

First Steps of North Central Indiana
LPCC Meeting Minutes
5/6/10
Peru, IN

Present: Kristi Scheer (FSNCI), Elaine Armstrong (Fiscal Agent/AWS), Diane Wildermuth (Childcare), Rachelle Remmenga (Bona Vista), Allison Hillis (Parent), Amy Ellis (Medical/RN/Homefront), Robyn Culley (Provider/Carey Services), Chris Bohn (LEA/Grant Co.), Emily Brown (FSNCI), Melissa de Fluiter (FSNCI), Angie Jarvis (FSNCI), Gay Trier (EHS/Cardinal Center)

Introductions: Introductions were made by those present.

Minutes: Previous meeting minutes were read through and approved.

Old Business:

 EI Workshop Follow-up: The Early Intervention workshop sponsored by FSNCI was held at the Honeywell Center in Wabash in March. Speakers presented on infant and toddler mental health, autism, and the state waiver program. About 40 people were in attendance. Two families filled out waiver applications.

New Business:

 A: Staff Updates: Cris Volmer is no longer with FSNCI. Adriana Merchant is the new SC for Grant County. Angie Jarvis is the SPOE supervisor for Clusters C and E. Kristi Scheer is the program manager for Cluster E.

 B: Budget Report: Budget information was distributed and discussed. The new fiscal year started 4/1/10. AWS is working on closing out last fiscal year.

 C: Special Quest Update: Gay Trier shared Information about Special Quest. Special Quest is program that supports inclusion efforts for children with disabilities. Kosciusko County formed a team who serve children birth to 3 (some programs go to age 5) to collaborate on community projects. Some projects that Special Quest teams can do: make sure the library has stories about kids with developmental delays, or disabilities, get a wheelchair swing at the park. A sample booklet "Parent Briefcase" was handed out and discussed. Their team developed this booklet to help families organize and share information about their child. The LPCC suggested adding information about an IFSP to the booklet, also links to the FSNCI and or special quest blog and website. More transition information will also be added at a later time. For questions on Special Quest, contact Gay Trier. 574-267-2451. Gay is also willing to present info on Special Quest at any county provider meeting, lunch, or breakfast.

 D: Bylaws: Copies of the bylaws were distributed and reviewed. The LPCC was asked to look over and if any suggestions for or changes that need to be made to the bylaws should be emailed to Emily- ebrown@awsusa.com by 5/14/10. Any changes will be discussed at a future LPCC meeting.

 E: Data Team/Cluster Performance Plan (CPP): The cluster submits quarterly progress reports based on our CPP. The next progress report is due 6/15/10. Items to be addressed in the next report include 30 day start, number of children ages birth to one with an IFSP, number of

children ages birth to three with an IFSP, cost participation (CP) information, and insurance documentation. Updates will be shared at the next LPCC meeting.

F: SPOE Data Reports: Referral Monthly Summary, Intake Monthly Summary, and IFSP monthly summary information from 12/09 – 01/10 was distributed and discussed.

G: Provider Survey: Results from the provider survey were distributed and discussed. Comments from providers that participated indicated that they (providers) would like better communication from SC regarding parent meetings. Cluster E SCs have begun using outlook calendar as it allows the SC to invite team members to meetings. It was also indicated that providers are interested in LPCC information and would like updates from the LPCC. Providers are also interested in a possible webinar for credentialing points. Information and permission for the Webinar will be considered.

H: Newsletter: To help inform providers, LEA's, parents, and other First Steps team members, the cluster would like to look into a making and distributing a newsletter. The newsletter would be sent out on a regular basis. The newsletter would include activities, links, SPOE and state updates, and other LPCC info. Suggestions for the newsletter can be emailed to Melissa – mdefluiter@awsusa.com. A draft of the newsletter will be made and brought to the next LPCC meeting.

I: Council Structure: Structure of the council was discussed. Past committees included the SPOE oversight and Quality Assurance Committee. Policies and procedures were discussed. There are no concerns with the structure at this time. The council feels this group is able to address the needs of the cluster.

J: LPCC Coordinator Update:

a: Community Outreach - 4 events were held in Marshall County- Mom to Mom in Bremen, Health Fairs held in Culver, Plymouth, and Bremen. Meet and greets were held in Kosciusko county. An Autism fair was held in Grant County.

b: Concern/Complaint Log - none

c: Transition Committee Activities - A preschool fair was held in Cass County.

d: Provider Recruitment – We continue to have new providers from time to time but could still use a few more OT, PT, and SLP providers. Potential providers can contact www.utsprokids.org for further information.

Announcements:

A: Provider meetings are being held in Peru (5/10), Plymouth (5/17), and Kokomo (5/3) this month. Credentialing points will be awarded.

B: Kokomo Early Head Start will be having a federal review.

C: ASK will be holding a Health Care event in Kokomo on 6/11/10 from 9-4.

D: A waiver party will be held 5/19/10 in Kokomo.

E: Homefront will be holding a summer camp again this year. Amy Ellis will email out camp info. Information can be given to interested families.

Motion to adjourn by Amy and Rachelle.