

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

November 22, 2016

Call to Order: Chairman Linda Kirchner called the meeting to order at 4:33 pm and gave the opening meeting statement.

Roll Call:

Members Present: Linda Kirchner, Susan Younger, Sue Otterson, Nicole Lauritzen, Eileen Lamm, Jeanne Gehrke, Sarah Heinrich, David Neumann

Others Present: Kortnei Lewis, Hannah Lamers, Lori Poppe, Jenni Boelter

Members Absent: Jennifer Shanak, Sue Johnson, Steve Wowzynski, Flonnie Pliska

Review and Approve Agenda: Motion made by Eileen Lamm, seconded by Sue Otterson to approve the agenda. Motion carried without a negative vote.

Approval of Minutes: Motion made by Sue Otterson, seconded by Eileen Lamm to approve the minutes from the May 5, 2016 meeting. Motion carried without a negative vote.

Public Comment: None

CHILDREN'S COMMUNITY OPTIONS PROGRAM

C-COP Plan 2017: Susan Younger reviewed the C-COP Five Year Plan. This is due to the State November 30, 2017.

If a child is eligible for waiver services, we have to use waiver monies first before we can use C-COP monies. We have to provide services to families in the order they are on the State waiting list. The exception is for a family in crisis. C-COP cannot serve anyone over 22 years old. C-COP does not pay for room and board. We do not have any C-COP guidelines from the State. The Plan is based on the FSP guidelines.

Dave Neumann made a motion, seconded by Sue Otterson to approve the 2017 Children's Community Options Program (C-COP) Five Year Plan. Motion carried without a negative vote.

ACTION REQUIRED

Susan will submit the plan to the State. The Plan will go to the DHHS Board for approval.

C-COP Referral Procedure: The referral procedure is in the C-COP plan. Those families on a waiting list have all now been assigned to case managers. We have since received more referrals.

The State is required by the Federal government to have a State wide wait list. This was to go into effect January 1, 2017. The State has no mechanism for putting a state wide waiting list in place so the starting date has been postponed. We are able to use C-COP monies for families on the waiver wait list.

FSP Questionnaire Results: Susan reviewed the results of the 2015 Family Support Program Parent Feedback Questionnaire. Surveys were sent to 57 families who received Family Support funding. A total of 21 surveys were returned. Results were positive.

DHHS Vision and Values: Susan reviewed the newly revised Vision and Values statement. This reflects how we do business now with the Trauma Informed Care approach.

B-3 EARLY INTERVENTION PROGRAM: Nicole Lauritzen reviewed the following information:

DATA (4/1/2016-9/30/16)

Number of children served: (had or have an open IFSP): 68

Number of Referrals: 77

Of the 77 referrals, 3 were CAPTA referrals

- 17- Eligible and accepted services
- 10-Lost to Follow-up
- 2-Transfer to different county (child moved after initial referral)
- 12-Screen only
- 10-Family denied a screen or an evaluation
- 0-Screen being done by Healthy Beginnings
- 0-Already receiving services
- 4-Child was over 3 years of age
- 11-Still in the process of screening or evaluation-IFSP
- 5-Did not qualify
- 1-Eligible but denied services
- 0-Referred to school-was close to three years old
- 3-Referred to wrong county, forwarded the referral
- 1-Transfer from another county
- 1-Passed away
- 1- choose outpatient service (began tracking 7/1/16)

PROGRAM UPDATES 4/16- Present

- We had a student teacher 6-16 - 8-16. During this time frame we began process of changing our evaluation reports to show results in a table format. Medical, Family and Clinical and Behavioral Observations still being reported in a narrative format.
- B-3 Early Intervention Team participated in a retreat on October 24. We spent time as a team working together to "escape" a room designed for teams to discover

how they work together, and what their learning/social styles bring to a team. This experience provided a rich facilitated discussion about our strengths as a team and areas we could grow in. We learned we worked quite well together as a team, provided support and encouragement to each other and did not get stressed under pressure. We also learned some information about team member's social style's that we were not aware of.

Our team also spent time exploring how our experiences shape the way we interact with our environments and each other and how those experiences may influence how we interact with families we serve. We developed a 2017 task list which is outlined below. We are working on updating our mission and vision statement to a vision and values statement. We will share this with you at next advisory meeting. (Share Waupaca County's Vision/Values)

- In September we were notified that the program met the requirements for our Federal Indicators for 2014 (noted below). We anticipate meeting those standards again in 2015/2016.

OSEP requires states to enforce the Individuals with Disabilities Education Act (IDEA) by making local determinations under IDEA sections 616(b) and 642 annually on the performance of each early intervention program under Part C. States are required to consider a county Birth to 3 Program's performance on compliance Indicators 1, 7, 8, 9, valid, reliable and timely data, and audits when making determinations for the year July 1, 2014 through June 30, 2015. The State of Wisconsin and Waupaca County Birth to 3 Program determination statuses are listed below.

Wisconsin's overall Determination Status for FFY 2014 is "Meets Requirements."
Waupaca County Birth to 3 Program determination status is "Meets Requirements" for FFY 2014.

- Our Self-Assessment was also completed at the end of October. The following accomplishments were noted:

Strengths

- We have resolved scheduling conflicts of past - better for team visits.
- More risk taking at meetings - sharing what isn't easy to share
- Team together to serve families to best of our abilities with child - family first.
- Check in / Check out - get to know one another and to clarify
- Agendas completed - efficient during meetings
- Team building activities - book club
- Streamlining paperwork to reduce stress.
- Timely indicators

- Discussion/listen to family concern even though outside of discipline – confidence has grown as providers
 - Honoring where families are at and providing support
 - 1 service coordinator to CDD's
 - More verbal sharing during staffing
Data collection
- Potentially a better evaluation team upfront/addressing needs earlier because of in-person intake
- Hand delivered surveys/for ECHO for better responses
Inclusive of/with Maria & Brenda at SC meetings to facilitate processes with billing and administrative work

Outcomes of the self assessment are as follows:

- Purpose of TPC - Discussed /DONE with full team 10/31/16
- Primary at TPC's – will we require to be present
- Discuss federal outcomes - how can they receive a 5 if less than 1st %?
- Add re-send interagency agreement / notes to reminders - DONE 10/31
- B-3 vision and values in person with schools/physicians as outreach
- How are we measuring success?
- Consider - 6 month re-assessment process (6 month report not required).
Thoughts to consider include: 3 outcome areas, summary of all areas, we don't have to name it (gross motor, fine motor, communication, etc), more in context will be better
- Review progress category - collaborating Partners see(5)-done
- Nicole will reach out to districts to build relations
- Portage Guide 3 training will happen in January
- When receiving Portage Guide 3 Training, will Michelle inform us how this can relate to outcomes?
- Age Anchoring Tool - Waupaca County appears to need this to sort out ratings more effectively
Investigate Skype – is this possible for school interagency meetings, if time/travel is reason for non-attendance?

2017 TASK LIST

- Re - visit compassion satisfaction
- -Team trainings to continue relationship theme and team building
-Team breakdown / sharing (of trainings)- extra staff day added for 2017
-how to provide constructive feedback
-each team member present on a specialty area (oral motor, visual, etc)
-develop self care kits

- Portage Guide Training to be completed 1/20/16
- team
- Develop regulation tool / talking points
- team / parallel process (connection for engagement)
- Videotaping / time to share
-team- utilize as teaching/coaching tool with families- share as team for support and growth
- Tackling the Tough Stuff book club
- Divide and conquer chapter facilitation
- School education
-team use new vision and values
- Dr. MA, Medical community education
-team use new vision and values

Waupaca Family Resource Center: Program information is available on the website. The classes are free and meet Mondays 6:00-8:00 pm. in Waupaca. The toddler group also meets in Waupaca.

Schedule Next Meeting: The next meeting will be held Tuesday, March 7, 2017 at 4:30 pm in the UW-Extension Conference Room 1037.

Adjourn: Nicole Lauritzen made a motion to adjourn the meeting at 5:43 pm., seconded by Eileen Lamm. 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.