

First Steps of North Central Indiana (Cluster C)
LPCC Meeting Minutes
2101 Fillmore, Fort Wayne, IN
November 11, 2010
8:30 a.m.

Facilitated by: Kim James

Attendees: Valerie Potchka (ASK), Tim St. Peters (LEA), Donna Driscoll (Provider), Nancy Moore (Provider), Teri Conrad (Provider), Mark Gough (Parent), Angie Miller (State QR), Carrie Loeffler (Provider), Kristi Scheer, Kim James, Amanda Hinkle

Welcome and Introductions

Minutes: Group reviewed. Motion to approve by Teri Conrad, second motion by Nancy Moore, minutes approved.

Staff Updates:

- Kim James reported on staff updates. Due to the recent SPOE budget cut, positions were eliminated. Shelly Stuckey, Stephanie Haverstock and Tywandaya Moore are no longer with First Steps. Their caseloads have been dispersed amongst service coordinators.
- Angela Gehring has moved to serve Allen County and Clarissa Scheumann is now servicing northern Adams and Wells County.
- AWS assumed the fiscal agent responsibilities of Cluster H as of November 1, 2010. Some service coordinators' coverage areas will cross cluster lines. Ashley Russell will be servicing southern Adams County. Adriana Merchant will be servicing southern Wells County.
- Jen Dembickie and Cindy Carr are now part-time service coordinators. Some of their caseload will be dispersed over the next few weeks amongst other service coordinators.
- All service coordinators are now doing intake as well as ongoing services.
- Due to the LPCC budget cut, the LPCC Coordinator position will not be filled. Kim James, Kristi Scheer, and Angie Jarvis will fulfill these responsibilities until further notice, as Katie Blosser is no longer with First Steps.

State Updates:

- Kim reported on state updates and stated that October 1, 2010, Cluster CEH experienced a 25% budget cut.
- Moving forward, First Steps will be working toward provider networks and ED Teams will be put under SPOE as of January 1, 2011. At this time, AWS is collecting applications for ED Teams. The State will post the network application in the next few weeks.
- ED Team coverage was discussed. Preparations are being made so that all counties will be serviced adequately. Potential service areas will be announced once decisions are finalized.
- Three month authorizations have been proposed. State has been looking at how authorizations will work so a child's service will not lapse. As of now, no changes have been finalized.
- Higher frequency authorizations must be justified and approved by the state. The provider is responsible for getting the information to the service coordinator who will submit to the state.

- Kristi reported parent participation once a month during services has been proposed by state and will be embedded into provider reports. Participation is not designed to be a hardship to parents.

Budget Report

- Kim reported that due to the restructuring of Cluster CEH and the recent budget cuts; a budget report is not available at this time. A report will be shared at the next meeting.

SPOE Data Reports

- Kim distributed SPOE Data Reports and went through them with the council including monthly summaries of referral, intake, and IFSP.
- The state average amount paid per child served is \$2,000 per year. Cluster C is at an average of \$2,500.

Organization of Council

- Kim reported since April, we have been working on the facilitation of council meetings. Due to recent budget cuts, fiscal responsibility of the fiscal agent was discussed.
- Since the First Steps staff serve all three clusters (C,E,H) and many providers/agencies cross cluster lines, the administration proposed a ballot to gather council feedback for future LPCC meetings.
- The two options were explained by Kim: 1) Quarterly council meeting within each cluster 2) Quarterly council meeting for all 3 clusters combined, located in Grant Co, with the option to participate via conference call. Kim distributed ballots.
- Pros/Cons of the options were discussed. Attendees shared some concerns.
- Kim reported that until further notice, chairperson and committee formation would be on hold until organization of the LPCCs is determined.

Concerns/Complaint Log

- Kim reported that there have been no formal concerns/complaints reported since the last meeting.

Other Discussion

- Concern was voiced about January annual evaluations/IFSPs. Kim shared that SPOE has set up a binder at the office to track when the annuals are due so timelines are maintained.

No further discussion, meeting adjourned.