

Approved 9/14/06

**INTERAGENCY COORDINATING COUNCIL
COMMITTEE MEETING NOTES**

COMMITTEE: Quality Service Delivery Systems

RECORDER: Angela McGuire **DATE:** May 18, 2006

COMMITTEE MEMBERS

PRESENT: Brigitte Ammons, Jim Bellotti, Fran Chasen, Wanda Davis, Diane Kellegrew, Linda Landry, Lois Pastore, Kris Pilkington, Virginia Reynolds

ABSENT: Susan Graham, Beverley Morgan-Sandoz, Marie Kanne Poulsen, Letha Sellars, Kate Warren, Julie Woods

GUESTS: Colleen Hart, Cathy Mikitka, Mindy Newhouse

LIAISONS: Alison Greenwood and Linda Clark (DDS) and Karen Johnson (CDE)

MEETING NOTES

- I. INTRODUCTION AND WELCOME TO NEW MEMBERS
 - A. Lois Pastore and Fran Chasen chaired meeting in absence of co-chairs.
- II. AGENDA REVIEW
- III. REVIEW AND APPROVAL OF MINUTES
 - A. Virginia Reynolds explained that the last meeting was very short due to the restructuring of the ICC agenda. Minutes were approved.
- IV. CHAIR'S REPORT
 - A. Announcements were made in lieu of chair report.
 - B. Cathy Mikitka brought information on the Supported Life Institute, which includes an early childhood strand for the first time this year.
 - C. Fran Chasen shared current and upcoming events from the Infant Development Association.
 - D. Angela McGuire and Virginia Reynolds shared information about the Early Start Advanced Practice Institute.
 - E. Committee discussed Desired Results Developmental Profile (DRDP) Access. Lois Pastore will be drafting questions for Chris Drouin (CDE) to address within presentation to ICC in September. Fran Chasen suggested that one of those questions address duplication/separate monitoring/accountability systems. Jim Bellotti asked that the questions be very specific to help guide Chris in preparing for the presentation.

V. PRIORITY/OUTCOME AND ACTION PLAN

A. Measurable outcome/s discussion

- Committee discussed construction of a grid that describes how each state agency is addressing the social and emotional well-being of infants and toddlers. Idea was revised. Recommendation is that committee
 1. Draft a letter to be sent to each ES agency asking them to describe how their agency addresses the social emotional health and well being of children, including
 - a. How are children assessed/screened?
 - i. Tools
 - b. What are professional qualifications of assessors and providers?
 - c. What are core indicators of well-being in children?
 - d. How is family support defined?
 - e. What is eligibility criteria?
 - f. Where are services accessed?
 - g. What is agency's own outcome measure for performance?
 - h. What is the agency's definition of infant family mental health?
 - i. What is exit criteria? How is child progress monitored?
 - j. What is available?
 - k. What are the gaps?
 - l. What is the funding for these activities?
 - m. What interagency agreements/MOUs are in place?
 2. Letter should put the request into context- that this information is being collected in relationship to IDEA child and family outcome measures. There is renewed focus in this area within IDEA- we need information to make recommendations around interagency collaboration.
 3. Agencies include State departments, First 5
 - a. Recognize that this is not MH, it's EI practice promoting IFMH
- Committee also discussed desire to identify a tool that can be used 'across the board', by agencies around the state, to identify children and monitor progress.
 1. Addressing this issue would lead to discussions around assessment, qualifications, etc.
 2. Does the assessment result in a score, a narrative?
 3. What is the role of the family in assessment?

B. Clarification: Priority assignment is infant mental health; that topic encompasses CAPTA and Foster Care issues

VI. COMMITTEE ACTIVITIES

A. Membership- QSDS endorses/supports the efforts and recommendations of the Parent Leadership Ad Hoc Committee.

- Discussion on diversity of parent representation at ICC.
 1. One of the issues impacting parent participation is child care (funding, especially).
 2. Important to encourage parent participation in providing public input. If the ICC meetings begin to 'travel', this will provide more opportunity for parent participation. FRCNCA representatives have committed to facilitating local parent attendance.
 3. ICC attendance may be an entry point for bringing parents into the policymaking arena.
 4. Funds are available to support attendance via Parent Participation Fund from CDE.
- Also important to have a process in place for following up with families. If there are problems that need to be addressed, maybe a liaison could follow up. Input could be formally acknowledged.
- Need to broaden diversity of professional representation as well.

B. Report from Monitoring Unit

- Upcoming or just completed monitoring visits
 1. Alison Greenwood provided schedule of recent and upcoming visits, including record reviews and full site monitoring visits.
 - a. Site Monitoring Visits
 - i. Completed
 1. January 2006: North Bay RC
 2. May 2006: RC of Orange County
 - ii. Upcoming
 1. September 2006: Alta California RC
 2. November 2006: Regional Center of the East Bay
 - b. Record Reviews
 - i. Completed
 1. February 2006: Valley Mountain RC
 2. March 2006: Kern RC
 3. April 2006: RC of Orange County in preparation for Site Monitoring Visit
 - ii. Upcoming
 1. June 2006: Golden Gate RC, Far Northern RC, and Redwood Coast RC
 2. August 2006: Alta California RC
 3. October 2006: RC of the East Bay (in preparation for Site Monitoring Visit

- Statistics on Early Start complaints, appeals and mediation
 1. Alison Greenwood from DDS described the monitoring process/agenda. A process is being piloted that includes an exit meeting (via phone) two weeks after the actual visit. This allows for a more comprehensive report. Ms. Greenwood also reported that recent findings include
 - a. Problems meeting 45-day timeline
 - b. Lack of review of medical records
 - c. Lack of referral notice and provision of procedural safeguards
 - d. Waiting list for specialists
 2. DDS statistics on complaints, appeals and mediation will be available at September 2006.
 3. Karen Johnson reported that CDE collaborates to invite the LEAs to participate in the record reviews and monitoring visits. Response has been positive; participation has been good. Additionally, different CDE units collaborate on monitoring IDEA services system-wide.
 - a. Findings in Orange County were very minor, mostly process-oriented.
 - b. Acknowledged SEEDS staff/consultants that participated in the visit.

C. Program and Personnel Development

- Personnel Development refers to training and personnel preparation. What does Program Development mean? Original charge to the committee was to examine quality service delivery.
- Discussed *Infant/Toddler Learning and Development Program Guidelines* (due for publication from CDE Press) and *Infant/Toddler Learning Foundations (CDD)*. These are guidelines for typical child development programs. How do these apply to children in natural environments? Many agencies around the state are looking at program guidelines and personnel standards and it would be good to have the EI voices at the tables.
- Recommend the establishment of a workgroup to
 1. Review/update EI personnel model
 - a. Look at the reality of the career ladder as it exists
 - b. Review EI assistant training programs and employment statistics
 - c. Consistency of ES program and personnel standards across agencies
 2. Monitor program and personnel standards emerging/evolving around the State
 3. Include QSDS committee members, some of the original drafters of the EI personnel standards, as well as other leaders in the field. Current members interested include

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- a. Fran Chasen, Lois Pastore, Rick Ingraham, Diane Kellegrew
 - b. May be other DDS unit staff that could be interested
 - D. Plan for follow-up CCS report to committee concerning children under 3 and children under managed care served by CCS
 - Fran will approach the ISHC (Arlene) to find out where they are at in examining CCS issues within their priority area and to see when a joint meeting/presentation can be scheduled
 - 1. Propose date
 - 2. Clarify questions
 - 3. Invite Hallie Morrow
- VII. ACTION AND RECOMMENDATIONS
 - A. Draft of agency letter will be prepared and circulated to committee for consideration prior to Sept meeting
 - B. Recommend the establishment of a workgroup to
 - Review/update EI personnel model
 - 1. Look at the reality of the career ladder as it exists
 - 2. Review EI assistant training programs and employment statistics
 - 3. Consistency of ES program and personnel standards across agencies
 - C. QSDS endorses the efforts and recommendations of the PL Ad Hoc Committee to support parent participation in ICC and to increase diversity of representation
 - D. Committee will communicate with ISHC to find out where they are in examining CCS issues within their priority area and to see when a joint meeting/presentation can be scheduled
- VIII. NEXT MEETING- September 14, location TBD