

First Steps of North Central Indiana (Cluster C)

LPCC Meeting Minutes

2101 Fillmore, Fort Wayne, IN

February 12, 2011

Facilitated by: Kim James

Attendees: Tim St. Peters (LEA), Martha Barry (LEA), Theresa Sell (LEA), Teri Conrad (Provider), Angie Miller (State QR), Sarah Anderson (CANI), Mandy Rush (CANI), Joy Koch (Kids Campus); Kristi Steeman (Homepointe), Kendra Deitche (PNE), Elaine Armstrong, Angie Jarvis, Kim James, Amanda Hinkle

Welcome and Introductions

Minutes: Group Reviewed. Motion to approve by Theresa Sell, second motion by Martha Barry, minutes approved.

Staff Updates:

- Kim James reported on staff updates. Oneida Rodriguez has moved to Puerto Rico, Stephanie Haverstock is back and will be working in Data Entry.
- Angie Jarvis reported that all three cluster offices have been combined at the Fort Wayne office. The Administrative Assistants in Plymouth are now full time Service Coordinators.
- Kim stated that Mary Ellen Schreck is on maternity leave and Kim will be filling in for her while she is out.

State Updates:

- Angie Jarvis reported on state updates. The state has office moved to a different room number, but is still in the same building. Jeremy Hawk and Natasha Pulley are new state consultants in the office.
- ED Team members must be employed or contracted through the SPOEs. The eligibility process will remain the same with two evaluators present at the EDT evaluation and assessment. Allowable time for the EDT evaluation and assessment has been decreases and ongoing EDT reviews will be performed on an as needed basis.
- Effective January 1, 2011, only providers in enrolled with an approved Provider Agency may receive new authorizations for services. At no time may the service coordinator offer a provider outside of the service area or who is not enrolled as part of a multidisciplinary agency prior to obtaining approval from the state and their supervisor.

- Currently there are approximately 30-40 approved agencies with the expectation of 50-75 approved networks to be obtained.
 - The matrix will not be used as a primary tool for choosing providers. Instead, service coordinators will work with agencies to select providers.
 - Service coordinators will contact the agency prior to an IFSP meeting to find open providers allowing agencies to control dispersal of referrals amongst staff.
- Angie stated that effective back on December 1, 2010, authorizations will only be written for 3 month periods. Providers will not be reauthorized for services if they do not submit timely progress notes indicating a need for continued services.
 - To re-iterate, effective October 1, 2010, services occurring more than one time a week or more than 60 minutes per session must have a prior approval from the state.
 - Cost participation - Families who are 60 days or more past due with their co-payments are notified the first week of the month that their child's services will be suspended if their account is not paid by the due date. Families experiencing a hardship may request payment plan contingent upon state approval.
 - If the families account is not paid, providers will be notified and services will be suspended until the account is confirmed to be current.
 - Parents and caregivers are required to fully participate in each therapy session as of November 1, 2010. Families with children who receive services outside of their care must participate once a month.
 - Angie reported that newly enrolled DTs must meet the revised enrollment criteria. Current DTs who do not meet these criteria must request a waiver from the state.

Budget Report:

- Angie reported that currently we are under budget.
- Moving forward, First Steps SPOE contract year will be July - June.
- Open bid process will be underway soon and will close by April 1, 2011.
- Angie reported the chairperson for the open bid committee is Amy Ellis. If anyone would like to participate on the committee, they can contact Amy. Her email was distributed.

SPOE Data Reports:

- SPOE Data Reports were dispersed and Kim went through them with the council including monthly summaries of referral, intake and IFSP.
- Kim reported that primary source of referrals are through physicians and parents.

Concerns/Complaint Log

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

Meeting adjourned at 10:00

Transition Meeting (Continued at 10:00AM)

Discussion:

- LEAs asked that August, September and October transitions be held before school is out in May/June.
- Concern was voiced about scheduling of transition meetings. Transition meetings should try to be scheduled during times that the LEA representative will be able to attend.

LEA schedules:

- Tim St. Peters, Theresa Sell and Martha Barry will unavailable from mid June through August 10, 2011.
- Melissa Plumb's availability will be announced at a later date.

No further discussion, meeting adjourned at 10:30AM

Next LPCC/Transition Committee Meetings:

May 17, 9AM - 12PM

Aug.16, 9AM - 12PM

Nov.15, 9AM - 12PM