

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING MINUTES**

COMMITTEE: Quality Assurance and Personnel and Program Standards

RECORDER: Peter J. Guerrero **DATE:** July 25, 2002

COMMITTEE MEMBERS

PRESENT: Marie Kanne Poulsen, Co- Chair, Linda Landry, Co-Chair, Brigitte Ammons, James Cleveland, Lois Pastore, Ruth Cook, Diane Kellegrew, Jim Bellotti, Fran Chasen, Toni Doman, and Susan Ferrell

STAFF: Peter J. Guerrero, WestEd/CPEI and Virginia Reynolds, WestEd/CPEI

DDS LIAISONS: Cheri Schoenborn and Ken Freedlander

ABSENT: Kris Pilkington, Julie Woods, Livia Faure-Gault, Sharon Tettagah, and Melody James.

GUESTS: Amy Sullivan, Mary Jane Alumbaugh, Ph.D., Penny Knapp, M.D., Gretchen Cypin, Dennis Self, Donna Sullivan, Mary Ellen Peterson, Judith Angell, Susan Graham, Darcy Johnson, Doug Cleveland, and Sue Winar

SUMMARY OF IMPORTANT POINTS AND ACTIONS CONSIDERED

I. Introductions and Comments:

The committee was called to order at 1:45 PM. Linda Landry, Co- Chair presided. Those present introduced themselves. Presenters today included Amy Sullivan, XenologiX, and Penny Knapp, Medical Director of the Department of Mental Health, and Mary Jane Alumbaugh and Darcy Johnson of the California Institute for Mental Health.

II. Agenda Review:

A revised agenda was presented to the members of the committee. At the request of Ken Freedlander, DDS Early Start the discussion of the Parent Satisfaction Survey was moved to first on the agenda to be followed by the presentation from CIMH.

III. Review and Approval of Minutes:

Minutes of the May 30, 2002 meeting were reviewed and approved as presented.

IV. Committee Tasks and Activities:

- A. Parent Satisfaction Survey-** A subcommittee consisting of Brigitte Ammons, Linda Landry and Diane Kelligrew had met subsequent to the May 30th QA meeting to review the XenologiX report of the parent satisfaction survey. They identified training and technical assistance implications based upon survey findings. It was noted that the Survey was developed by DDS incorporating clusters of OSEP identified areas of interest, and was conducted by XenologiX. Dr. Kellebrew commended XenologiX representative, Amy Sullivan, for her excellent presentation to the Committee of the Whole (COTW) earlier in the day. She stated that many issues had been addressed during that presentation.

Diane Kellebrew presented the concerns of the subcommittee related to the survey's design and the basis for the data collection format utilized. She also expressed concern that important elements were not fully explored, such as location of natural environments, ethnic diversity that could have been gleaned from the measure of linguistic capacity, the value of a pilot study to insure families understood questions and jargon, and to determine whether questions were culturally relevant. In-depth querying based upon questions asked could have yielded more important and useful information that would have been helpful to the ICC in their advise and assist role and to the field in general. The subcommittee stated that the report raises more questions than it answers and it does not yield specific baseline data to review areas of importance for planning purposes or comparing findings to those of the ES monitoring process and other follow-up activities. Further, the subcommittee stated, it is difficult to identify data related to education as a provider of Early Start services. The report, they found, was more useful as a public relations document. Further, there was some concern that the listed findings did not reflect actual findings.

Although some members of the QAPPS committee did say they had an opportunity to review and comment on the proposed survey process and did so, the subcommittee expressed concern that ICC committees were not given an opportunity to take part in the survey's development. Linda Landry, member of the FRC/N committee, requested on behalf of their committee, that the FRC/N not be included on the list of those that had provided input on the survey questions prior to its approval. This request was echoed by Dr. Killebrew.

Ami Sullivan, XenologiX, stated that one major issue revealed by the subcommittee's comments is the differences in perception of the purpose of the survey and that perhaps in the future these can be merged. Ken Freedlander, DDS, informed that group that different kinds of data, addressing some of the expressed concerns, is available to the department from various sources and was not duplicated in the current survey.

The subcommittee was thanked for their work and asked to submit their written comments on the survey to Rick Ingraham, Manager of the DDS Children and Families Services Branch. The Committee requested that a follow up presentation be made to the QAPPS committee in September concerning the analysis of the survey Ken Freedlander's staff is currently completing as well as implications for a longitudinal study. Mr. Freedlander states that the committee should request another presentation through the QAPPS committee chair to the ICC chair. The request should be communicated to the Department via the ICC Chair.

OUTCOME: Ken Freedlander will be invited to share the DDS analysis of the Parent Satisfaction Survey at the September meeting of the QAPPS committee.

- B. Mental Health Screening Tool, 0-5** – At the May 30 committee meeting Marie Poulsen, Co-Chair, had distributed information on the development of the mental health screening tool for children 0-5 years (MHST 0-5). Copies of the tool were provided for the committee to review in preparation for discussion at this July meeting of the QAPPS committee. Copies of the MHST 0-5 were attached to the July minutes.

Dr. Penny Knapp, DMH Medical Director, presented the history and development of the Mental Health Screening Tool (MHST 0-5) which was developed through a Zellerbach Family Fund grant to the California Institute of Mental Health (CIMH). She was joined in the presentation by Mary Jane Alumbaugh, Ph.D., and her assistant, Darcy Johnson. Also available today were copies of the tool for children 5-18. Copies of the tool and a CD that allows programs and communities to personalize the tool, were distributed. The MHST was designed to identify children in out-of-home placement who are at moderate or high-risk for needing intervention. These children would not necessarily be eligible for intervention by the mental health system but may benefit by intervention strategies from other programs. It may also serve as a bridge to Early Start. The tool has been adapted for use by participating counties under the Infant Preschool Family Mental Health Initiative (IPFMHI), a CCFC funded project. The IPFMHI has developed supplemental sections to the tool that provides a cross walk for mental health professionals to link disorders in very young children described in DC 0-3 to DSM- IV diagnoses. This link is important to establish Medicare eligibility and for billing. The power-point presentation is attached to these minutes.

Marie Poulsen thanked Dr. Knapp for her interesting presentation and stated that the ICC has expressed commitment to further exploration of the importance of relationship-based services in early intervention. Marie Poulsen will take the lead in continued exploration of this issue beginning with a presentation in September to the COTW.

C. Early Start Strand at Health and Wellness Symposium, October 2003 –

Linda Landry framed the next agenda item as a request from Rick Ingraham, DDS, for input from a representative committee of ICC members. Marie Poulsen will participate as a member of that committee to advise on an Early Start strand. The committee brainstormed possible topics for the Health and Wellness Symposium scheduled for Fall 2003. Results were charted and Marie thanked the committee for its input. Chart notes include:

- Risk and Resiliency
- Illinois mental health framework/model
- Linda Gilkerson as speaker
- Medical Home
- Parent Health Liaison Manual
- Record keeping systems for families
- Including Early Intervention information for Prop. 10 Parent Kit
- Relationship Based Services
- Early Intervention Personnel Model (EIPM) and Competencies
- Early Childhood Mental Health Competencies (ECMH)

OUTCOME: Marie Poulsen will share committee's input with the strand development work group.

D. Strategic Planning of Implementation of Personnel Standards –

Cheri Schoenborn provided a brief historical review of the development and current status on the ESPM personnel model and early intervention standards. The ESPM was addressed and recognized as an important piece of service delivery reform and so noted in the SDR report required by the legislature. Due to budget constraints action on the SDR process has been set aside. It was noted that OSEP accepts the ESPM with its multiple pathways to early intervention competencies as a guide to the state's ongoing efforts to ensure that appropriately prepared and trained personnel are available across California. It was noted in discussion with the committee that while each vendored infant development program has standards to be met under Lanterman, there may be a lack of a means of effective monitoring and enforcement. It was also noted that it is important that the early intervention personnel model and standards be fully developed and ready for possible implementation when the fiscal environment is more receptive. The committee agrees it is time to look at the ESPM and competencies, update them, determine next steps, and show continued progress.

Fran Chasen shared the results of an Infant Development Association survey revealing areas parents wanted professionals to have information:

- Knowledge about resources
- Child Development
- Research and Techniques
- How to share information

She also reviewed some past suggestions for keeping Personnel Standards on the QAPPS committee's radar screen. These and others suggested by committee members are:

- Maintain as standing agenda items personnel and program standards and review ES complaints and due process mediations and hearings as well as ES monitoring report data, including correction plans, as a part of this item.
- Review personnel model and compare it to the vendor program standards.
- Revisit the ESPM personnel standards model and set up a system for review and updating to reflect current trends (e.g. natural environments) for presentation to the QA committee.
- Develop a workgroup that would reactivate the personnel standards to provide recommendations for revising and updating the Core Institutes.
- Develop recommendations for a portfolio or skill tracking system to document on-going skill acquisition for Early Start personnel.
- Explore feasibility of sharing with the field summaries from ES Scholarship data about programs that have received grants to develop professional development plans for individuals within their program. Consider how this can be adapted for individuals that do not have a program that supports them in this regard.
- Address the use of therapeutic assistants for Speech and Language Pathologists which will require a change in Lanterman regulations.
- Identify and review other models such as Teacher Induction Plans, Child Development Matrix and Non-Public School Standards.
- Look at data from SRI-NEILS (National Early Intervention Longitudinal Study). Ask Ken Freedlander to provide an update at the next meeting.

Cheri Schoneborn shared that the department will be developing a training institute on methods of supervision through their WestEd CEITAN contract.

OUTCOME:

1. QAPPSC staff was asked to prepare a packet on the Early Start Personnel Model and present this at the September QAPPS committee meeting. The packet will be sent to Members for review prior to the September meeting date.
2. Request update from Ken Freedlander on NEILS longitudinal study for September meeting.

E. Status of FRC Chair on the ICC – At the request of Dr. Peterson, ICC Chair, each committee would discuss the status of the FRC-N on the ICC.
ACTION: Following discussion it was agreed that the committee would recommend that the ICC appoint a committee to address the process required to formally include the FRC/N chair as a voting member of the ICC.

V. Other

VI. Adjournment: The committee adjourned at 5:15 PM.

DRAFT Agenda

**QUALITY ASSURANCE, PERSONEL AND PROGRAM STANDARDS
COMMITTEE**

CO-CHAIRS: Marie Kanne Poulsen and Linda Landry

**AGENDA FOR SEPTEMBER 26, 2002
1:30 PM - 5:00 PM**

- I. Introductions and Opening Remarks
- II. Agenda Review
- III. Review and Approval of Minutes from July 25, 2002
- IV. Committee Tasks and Activities:
 - A. Reports and Presentations:
 1. Parent Satisfaction Survey – Ken Freedlander
 - DDS Analysis
 - Issues for longitudinal study
 2. NEILs Longitudinal Study – Ken Freedlander
 - B. Strategic planning for implementation of early intervention personnel and program standards
 1. Quality Assurance:
 - DDS use of monitoring and other data for quality assurance
 - Complaints and monitoring trends and strategies
 - Correction Plans/Areas of commendation
 2. Personnel and Program Standards
 - Personnel Development Fund Report on agencies utilizing funds for personnel development programs - WestEd
 - System for review of ESPM model and updating competencies
 - Contingency plan for on-going personnel development and skill attainment
- V. Other
- VI. Adjourn