

First Steps South East
LPCC Quarterly Meeting – Cluster H
Wednesday, May 1, 2024

Call to Order

Meeting called to order.

Introductions and Inspirational Story

Robyn Duffy and Becky Haymond each shared examples of families graduating from the First Steps program who no longer needed services. The families each express a big “Thank You!”.

Mikayla Cougill shared that her parents have done foster care for some siblings that participated in the First Steps program. The siblings have made such progress “it’s like night and day”.

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 SPOE annual budget year ends June 30, 2024, and the SPOE has plans to spend the remaining dollars. Expenses will include some equipment updates and the addition of Service Coordinator staff (1 to help in Delaware County, and 1 in Madison/Hancock area to help cover Pendleton and McCordsville). The next budget contract is for one year starting July 1, 2024 and will be at the same dollar level. The contract may be extended for the year starting July 1, 2025 or there may be a need to apply again.

Other Business

- **Cluster Oversight and System Updates**

- **Provider Networks Update –**

- Julianne Jarrell of Hopewell Center reported that things are going fine and Hopewell continues to be busy. Hopewell has increased the number of OT service hours offered at last, and there are a few kids waiting.
- Tammy Miller of NCA Therapy said they have added PT in Pendleton and OT in Jay County. NCA has been brainstorming with the SPOE and Service Coordinators for meeting needs. Great job working together, and NCA continues to recruit.
- Becky Haymond from the SPOE mentioned that the state First Steps ICC (Interagency Coordinating Committee) has established a Workforce Development Subcommittee with the mission of expanding and enhancing the current and new provider workforce. Becky has agreed to be on the committee. The committee hopes to tackle the issue from all angles, including presentations to high school students to introduce knowledge of early intervention work as a future career path. Robyn would like to receive the Doodle Poll to get subcommittee meeting dates. Robyn shared that the law has changed to allow 18 year olds into the infant/toddler early learning workforce in pursuit of CDA credentials.

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

- The Indiana Early Intervention Conference 2024 set for June 13-14, 2024. Amy Kupferer will be presenting a session on family experience in First Steps. Becky Haymond will be presenting a session on Service Coordinator Knowledge.

- **Statistical Reports –**

- Statistical report handouts were reviewed which include Referrals, Evaluations, and Initial IFSPs.
 - Referrals – Referrals are coming in at busy levels. The monthly numbers are shown as total and per county. The average monthly referral number across Cluster H is 218 each month so far this year.
 - Evaluations – 17% of the scheduled evaluations are either cancelled last minute (same day) by the family or the family does not show up. When a family cancels (same day) or no shows, the evaluation scheduler staff at the SPOE work on the fly to fill empty slots. The contractors who complete the evaluations are scheduled for 4 evaluations per day.
 - Initial IFSPs (Individualized Family Service Plans)– Anne Dolan is especially excited to be able to present Initial IFSP numbers per county starting January 2024. This is due to the SPOE establishing a hand count method since the state data system is not yet able to generate this type of report. Julliane Jarrell thanks the SPOE, as this is information she has been seeking in the years since it became unavailable when the replacement data system started in 2021. There was some discussion about how understanding geographic distribution of demand can help illuminate workforce needs. Jarrell noted that just counting providers alone cannot give an estimate for the number of children who can be served. Many providers work part-time.
- **Staffing Update –**
 - Amy Kupferer has agreed to become Cluster H training coordinator for Service Coordinators. Janell Foley had been serving as training coordinator for both Cluster H and Cluster J, which was difficult. Janell will continue as training coordinator in Cluster J. The role of training coordinator includes offering welcoming, orienting, mentorship, and shadowing for new Service Coordinators. The training coordinators also contribute to monthly group mini-training sessions which are mandatory for newer service coordinators and open to all SPOE staff.
 - Ashley Russell is returning to First Steps as a service coordinator for Delaware County after working at an ABA clinic for a bit.
 - Lorrie Caskey, a service coordinator in Delaware County, is back from maternity leave.
- **EI Hub –**
 - Data Reporting Updates- Becky Haymond, SPOE Director, reports that Marie Smith (data consultant at the state First Steps office) has developed a data dashboard for referral data elements. Becky and Anne were invited to meet with Marie and some FSSA data scientists to comment on the data dashboard that includes zip code level data on such things such as referral source. A link to the dashboard for the SPOE to use is expected in the future. Marie and the FSSA data team have also worked to once again produce 30 month LEA referral data on a monthly basis. The sample report should be sent to each SPOE in another month or so. These data reports are not built-in to the EI Hub, but are the result of the state establishing receipt of a copy of the data inside EI Hub from the PCG software group on a routine basis.
 - New EI Hub Software Version Release for Case Management- SPOE staff have participated in user testing with PCG, the state, and other SPOEs for updates to the Case Management area of EI Hub. The release is expected soon, though there is no exact date specified yet.
 - New EI Hub Software Version Release for Service Logging- There is a scheduled update for tomorrow, May 2nd, for an update to the area of EI Hub most used by provider networks. Julianne Jarrell is hopeful that everything works smoothly and that there are some helpful new features such as ability to view authorizations and that more people can see session notes.

- **Old Business**

- **Transition MOU (Memorandum of Understanding) Process 2024** – All LEAs in Cluster H were invited by the SPOE to a virtual Zoom Meeting held on April 12th, 2024 to review and discuss the Transition Agreement and need to update signatures prior to July 1, 2024. Alyssa Chrisy, the Early Childhood 619 Coordinator for the Indiana Department of Education, was able to attend. The Transition Memorandum of Understanding outlines the steps taken for First Steps, School Districts (LEAs), and Head Starts to work together with each family to establish desired services beyond age 36 months when First Steps ends. The SPOE also offered to meet with individual school districts about local processes as needed.
- **30 Month Referral List** – Related to the Transition MOU, The First Steps SPOE office is anticipating that the First Steps state office will be able to resume generating a list of children who are age 30 months and receiving First Steps services. After the First Steps state office sends the list to the local First Steps SPOE, the SPOE will send each school district the list of children from their area who are 30 months old and will identify which families have agreed to a formal referral to the school system and which have declined. The LEAs will have awareness of potential kids coming into school services. The list is anticipated next month. Scott Merkel of Anderson Community Schools comments, “Woo, hoo!”. Scott shares that Service Coordinators have been wonderful with sending individual 30 month referrals, but his experience is that having a consolidated list is a very helpful way for LEAs to double check to make sure that kids are getting school evaluations prior to age 3. Lindsay Gilbert of Hamilton-Boone-Madison Special Services agrees and is happy to hear the 30 month list is resuming.
- **New Business**
 - **Federal Monitoring of State First Steps program** – As part of the federal monitoring of the state First Steps system, there is a local SPOE director interview scheduled for May 17th, 2024. The federal monitors completed an interview with the state First Steps ICC (Interagency Coordinating Council) members recently. Robyn Duffy is one of the official ICC members and shared about the ICC interview. Robyn reports that the federal monitors were impressed that the state shares so much information with the ICC, including information frustrations related to EI Hub. The federal monitors will be on-site in Indiana in August. The monitors will write a report with an unknown completion date – it could be done in a month or a year.

Announcements and Updates

- **Tangram** – Shelly Hall gave an update about Tangram’s Center for Autism and Behavioral Health. ABA (Applied Behavioral Analysis) therapy has evolved over time. There is now a multi-disciplinary approach and a shift from 40 hours per week attendance to flexible scheduling that is individualized to each family, and the therapy includes more play. Tangram has added more clinicians for diagnostic services, and there is currently no waiting list. Referrals are welcome.

Adjournment

Robyn moved to adjourn meeting. Julianne seconds. Meeting adjourned 9:53am.

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
Gilbert	Lindsey	Hamilton Boone Madison Special Services
Hall	Shelly	Tangram
Haymond	Becky	First Steps South East, Program Director
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
Merkel	Scott	Anderson Community Schools
Miller	Tammy	NCA Therapy
Myron	Shalee	Blackford Schools
Modesitt	Missy	MuncieBy5
Weaver	Tashia	Firefly Children & Family Alliance