

## **First Steps of North Central Indiana (Cluster H)**

LPCC Meeting Minutes  
IVY Tech, Alexandria, IN  
February 16, 2011  
9:00 a.m.

**Facilitated by:** Kimberly James

**Attendees:** Julianne Jarrell (Agency), Angela Miller (Quality Review), Kimberly James (SPOE), Kristi Scheer (SPOE), Erin Smith (LEA), Sara Krumme (Gateway), Jenny Smithson (LEA), Betsy Duckworth (LEA), Kristi Faulds (ASK), Beth Barnes (Head Start), Robyn Culley (EHS/DT), Angie Jarvis (SPOE), Patty Kovacs (Agency), Carolyn Garrett (Head Start)

### **Welcome and Introductions**

**Minutes:** Meeting minutes were read and approved. Motion to approve by Robyn Culley and Beth Barnes.

### **New Business**

#### **SPOE/Staff Updates:**

- Angie reported on office consolidation. The Muncie and Plymouth locations have been closed and those offices have been merged with the Fort Wayne office. Administrative Assistants Tammy Miller and Patricia Goodpaster were offered positions at the Fort Wayne office but declined due to logistics. Angie reviewed the cluster referral process. All referrals for Cluster CEH will go through the Fort Wayne office. Muncie office numbers have been forwarded to Fort Wayne office. Angie gave website address for online referrals. Robyn Culley requested SPOE to look into a confirmation that the online referral was received. Angie gave the names of current Fort Wayne office staff: Amanda Hinkle, Brie Armstrong and Stephanie Haverstock. Angie also reported that Oneida Rodriguez abruptly resigned last week due to a family emergency in Puerto Rico.
- Angie stated Administrative Assistants are primarily responsible for sending information and paperwork to providers and LEAs. SPOE will email an updated staff roster with extensions to council members and providers.
- Beth Barnes expressed concern on behalf of the LEA regarding Transition referrals in Henry County. SPOE will follow-up with the LEA to find out more information.

#### **State Updates:**

- 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 agency and provider approvals.
- Angie shared changes with ED Teams. They are now contracted or employed with SPOE. The amount of time available for evaluations has been decreased. ED Teams no longer receive an authorization for 120 minutes for the IFSP year. Instead, the service coordinator contacts 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. If a child has an eligible medical diagnosis, one ED Team member will conduct the annual assessment.

- Angie reviewed the Indiana map with service areas. NCA Therapy and Hopewell are the approved agencies for service area CEH5. NCA is also approved in CEH6. Angie explained that only providers who are enrolled with approved agencies may take referrals. Patty Kovacs added that Nutrition Consultants is now called NCA Therapy.
- Angie reviewed the referral process between the Service Coordinator and the Agency. The family must choose an agency. All services will be provided by the same agency. For current children who will turn 3 years old by July 1<sup>st</sup>, 2011, they are able to continue with current providers. For current children who will not turn 3 by July 1<sup>st</sup>, they may continue with current providers with approved agencies, but must choose a "lead agency". All other service providers (social work, interpreters, nursing, nutrition, audiology) are required to have a referral agreement with an approved agency.
- Angie stated that provider rates were decreased by 5% on December 1, 2010. 3-Month Authorizations were also effective on December 1, 2010. Due to the change in authorization schedule, the provider progress report due dates have changed. Angie will send LPCC members the revised 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 the new parent participation requirements, which took effect on Nov. 1, 2010. At a minimum, parents/caregivers are required to participate once every 4<sup>th</sup> visit.
- Angie explained the waiver process for current DTs changing their enrollment status. DT must request a waiver from the state if they do not meet the new enrollment criteria. New DTs 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 Reports. She reviewed referrals, intakes and IFSPs held. Kim reminded everyone that the IFSP figures include Initial and Annual IFSPs written.

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

- Angie shared that Cluster H had 1 concern from a parent in December. The parent was upset with the ED Team members who evaluated her child. The parent reported that the ED Team members did not introduce themselves upon entering her home and proceeded to communicate to each other about personal matters during the evaluation. This concern was resolved by communicating concerns and expectations to all parties involved. Patty Kovacs asked that future concerns regarding providers be shared with the supervising agency.

Julianne will check on availability at IVY Tech for May 18<sup>th</sup>, August 17<sup>th</sup> and November 16<sup>th</sup>. Meeting was adjourned.