

First Steps of North Central Indiana
LPCC Meeting Minutes (Cluster E)
Apple Orchard, Peru, IN
May 19, 2011 9:00a-12:00p

Facilitated by: Kristi Scheer

Attendees: Elaine Armstrong (AWS), Kristi Scheer (SPOE), Angie Miller (QR), Gay Trier (Kosciusko Co EHS), Robyn Culley (DT, Carey Services, EHS), Saylease Choice (DT), Julie Kuhn (LEA Kosciusko Co), Pat Linder (LEA Kokomo Schools), Julie Petrowsky (Bona Vista/EHS), Tracy Martino (Bona Vista), Emily Brown (SPOE), Katie Krevda (Carey Services EHS intern), Amy Ellis (Homefront Family Services), Joyce Lee (Pulaski Co LEA)

Introductions

Minutes:

Minutes were read and approved. Motion to approve by Julie Kuhn, second Amy Ellis

Staff Updates:

Kristi reviewed staff updates. The SPOE has hired 4 new administrative assistants, Joni West, Frances Staszak, Patricia Landrum and Taylor Underwood. Amy Ellis questioned if certain AA's would be contacts for Cluster E. Kristi noted that for now continue to contact Amanda and or Jen. Kristi also noted that four new SC would be hired across Cluster C, E and H. The SC will be placed in areas with high caseload numbers. Robyn questioned how many children are on the average case load, and does the state have a cap for number of children. Kristi reported in the newest issue of Training Times the state has mentioned moving towards a set number of children per caseload. Each cluster will now have a LPCC person helping for child find working one day per week in their cluster. Emily Brown will begin to work on LPCC activities in Cluster E. Cluster C LPCC will be Amanda Hinkle, Cluster E will be Bobbie Leaird. Please contact Kim James if you have any community event that you would like info sent to, or possibly for First Steps to attend.

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:

Kristi discussed the 20 questions with Dawn Downer. Kristi also discussed the legislation changes with insurance billing and co-pays. Co-pays will be billed per 15 min increments. The per mount cap fee will also be doubled. Also if any family owes monies or fees for services the First Steps program will be able to garnish income tax returns to recoup the money that is owed. Also when using some private insurance, fees per service will be replaced by monthly fees. These changes will allow First Steps to recoup additional money for the First Steps program. Changes will take effect on July 1st. 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.

Budget Report:

Elaine reviewed the budget report which was handed out to the group. Our current budget is following a fifteen month time line. 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:

Kristi reviewed SPOE data reports with the group. Robyn Culley noted that all clusters have children who are referred at late age, or close to 36 months. Robyn wondered if we should track these referral sources and possibly contact the organization to discuss First Steps services. Possible idea for child find is giving referral sources window clings that could be placed in the door or window giving First Steps contact information.

Concern/Complaint Log:

Kristi stated there were no concerns or complaints in the past quarter for Cluster E. The process for filing a concern/complaint was shared with the group. Kim James is the SPOE contact for complaints and or concerns.

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:

The group discussed the former data planning group that met in the past, and if such a group is needed at this time. The group decided that this information could be presented and discussed during the LPCC/transition meeting. Those in attendance will discuss the areas that fell short of the state requirements and and ideas will be discussed to meet those targets. The group would like more information on areas we did not meet the requirement. The CPP Report was reviewed.

Transition:

New state release forms that contain a space for middle name and ethnicity are now being used. LEA's would like to know when and if 18 month information will be shared. Transition will continue to be a standing agenda item for the LPCC.

Announcements:

Grant Co Summer Fest Aug 7 1-4 at Center for success. \$50.00 table charge. Carey Services would be willing to share space with First Steps. Last year 3000 attended.

Meeting adjourned