

LPCC Meeting

9/20/07

Peru, In.

Present: Amy Ellis, Rachelle Remmenga, Angie Jarvis, Emily Brown, Melissa deFluiter, Robyn Culley, Elaine Armstrong, and Megihann Leininger

Minutes: Changes made to minutes were the dates of the August 10th meeting which will be held today, September 20th. The November meeting will be held in Wabash on November 8th. Minutes were approved motioned by Rachelle and seconded by Megihann.

Old Business: On 7/17/07 Early Head Start in Grant Co, held a luncheon and gave First Steps a certificate of appreciation.

New Business:

A: Staff Update- Roberta Stoltzfus has left her position with First Steps and Megihann Leininger has been hired. Megihann will be covering Marshall and Pulaski Counties. Melissa deFluiter will cover Starke County. Stephanie Neuhauser had a healthy baby girl and will be returning to work in October. Emily Brown took Service Coordinator training and will be able to attend meetings to help fill in during vacations and sickness and may also have a small caseload of her own.

B: Budget Report: With the money granted to First Steps by Fulton County United Way we will be assembling "Welcome Baby" packs to be given to new families at Woodlawn Hospital in Rochester. With other funds we have ordered and will soon be getting new Growth Charts with First Steps information. These growth charts will be sent to doctor's offices, health clinics, schools, and libraries among other places.

C: Performance Report- From our performance report the state would like us to improve our provider availability, especially in, ST, PT, and OT. This is a trend that needs improving from all around the clusters.

D: SPOE Data Reports: Information was given on numbers of referrals, number of referrals that went to intake and numbers of intake that went to IFSP.

E: Update on concerns: Melissa deFluiter gave an update on the concerns that were brought to her attention. Reminders were given to providers that if they were sick and would miss a session the provider needed to call the family before the session.

F: LPCC Coordinator Update:

A: Community Out Reach Efforts: Melissa attended several health fairs in Marion co, Kosciusko Co., and Miami Co. First Steps information was mailed to all WIC offices in our cluster. Information on First Steps was brought to the Fulton Co. 4-H Fair. Meet-n-Greets were discussed or planned for fall. Requests to newspapers were sent out inquiring the cost to place an add for child referrals and provider recruitment. An article was placed in the Kosciusko Co. newspaper about First Steps and provider Treleen Cox.

B: Quality Assurance Survey- The group discussed forming a survey to check all parts of the First Steps Team. Some option for the survey would be via the internet, randomly by phone, or a survey that would be taken after the meeting or mailed into the SPOE. One such survey could be given at the first quarter meeting that would ask about SC, EDT, and providers. It was discussed that many families may not mail in a survey that was left with them, so a short answer survey that could be given at the meeting was discussed. This survey could be given to the family, then given back to the SC in a sealed envelope. The SC would then get the survey to the SPOE. It was discussed that once the survey reached the SPOE if the LPCC coordinator would review them, or if this should be done at a LPCC meeting. This issue will be resolved later. Robyn Culley will send to the SPOE and example of a survey that is used by EHS. It was asked that if anyone else had such surveys to send them to the SPOE, or to send ideas for questions or bring ideas to the next LPCC meeting.

C: Transition Committee Activities- Open houses have been held in several counties and are planed or planning for more in the fall. The open houses would be best suited for fall or spring due to possibly inclement weather during the winter. Parent transition meetings were offered by Family to Family in several counties. Howard County had good attendance while attendance in Wabash was canceled due to lack of interest. The book The Kissing Hand, was ordered and has come in. This book will be given out to some families at transition open houses. Transition backpacks have also come in. The back packs are in English and Spanish and contain information on transition, and also the book The Kissing Hand. The back packs can be "checked out" or borrowed by families. The backpacks may be left in area county libraries or given to SC.

G: Provider Workgroup: The work group will meet again in October to discuss IFSP attendance. The state has requested that every IFSP be attended by an EDT member that gave the child an evaluation. Cluster E has went with one scheduler, Angie McClain. Angie schedules all evaluations and IFSP's for all 10 counties. As of today we are estimating that our attendance is higher then 80%. Attendance has also improved since using one scheduler.

Questions/Reminders: Next meeting is 11/8/07 at the Honeywell Center.

Adjournment: Motioned by Robyn, seconded by Rachelle.