

# CENTRAL INDIANA FIRST STEPS

Public Awareness Comm. Meeting

10/17/15 Date

Name	Agency	Changes to current contact info
1. <u>Katrina Howard</u>	<u>LPCC</u>	
2. <u>Julie Kerkwood</u>	<u>Parent</u>	
3. <u>Victoria Ballard</u>	<u>Indianapolis Healthy Start</u>	
4. <u>ASHA PERRY</u>	<u>CTC</u>	
5. <u>Vicky Badgley</u>	<u>ASK</u>	
6. <u>Pamela Humes</u>	<u>CKF</u>	
7. <u>Stacy Hobbs</u>	<u>LPCC</u>	
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**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Public Awareness & Child Find Committee Meeting Minutes  
October 19, 2015**

**Present:** Julie Rockwood(Parent), Victoria Ballard(Indianapolis Healthy Start), Jason Berty(CTC), Vicky Badgley(ASK), Pamela Humes(Covering Kids and Families), Stacy Holmes (LPCC) and Katarina Groves (LPCC).

<b>Agenda Items</b>	<b>Discussion</b>	<b>Action Items</b>
<b>Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>• Introductions were made.</li> </ul>	
<b>Approval of Minutes</b>	<ul style="list-style-type: none"> <li>• Stacy directed everyone to review the last meeting's minutes. Jason made a motion to approve. Julie seconded the motion. The motion carried and the minutes were approved as written.</li> </ul>	
<b>Action Items Update</b>	<ul style="list-style-type: none"> <li>• Stacy updated the group about the issue with access to data. With the new TEAMWORK system that the SPOE is using, most information is in the form of document uploads. This limits our ability to pull specific information and data elements.</li> <li>• She shared that she now must contact the state in order to get a mailing list of families in the cluster since this information is no longer available at the cluster level. Family address information was requested from the state for a mailing regarding a Transition event taking place in November. The list that was pulled from the state has children who are much older than the First Steps age which requires clean- up of the list before it can be printed.</li> <li>• Stacy shared that there are a lot of events coming up and she will make sure to update the local website with this information. Jason suggested having an intern who is in need of service hours do the updating. Stacy shared that this has been suggested in the past and might be a possibility.</li> </ul>	
<b>Data- SPOE</b>	<ul style="list-style-type: none"> <li>• Stacy asked the group to review the SPOE data, state profile report and referral data.</li> <li>• She pointed out that referrals and IFSP's are currently up in the cluster. Everyone is feeling this increase and is therefore quite busy. Jason shared that OT's are particularly busy as the demand for them is high.</li> <li>• Stacy shared that the cluster average on cost per</li> </ul>	

	<p>child has gone up which is a concern. The Provider Committee continues to monitor and track this information and each agency is aware of where they stand in the cluster and the state.</p> <ul style="list-style-type: none"> <li>• Stacy referred everyone to the Profile Report which is a state generated report. She pointed out that Cluster G tends to be higher than other clusters when it comes to race and minority populations. Census data is used to generate this report. She pointed out that there is a breakout of services used by families on the report. OT, PT, ST and DT are the mostly highly utilized of all the services.</li> <li>• Stacy shared that the provider committee is working on a meeting to get the ancillary providers more connected in the cluster. She explained that they can be an independent provider and sometimes they miss out on valuable information because they are not connected with an agency.</li> <li>• Stacy shared that the state improvement plan is examining how African American and low income families have shown disparities in outcomes when compared to other populations in the state. This will become an important piece to look at going forward.</li> <li>• Victoria asked how the online referral process works. Stacy shared that it is the same process as a referral when it is phoned in. An Administrative Assistant will take the referral and pass it on to the intake coordinator to make first contact with a family and start the process.</li> <li>• Stacy asked everyone to look at referral source data. The numbers appear to be fairly consistent and the DCS referral numbers are looking very good. Physicians remain the highest referral source (apart from parents). She shared that she no longer has access to secondary referral sources which would capture who referred the parent making the referral to the program. It has typically been physicians that made parents aware of services.</li> <li>• Jason inquired whether the vast majority of referrals are done by phone? Stacy said that she was not sure as a lot of physicians fax in referrals as well.</li> </ul>	
<b>Updates</b>	<ul style="list-style-type: none"> <li>• FOQA Ad Hoc Committee- Stacy shared that the recent reading event for First Steps families was</li> </ul>	

	<p>a great success even with the rain. The event was moved inside but the hayride went on as planned. There were about 143 people in attendance. This committee is also working on pulling a Waiver Party together to get families enrolled in the Medicaid Waiver program for children who need it. Family Voices will be there to explain the process and help families fill out the application as it can be very confusing and overwhelming. She shared that a special needs class in Fishers is taking on the assembly of the Family Handbooks which has been a great help.</p> <ul style="list-style-type: none"> <li>• THINK Meeting- (Tipton, Hamilton, Intervention Network for Kids). The next meeting will be held on November 10<sup>th</sup> at the Pizza Shack in Tipton at noon. Stacy shared that the Purdue Extension will be speaking about the services they provide in the community. It is a way for community agencies to get together and share the resources they offer with their peers who work in the community.</li> <li>• Outreach Update- Stacy continues to do in services for residents and shared the contact information for the person who arranges for the residents to visit the program with the committee. The contact is Janet Carpenter at 278-3411 or <a href="mailto:jlshultz@iu.edu">jlshultz@iu.edu</a>. Victoria expressed interest in having residents visit her program as well. Stacy shared that the residents do go out and shadow the First Steps Assessment Team as well. Stacy shared that she has recently done an in service for Covering Kids and Families per Pam's request.</li> <li>• First Steps marketing materials were shared and distributed amongst committee members to share with the community.</li> </ul>	
<p><b>Community Partner Updates</b></p>	<ul style="list-style-type: none"> <li>• Pam shared that the marketplace will be opening on November 1<sup>st</sup> and Covering Kids and Families is gearing up for this.</li> <li>• Victoria shared that they are working on getting coats, toys and turkeys for the holidays for their clients. She shared that the Martin Luther King Center has coats and they are working on getting them out to the community. She is currently working on classes for her families and a resource list that she will share with the group once it is completed.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Vicky shared that ASK is doing trainings for families. Article 7 is a big one. She shared that physicians are coming to her office to shadow and see what they do in the community.</li> <li>• Jason shared that CTC has moved locations and they are still getting situated. The new space which is located at the same complex has a lot more space for programming.</li> </ul>	
<p><b>Announcements/Close</b></p>	<ul style="list-style-type: none"> <li>• Stacy asked the group whether they felt there needed to be a change in meeting frequency and/or the time of meetings? It could be switched to quarterly if the committee felt this was sufficient. There was some deliberation and the group decided that the meeting should remain every other month, but they would like to push the start time back to 10am instead due to challenges in making an earlier meeting.</li> <li>• Stacy shared that there will be a Next Steps Transition Event for families coming up soon. The RSVP's have been very slow in coming, however, which is very strange.</li> <li>• No other announcements were made and the meeting was adjourned.</li> </ul>	<p><b>Next Meeting: December 14, 2015 <u>*10am at ProKids.</u></b></p> <p>(*Please note new meeting time)</p>

Respectfully submitted,  
Katarina Groves