

**INTERAGENCY COORDINATING COUNCIL  
COMMITTEE MEETING MINUTES**

**COMMITTEE:** Public Awareness Committee

**DATE:** February 24, 2004

**COMMITTEE MEMBERS**

**MEMBERS PRESENT:** Hedy Hansen, Kathleen Colvin, Zelna Banks, Thomas McCool, Toni Doman, Shirley Stihler, Cynthia Jaynes, Janet Canning

**MEMBERS ABSENT:** Elaine Schneider, Stephanie Pringle Fox, Nenita Herrera-Sioco,

**DEPT. LIAISONS:** Rosa King, DDS, Pat Widmann, DDS

**STAFF:** Elissa Provance, WestEd CPEI

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

- 1. Welcome and Introductions**  
The meeting was called to order by Co-Chair Hedy Hansen at 1:30 pm. Committee members provided introductions.
- 2. Agenda Review**  
Agenda was reviewed; it was noted that Rick Ingraham, Part C Coordinator, requested to meet with PAC regarding agenda item #9 at 4p.m.
- 3. Review of Minutes**  
PAC November 2004 minutes were reviewed and approved with one change to the PAC Work Plan on p. 151 of the packet. Under "Activities in Process," #1, the word "note" should read "vote."
- 4. Executive Committee Report**  
Hedy provided an overview of the Executive Committee meeting as follows:
  1. Rick Ingraham encouraged Committees to bring recommendations forward to the Executive Committee in May even if all are not complete.
  2. Rick Ingraham requested to be added to the agenda on both PAC and QSDS regarding the "Reasons for Concern" brochure. He visited PAC at 4p.m.

**5. Review of Assigned Tasks**

Review of assigned tasks was deferred and moved to the end of the meeting on the agenda.

**6. Interim Meetings**

An interim conference call meeting will be arranged to discuss the National Parent Leadership Award Criteria (See *Other* below). Staff will obtain the federal criteria from Sharon Rea Zone and poll dates for an interim meeting.

The finalizing of proposed draft recommendations will be done via e-mail with all PAC members in order to have them submitted for Executive Committee review at the May meeting.

**7. Current Status of Work Plan**

PAC members reviewed and updated the Work Plan.

**8. Continuation of Gaps and Needs**

PAC completed the process begun in November using 18 points of data (ICC packet, pp. 157-175) and 19 identified gaps and needs (ICC packet, pp. 176-178) to formulate recommendations. Key points discussed were:

- the under-identification of FAS;
- the lack of CDE referral data due to different data collection methods;
- uniformly collected ethnicity data;
- training and targeted outreach to partner agencies at the local level;
- outreach to schools to identify younger siblings;
- the use of and lack of 800 telephone numbers as the point for referrals in regional centers;
- intake and inquiry at regional center main offices vs. field offices; and
- a process for identifying the effectiveness of child find and public awareness activities and products.

In addition to addressing the remaining gaps and needs, the brainstorming ideas and potential recommendations collected since September were reviewed to determine the efficacy of each, and to identify which would be expanded as recommendations to the Executive Committee.

The culmination of the above-referenced process led to the identification of 9 possible recommendations. PAC members then determined that each proposed recommendation should be expanded and include a rationale.

Following are the proposed recommendations in process:

1. PAC recommends the soon-to-be-released Reasons for Concerns brochure be disseminated to a variety of agencies and be inserted into the Central Directory.
2. PAC recommends a qualitative and quantitative analysis be conducted on outreach practices at Harbor, Redwood Coast, and Westside Regional Centers since these regional centers have the highest referral rates.
3. PAC recommends the development and dissemination of a Best Practice document to address effective child find activities based on the analysis addressed in Recommendation #2.
4. PAC recommends regional centers, partner agencies, and the California home page link to Early Start on the DDS website. A consistent tag line should be developed to accompany the link. Locations on partner websites should be identified.
5. PAC recommends refining the monitoring protocol for child find to include inquiry and intake procedures. Information from the OSEP letter to Connecticut's Birth-3 Program regarding inquiry and intake procedures may guide this process.
6. PAC recommends that a Program Advisory be sent to the regional centers informing them about the OSEP letter (enclose the letter).
7. PAC recommends regional centers have 800 toll free numbers for accepting referrals and that these numbers be included on all outreach materials and their website's home page.
8. PAC recommends a uniformed data collection process be developed regarding ethnicity, referral sources and qualitative and quantitative data points related to child find.
9. PAC recommends a fact sheet of child find activities be included in all mailings of Early Start materials and handouts at Early Start Institutes.

Linkages with Other Committees:

Elaine agreed to contact the chair of the Integrated Services and Health (ISH) Committee to discuss options for coordinating recommendations between PAC and ISH regarding outreach to the medical community.

Next steps for the committee are to:

- Review and provide input on expanded recommendations via e-mail.
- Apply the criteria test to each proposed recommendation.
- Prioritize the proposed recommendations
- By April 20, 2005, prepare and submit final draft of proposed recommendations to ICC Coordinator for Executive Committee review for the May 19, 2005 meeting.

**9. Update on Reasons for Concern brochure:**

Rick Ingraham presented a plan to pilot the Reasons for Concern brochure in three selected catchment areas in order to collect and track baseline referral data; input from PAC was provided.

**10. Review of Assigned Tasks**

PAC members discussed the special assignments from the Executive Committee:

- a. *Reasons for Concern brochure Pilot*: Rick requested that the QSDS and PAC provide input regarding the Reasons for Concern brochure dissemination pilot.
- b. *Newcomers Orientation Procedures*: Rick Ingraham agreed to develop draft procedures for PAC members to review using existing procedures.
- c. *National Parent Leadership Award Criteria*: This will be based on the existing model used for selection of the 2004 Parent Leader. Hedy Hansen, Kathleen Colvin and Zelna Banks will form an Ad Hoc Committee to develop this. This is due in May. (See *Interim Meetings* above)
- d. *Recruitment and Retention of Parents*: PAC will recommend an Ad Hoc Committee of the Parent Leadership Training members be formed to address this issue.

The meeting was adjourned at 4:30 pm.