

LPCC Meeting  
May 11, 2007  
Peru, In.

In Attendance: Mary Chalmers, Rachelle Remmenga, Janet Ogle, Diane Wildermuth, Lois Crandall, Kathy Schumacher, Jennifer Grunder, Mary Jo Paladino, Melissa de Fluiter, Emily Brown

Minutes-Changes needed to be made in February minutes- Cluster progress reports are due twice a year. For 2006 they were due in October and January. For 2007 and beyond they are due in July and January. For the 30 month transition referral- if no consent the form will be filed, if consent we are to proceed as normal. Accepted- motioned by Lois, seconded by Janet.

Budget Report- It was noted that this report is due on 5/31/07. More information will be available at next meeting.

Data Reports- Handouts included Referral Monthly Summary/IFSP Monthly Summary and Primary Referral Source by County. The handouts were discussed- questions on the RMS/IFSPMS was: Could a report in monthly intake numbers be run so we could see a more accurate number of how many referral went to intake and then went to IFSP. A tracking tool that tracked how long it took doctors to sign for a PHS (Physician's Health Summary), Sec 8 of the IFSP, and a Change in Service page was also handed out and discussed.

Old Business- Transition Grant for children 3-5 years

New Business-

- A) Concerns Received- These are the parental concerns. There were 2 concerns that the provider either no-showed the family or did not call the family. The providers were reminded that they are to call the family if they will not be attending a session, and if they are running late to please try and call family also. The other parental concern was the time it took a child who was not in need of services, but eligible with a medical diagnosis to receive 1<sup>ST</sup> Steps Services. This child was found eligible using informed clinical opinion.
- B) LPCC Coordinator update-
  - 1) Community Out Reach Efforts- Melissa has attended and plans on attending fun fairs/health fairs. She is also planning on attending First Fridays on June 1<sup>st</sup>, in Marion, In. She has done childhood discussion classes at an area high Scholl and for Ivy Tech. It is possible that we will have materials left at a shared table for 4-H fairs.
  - 2) Quality Assurance Survey- Names of children who had IFSP's written in February or March were pulled. Melissa has called on some of the families and will have more information at the next meeting. It was suggested by a LPCC member that we ask the family after the survey

- if they would be willing to pass out a 1<sup>ST</sup> Step flyer to their friends/family. This could also be done at each written IFSP.
- 3) Transition Committee Activities- Open houses were held in Peru, Plymouth, Rochester, and Winamac. A meet-n-greet was held in Winamac, and there have been Family to Family transition meetings held in Bremen, and meetings have been scheduled in Kokomo, and North Manchester. A provider workshop was held in which 16 providers attended. They received 3 creditationaling hours. The group gave a show & tell of activity ideas.
  - C) Provider Workgroup- The workgroup meets monthly from 1:00-3:00 PM. The workgroup consists of: service coordinators, SPOE personnel, providers, ED Team schedulers, and ED Team members. They are working on a quality assurance survey for all members of the 1<sup>ST</sup> Steps Team and improving communication between all members of the 1<sup>ST</sup> Steps Team.
  - D) Cluster Performance Plan- This worksheet was handed out. It was questioned weather this was the current or old report. This would be clarified and any further questions could be addressed to Angie Jarvis, who was unable to attend, or be brought up at the next meeting.

Questions/Announcements:

- 1) Would we please spell out at least once what AEPS (Assessment Evaluation Program System) when we use the acronym in written materials?
- 2) The next meeting will be 8/10/07 at Peru. The fall meeting to be held in November will now be held with the "Road Show" Possible date and location for this meeting is Nov. 9<sup>th</sup> at the Honeywell Center in Wabash. Confirmation of the place and date will be sent out later and announced at the August meeting.

Motion to adjourn by Kathy and seconded by Jennifer.