

Cluster E LPCC Meeting
Feb. 9, 2007

Present: Melissa deFluiter, Angie Jarvis, Mary Jo Palidino, Renelle Finke, Rachelle Remmenga, Robyn Culley, Amy Ellis, Janet Ogle, Diane Wildermuth, Tami Jacobs, Kathy S., Mary Chalmers, and Emily Brown

I. Introductions- Introductions were made by Amy Ellis. Those present introduced themselves. It was announced that Emily would be taking minutes for the LPCC meetings

II. Meeting Minutes- November Meeting Minutes were approved.

III. Budget Report- Given by Angie Jarvis- Charts Included

SPOE Budget- Asked to take money from #5 (Materials, Supplies, and Equipment) and put into #6 (All other direct costs)

LPCC Budget- Asked to take money from #2 & #3 (Materials, Supplies, and Equipment, and All Other Direct Costs) and out into #1 (Personnel/Contracted Services)

Motioned for acceptance by Robyn Culley, seconded by Janet Ogle- motion approved.

IV. SPOE Data Reports- Given by Angie Jarvis- charts included

Numbers on charts reflect current data. The reports were pulled with the help of Angie Miller, who works for the state. April and August referral numbers are high, possibly due to "clean-up" periods for the SPOE. April numbers where FSNCI took over the SPOE, and August during a transition/training period. The referral process was explained to those present. It was asked if a referral source could be told a) if a family does not follow through and b) why the family did not follow through. This can not be done with out written consent from the family. We are working on possibly having referral sources having families sign releases when referrals are made. Cluster E is working on an exit survey to explain why families do not accept First Steps Services.

It was brought up that several families may not follow through with First Steps because they do not understand what the program is or they think there will be a high cost involved. SPOE and SC will explain the process on the phone stressing free assessments or free evaluation. SC can also possibly team up with referral source (example: Healthy Families or other groups) and have intake meetings with the referral source. Referral sources such as these can have families sign releases of information and then may also be able to contact families to see if they have followed through with First Steps. At intake meetings the SC will stress sliding fee scale and free assessment. SC can also tell families they can also ask for a waiver from the state if they qualify and have a co-pay.

Questions were asked about why families decline. It was asked if we could track why families decline. A questionnaire will be worked on to fallow up with families who decline services.

V. Old Business

A. Conflict Resolution Policy- New copies were handed out. No changes needed

to be made. The forms were approved and will be sent out to providers.

VI. New Business-

A. Updates on Concerns- These concerns were addressed: Children are going with out services and parents are not be contacted. (These have been addressed at SPOE staff meetings- follow up phone calls are now being made after IFSP services are to begin) Concern of notices/procedural safe guards- We are not in violation, but this is an area that needs improvement- this is to be addressed at a SPOE staff meeting.

-Questions were asked about how quickly doctors are signing the needed paperwork for First Steps- Emily will begin tracking arrival dates of doctors signatures. Melissa and Angie will visit the office of one doctor who is known to prolong signing paperwork.

B. LPCC Coordinator Update-

Community Outreach Efforts- It is planned to have a "Wal-Mart" day in Grant Co. to hand out First Steps information. It was noted that the best time for this outing would be the first weekend after the 3rd of the month, as this is when state ad federal assistance comes in. This is possibly being planned for April . (In March we found out you cannot be inside Wal-Mart, you have to stand outside. This event will be held in warmer weather.)

-Questions about state wide public service announcements were asked. This is a possibility that is being looked into by the state, for now each cluster needs to help get the word out.

-It was noted that in Kos. County there is still an office with First Steps signage. It will be checked into that there is First Steps info at this office, and that those working in the office are familiar with the program.

-Cluster E will be placing child find ads in the "free" shoppers papers in its 10 counties. They will also be placing provider recruitment ads in theses papers at the same time.

Quality Assurance Surveys- Random families from each county and service coordinator will be picked to fill out theses surveys. The surveys will be able to tell us how our program is working, problems, questions, suggestions, etc..

Transition Committee Activities- Melissa is working to hold a transition meeting for families in different areas of the cluster. The meetings will be held in the evenings.

C. ED Team/ SPOE meetings- These meetings will be held monthly. The members of the ED teams have been invited to join. These issues among others will be dealt with at these meetings: Schedulers and scheduling, member participation in meetings (quarterlies, 6 month reviews, annuals and initial IFSP's), notices for meetings, and termination notices. Schedulers and SC and ED team members are working towards having an ED team member present at IFSP meetings.

D. Cluster Progress Reports- Due twice a year in October and January. Angie Jarvis is the person who will be working on this/these report(s).

E. Cluster Performance Plan- Angie Jarvis is working with Kelly Plummer on this plan. Updated information will be available at next meeting.

VII. Questions- 18 month transition references will be submitted electronically. The 18m referral will give name and phone number, the 30 month referral will give more information. For further information see www.indianatransition.org under What's New. This website has resources for families up to third grade.

-It was reminded that a DT can not give swallowing therapy with out certification.

-VIII. Adjournment- Motioned by Rachelle, seconded by Robyn.

Next meeting will be 5/11/07 at McClure's Orchard

LPCC 9:30 AM-11:30 AM

Transition Committee 12:30 PM - 3:00 PM