

INFORMATION PROCESSING AND SHARING TOOL  
FAMILY RESOURCES AND SUPPORTS COMMITTEE  
MEETING DATE: February 26-27, 2004

**INTERAGENCY COORDINAING COUNCIL  
COMMITTEE MEETING MINUTES**

**COMMITTEE:** Family Resources and Support Committee

**RECORDER:** Stephanie Myers **DATE:** February 26, 2004

**COMMITTEE MEMBERS**

**PRESENT:** Chair: Theresa Rossini, Debbie Sarmiento, Robert Sifuentes, Tony Anderson, Doug Cleveland, Terry Colborn, Juno Duenas, Laurie Jordan, Jan Kearns, Nina LaVine, Kay Ryan, Sherry Torok, Kathi Walker, Rosa Gaona, Cheryl Treadwell, MaryEllen Peterson, Susan Winar

**STAFF:** Stephanie Myers, WestEd/CPEI

**DDS LIAISON:** Debby Reath

**CDE LIAISON:** Mary Smithberger (CDD)

**ABSENT:** Juno Duenas, Patty Moore, Doug Cleveland

**SUMMARY OF IMPORTANT POINTS, ACTIONS CONSIDERED AND RECOMMENDATIONS**

**I. INTRODUCTIONS**

Debbie Sarmiento introduced the new co-chair Theresa Rossini. Both Theresa and Debbie reviewed the discussion that took place at the Executive Committee meeting this morning. They both discussed that the committee is to discuss the Information Processing Sharing Tool and have time to discuss, and ask questions regarding the Regional Center Child Find and Public Awareness Activities Matrix data that Ken Frelander will be sharing.

**II. COMMITTEE TASKS AND ACTIVITIES**

The Regional Center Child Find and Public Awareness Activities Matrix data was shared by Debby Reath and the Committee discussed the Information Processing and and Sharing Tool and began working on it.

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**III. DISCUSSION ITEMS**

- A. Looking at ways to continue monitoring visits on some level if the budget issues continue to provide restraints on travel, training, etc.
- B. Regarding regional center performance/improvement – look at ways to compare improvement by a regional center with its past performance vs. comparing it to other regional centers.

ICC PRIORITY	APPROACH (DDS Priorities)	MEASUREABLE OUTCOMES	ACTION PLAN (activities and methodologies)	INFORMATION AND DATA SOURCES	FOR NEXT MEETING
<p><b>Early Entry</b></p> <p>Strategies:</p> <ul style="list-style-type: none"> <li>☐ Increase collaboration</li> <li>☐ Increase awareness</li> <li>☐ Increase Access</li> </ul>	<p>Evaluate current methods of best practices:</p> <p>1)Out reach to provider to include child care</p> <p>2)Outreach to the community</p> <p>3)Training &amp; personnel development</p>	<p>Advise &amp; assist the lead agency to ensure that there is a decrease average age of entry into Early Start system as appropriate*.</p> <p>*Possibly look at the national data average.</p> <p>*Need current data to decide what an appropriate outcome would be.</p>	<ol style="list-style-type: none"> <li>1) Review current outreach practices to identify promising practices and gaps in the system.</li> <li>2) Survey PHCP's, parents, regional centers, LEA's.</li> </ol>	<p>INFORMATION NEEDED:</p> <p>1)Referral data – data profile of entry by age; R.C., region and disability, if available.</p> <p>2)45 day data</p> <p>3)Monitoring reports</p> <p>a)# of frequency of items on Child Find report</p> <p>b)Analysis of activities that are most effective</p> <p>4)Breakdown of age at referral for 2 year olds (similar to age 0 month of age</p>	

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				trend hand out) 5)Quantify age at first IFSP in months.	
<b>IFSP</b>  Strategies: <input type="checkbox"/> Increase collaboration  <input type="checkbox"/> Increase awareness  <input type="checkbox"/> Increase awareness		IFSPs will document: All service needs identified by assessments  Referral to FRC  Use of MDTs and assessor participation  A PHCP or Medical Home identified  Services will begin as soon as possible	Gather data Develop guidelines approaches after evaluating the data  1)Review monitoring reports Provide training and personnel development to parents, RC, LEA, partner agencies 3)Outreach and coordination with PHCP	INFORMATION NEEDED:  PERSON(S) RESPONSIBLE:  DUE DATE:	

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ICC PRIORITY	APPROACH (DDS Priorities)	MEASUREABLE OUTCOMES	ACTION PLAN (activities and methodologies)	INFORMATION AND DATA SOURCES	FOR NEXT MEETING
<p><b>Transition</b></p> <p>Strategies:</p> <ul style="list-style-type: none"> <li>❑ Increase collaboration</li> <li>❑ Increase awareness</li> <li>❑ Increase Access</li> </ul>	<p>Transition Plan to be completed by age 3 and appropriate plan in place and implemented by the child's 3<sup>rd</sup> birthday.</p> <p>Outcome: Every Early Start family becomes a knowledgeable decision maker</p>		<p>Every FRC gets CDE manual on transition.</p> <p>Develop module for Early Start collaborators to do/have training's on transition.</p> <p>Share with other agencies to infuse in their training's:</p> <p>Range of options Special Education process Difference between options</p> <p>Create a range of delivery options to give families information on transition. Booklets, bookmarks, audio, video.</p> <p>Collaborate with MAP to cover costs of products to check out.</p>	<p>INFORMATION NEEDED: Identify partners (who is doing what) ID best practices (for providing transition services) Available literature.</p> <p>PERSON(S) RESPONSIBLE:</p> <p>DUE DATE: 2/26/04</p>	<p>Invite MAP representative</p> <p>Bring existing materials on transition that committee members already have.</p>