

SICC MEETING MINUTES

Truman Building, Room 400

November 8, 2013

Members Present:

Pam Thomas
Jennifer Bax
Steve Cramer
Julie LePage
Molly White

Kathy Quick
Donna Cash
Rachel Hassani
Christy Collins

Kathy Fuger
Leslie Elpers
Lisa Robbins
Joyce Sims

Members Not Present:

Wendy Witcig

DESE Staff Present:

Michele Schall
Marcy Morrison

Sarah Camp

Judy Goans

To review copies of handouts referenced in the minutes below, go to the following website: <http://dese.mo.gov/divspeced/FirstSteps/SICCpage.html> and click on "Handouts" for the November 8, 2013, meeting.

Call to Order, Welcome, and Introductions –Joyce Sims brought the meeting to order at 10:10. Introductions were made by the group at the Truman building and also those participating via conference call.

Approval of the SICC Minutes from September 2013 - Joyce asked for a motion to approve the minutes from the September 2013 SICC meeting. Wendy Witcig made a motion to approve the September 2013 minutes and Donna Cash seconded the motion. All were in favor with no one opposed. Motion passed.

Mission Moment – Vonda Minor shared her story and a PowerPoint explaining how the First Steps program assisted her two boys. Vonda is also the Family Support Coordinator and Autism Navigator with the Department of Mental Health in the Kansas City area.

Update from SICC members

- Lisa Robbins spoke to the council about the proposed certification changes that she was made aware of recently for early childhood special education. She explained that the proposal would

change the limit of the span of the certification from Birth to Grade 3 to Birth to Pre-Kindergarten. Pam Thomas said that the Office of Special Education (the Office) would send the certification link with the proposed changes to the council members when it is posted. Anyone can make a comment to the proposal at that time.

- Kathy Quick, Missouri Department of Health and Senior Services, stated the online training series, "Inclusion411", is available at the following link on their department website: <http://health.mo.gov/safety/childcare/onlinetraining.php>. The online training modules are available at no cost for providers who care for children with special needs.
- Steve Cramer, Missouri Department of Health and Senior Services, shared a change to the Healthy Children and Youth (HCY) Program. The HCY Program provides service coordination and authorization for medically necessary services for MO HealthNet recipients with special health care needs from birth to age 21. A change was made in their manual to the places that the service provider can accompany the participant to include outside the home. The nurse can accompany the participant to normal life activities in the local community that would include, but not limited to the following: attending medical appointments, going grocery shopping, attending religious services, going to a restaurant, going to family functions, going to a movie or a sporting event.
- Julie LePage, Missouri Department of Mental Health, will send updated contact information for the Family Support Coordinators and the Autism Navigator Roster to the Office to disseminate to council members.
- Pam met with Christy Collins, Missouri Department of Social Services, to discuss the Child Abuse Prevention and Treatment Act (CAPTA) referrals to First Steps. They are working on a practice point for those who work in the field on making referrals to First Steps.

Communication from Guests - none

Report from the Missouri Coordinating Board for Early Childhood (CBEC) – Stacey Owsley Wright – Stacey was unable to attend the meeting, but she sent a report via e-mail. Final invoicing is being completed and the CBEC has expended 98% of the ARRA funds they received. During the most recent CBEC meeting they listened to a presentation on the ARRA funded projects and other key information/developments which included: Home Visiting Analysis, Parent Perceptions and Career Lattices, Media Campaign, Federal Child Care Regulations, the Head Start Peer Study and the Maser Settlement (Tobacco Arbitration). CBEC plans to keep moving forward with the joint Early Childhood Comprehensive System (ECCS)/CBEC strategic plan and will be working with the State and local communities on implementation of the local ECCS teams. The next CBEC meeting will be January 7, 2014.

Task Force /Committee Reports

- **SICC Membership Update** –The membership chart with pending vacancies and nominations was distributed to the council members. Wendy spoke to Kim Gerlt, Boards and Commissions, and was informed that several SICC nominations were moving through the process. Some positions on the council are very specific based on federal regulations. Pam indicated that she and Wendy may want to set up a meeting with Kim Gerlt to discuss the appointment process for appointments to specific positions on the SICC. Wendy also spoke to Senator Scott Rupp and Representative Sue Allen regarding our pending appointments and they indicated that many other state councils and commissions are also waiting for appointments.

DESE Reports

- **Part C State Plan** – Tuesday, November 12, at 4:30 p.m. is the end of the public comment period for proposed changes to the Part C State Plan. Pam Schroeder has conducted two public hearings via webinars. The comments made by the public will be taken into consideration and the final proposed Part C State Plan will be taken to the State Board for their approval at the December meeting. If approved by the State board, the changes will go into effect in March 2014.
- **First Steps Year at a Glance** – The annual First Steps Year at a Glance handout was shared with the council members. The handout contains information from the prior fiscal year and also articles on First Steps families who shared their story at previous SICC meetings. Heather Crosby, First Steps Area Director, prepared the handout. The Year at a Glance for next year will celebrate 20 years of First Steps. A few copies were made for the SPOE offices and an electronic copy can be printed from the following link: <http://dese.mo.gov/se/fs/documents/se-fs-yearataglance2013.pdf>. The link will also be sent out via a First Steps listserv message. A question was asked if it was sent to members of the legislature. Pam stated that it is not sent to the legislature, but folks may send the link to their legislator if they choose to do so.
- **Billing Manual** - Pam Thomas reported that the updated First Steps Billing Manual will be posted to the Office website next week.
- **DAYC** – The Developmental Assessment of Young Children (DAYC) is the testing instrument used by First Steps to address all five developmental areas to assist with eligibility determination. Training on the revised edition for DAYC 2 will take place in the spring of 2014. Michele Schall, First Steps Area Director, indicated there are only some minor differences in the 2nd edition.
- **SPOE** - A question was asked if there were any updates on the SPOE bid. Pam stated that the Office is looking at sometime late December or January to put out the request for proposal (RFP). The SPOE bid is on a five year cycle. The RFP is expected to be awarded and the contractors in place by July 1, 2014. A First Steps SELS message will be sent out to the council when the RFP is out.
- **Financial Update** – Pam reviewed the FY 14 Expenditure/Revenue Tracking report. Pam identified a short fall in the revenue again this year. In the past, the Office has been able to use stimulus monies or monies from other programs but not this year. The Office will be asking for a \$6 million supplement for this fiscal year. Child count is fairly steady which helps expenditures remain constant. The Office continues to work with the Department of Social Services, MO HealthNet division, to expand services for reimbursement. Pam also noted that historical data has been added to the bottom of the Expenditure/Revenue Tracking report. This information was requested by the SICC to see trends for the last five years. A copy of the Units of Direct Services Per Fiscal Year report was also distributed to council members. Per the request of the council, the report shows units of direct services per fiscal year. The breakout is in terms of the number of authorizations, not in terms of dollars.
- **SPP/APR – SSIP New Indicator 11** – Pam explained there will be a slight revision to the Annual Performance Report (APR) in 2014-15. A new indicator for a state systemic improvement plan (SSIP) will be included for the purpose of evaluating and measuring results. The main focus for this improvement plan is family engagement and child outcomes/progress, per the guidance provided by the US Department of Education. This indicator will not be reported until February

2015. The Office will need input from stakeholders, which would include SICC members, to identify and review the components of the plan. This will be a standing topic on the SICC agenda to inform council member where we are and to solicit feedback. Pam distributed a copy of the Path to Early Intervention Teams in Missouri with a graphic that identifies various components for implementing teams. The Office has spent the past four years on the first part of the path: identifying who is on teams and where the teams are located. Now the Office plans to spend the next few years focusing on the second part of the path: how services are being delivered through teams, as it relates to family engagement and child outcomes/progress. Pam encouraged anyone to e-mail her any thoughts on this subject.

Special Presentation – Service Coordinator Case Study – Phillips & Associates, Inc., and UMKC-IHD – A PowerPoint presentation was given on the recent Service Coordinator Case Study conducted by Phillips & Associates and UMKC-IHD. Results of the survey were presented to the council and can be found on the SICC handout page.

Old Business – By-laws –A copy of the proposed by-laws was distributed with the changes in red. Due to federal regulations, some changes were necessary. Also, there were changes made to increase parent participation. Before asking for a vote, Joyce reviewed each of the changes with the council. After reviewing Joyce asked if there were any questions before voting on the changes to the by-laws. Kathy Fuger made a motion that the council approve the by-laws changes and Molly White seconded the motion. All were in favor with no one opposed. The motion passed. The updated by-laws will be posted to the following link on the SICC page: <http://www.dese.mo.gov/se/sicc/>.

New Business – The dates for the 2014 SICC meetings were suggested by the Office and approved by the council as follows:

- Friday, January 10, 2014 – videoconference and conference call
- Friday, April 11, 2014 – Truman building room 400 and conference call
- Friday September 12, 2014 – videoconference and conference call
- Friday, November 21, 2014 – Truman building room 400 and conference call

Pam stated that today's parent guest and pending SICC nominee, Kayla Kapica, would be presenting the mission moment at the April 2014 SICC meeting.

Joyce asked for a motion to adjourn the meeting. Donna Cash made a motion to adjourn the meeting and Molly White seconded the motion. All were in favor and the meeting was adjourned at 2:20.