

**B-3 EARLY INTERVENTION PROGRAM (B-3 EIP)/CHILDREN'S COMMUNITY OPTIONS PROGRAM (C-COP)
ADVISORY COMMITTEE**

May 6, 2016

Members Present: Flonnie Pliska, Linda Kirchner, Sue Otterson, Sarah Heinrich, Susan Younger, Sue Johnson, Nichole Lauritzen

Members Absent: Dave Neumann, Jennifer Shanak, Eileen Lamm, Steve Wowzynski, Jeanne Gehrke

Staff Present: Kortnei Lewis, Hannah Lamers

Handouts Available: Agenda, Family Support Program 2015 Statistics, Advisory Committee Minutes 12/17/2015, 2015 Family Support Program Plan, EIP 2015 End of Year Report, EIP 2016 Quarterly Report

- I. **Call to Order:** Chairman Linda Kirchner called the meeting to order at 4:31 pm and gave the opening meeting statement.
- II. **Approval of Minutes:** Motion made by Sue Otterson, seconded by Flonnie Pliska to approve the minutes from the December 17, 2015 meeting. Motion carried without a negative vote.

III. Children's Community Options Program:

- a. Everyone introduced themselves. Kortnei Lewis and Hannah Lamers are two new staff members. Kortnei replaced Alyssa Wolfe and Hannah replaced Bill Gonwa.
- b. Quorum requirements: We have 12 voting members on the Committee. A quorum would be 7 and 7 voting members were present.
- c. Family Support Plan 2015. Susan reviewed the plan. A complete plan is done every three years. Because the program was ending the plan was only updated for 2015. #6 is not accurate because the committee did not meet on March 3, 2016. There were no changes to #18. Motion made by Flonnie Pliska and seconded by Sue Johnson to approve the 2015 Family Support Program plan. Motion carried without a negative vote. **ACTION REQUIRED**
- d. FSP End of the Year 2015 Report

2015 Base Allocation	\$52668.00
2014 Carry Over	<u>\$ 1904.00</u>
Total Available 2015	\$54572.00
2015 Expenses	<u>\$51890.00</u>
Leftover Funding	\$ 2682.00

2015 Expenses	\$ 338.00
Waiver Match	\$ 5359.00
Client Expenses	<u>\$46192.92</u>
Total	\$51889.92

of kids served in 2015: 58

- e. C-COP Update – 2016 Children’s COP Allocation: \$186744.00 The adult COP is no longer in existence so all the money was shifted to the children’s program. We will be using both CLTS waivers funding and C-COP funding. We would have to file a variance request for anything over \$3000 per client. The State will have guidelines to us by August 31, 2016. The guidelines will come with funding limits. We need to have the C-COP plan ready by September 30, 2016. We will be running the C-COP just like the Family Support Program. We cannot fund out of home care for children. The State will be holding monthly tele-conferences to aid in implementing this new program.
- f. Recommendation to Change Committee Name: Flonnie Pliska moved to change the Committee name to “B-3 Early Intervention Program/Children’s Community Options Program Advisory Committee.” Seconded by Sue Otterson and motion carried without a negative vote. **ACTION REQUIRED**

IV. EARLY INTERVENTION PROGRAM 5/5/2016

Nicole Lauritzen reviewed the EIP 2015 End of Year Report (attached). Insurance revenues have gone down. Insurance companies are excluding the B-3 Program.

- a. Quarterly Report:

DATA (1/1/2016-3-31/2016)


Number of children served: (had or have an open IFSP): 58

Number of Referrals: 51

Of the 51 referrals, 4 were CAPTA referrals

- 10- Eligible and accepted services
- 5- Lost to Follow-up
- 0-Transfer to different county (child moved after initial referral)
- 3-Screen only
- 9-Family denied a screen or an evaluation
- 0-Screen being done by Healthy Beginnings
- 0-Already receiving services
- 1-Child was over 3 years of age
- 12-Still in the process of screening or evaluation-IFSP
- 6-Did not qualify
- 2-Eligible but denied services
- 0-Referred to school-was close to three years old
- 3-Referred to wrong county, forwarded the referral
- 0-Transfer from another county
- 0-Passed away

- b. Program Updates 1/16- to present:

-  Programs In Participation Plan: We updated our plan in April to follow up from our 2015 Self Assessment. We identified many strengths in 2015 which included:

- I feel that we really have grown together as a team. I think that we are more open to communicating our thoughts with each other and this has continued. Taking the opportunity to be vulnerable with each other...willingness to share with team members (check in, etc.).
- Susan provided training on team social styles has been helpful as we interact with each other.
- I also think that we have accepted the primary more with most of our families except for maybe those 10% :-). I do think although everyone may not agree with me but I think everyone has grown in looking at the child as a whole and doing a nice job of knowing when to pull someone else in.
- Hanging in there with PCATT , learning from each other, problem solving together, embracing the primary provider role.
- Reflective supervision time is valued by the team.
- Kacie, our student teacher, breath of fresh air for the team. She completed forms in Spanish for families (sign language). The parent satisfaction questionnaire is being addressed by Kacie as well.
- Streamlining paperwork including ftf with families through screening process facilitate developing connections, not immediate pressure of paperwork, eval in the same meeting.
- Made it through staff agendas at team meetings possibly due staff frustration of not being able to accomplish it, reformatting agenda, moving from logistics of "what has to happen" to focus of work with family and supporting staff as they move through being a primary provider.
- Ability to go above and beyond in meeting family's needs, we do all we can to support families in comparison to community partners.
- Team is supportive of each other, reminders of what is going well rather than 10% of difficult situations.
- Follow up phone calls made to team members to be informed about primary visits with the family.
- Team building activities and meditation has helped to take a break from work and laugh. Check ins and Check outs added to staff meetings supporting clear communication/understanding.

The primary goal we established to work on in 2016 was: Waupaca County will prioritize and brainstorm opportunities for self care and team building within the Birth to 3 Program. We also plan to utilize a new assessment tool: Portage Guide 3 and will look to have CESA provide training to our full team.

✚ We are planning to review our mission and vision. Our current mission and vision read:

VISION: The vision of the Waupaca County B-3 Early Intervention Program is to promote optimal development for all infants and toddlers with disabilities or delays.

MISSION: The mission of the Waupaca County B-3 Early Intervention Program is to provide, in a child's natural setting, interventions that provide families the opportunity to support their infants and toddlers growth. Families are children's best teachers; therefore family values, priorities, and daily interactions/activities are the foundations for services.

✚ We will have a student teacher with us during the summer and currently have a speech therapy student.

✚ At the end of April we updated our transition agreements with the school districts.

V. **Schedule Next Meeting:** The next meeting will be held Thursday, September 22 at 4:30 pm in the UW-Extension Conference Room 1037.

VI. **Adjourn:** Flonnie Pliska made a motion to adjourn the meeting at 5:15 pm, seconded by Sue Johnson. The motion carried without a negative vote.

Submitted by,

Beth A. Hintz
Clerk Typist III

These minutes will be posted to the website prior to approval from the committee and are considered to be in draft form until approved at the next scheduled meeting.