

First Steps of North Central Indiana (Cluster E)

LPCC Meeting Minutes
McClure's Orchard, Peru, IN
February 17, 2011
9:00 a.m.

Facilitated by: Kimberly James

Attendees: Kimberly James (SPOE), Angie Jarvis (SPOE), Elaine Armstrong (AWS fiscal agent), Angela Miller (Quality Review), Donna Fawcett (LEA – LAJSSC), Trish Bucks (LEA – LAJSSC), Rachelle Mosby (EHS), Julie Petrowsky (EHS), Allison Hillis (Child Care Resource & Referral), Tracy Martino (Bona Vista), Jason Belt (Bona Vista), Kristi Scheer (SPOE), Mary Paulsen (KIRPC HS), Amy Ellis (Homefront Family Services)

Welcome and Introductions

Minutes: Meeting minutes were read and approved. Motion to approve by Rachelle Mosby and Tracy Martino.

New Business

Staff Updates:

- Angie reported on office consolidation. The Muncie and Plymouth locations have closed and those offices have merged with the Fort Wayne office. Administrative Assistants Emily Brown and Lilia Martinez are now full time service coordinators. Lori Schmatz has moved to another position within AWS. Melissa DeFluiter has chosen not to return after a leave of absence. An Administrative Assistant working in the Fort Wayne office unexpectedly left a week ago. Two part time service coordinators are currently working in the office 2 days a week to help out. Other office staff members in the Fort Wayne office are Amanda Hinkle, BrieAnn Armstrong and Stephanie Haverstock.

State Updates:

- Angie reported that we are currently going through the Open Bid Process again.
- Angie announced the State hired two new consultants, Jeremy Hawk and Natasha Pulley. Jeremy and Natasha have been primarily communicating to SPOE's and Agencies regarding approvals.
- Angie shared that ED Teams are now contracted or employed with SPOE. The amount of time available for evaluations has been decreased by the State. ED Teams are authorized to bill for time on an "as needed" basis, instead of receiving an auth for 120 minutes for the IFSP year. This allows Service Coordinators to go to the most appropriate ED Team member for input on changes to the IFSP. Requests from the IFSP team to add a service now require an additional evaluation with the specific discipline requested. 1 ED Team member may do annual assessments if child has an eligible diagnosis.
- Angie reviewed Indiana map with service areas. Homefront Family Services is the approved agency for service area CEH2. Both Bona Vista and Homefront are the approved agencies for service area CEH3. The State is also approving individual providers in the agencies. Angie reviewed the referral process to agencies. All

families will choose a lead agency. The agency will be responsible to provide services for the child. Referral for "Other Services" such as Audiology, Nutrition, Social Work and Psychiatry must go through the approved agency. The agencies are responsible for obtaining referral agreements with these providers.

- Angie stated that provider rates were decreased by 5% on December 1st, 2010. 3 Month Authorizations were also effective on December 1st. Angie will send LPCC members the progress report due dates.
- Angie reviewed the PA process for High Intensity Services. Providers requesting over 60 minutes per therapy session or a frequency greater than 1 time a week must have prior approval from the State.
- Angie reviewed cost participation and the suspension process. Families who are 60 days or more past due with their co-payments may have their services suspended. Kim and Kristi are responsible for calling families to verify they received their letter and discuss their options.
- Angie went over Increased Parent Participation, which took affect on Nov. 1st, 2010. Parents and caregivers are required to participate at a minimum of once every 4th visit.
- Angie explained the waiver process for current DT's changing their enrollment status. DT must request a waiver from the state if they do not meet the new enrollment criteria. New DT's must meet revised enrollment criteria.

Budget Report:

- The Budget Report was disseminated to everyone. Angie reviewed the LPCC and SPOE budget figures. The blank sections were previously used for "holdback money" tied to performance standards. Holdbacks are not in the new SPOE contracts.

SPOE Data Report:

- Kim distributed the SPOE Data Report and reviewed referrals, intakes and IFSP's held. Kim reminded everyone that the IFSP figures include Initial and Annual IFSP's written.

Concern/Complaint Log:

- Angie shared that Cluster E had one concern from a parent. The therapist had discharged the child in the Fall of 2010 and the parent was requesting more information about the reason for discharge.

Announcements:

- Allison Hillis reported the Child Care Resource and Referral program holds the federal grant program to give referrals for childcare services. Allison distributed brochures and information to everyone. She also stated that they are able to offer trainings for providers.

Meeting Adjourned