travel time was the primary consideration. Becky said there are multiple pieces to the recommendation. There is an advantage to families to get eligibility established quickly. There is an advantage also for maintaining assessment team workforce across all counties since reimbursement consistency is better when last minute family cancellations occur as assessment team members are paid on contract only for completed assessments. The difference can be completing 5 assessments per day versus 2 assessments depending on the scenario. Assessments requested to be in person do take more planning and so are not available as quickly. Robyn from Head Start reports on the benefits when the Head Start teachers participate in the Assessments for any of the Head Start children who receive First Steps at the Head Start location. It’s a win-win for the staff and the child. Becky reaffirmed that First Steps wants to have community partners as contributors throughout the First Steps process. Scott Merkel asked for clarification on the what the IFSP statistics show in regards to how Initial Assessments might be different than Annual Assessments. Becky explained that the statistics presented for IFSPs does only show the new IFSP written. IFSPs are planned for one year and near the end of that year, a new assessment occurs which includes consideration of the progress reports. Sometimes, if a new medical diagnosis has occurred in the past year in a high-risk category, it is acceptable for the annual assessment to be completed by one assessment team member only and the assessment team member can confirm ongoing need via paperwork review.

Note: At this point in the meeting, we skipped to the New Business section of the agenda to allow the guest speakers from BISC to share.

- **New Business (Part 1)**

- **BISC Project, Indiana University –** The three BISC team members attending today introduced themselves and gave an overview of the study history and participation. BISC stands for Behavior Interventions for Social Communication. Slides were presented. The BISC Research Project is enrolling interested First Steps providers. See the provided meeting handout for details. Participants receive various types of benefits and takes place over 24 weeks. Technology is utilized making travel unnecessary. Providers can’t be doing the FGRBI training at the same time as the BISC Research Project. The BISC team members are open to doing in-service presentations to provider groups during the recruitment period.

Note: At this point in the meeting, skipped back to the Statistical reports section of the agenda.

and offering the option for visiting individually virtually and/or in person to discuss. The MOUs, once all signed, will be posted on the local First Steps website by July 1 due date. Robyn asked if the SPOE has the new contact for Jay County Head Start (Robyn will send contact to SPOE as follow-up). Anne Dolan mentioned that the local Child Care Resource and Referral (CCRR) services are also helpful partners when it comes to families preparing for preschool-age Transition.

- **State Quality Review Compliance** – The State First Steps program completed a review of the SPOE’s Early Intervention Records for Cluster H and has provided a written report of the results to the SPOE. In many areas the SPOE met the performance targets, but there were a few areas of not meeting the target: 1) 30 day start of service from IFSP date - Delays in the Start of Service are due to limited number of available providers. 2) The 45 days from referral to IFSP written – The SPOE is reviewing the internal processes with Service Coordinators in order to improve in this standard. 3) Timely Transition Meeting prior to 90 days before child’s third birthdate – The time when this timeline was missed occurred when a Service Coordinator staff person left their position without good documentation. Julianne commented that overall, the results seem pretty good for the SPOE. After all, the 30 day start challenge due to limited provider ability is not something the SPOE can control, and the Transition timeliness calculation is due to only missing one meeting date out of the group reviewed. Julianne wants to know how this SPOE did in comparison to other SPOEs around the state. Robyn replied to Julianne that the ICC (Interagency Coordinating Council) was provided with results from all Clusters and Robyn can attest that other SPOEs had similar results. Becky noted that one area where our SPOE did very well in comparison to some other SPOEs is in getting evaluations scheduled promptly. Stacey Wright at the SPOE office works very hard to rearrange the evaluation schedule when families need to cancel to reschedule promptly. The performance report discussed today is the State reviewing our SPOE, however, our SPOE also has internal review staff to stay on top of quality. In addition to the State Quality Review of Records report, the ICC meeting included a First Steps program report to the Governor which should be available to the public soon.

Announcements and Updates

Holly opened the floor for announcements and updates from any attendees.

- **April is Child Abuse Prevention Month** – Tashia Weaver with Firefly Family & Child Alliance shared information about many events coming up – Jay County Pinwheel Motorcycle Ride April 20th, Blackford County Superhero Walk April 17th, Delaware County Superhero Walk April 1st, Randolph County Touch-a-Truck April 6th. Events have community resource tables and activities for families.
- **CASY Webinar** – Ben Flick with CASY Child Care Resource and Referral shared that CASY is having a virtual year in review presentation on February 29th that everyone is invited to.
- **Anderson Preschool Expo** – Scott Merkel shared that Anderson Intermediate School will be hosting a family event on Saturday 9th geared toward sharing resources with families with preschool children. There are also plans to set up a preschool registration in April and an open house for Service Coordinators and providers to build understanding of the developmental preschool and programing.
- **First Steps Wants Event Info** – Becky mentioned that First Steps is interested in sharing info to families about child friendly events, so please continue to share info with Anne and Becky so that it can be funneled to Service Coordinators to share with families. In Cluster H, we also have a contracted person who can represent First Steps at events if staff aren’t available.
- **Next LPCC Meeting** – May 1, 2024 at 9 am, will be virtual.

Adjournment

Robyn moved to adjourn meeting. Julianne seconds. Meeting adjourned 10:34am.

Attendance:

Austin	Whitney	First Steps South East, SPOE Supervisor
Cougill	Mikayla	First Steps South East, Office Manager
Dolan	Anne	First Steps South East, LPCC Coordinator
Duffy	Robyn	Carey Service Head Start
Ferguson	Ginger	First Steps South East, Service Coordinator
Flick	Ben	CASY Child Care Resource and Referral
Foley	Janell	First Steps South East, Lead Service Coordinator and Trainer
Gilbert	Lindsey	Hamilton Boone Madison Special Services
Haymond	Becky	First Steps South East, Program Director
Hicks	Everitt	Ivy Tech
Henson	Carrie	First Steps South East, Service Coordinator
Horn	Kathryn	BISC Project, Indiana University
Jarrell	Julianne	Hopewell Center
Kupferer	Amy	First Steps South East, Service Coordinator
Larcom	Rose	First Steps South East, Service Coordinator
Leisure	Holly	East Coast Migrant Head Start
McGeary	Addison	BISC Project, Indiana University
Merkel	Scott	Anderson Community Schools
Miller	Tammy	NCA Therapy
Ploughe	April	Transition Resources Head Start
Schwering	Sharon	First Steps South East, Service Coordinator
Shaffer	Susan	Transition Resources Head Start
Watkins	Rylie	Reid Hospital
Weaver	Tashia	Firefly Children & Family Alliance
Zook	Lucy	BISC Project, Indiana University