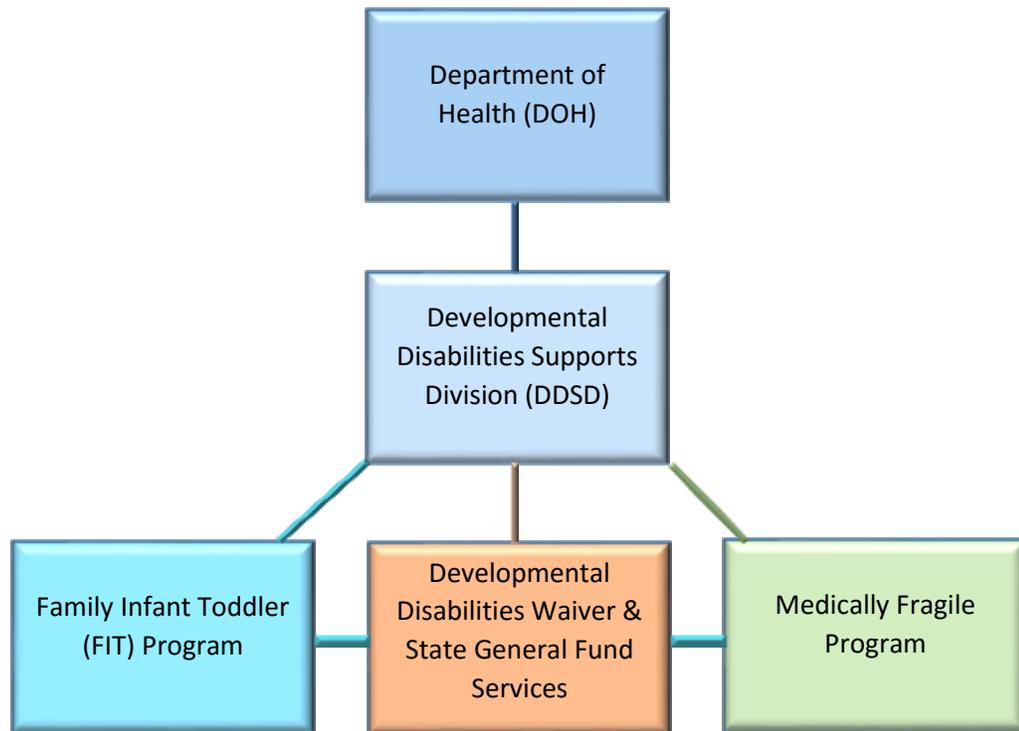




ICC RELATIONSHIPS, ROLES AND RESPONSIBILITIES

NOVEMBER 5, 2015

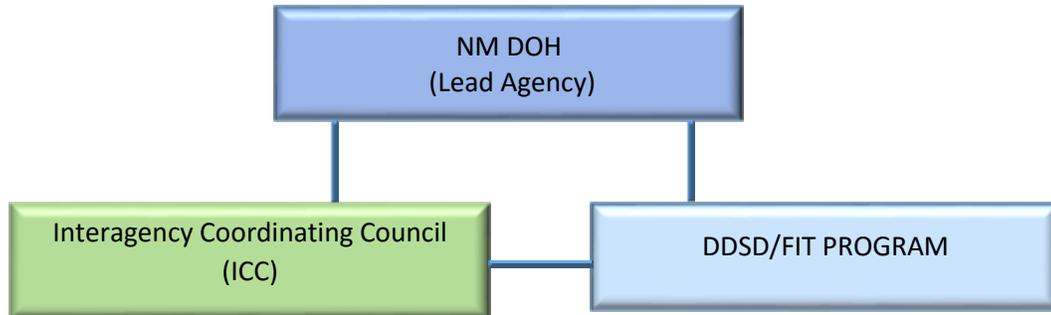


Since 1987, New Mexico has been building a comprehensive system for the statewide delivery of quality early intervention services.

The Department of Health is the Lead Agency for the Individuals with Disabilities Education Act (IDEA) Part C in New Mexico. IDEA is a United States federal law that governs how states and public agencies provide early intervention, special education, and related services to children with disabilities.

The FIT Program, administers the Early Intervention Program for the Department of Health. The FIT Program is part of the Developmental Disabilities Supports Division which is known as (DDSD). The DDSD provides lifespan services for individuals with developmental disabilities and their families. Services are designed to help people with disabilities live as independently as possible. Services include the Developmental Disabilities Waiver, State General funded services (which includes respite) and the Medically Fragile Waiver. Some of the children eligible for the FIT program are also eligible for one or more of these services.

ICC Relationship to the Lead Agency/DDSD/FIT



The intent of the establishment of Interagency Coordinating Councils (ICCs) in states receiving federal Part C funding was to allow each state's ICC to function as an independent group. This independent nature gives the ICC the potential to make significant contributions to the development and maintenance of a coordinated, comprehensive, and family centered early intervention system of services and supports.

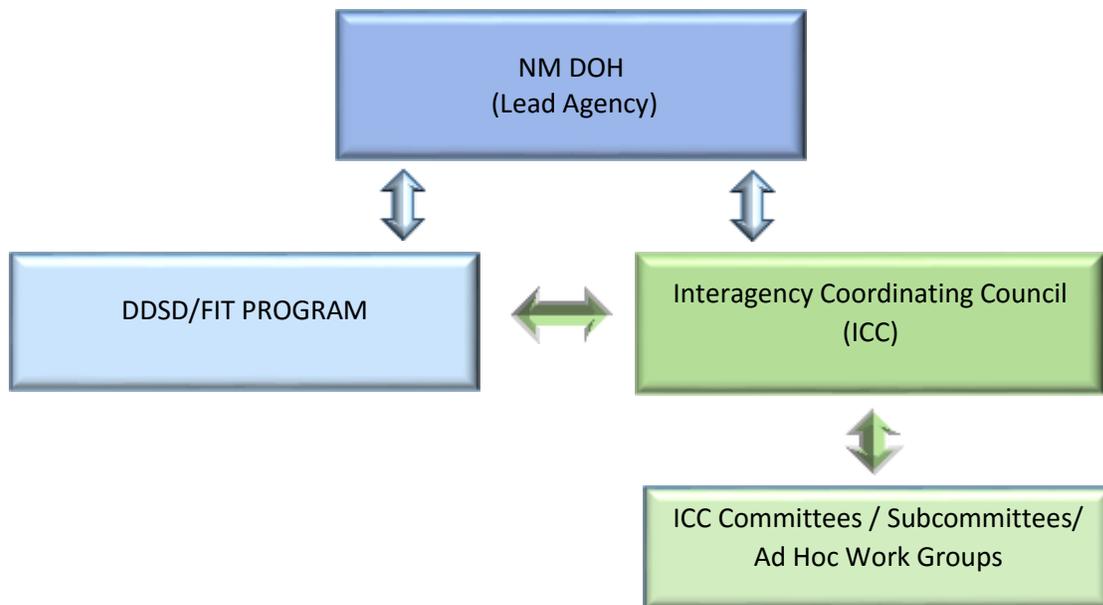
The ICC's advising and assisting roles depend on the level of authority given to the ICC and the relationship between the ICC and DDSD/FIT. The ICC, in conjunction with DDSD/FIT, determines the nature of its role and tasks as they relate to various policy stages. At times, the ICC's role is to provide advice on the topics brought to it by DDSD/FIT. At other times, the ICC, with the support of DDSD/FIT, has policy making authority (recommendations regarding FIT Service Definitions & Standards, recommendations regarding FIT Rules).

The federally mandated composition of ICC membership helps to assure that critical stakeholders in the early intervention system are represented. ICC members are appointed by the Governor of New Mexico. ICC members have the responsibility of obtaining and bringing their respective stakeholder input to ICC strategic planning and the discussion of systemic issues addressed during ICC public meetings.

New Mexico's ICC Purpose:

- Advise and assist the Department of Health as the Lead Agency for New Mexico's early intervention system of services and supports;
- Provide strategic systems level support and guidance to DDSD / FIT;
- Act as a conduit between stakeholders and the State for information regarding the FIT Program;
- Serve as an interagency forum for discussion of systemic issues.

ICC Relationship to ICC Committees/Subcommittees/Ad Hoc Work Groups

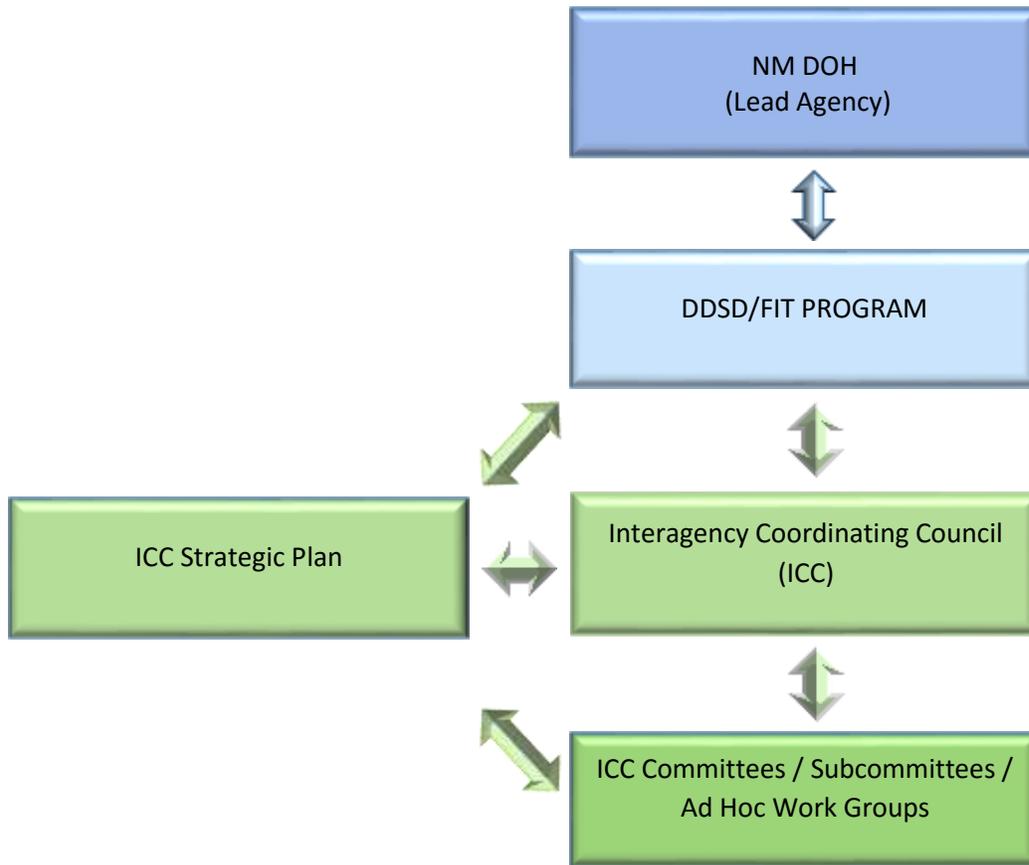


There is a clear relationship between the ICC and ICC committees, subcommittees and ad hoc work groups. The ICC determines the committees, subcommittees and ad hoc work groups needed to address ICC priorities. The ICC must approve all ICC Committee Action Plans and any changes to action plans. The ICC must approve the work of all ICC subcommittees and ad hoc work groups.

Based on their work, ICC committees, subcommittees and ad hoc work groups make recommendations to the ICC. The ICC is responsible for reviewing these recommendations and considering their potential impact on both the FIT system and system stakeholders. Impact assessment must include an informed discussion of the resources needed and the anticipated positive and negative consequences of implementation.

ICC committees, subcommittees and ad hoc work groups cannot work or make recommendations independently of the ICC. Only the ICC can approve their work. Only the ICC can make recommendations to DDSD/FIT. If there are concerns with the direction of the work being conducted by an ICC committee, subcommittee, or ad hoc work group, these concerns must be brought to the ICC and/or the ICC Executive Committee.

ICC Strategic Planning



Every three years, the ICC engages in a facilitated three-year strategic planning process to consider the strengths, weaknesses, opportunities and threats (SWOT) impacting the early intervention system. The ICC also uses the SWOT process to consider its internal functioning (ICC Executive Committee) and external functioning (ICC public meetings, and the work of ICC committees, subcommittees, and ad hoc work groups). Based on the review of this data, the ICC determines its priorities and identifies the committees, subcommittee or ad hoc work groups needed to address ICC priorities. ICC committees are chaired by ICC members.

ICC committees develop Committee Action Plans to address ICC identified critical issues. The ICC approves each committee's action plan. All committee action plans collectively form the ICC's Strategic Plan. Yearly, and at every ICC meeting, the ICC reviews and approves the work and progress of its committees, subcommittees and ad hoc work groups. The ICC discusses committee, subcommittee and ad hoc work group recommendations and determines which recommendations the ICC will make to DDSD/FIT.

ICC Guidance for ICC Committees, Subcommittees & Ad Hoc Work Groups

- A. Action Plans/Scope of Work
 - 1. ICC committee, subcommittee and ad hoc work must be based on ICC approved action plans or scopes of work.
 - 2. Changes or additions to action plans or scopes of work must be presented to and approved by the full ICC prior to implementation.
 - 3. A written work status (report) must be presented to the full ICC at every ICC meeting / retreat.
 - 4. Recommendations to the ICC, or actions/guidance needed by the ICC, must be presented orally by the designated Chair of the committee, subcommittee or ad hoc work group and these recommendations must be documented in the required written report.

- B. Committee, Subcommittee, Ad Hoc Work Group Meetings
 - 1. All members of ICC committees, subcommittee, and ad hoc work groups shall receive emailed notice of meetings in a timely manner.
 - 2. Meeting agendas shall be emailed prior to meetings. The agenda can be added to at the beginning of meetings.
 - 3. Meetings must be led by the ICC appointed committee, subcommittee or ad hoc work group Chair, or a Chair's appointed designee. If the Chair, or the Chair's appointed designee is not present, the meeting must be rescheduled.
 - 4. The agenda for each meeting, and the minutes of each meeting shall be kept and maintained during each calendar year. This yearly record is to be submitted to the ICC Executive Committee when requested.
 - 5. Recommendations to the ICC must be developed by the full membership of the committee, subcommittee or ad hoc work group. Chairs working alone, or chairs working with only a few members of the committee, subcommittee or ad hoc work group cannot put forth recommendations to the ICC.
 - 6. ICC committees, subcommittees and ad hoc work groups will work with the ICC Finance & Funding Committee to assure that recommendations include an implementation cost analysis.

- C. Chairs
 - 1. Oversee the development and implementation of the ICC committee's Action Plan or the subcommittee's or ad hoc work group's Scope of Work.
 - 2. Facilitate meetings with the support of the assigned FIT staff person and the assigned ECLN staff person.
 - 3. Assure that meeting notices are emailed to members in a timely manner.
 - 4. Assure that meeting minutes are taken, maintained and submitted to the Executive Committee when requested.
 - 5. Assure that the written report is developed and emailed to the ICC Coordinator when requested.

6. Alert the ICC Executive Committee if there are ongoing issues with membership, attendance, participation, etc. or if additional support is needed.
7. Assure that all recommendations to the ICC include an accurate implementation cost analysis.
8. Provide an oral report to the ICC at each ICC public meeting. Oral reports are to include recommendations to the ICC, requests for ICC action or guidance. Chairs will not read their written reports to the ICC but summarize progress, ask for guidance or review the recommendations being made to the ICC.

D. Representation

No ICC committee chair or any member of an ICC committee, subcommittee, or work group can represent the ICC, an ICC committee, subcommittee or work group in meetings with the DOH, with DDSD/FIT, with other advisory groups, or with other state agencies unless the full ICC has officially appointed and provided guidance to this person/persons.

ICC Questions to Consider/Ask During ICC Committee/Subcommittee/ Ad Hoc Work Group Reports

1. Is the work being reported in line with the committee's action plan or the subcommittee's / ad hoc work group's ICC assigned scope of work?
If not, provide guidance so the action plan or scope of work is implemented as intended, modified or eliminated.

2. If recommendations are being made, has the committee, subcommittee or ad hoc work group worked with the ICC Finance and Funding Committee to develop an implementation cost analysis and is this implementation cost analysis provided in the written report?
If not, table the recommendation(s) until this information has been obtained and presented to the full ICC.

3. When the Chair references other documents that the committee, subcommittee, or ad hoc work group used to develop their recommendations, are these documents referenced so that the documents could be accessed and reviewed if needed?
If not, request these documents to be emailed to the full ICC by a specific date.

4. Does the committee, subcommittee or ad hoc work group have the representation and attendance needed to complete their work?
If not, provide guidance needed to assure that the representation and attendance supports the work to be accomplished. Continue to check with the Chair to make certain this is happening. If it is not, determine if this is not a viable group.

5. Is the committee, subcommittee or ad hoc work group meeting the timelines on their action plans or scopes of work? *If no, why not? Provide needed guidance.*

6. Has enough time been allotted on the ICC meeting agenda to consider the work and recommendations of the committee, subcommittee or ad hoc work group? *If not, reschedule the report and recommendations for the next ICC meeting. Provide guidance to the Executive Committee as to the time needed for this and future committee, subcommittee, or ad hoc work group reports.*