

# INTERAGENCY COORDINATING COUNCIL (ICC)



## APRIL 2016 MEETING MINUTES

### MEMBERS/APPOINTEES PRESENT

Andrea Leon, Peggy O'Neill, Karen Lucero, Jim Copeland, Cynthia Mantegna, Samantha Yancey, Sophie Bertrand, Sara Einfalt, Marc Kolman, Kathey Phoenix-Doyle, Paula Seanez, Amanda Gibson-Smith, Janis Gonzales, Andrea Segura, Naomi Sandweiss, Lula Brown, Louanne Stordahl

### PROXIES

Paula Seanez proxy for Joanne Corwin

### MEMBERS ABSENT

Nelli Calame, Robin Wells

### WELCOME AND OVERVIEW

Peggy O'Neill, ICC Co-Chair, welcomed ICC members and guests to the meeting. Peggy asked for introductions.

Peggy asked for a motion to approve the meeting agenda. **MOTION: Samantha Yancey made a motion to approve the meeting agenda. Amanda Gibson-Smith seconded the motion. There were no objections or abstentions. The motion passed.** Peggy informed the ICC that a video from the video demonstration pilot will be shown during the working lunch.

### VOTING ON ICC POSITIONS

Peggy O'Neill stated there was an open parent representative position. The applicant, Jessica Sandoval, introduced herself and discussed her interest in and qualifications for the position. Jessica is a parent volunteer for Parents Reaching Out (PRO). She is very interested in supporting early intervention services and other resources for families and children living in rural areas of New Mexico. Paper ballots were distributed. Votes were counted and Jessica will be recommended to the Governor for official appointment to the ICC.

Peggy discussed Cindy Mantegna's provider representative position. Cindy is now working as a contracted therapist for a different early intervention provider agency and ICC Bylaws require that the ICC vote to approve Cindy's continuation on the ICC. Cindy discussed her commitment to the work of the ICC. As a direct service provider, she is able to bring this important perspective to the ICC. Cindy is also the Quality Committee Chair. Paper ballots were distributed. Votes were counted and the ICC voted to have Cindy continue as an ICC provider representative.

### **PRESENTATIONS BY LOCAL EARLY INTERVENTION PROGRAMS**

*The Children's Workshop* - Patricia Pompeo and Bob LeDoux presented. Bob welcomed the ICC to Las Vegas. Their agency has provided services in the northeast region of New Mexico since 1984. Providing services in rural areas is challenging because it can be difficult to find qualified staff and staff drive long ways to serve children and families. Patricia highlighted the early intervention services provided by The Children's Workshop. The program provides services in six counties and serves 120 to 130 families a month. Extensive travel is required and some staff travel 2 to 2½ hours to serve a family. 60-65% of children currently served by the program were drug exposed in utero. Serving families with complex needs can be difficult and reflective supervision and quarterly staff retreats are provided to support staff. More infant mental health services and supports are needed in rural areas. The program contracts with therapists from the schools, hospitals and nursing homes and employs an OT and an SLP. Most of the staff have been with the program for a number of years. The program recently hired two new developmental specialists. Some area physicians are not referring children to early intervention until they are two years of age. The program works closely with CYFD in Raton but this collaboration is not working as well in Las Vegas. The program transitions children to thirteen school districts and has a good working relationship with these districts.

Peggy O'Neill asked the ICC if they had any questions or comments for Bobby or Patricia. ICC members and guests made the following comments:

- Selestte Sanchez - Provided Patricia with a business card and offered support to help increase collaboration with CYFD in the Las Vegas area.
- Janis Gonzales - Janis is a pediatrician and will soon be the Vice-President of the NM Pediatric Society. Children's Medical Services (CMS) has a social worker who provides statewide ASQ training. Janis requested the names of

the physicians who are referring late so they can be offered training and support.

- Sophie Bertrand asked Patricia how the reflective supervision support provided by the Early Childhood Network was helping. Patricia stated it was better in the past because early intervention program coordinators had individual support. Now it is provided to early intervention program coordinators as a group which makes it difficult because each coordinator is at a different stage and has different issues.

*New Vistas* - Sarah Michaud, the New Vistas Deputy Director, presented. New Vistas began providing services in 1971. New Vistas has had two executive directors, Mary Russel and Ron Garcia. New Vistas is one of five Centers for Independent Living in the nation. New Vistas provides services across the lifespan. Independent living services are provided in nine counties and early intervention services are provided in three counties. Santa Fe and Las Vegas are the largest urban areas served. New Vistas serves 258 children under an Individualized Family Service Plan (IFSP). There are two early intervention offices, one in Santa Fe and one in Las Vegas. Early intervention providers travel extensively. Much of this travel is on dirt roads with cattle guards and gates, no rest rooms, and no cell towers. Safety planning for staff is a big concern. Car trouble can happen where there is no cell phone service. Staff have to replace tires and cracked windshields on their personal vehicles. If injured while providing services, the nearest medical facility is one hour away. Contracted therapists may not be willing to travel as this limits the number of families/children they can serve in a day. Referrals to New Vistas' early intervention program are made by parents, schools, medical providers and partner agencies. Services include developmental instruction, speech therapy, occupational therapy, physical therapy, infant mental health and social work. Family classes are available in Santa Fe which include a music class, pool therapy, and parent networking opportunities. Staff have been with the program for a long time. Transition for children with summer birthdays is difficult. Santa Fe schools has one person scheduling all the transition conferences. Transition is more successful with East Las Vegas and Mora schools. Transition has been difficult with West Las Vegas schools, but now there is a new point of contact.

Families living in rural communities / rural areas have reduced access to needed services. The population in Las Vegas is shrinking. Young people are leaving. The hospital may close and there are no longer any OB/GYN services available. Last year, midwives only delivered six babies. Mothers are going to Santa Fe and Taos

to birth their babies. Las Vegas only has two pediatricians.

Peggy O'Neill asked the ICC if they had any questions or comments for Sarah. ICC members and guests made the following comments:

- Louanne Stordahl – Appreciated the presentation. Commended the dedication to supporting staff and to the concern about staff safety. Early intervention staff are being asked to do “more with less”.
- Paula Seanez – Has worked with Sara and she understands the needs of tribal communities.
- Andrea Segura – Offered help with transition to the schools.

The ICC thanked Patricia, Bobby and Sarah for their informative presentations.

### **APPROVAL OF CONSENT AGENDA**

Peggy O'Neill distributed copies of the ICC Financial Report and asked for a motion to approve the Consent Agenda. **MOTION: Amanda Gibson-Smith made a motion to approve the consent agenda. Cindy Mantegna seconded the motion. There were no objections or abstentions. The motion passed.**

### **LEAD AGENCY REPORT**

Andy Gomm distributed copies of report. Andy informed the ICC that Jason Lavy would not be reporting with him as Jason had to step out of the meeting to participate in a call about the FIT KIDS data base. The June Lead Agency Report will provide the additional graphs and definitions the ICC has been requesting.

Andy highlighted the data in the report as follows:

- p. 3 - Last round of recoupment of federal Medicaid dollars.
- p. 4 - This is a new graph on children receiving FIT services each month. FIT served 6,821 children in March of 2016. The number of children served has increased.
- p. 5 - Fiscal month to month data is not yet available. Deb Vering, the new Deputy of Finance, will hopefully support the provision of this data. FIT will soon know what is actually being paid by Medicaid and the electronic remittance advice will be in place.
- p. 6 - Referrals were up significantly in March 2016.
- p. 9 - Chart on children served by race/ethnicity has new columns which show the percentage being served. In 2015, FIT served 8% of the overall birth to five population. FIT is slightly underserving Native American children.

Andy reviewed the status of the ICC's recommendation from the previous ICC meeting. Andy asked the ICC Coordinator to begin tracking recommendations that have not yet been addressed and include them under the title of Old Business in the discussion items to be covered during ICC Executive Committee meetings. FIT has not approved the MEISER at this time as it is not normed. FIT and Early Childhood Network (ECN) staff are reviewing the MEISER and FIT may approve the MEISER for use in combination with a normed assessment tool. The changes to the ECO recommended by a subcommittee of the Quality Committee and approved by the ICC will go into FIT Service Definitions & Standards which will be issued in June. Changes to Service Definitions & Standards will also be presented/discussed in a webinar. Changes to policy have to be supported in FIT KIDS and some changes may require that FIT KIDS be updated. **MOTION: Louanne Stordahl made a motion to accept the Lead Agency Report. Karen Lucero seconded the motion. There were no objections or abstentions. The motion passed.**

## **ICC BYLAWS**

Sophie Bertrand facilitated a discussion on the draft recommended changes to the ICC Bylaws. The ICC Executive Committee reviewed the Bylaws and drafted the recommended changes which were highlighted in yellow. The document was posted on the ICC List Serve to allow the ICC time to review the changes prior to discussion at today's meeting. Some recommended changes are minor and may not need discussion.

ICC discussion of recommended changes:

- p. 5 - Orientation and mentoring statement was added to the Bylaws. Mentoring has been tried/utilized over the years. Informal mentoring relationships have been established and these have been successful. Jim Copeland reported that formal mentoring relationships with assigned mentors have not been successful. Paula Seanez stated informal mentoring was provided to Jessica Sandoval this morning without disrupting the ICC meeting. Samantha Yazzie reported that Andrea Leon has mentored her. Marc Kolman stated the Communication Committee will be making a recommendation to the ICC regarding orientation and mentoring. Marc said it might be better to leave mentoring out of the ICC Bylaws. If mentoring is left in, Marc recommended that "will" be used instead of "may". Sara Einfalt said new members may or may not want to be assigned a mentor as everyone has different learning needs/styles. **MOTION: Cindy Mantegna made a**

*motion requesting a show of hands regarding the following three options: take mentoring language out of the Bylaws, keep mentoring in and use "will" (be assigned), keep mentoring in and use "may" (be assigned). Louanne Stordahl seconded the motion. The ICC used a show of hands to vote as follows: keep in and use "may" - 6; keep in and use "will" - 9; remove - 0. There were no objections or abstentions. The motion to keep mentoring language in the bylaws and to use will (be assigned) passed.*

- Section 4 - Term - Sara Einfalt suggested that the following wording be added "when voted in or when appointed by the Governor". Andy Gomm stated it can take a long time for the Governor to appoint members and a Governor appointment may only be for two years. Samantha Yancey recommended the wording "vote to continue after four years." Cindy Mantegna stated it will be difficult to lose experienced ICC members. Samantha Yancey and Sara Einfalt said ICC parents have to resign when their children no longer meet federal age requirements. Karen Lucero stated this section could affect the past Co-Chair term.

## **ICC PARENT PANEL**

Andrea Leon introduced the three ICC Parent Panel members: Pamela, Melissa and Jessica.

Pamela - Has three older children without disabilities. Her 4<sup>th</sup> child has Down syndrome. The birth of this child turned their world upside down in a good way. The diagnosis took some time. Their daughter spent a month in the NICU. Children's Medical Services (CMS), the Molina insurance representative and their early intervention providers have been so supportive and made such a positive difference in their lives. Initially, it was hard to allow people into their home. We had to view it as a learning experience. As a special education teacher, Pamela enjoys having people visit her classroom. She had to take that same approach to become comfortable with people coming to their home to provide services. Early intervention services are needed and it is so important to have knowledgeable people available to answer questions. As a Special Education teacher, Pamela understands how difficult transition can be and early intervention provides the supports necessary for a successful transition. Transition is coming up for us and we are trying to get excited about it. Early intervention services are a critical resource for our community. We would like to see more community resources including therapy services available outside of early intervention.

Questions for Pamela:

Andy Gomm - Have you been able to connect with other parents of children with Down syndrome? Reply: We are trying to start a group in Las Vegas. We have been in touch with the ARC and we are ready to start making connections with other parents.

Karen Lucero - Do you know about DD Waiver Program? Reply: Yes.

Melissa - Her daughter is now 2 1/2. Their first early intervention provider agency didn't work for us. We tried another early intervention provider agency and have found the services to be very helpful. Our daughter had torticollis. She has received speech services since she was four months of age. Transition is coming up and we are a bit worried.

Jessica - Our son and family participated in early intervention. We were contacted within two weeks of the referral. The evaluation was scheduled and we had the evaluation report within three weeks. We were full members of our IFSP team. Our home based services were great. We would have liked some additional therapy services in addition to the therapy services available through our early intervention program but there were no local resources. Our Family Service Coordinator was so helpful and transition went smoothly. Early intervention services helped us help our child meet his developmental milestones. We are concerned about the availability of resources in our area. Last year, Parents Reaching Out provided a couple of classes in the Las Vegas area but attendance was low. We need to help families learn about the resources available. Information in the newspaper and on the radio station is important.

Questions for Jessica:

Patricia Pompeo - What are some other ways to reach parents? Reply: When there are local community events, have an information booth.

**PARENT PANEL REFLECTION**

- There is an established ICC protocol in place for preparing parents to serve on parent panels.
- Parent perception is a "snapshot" in time.
- Parents need opportunities to meet other parents.
- Helpful to hear parent perspectives, ideas and needs.
- Helpful to hear provider perspectives, ideas and needs.

- Video conferencing options to help provide services to families/children living in rural/remote areas.
- Early intervention to provide optional opportunities for parents to get together.
- Communities to provide opportunities for children and families to get together.
- Agency facilitated options include cost and time issues for agencies.
- Agencies can bill under the community group rate which provides a reasonable reimbursement.
- Interns (such as Social Work interns) can be utilized if their required supervision is provided.
- Early intervention partners such as Early Head Start Programs also provide opportunities for parents to get together. It doesn't always have to be FIT's responsibility.
- Family support plans could include parent to parent opportunities. Quality Committee to consider this.
- Opportunities for families to get together is already happening in a variety of ways at early intervention agencies.

### **CONTINUATION OF ICC BYLAWS DISCUSSION**

Peggy O'Neill informed the ICC that the Executive Committee met briefly over lunch and is recommending that the Bylaws be tabled until the June ICC meeting. The ICC Coordinator will email the draft Bylaws to the ICC and request review and written feedback. ***MOTION: Amanda Gibson-Smith made a motion to table ICC Bylaws until the June ICC meeting to provide more time for ICC members to review the draft changes and provide written comments to the ICC Coordinator by 5:00 pm on Friday, May 6. Karen Lucero seconded the motion. There were no objections or abstentions. The motion passed.***

### **ICC COMMITTEE REPORTS**

*Early Childhood Partnership (ECCP) Collaboration Committee - Andrea Segura, Chair, reported. The committee met on March 15. The committee has accomplished several actions for Issue 1. Jonetta Pacias provided the committee with a copy of the 13 investment zones. Amanda Gibson-Smith has been contacting Head Start Programs. A script will be developed to use when calling the investment zones. Issue 2 is still in process. The committee will meet prior to the June ICC meeting.*



### Questions for Andrea:

- Andy Gomm - What are you doing with the investment zones (high risk areas)? Andrea asked Jonetta Pacias to respond. Jonetta stated the committee is working to determine if collaboration has been established in investment zone areas and what resources are available for families transitioning from FIT. Families know about the FIT Program but they may not know about other resources in their community. Babynet also has a directory of all programs across the state.
- Selestte Sanchez - Collaborates with other home visiting programs across the state. Can contact the NM Resource Line. There are people already going to investment zones to collect information. This information is also on CYFD's website.
- Amanda Gibson-Smith - Committee members making the contacts are asking the following questions: How do you work with Part C agencies? Do you have agreements in place and if so, how are they working? The committee wants to support new connections and strengthen existing ones.
- Sophie Bertrand - If a family calls one of the resources and the child/family could benefit from FIT services, will the resource know they should refer the family to FIT and not to the local home visiting program? We are working to assure that there are strong partnerships with clear messaging so families are connected to the services they need.
- Kathey Phoenix-Doyle - Relationships have to be in place in order to support referrals to needed services.
- Selestte Sanchez - Collaboration using investments zones is a good focus.
- Karen Lucero - Partnership with Child Protective Services needs to improve.

Quality Committee - Cindy Mantegna, Chair, reported.

1<sup>st</sup> issue - The committee has been providing input into TQRIS. The committee recommended that Linda Askew and Thea Guerin present Race to the Top/TQRIS updates to the ICC.

2<sup>nd</sup> issue - The committee is exploring training issues around the state and the marketing of the FIT online courses. T.E.A.C.H is running out of funding and can only pay for one course. There are 2 year and 4 year higher education degree options. Yvette Dominguez recently presented the types of degrees held by the Developmental Specialists working in the FIT Program. Kathey Phoenix-Doyle organized these degrees into a handout which was distributed to the ICC. Yvette reported that there are only a few Developmental Specialists with certification as

a DS I Basic or a DS I Advanced. These individuals have been working in the FIT system for a long time. People with degrees in non-related areas don't tend to continue working in the FIT system.

3<sup>rd</sup> issue - The committee is reviewing supplemental, discipline specific evaluation tools that support determination of eligibility. This involves statistics and the committee would like to add a committee member with expertise in statistics.

Comments and Questions for Cindy:

- Andy Gomm stated the ICC might make recommendations to FIT about providing evaluation training.
- Kathey Phoenix-Doyle said there is confusion in the field. Some of the discipline specific evaluations don't provide standard deviations.
- Andy Gomm - FIT is working with ECN on the comprehensive development assessment tools used to provide ECO scores.

*Finance Committee* - Jim Copeland, Chair, reported. The Finance Committee has not met since the last ICC meeting. Jim and Ron Garcia will participate on the team who will select the provider that will conduct the Rate Study. Mid-year contract adjustments have been made. The Finance Committee has been asked to consider if the insurance legislation should be opened in order to remove the insurance cap.

*Communication Committee* - Marc Kolman, Chair, reported.

1<sup>st</sup> issue - The committee is recommending that an educational presentation be added to ICC meeting agendas. The committee will coordinate with the Executive Committee as to when/how to do this. An ICC survey on educational topics of interest was distributed. Completed surveys are to be returned to Marc by the end of the ICC meeting.

2<sup>nd</sup> issue - The committee considered how the FIT Program provides information to FIT providers such as memos and FYI clarification statements. The committee is recommending that FIT Memos be archived on the FIT website. FIT currently uses the following list serves to provide information: FIT Coordinators, ICC, Data and Billing, and Family Service Coordinators. It is recommended that the Family Service Coordinator list serve include all early intervention staff so FIT information is distributed to all FIT service providers. Marc asked the ICC if the Family Service Coordinator list serve should allow one-way or two-way communication.

ICC responses to Marc's question were as follows:

- Kathey Phoenix-Doyle said the Family Service Coordinator list serve is currently two-way and it works well.
- Andy Gomm said program coordinators may not want their staff to post on the list serve.
- Samantha Yancey suggested a 6 month monitored trial of two way communication.
- Andy Gomm - If a question is posed and the answer does not provide correct information, the FIT Program can provide the correct information.
- Marc Kolman - If it is two-way, it becomes a learning community.

An ICC show of hands was requested to indicate if the list serve should provide one way or two way communication. Results were: 0 one way; 14 two way.

3<sup>rd</sup> issue - Orientation. The committee will hold a meeting just on ICC orientation. Recommendations will be presented to the ICC at the June ICC meeting. Sophie Bertrand requested that the ICC Coordinator participate in the meeting as the Coordinator will have the lead in orientation.

4<sup>th</sup> issue - The ICC Coordinator will send ICC documents to Joyce to post on the ICC page of the FIT website.

***MOTION: Amanda Gibson-Smith made a motion to approve the ICC committee reports. Paula Seanez second the motion. There were no objections or abstentions. The motion passed.***

### **ANNUAL PERFORMANCE REPORT (APR) UPDATE**

Jason Lavy reported. OSEP has accepted the FIT APR. In August, OSEP will provide a comparison of how each state ranked in relation to other states. Jason will develop a public report on how FIT providers ranked on the APR components.

FIT has been working with Maximus on the improvements to the FITKIDS data base and testing will continue through May 13<sup>th</sup>. FITKIDS will go live on June 17<sup>th</sup>. One to two trainings will be provided and the training will be recorded. The red dot issue has been eliminated and providers will be able to bill even if they need to address an issue.

Andy Gomm discussed the Early Childhood Integrated Data Warehouse for New Mexico children birth to age 8. This was begun three years ago and it has been a slow process. Good progress has been made since January of this year. The system will provide a unique identifier for each child and a warehouse to store the data. The Public Education Department (PED) is making headway and is working on the unique identifier. The work on the data warehouse will begin in July. The system

will go live on December 31, 2016. Andy asked the ICC to begin thinking about needed data reports to answer questions such as how many children who went through FIT services are in special education. PED staff will write the reports. Reports will start in January 2017. Andy asked if the full ICC should discuss what data reports are needed or if the ICC should appoint an ad hoc work group. Peggy O'Neill suggested that this topic be put on the agenda for the Strategic Planning Retreat. Andy asked if FIT provider agencies should be allowed to run their own reports. Jim Copeland said the reports will be very useful for legislative purposes. Alta Mira provides services to the grandson of a legislator. The legislator did not realize that FIT and early intervention are the same services. Marc Kolman stated the data warehouse will contain the data for three departments: DOH, PED and CYFD. There is a lot of concern about the system providing data that will be presented to the legislature and the public.

### **PROMULGATION OF FIT RULES**

Andy Gomm distributed copies of FIT Rules with new proposed changes highlighted in yellow. These changes are federally required. Previous changes in red font were already endorsed by the ICC. FIT Rules have not been updated since 2012. Andy discussed the changes on page 11 that are in green font. Janis Gonzales had to recommend the revisions in green font because of ICD-10 coding issues. Andy said FIT has a definitive list for FIT eligibility. However, the DOH General Council has stated FIT Rules cannot contain a reference to a separate document. Jim Copeland asked who will serve as the DOH physician referred to on page 12. Andy replied that Janis Gonzales is the primary physician and Dr. Voorhees is the back-up.

Questions/comments regarding changes in green font:

- Janis Gonzales - (b) (vii) - The wording implies that two physicians will have to participate in the review.
- Karen Lucero - (b) (vii) - It sounds like there will be a committee meeting of three people.
- Janis Gonzales - Suggested wording "include but not limited to".
- Andy Gomm - Will ask the DOH attorney if the second physician could be removed so as to not slow down the process. FIT will work with the attorney to eliminate the second step if possible.
- Janis Gonzales - Cannot always include a percentage.
- Sophie Bertrand - (b) (viii) - Ask attorney if wording "substantial credible medical evidence" could be removed.
- Andy Gomm - (b) (viii) - At some point there will be less conditions coming

forward. We could take out the "only" or take out the word "substantial".

Page 1 - Ages & Stages for Kids. Andy stated the ICC decided to put this into place several years ago. Andy asked if FIT should continue to do this. Race to the Top monies can be used to pay for new Ages and Stages kits for provider agencies. Would it be more appropriate for FIT agencies to provide this service?

#### Questions/comments:

- Cindy Mantegna - Do children go through this?
- Andy Gomm - At the peak, about 13 children. Albert Ericson would send the forms to families and a very small percentage returned them.
- Cindy Mantegna - All the Las Cruces pediatricians do Ages & Stages.
- Selestte Sanchez - Home Visiting Programs use Ages & Stages.
- Yvette Dominguez - Family Health Bureau provides Ages & Stages training for physicians.
- Sophie Bertrand - Instead of giving families an Ages and Stages form, ask them to come back to the program if they have concerns.
- Jim Copeland - Once families have been informed their child doesn't qualify, they don't tend to come back. The pediatrician can refer the child again.
- Andy Gomm - FIT providers can screen a child if the family has concerns.

Page 12, (c) (ii) - Sara Einfalt asked about the definition of prematurity (29 to 34 weeks of completed gestation). Andy replied that prematurity is an established condition for under 29 weeks.

#### Other questions/comments:

- Karen Lucero - Stating children had prenatal drug exposure is an issue with Medicaid.
- Yvette Dominguez - Codes are only good for 28 days. We now have a generic code. The FIT eligibility list will be released around mid-May. A webinar will be provided.
- Janis Gonzales - A number of ICD-9 codes have age limits. Prematurity has a weight conversion attached to it. Hard to code the drug exposure so providers will have to put in two codes. Providers must use the two codes so we can obtain good data.
- Yvette Dominguez - Hopefully the last revision and codes will not be denied. Working in partnership with Dr. Gonzales and Medicaid. Providers should send issues to Yvette and to their Regional Manager.

Andy asked the ICC to endorse the changes to eligibility and the removal of the Ages & Stages tracking program. **MOTION: Karen Lucero made a motion to endorse the changes to FIT Rules as presented and discussed. Amanda Gibson-Smith seconded the motion. There were no objections or abstentions. The motion passed.**

## **RACE TO TOP/TQRIS/DATA UPDATES/RATE STUDY/SSIP**

Andy Gomm and Thea Guerin presented.

Thea thanked the groups working collaboratively on TQRIS including the Stakeholder group and the ICC Quality Committee. Thea distributed and highlighted the information in a handout on the Essential Elements. 11 essential elements have been defined and three more are in process.

Thea distributed and highlighted the information in a handout on the SSIP Phase II Implementation Plan. Two pilots are in process. The IFSP Quality Rating Scale pilot has eight programs using the IFSP Quality Rating Scale to rate 50% of their initial IFSPs over a twelve week period. Program raters are providing feedback to their staff. Thea asked ICC members whose programs are participating in the IFSP pilot to discuss what they have been learning. Kathey Phoenix-Doyle, Peggy O'Neill, Karen Lucero, Lula Brown, and Paula Seanez provided the following comments:

- Level of support is helpful.
- Quality of IFSPs is improving.
- IFSPs better reflect family priorities.
- Takes a lot of time to use the scale to review IFSPs but worth the investment of time.
- Scale helps identify what information is missing and identifies what information is expected in each IFSP section.
- Thinking about family routines when writing IFSP strategies.
- Pilots provide the best training. Staff stated the training on the IFSP Quality Rating Scale was the best training they had ever had.
- Making a positive change in the quality of IFSPs.
- New staff are learning how to develop quality IFSPs.
- Helps us identify the training and support our staff need.
- Family Service Coordinators are excited about the process as it helps them develop better IFSPs.
- Takes a lot of time to review IFSPs and time is money. The DOH has to

provide the financial support needed.

Kathey Phoenix-Doyle stated she is using a spread sheet to track the cost of rating IFSPs and cost for the video project. Andy Gomm asked the ICC if Family Service Coordinators should be paid by the hour.

Thea highlighted the Video Demonstration project. Juliann Woods work on family guided routines will be piloted as part of the video project. Family routines are much more than sitting on the living room floor using toys to demonstrate strategies. Juliann's work emphasizes the use of coaching to help families embed strategies into their routines.

#### Questions/Comments:

- Cindy Mantegna asked if TQRIS money could be used to bring Juliann to New Mexico to provide training. Andy stated he could arrange for two days of her time.
- Louanne Stordahl said she was able to attend the one day of training Juliann provided. Her training was fantastic and as a result, Louanne got rid of most of her toys. Clinically trained therapists will have a hard time changing how they provide services.
- Andrea Leon - ICC members want to attend trainings to help them understand the system so they can make good recommendations.
- Kathey Phoenix-Doyle - Want all her staff to learn about Juliann's work. Our therapists are super excited.
- Andy Gomm - Juliann's work could completely revamp our current professional development system.

The ICC Coordinator will send the ICC the link to Juliann's website. Andy reviewed the timeline on the SSIP Phase II Implementation Plan handout. The DOH will release the RFP for the Rate Study within the next few weeks. When the Rate Study contract is awarded, the Finance Committee, or a subgroup of the Finance Committee, will work with the vendor. The FIT Program needs to determine the cost of implementing quality practices.

The IFSP Quality Rating Scale is part of the SSIP. New Mexico is ahead of other states. FIT worked with Envisions to validate the IFSP Rating Scale. New Mexico's Theory of Action states that improvement in IFSP quality leads to improvement in early childhood outcomes for children. A data system will be put into place to

improve the current paper and pencil work on inter-rater reliability and feedback to pilot sites.

Race to the Top funds will end in December of 2016 but a no cost extension until December 2017 will be requested. Patti Ramsey did a lot of work on Early Childhood Outcomes (ECO) scores. We want to make certain ECO scores are being collected statewide with better fidelity. The SSIP Ad Hoc Work Group will be reconvened in the coming weeks. Samantha Yancey said the SSIP Ad Hoc Work Group gave input regarding last year's ECO scores before they were sent to OSEP. Kathey Phoenix-Doyle stated the work group needs to know when and why we are meeting.

Jim Copeland asked if Suzanne Pope had signed a HIPAA agreement since she is reviewing all the IFSPs for the IFSP pilot. Andy Gomm replied that Suzanne had most likely signed a HIPAA agreement when she had signed her contract but he will check.

## **ICC FUNCTIONING**

### **What Worked?**

- Follow-up on ICC recommendations
- Tabling ICC Bylaws
- Input from local providers as to needs/challenges
- Facility - Enough room to move around. Good food.
- Social hour and dinner together
- Work well as a team
- Lot of information covered
- Finishing on time

### **What Needs Improving?**

- Information overload. Long day
- Need breaks
- More funding to support two day meetings instead of trying to do it all in one day
- ICC Committees or Ad Hoc Work Groups to address some topics
- Funding commensurate with requirements/expectations
- Hotel environment
- Local providers not invited to social hour



## Suggestions:

- ICC training to be provided online instead of during ICC meetings
- Facilitation training for ICC Co-Chairs
- Bimonthly ICC meetings

ICC members and guests were asked to complete meeting evaluation forms.

**MOTION:** *Marc Kolman made a motion to adjourn the meeting. Andrea Leon seconded the motion. There were no objections or abstentions. The meeting was adjourned at 4:15 pm.*

**FOLLOW-UP MEETING RECOMMENDATIONS / TASKS:**

<b>RECOMMENDATIONS/TASKS for FIT PROGRAM</b>	<b>STATUS</b>
Old Business - Include ICC requested changes in the June 2016 Lead Agency Report (definitions, side by side descriptions, graphic representations of data, month to month tracking).	
Old Business - Provide a presentation on the Family Survey Results at the June 2016 ICC meeting.	
Old Business - Graph NM's ECO data as compared to other states and present at the June 2016 ICC meeting.	
Prepare a report on how NM's APR ratings compare to the ratings of other states and present at September ICC Retreat.	
Promulgate FIT Rules	
Reconvene the SSIP Ad Hoc Work Group	
Check on status of signed HIPAA agreement for Suzanne Pope.	

<b>RECOMMENDATIONS/TASKS for ICC COMMITTEES or ICC Members</b>	<b>STATUS</b>
Old Business - ICC Executive Committee to show video from the video demonstration project at the June ICC meeting,	
ICC members to provide written comments to the draft changes to the ICC Bylaws using the copy emailed to them on April 23 and send to the ICC Coordinator by 5:00 pm on Friday, May 7 <sup>th</sup> .	
Old Business - ICC Executive Committee to include an educational presentation at ICC meetings if time allows.	

ICC Executive Committee to add a discussion on the kinds of data reports needed from the Early Childhood Integrated Data Warehouse.	
---	--