

**First Steps of North Central Indiana (Cluster H)**  
**LPCC Meeting Minutes**  
**Ivy Tech, Muncie, IN**  
**November 11, 2010**  
**9:00 a.m.**

**Facilitated by:** Angie Jarvis

**Attendees:**

**Welcome and Introductions**

**Minutes:** Meeting minutes were not available at the time of the meeting.

**Cluster Updates:** Elaine explained that as of November 1, 2010, most of the programs of Achieva Resources were acquired by AWS. This includes the SPOE/LPCC contract for Cluster H. AWS interviewed all and retained most of the previous SPOE staff. Due to recent First Steps cuts, some positions were eliminated.

**Staff Updates:**

- Angie reported on staff updates. A handout of current staff was shared with the group. Once service coordinator (SC) coverage areas are settled, an email will be sent to the cluster to specify SC coverage areas.
- All service coordinators are now doing intake as well as ongoing services.
- Due to the LPCC budget cut, the LPCC Coordinator position will not be filled. Kim James, Kristi Scheer, and Angie Jarvis will fulfill these responsibilities until further notice.

**State Updates:**

- Angie reported on state updates and shared that effective October 1, 2010, Cluster CEH experienced a 25% budget cut. Cluster H was included in the new AWS budget effective 11/1 to coincide with the transition of services from Achieva.
- Moving forward, First Steps will be working toward provider networks and ED Teams will be put under SPOE as of January 1, 2011. At this time, AWS is collecting applications for ED Teams. The State will post the network application in the next few weeks.
- ED Team coverage was discussed. Preparations are being made so that all counties will be serviced adequately. Potential service areas will be announced once decisions are finalized.
- Three month authorizations have been proposed. State has been looking at how authorizations will work so a child's service will not lapse. As of now, no changes have been finalized.
- Higher frequency authorizations must be justified and approved by the state. The provider is responsible for getting the information to the service coordinator who will submit to the state.
- Parent participation once a month is required during services and documentation will be embedded into provider reports. Participation is not designed to be a hardship to parents.

**Budget Report**

- Angie reported that due to the restructuring of Cluster CEH and the recent budget cuts; a

budget report is not available at this time. A report will be shared at the next meeting.

### **SPOE Data Reports**

- Angie distributed SPOE Data Reports and went through them with the council including monthly summaries of referral, intake, and IFSP.

### **Organization of Council**

- Due to recent budget cuts, fiscal responsibility of the fiscal agent was discussed.
- Since the First Steps staff serve all three clusters (C,E,H) and many providers/agencies cross cluster lines, the administration proposed a ballot to gather council feedback for future LPCC meetings.
- The two options were explained by Angie: 1) Quarterly council meeting within each cluster 2) Quarterly council meeting for all 3 clusters combined, located in Grant Co, with the option to participate via conference call. Ballots were distributed.
- Pros/Cons of the options were discussed. Attendees shared some thoughts.
- Julianne shared that the council was re-organizing in the past few months. She offered to share a more current council list and let the group know that the council had decided to alternate meetings between Muncie and Anderson. Angie thanked Julianne and reported that chairperson and committee formation would be on hold until organization of the LPCCs is determined.

### **Concerns/Complaint Log**

- Angie shared that First Steps has a concern/complaint process. The clusters submit monthly reports to the state reporting on any concerns/complaints received. This will be a standing agenda item and will be reported on each meeting.

No further discussion, meeting adjourned.