

Approved by the ICC Executive Committee 11/18/04

INTERAGENCY COORDINATING COUNCIL ON EARLY INTERVENTION

EXECUTIVE COMMITTEE MEETING

SEPTEMBER 23, 2004

MEMBERS PRESENT:

Hedy Hansen, Chair; Jim Bellotti; Arleen Downing, M.D.; Gretchen Hester; Rick Ingraham; Raymond M. Peterson, M.D.; Marie Kanne Poulsen, Ph.D.; Debbie Sarmiento;

MEMBERS ABSENT:

Marcy Gallagher; Theresa Rossini; Elaine Fogel Schneider, Ph.D;

OTHERS IN ATTENDANCE:

See Attachment A.

RECORDERS:

Cheryl Holden
Cheri Schoenborn

OPENING REMARKS AND INTRODUCTIONS

Hedy Hansen, Chair of the Executive Committee, called the meeting to order at 10:10 a.m. Executive Committee Members, ICC staff, and members of the audience provided self-introductions.

APPROVAL OF AGENDA

The Executive Committee meeting agenda was approved as written.

APPROVAL OF THE MINUTES

The Executive Committee minutes summarizing the May 20, 2004 meeting were approved as written.

PROCESS FOR DATA DISSEMINATION

Rick Ingraham stated that the Department of Developmental Services (DDS) is committed to providing the ICC with data and information needed to support the development of recommendations in the ICC's priority areas. In order to promote the timely delivery of information, it was agreed that the standing committees have the ability to request data directly from DDS via the committee's Department Liaisons. Data and information provided to each committee will be shared with each ICC committee staff person and maintained in the Data and Information Resources binder.

EXECUTIVE COMMITTEE WORKPLAN

The Executive Committee Workplan was reviewed and it was agreed that each standing committee would continue to address the priority area identified in the Workplan: early entry; IFSP; transition; and interagency coordination (Attachment B). The Executive Committee had agreed on a standardized template for the workplans at the February 2004 meeting. This was the format developed by the Quality Service Delivery Systems Committee (QSDSC). This format displays the Priority, Measurable Outcomes, Proposed Action Plans (activities and methodologies), and Data and Info Sources.

Committee Assignments

The Executive Committee charged the standing committees with the following tasks:

- Review their committee's workplan.
- Clarify the issue and purpose for each recommendation to be submitted to DDS.
- Discuss how to measure the impact of the recommendation.
- Address how the recommendation will pass the "criteria test" set by the Executive Committee, as well as its relevance to satisfying the Early Start system's needs and objectives.
- Plan for the next phase, prior to November 2004, ICC meeting.

The criteria test was identified by the Executive Committee at the February 2004 meeting:

- ✓ measurable outcome;
- ✓ feasible;
- ✓ no cost to system; and
- ✓ consensus of Executive Committee members.

The Standing Committees were also asked to review the Action Item proposing the 2005 ICC Meeting Schedule, in preparation for a vote at the ICC meeting on Friday.

New Community Representatives

Ms. Hansen announced the appointment of four new Community Representatives: Edward Gold, Susan Graham and Letha Sellars, who will serve on the Quality Service Delivery Systems Committee (QSDSC) and Al Millan, who will serve on the Family Resources and Supports Committee.

Jim Bellotti, California Department of Education (CDE), announced that Bob Evans is now in CDE's Part C Liaison position. In addition to his Part C/Early Start Liaison activities with DDS, Mr. Evans will serve as the CDE Liaison to the QSDSC.

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TIMELINE FOR SUBMITTING ICC RECOMMENDATIONS TO DDS

The chart detailing the proposed “Process and Timeline for Submitting a Recommendation to the Department of Developmental Services” was reviewed (Attachment C). It was agreed that this document is to be used as a guideline for the steps committees need to take in order to complete the development of a recommendation. The chart also identifies the steps to take the recommendation to the Executive Committee and finally, submitting an Action Item for ICC approval to submit the recommendation to DDS.

REVIEW OF ICC AGENDA

The ICC Agenda for September 24, 2004, was approved as written.

FUTURE ICC AGENDAS

It was agreed that for the meeting in November 2004, Cheryl Treadwell, CDSS, will arrange a presentation on the Child Abuse Prevention and Treatment Act including the collaboration with DDS concerning the new requirement for CDSS to have procedures for referring children under the age of three with substantiated abuse or neglect to Early Start.

For the meeting in February 2005, Beverley Morgan-Sandoz will arrange a presentation on Early Head Start/Head Start.

It was suggested that a presenter representing the Family Resource Center Network of California present information on their Strategic Plan at the ICC meeting in May 2005.

OTHER BUSINESS

Early Start FRC Collaboration

The Executive Committee discussed strategies for assuring collaboration between Early Start Family Resource Centers (FRCs) and other agencies when the agencies release Requests For Proposals (RFPs) to establish new or expand existing entities providing services similar to services provided by Early Start FRCs. Issues discussed include:

- The need to educate legislators about existing services and supports for families, in order to reduce duplicative service providers and make cost-effective use of scarce funds.
- Strategies to raise the visibility of Early Start at the local level, including routine connections with local agencies serving young children and families with special needs using the Early Start Fact Sheet on FRCs as talking points, and the FRCs participation on committees serving young children.

The Executive Committee assigned the Family Resources and Supports Committee (FRSC) with the task of developing a “white paper” that addresses multiple strategies for enhancing Early Start FRCs collaboration with other agencies outside of Early Start. When the draft white paper is developed by the FRSC, it will be reviewed and commented on by the Public Awareness

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Committee (PAC), and subsequently submitted to the Executive Committee for review.

Announcements

Debbie Sarmiento reported that she continues to participate with the Department of Health Services' (DHS) "Living Healthy With A Disability" committee. Over the past two years and with much external review, the Advisory Committee has developed a strategic plan. The plan is now going through graphic design modifications and the final stages of review. Upon DHS' approval, 1,000 copies will be printed and a downloadable version will be available on the Department's web site at www.dhs.ca.gov/epic/odh. For more information contact Lisa Hershey at 916-552-9840.

ADJOURNMENT

Ms. Hansen called the meeting adjourned at 11:25 a.m.

OTHERS ATTENDING EXECUTIVE COMMITTEE MEETING

September 23, 2004

10:00 a.m. – 12:00 p.m.

COMMUNITY REPRESENTATIVES

Brigitte Ammons, Juno Duenas, Ed Gold, Susan Graham, Laurie Jordan, Julie Kingsley, Linda Landry, Kat Lowrance, Peter Michael Miller, M.D., Mara McGrath, Sherry Torok, Kate Warren

ICC STAFF

Cheryl Holden

Cheri Schoenborn

COMMITTEE STAFF

Peter Guerrero

Angela McGuire

Stephanie Myers

Elissa Provance

Virginia Reynolds

DEPARTMENT LIAISONS

Dennis Self, DDS

Rosa King, DDS

Pat Widmann, DDS

GUESTS

Jacqui Kerze

Sharon Rea Zone