

SICC MEETING MINUTES

Videoconference

January 13, 2012

Members Present:

Pam Thomas
Dena Driver
Kit Glover
Nancy McIsaac
Steve Cramer
Leslie Elpers

Cindy Mueller
Joyce Sims
Bruce Holt
Cori Tharp
Stacey Owsley
Donna Cash

Lisa Robbins
Amy Kessel
Molly White
Wendy Witcig
Mike Abel

Members Not Present:

None

DESE Staff Present:

Sara Massman
Judy Goans

Heather Crosby
Michele Schall

Tina Lawson

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 January 13, 2012 meeting.

Call to Order, Welcome, and Introductions – Wendy Witcig brought the meeting to order at 10:15. Introductions were made of those attending the video conference at the Department of Mental Health (DMH) locations and via conference call.

Approval of the SICC Minutes from December 2011 – Wendy asked for a motion to accept the minutes from the December 2011 meeting. A motion to accept the minutes from the December 2011 was made by Donna Cash and seconded by Cori Tharp. All were in favor with no one opposed. Motion passed.

Mission Moment – Heather Crosby, First Steps Area Director, shared a letter from a First Steps family in SPOE Region 9.

Update from SICC Members - Members of the SICC gave updates from their agencies as it related to First Steps. Kit Glover, DMH, stated that the Thompson Center has training modules available for family members, childcare providers, school personnel and others who interact with young

children to learn more about the signs of autism spectrum disorders at the following website:
<http://thompsoncenter.missouri.edu/training/modules.php/>

Office of Early and Extended Learning - Registration is now open at the following link on the Office of Early and Extended Learning website for the 2012 Conference on the Young Years:
<http://dese.mo.gov/eel/>.

Financial Report – Pam Thomas presented the FY12 First Steps Monthly Expenditure/Revenue Tracking report. The direct services costs are up about \$200,000 and the child count has increased as well. It was noted that the program is serving more children with a 9% increase in child count, but the increase in cost per child is minimal. The Office of Special Education will be watching the costs carefully. All revenues will now be drawn down on a monthly basis and on future reports the revenues will be separated out. The ARRA monies that the department received for the Part C program were used primarily on long term projects but some monies were spent on direct services in order to spend the monies in time for the federal deadline.

Quality Indicator Rating Scale (QIRS) – In 2005 the Department joined with the National Early Childhood Technical Assistance Center (NECTAC) to develop QIRS. The tool has been used since 2005 to rate service plans that are written and services provided as an oversight for SPOE offices. The Individualized Family Service Plan (IFSP) document has changed so it was necessary to also revise QIRS. The First Steps Area Directors will begin training the SPOEs on the revisions in January. A First Steps Listserv message will go out once the tools are all posted online with the new information.

First Steps Training Modules – The Department currently has five online training modules for service coordinator and provider training. During the last two years the Department has been updating the modules with the help of feedback from providers and service coordinators. The previous modules were written in a way that was not user friendly. The new modules will be more user friendly with the content remaining relatively the same. The modules will include videos throughout which follow a fictional story of Beth, a new provider entering the system. Currently the modules include the following:

Module I – *Orientation*

Module II – *Evaluation and Assessment*

Module III – *IFSP Outcomes in Natural Environments*

Module IV – *Transition*

Module V – *Service Coordination*

Module V has been revised to be entitled *Engaging Families*.

Module VI is an *Introduction to Early Intervention (EI) Teams*. The modules are still being reviewed internally but the Department hopes they will go live by the end of the month.

Q/A Documents – There are two new First Steps Q/A documents available online at the following links:

- [Addressing Challenges with EIT Implementation](#)
- [Assessments and Administering the DAYC](#)

Disclosure to the SICC of Due Process Decision - Sara Massman disclosed to the SICC that there were no due process hearing decisions for the Part C program for 2010-2011. It is required by the Office of Special Education Programs (OSEP) that this is reported yearly to the SICC and reflected in the Annual Performance Report (APR).

Annual Performance Report (APR) – Sara distributed the 2010-11 Part C SPP/APR Summary document and reviewed each indicator with the SICCC members. She explained that the SICCC has the opportunity to review the draft and provide comments before it is submitted to OSEP. A determination letter will be received by the Department in June from OSEP. Last year the state received a rating of needs assistance due to the State not addressing correction of all noncompliance at 100%. The Department believes that the necessary steps have been taken for the state to meet the requirements this year. Sara asked for a motion to have the APR report approved and sent to OSEP. The council approved the report. A final copy of the report with the SICCC certification letter will be sent to OSEP. Wendy asked for a motion to approve the APR report to go forward to the governor. Stacey Owsley made a motion to approve the report to be sent to the governor and Cindy Mueller seconded the motion. All were in favor with no one opposed. Motion passed.

Task Force/Committee Reports - Bylaws – No additional meetings to report. The bylaws committee hopes to meet before the next SICCC meeting and provide an update at that time.

New Business

- **Meal Reimbursement** – SICCC members can only be reimbursed for their meals if they are in travel status for 12 hours, or more, or if they are in overnight travel status. This wasn't clarified before the December teleconference meeting so an exception was made to reimburse for meal expenses for that meeting, but the reimbursement would be considered taxable income. A question was asked if an exception could be made for parents. Pam indicated that she had discussed this with the office finance section and is no exception for parent members. They can still be reimbursed for their mileage, child care expenses, and missed time at work. When we have our face to face meetings meal tickets may still be provided for lunch.
- **Communication from Guests** – Wendy has requested that Communication from Guests be a standing agenda item for future meetings to allow open communication from a guest or audience member. There was no opposition from the council on having this as an open agenda item.

Old Business

- **2011 Final Outcomes Handout** – The council has been working on a document to include with the APR report that will be sent to the governor's office. During the last SICCC meeting the council asked how the document could be disseminated. Pam indicated that the commissioner's office will disseminate the report to the legislators electronically once it is final. During review of the document it was suggested by several people in the Department was to change the wording in the SICCC Calendar box to show that the meetings were already held for fiscal year 2011. An additional suggestion by the Department that the subtitle of the report be changed. Wendy asked for suggestions for a different subtitle. Stacey Owsley made a motion to change the subtitle of the document to the 2011 Annual Report. Dena Driver seconded the motion. All were in favor with no one opposed. Stacey made a motion to amend her previous motion to instead name the document Fiscal Year 2011 Annual Report. Leslie Elpers seconded the motion. All were in favor with no one opposed. The final report will be posted on the SICCC homepage to allow copies to be made and it will also be e-mailed to the SICCC members.

Pam announced that the Overview of the Part C Regulations webinar was held by the Department on December 14. The recorded webinar and PowerPoint slides can be found at the following link: <http://dese.mo.gov/webinar/Webinar12-14-11SE.htm>. The webinar itself did not include any changes

to the SICC. Pam said that the only changes to the SICC in the new regulations will be that a parent who works for a public or private agency as a provider can now serve on the council.

Wendy asked for a motion to adjourn the meeting. Donna Cash made a motion and Joyce Sims seconded the motion. The motion passed and the meeting was adjourned at 12:00 p.m.