

**First Steps of North Central Indiana**  
LPCC Meeting Minutes (Cluster H)  
IVY Tech, Alexandria IN  
May 18, 2011 9:00a-12:00p

**Facilitated by:** Kimberly James

**Attendees:** Elaine Armstrong (AWS), Kristi Scheer (SPOE), Saylease Choice (DT), Robyn Culley (EHS), Patricia Goodpaster (NCA), Darlene Logan (TMC Migrant Head Start), Susie Garringer (CDI HS), Carolyn Garrett (), Maggie Mattingly (IN\*Source), Julianne Jarrell (Hopewell), Erin Smith (LEA), Angie Miller (QR),

**Introductions**

**Minutes:**

Minutes were read and approved. Motion to approve by Julianne Jarrell and Erin Smith.

**Staff Updates:**

Kristi reviewed staff updates. The SPOE has hired 4 new administrative assistants, Joni West, Frances Staczak, Patricia Landrum and Taylor Underwood.

Robyn requested to know if office contacts change and also who they may be receiving emails with paperwork from. SPOE will update committee as changes are made.

**State Updates:**

Kim discussed the legislation changes with insurance billing and co-pays. Co-pays will be billed per 15 min increments. These changes will allow First Steps to recoup additional money for the First Steps program. Changes will take effect on July 1<sup>st</sup>. The State will provide SC's with talking points to help SC's explain to families effectively.

Robyn expressed concern with provider coverage in rural counties. Discussed challenges with agencies providing adequate coverage in the entire service area.

Robyn explained she is making late referrals to First Steps due to the introduction of RTI in the Marion Community School district. Robyn asked LEA's if their school districts are using RTI.

**Budget Report:**

Elaine reviewed the budget report which was handed out to the group. Elaine reminded everyone that the LPCC money was drastically cut in the Fall. Starting in July a portion of the LPCC money will be reinstated for the next fiscal year.

Discussed tracking of First Steps material passed out or fairs attended on First Steps behalf. Next meeting a form will be passed around for those who attended community events to document event, date and information shared.

### **SPOE Reports:**

Kim reviewed SPOE data reports with the group. Kim explained on the Average # days from referral to IFSP report, there was a data entry error for a child in Delaware county.

### **Concern/Complaint Log:**

Kim stated there were no concerns or complaints in the past quarter for Cluster H. The process for filing a concern/complaint was shared with the group.

Substitution policy was discussed regarding vacations and maternity leaves. The agency may provide a substitute provider of the same discipline. The two week time period for substitutions is no longer applicable.

### **CPP:**

Kim reviewed CPP handout. Kim shared that the LPCC will review areas that we fell short meeting our target and ideas will be discussed to meet those targets. Transition meeting, time lines and locations were discussed. There is no requirement on where the meeting is held. Some LEA's go the family's home and some meet at the school. The cluster did not meet the target for timely transition meetings in the 1<sup>st</sup> quarter findings. The Service Coordinators are using a tracking tool that has been updated to track meetings and due dates. New SPOE procedure for sending out 10 day notices was reviewed regarding not meeting our target for 10 day notices. The group discussed continuing to bring CPP findings and concerns to the full LPCC committee. Current findings will be sent to the committee prior to the next LPCC meeting to give members a chance to think about strategies prior to the meeting.

### **Transition:**

Kim stated that Madison county has a separate Transition committee and inquired how the group would like to handle the Transition piece of the LPCC. Madison county would like to continue with their separate meeting. They will communicate with their Service Coordinators and the SPOE on a date and time for their meetings. Julianne will also share items that were discussed at the meeting with the LPCC. Transition will continue to be a standing agenda item for the LPCC.

### **Announcements:**

Updated First Steps handouts and developmental checklists were handed out. No other announcements were made.

### **Meeting adjourned**