

# CENTRAL INDIANA FIRST STEPS

Public Awareness Meeting

9/16/13 Date

Name	Agency	Changes to current contact info
1. Sarah Meier	Riley Child Dev. Center	
2. Julie Rockwood	Parent	
3. Claire Joyce	Healthy Families	
4. Michelle Jeter	<del>Parent</del> Parent.	
5. Shonda Cantrell	RSABE.	
6. Shary Hobbs	LPCC	
7. Alison BERRY	CTZ, Inc.	
8. Patricia Stewart	LPCC	
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**Public Awareness Child Find Committee Meeting Agenda  
September 16, 2013**

**Outcome Statement:** Support the awareness and visibility of the First Steps system throughout the cluster to assist in the increased identification and referral of infants and toddlers.

**Performance Standards:**

1. 1.4% of children served with an IFSP will be under the age of 1 year.
2. The population served will be comparable to the demographics of the cluster.
3. Appropriate and timely referrals are to be made to the SPOE from a variety of community partners.
4. 3% of the cluster's infants and toddlers population will be served\*.

**Performance Measures:** Profile reports and First Steps data system reports will be utilized in the measurement of this performance standard. Cluster will meet performance metrics if cluster child counts remain within .5% of the current count, up to the target.

**1) Introductions (if needed)**

**2) Data/ CPP Data for PACF (below)**

**3) DCS Update**

**4) Family Outreach Update**

- **First Steps to Reading Fun**
- **LPCC recruitment**

**5) Website**

**6) Announcement/Close**

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Public Awareness & Child Find Committee Meeting Minutes  
September 16, 2013**

**Present:** Julie Rockwood (Parent), Sarah Muir(Riley Child Development Center), Claire Joya(Healthy Families), Michelle Fetes(Parent), Rhonda Cantrell(B.A.B.E), Jason Berty(CTC), Stacy Holmes (LPCC) and Katarina Groves (LPCC).

Agenda Items	Discussion	Action Items
<b>Welcome &amp; Introductions</b>	<ul style="list-style-type: none"> <li>• The meeting was opened with introductions</li> </ul>	
<b>Data/ CPP Data</b>	<ul style="list-style-type: none"> <li>• Stacy directed everyone to review the outcome statement for the committee on the agenda page. She explained that the council must meet the standard or outcome or fear losing 5% of the grant.</li> <li>• She directed everyone to review the primary and secondary referral information. She pointed out that doctors remain the highest referrers to the program, with parents coming in second. Physicians are the highest in the secondary referral area as well, which shows that physicians are doing a good job in both referring families, as well as letting families know about the program. She pointed out that the first line is blank, which is due to data entry errors on the part of the SPOE. Sometimes it gets miss marked with the drop down menu of choices.</li> <li>• Stacy pointed out that DCS referrals are up which may have something to do with the partnership between DCS and First Steps in sending out the Ages and Stages questionnaires to families.</li> <li>• Stacy next directed everyone to review the referral data packet. All referrals are broken out by county. There has been a slight drop in referrals for the year. Morgan and Tipton counties appear to have a more significant drop, but that is</li> </ul>	

	<p>probably due to the fact that there are not as many referrals made in general, which makes and decrease appear to be significant.</p> <ul style="list-style-type: none"> <li>• Initial IFSP's and total IFSP's are down by 10% overall.</li> <li>• The one day child count which takes a look at the total number of kids in the program on a particular day is down this year. We are more than half way through the year so it will be interesting to see if there is an increase in the time that is left.</li> <li>• Jason asked whether the delay in ED Team assessments may be pushing the total numbers out more time wise. He noted that as an agency, there hasn't been an increase in referrals, even with one less agency in the cluster.</li> <li>• Stacy indicated that the costs have gone down overall for the program in the cluster.</li> <li>• Jason reminded the group that anything before 2010 was essentially a different program. Audiology Services and Assistive Technology Services have changed greatly, which can reduce numbers in the program.</li> <li>• Sara shared that Riley Developmental Center and Developmental Peds will both be sharing developmental information with 0-3 families and on First Steps.</li> <li>• It was pointed out that 2011 seemed to spike in numbers except for Johnson County.</li> <li>• CPP Data: Stacy pointed out indicators 5 &amp; 6 on the CPP Report. The council must track the % of children accessing the program. We must serve 1.4% of children under the age of one, and 3% of children under three. Stacy shared that we have been able to meet these outcomes. .</li> </ul>	
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<p><b>DCS Update</b></p>	<ul style="list-style-type: none"> <li>• Stacy shared with the group why DCS is sending a list of children to First Steps. It is so that a screen can be done. Families are mailed an ASQ to complete and return. If a child is found to have a delay, they are referred on to the SPOE for follow up.</li> <li>• Michelle reported that everything is going well. The lists do continue to need to be cleaned up however. The lists are smaller. She must check the SPOE system to see if the child is in the program already before sending a questionnaire to the family which saves postage.</li> <li>• Many questionnaires are being completed and returned which is impressive.</li> <li>• Most difficult thing is that people move, so many are returned. On average we receive 2-3 back with each mailing who are referred to the program.</li> <li>• Claire said that Healthy Families uses the Ages and Stages questionnaire as well.</li> <li>• Sarah wondered if the tool identifies behavior issues and if parents know they can access psych in first Steps? The tool does ask questions that could lead to concerns about behavior issues and has some areas to write in concerns.</li> </ul>	
<p><b>Family Outreach Update</b></p>	<ul style="list-style-type: none"> <li>• Stacy shared the Family Outreach committee has become the AD Hoc committee of this committee. They met and agreed to assume this function.</li> <li>• The First Steps to Reading Fun event has been scheduled for September 21<sup>st</sup>, from 10-noon. We partner with the Crossroads Guild. Typically have about 200 people attend.</li> <li>• We will be doing some LPCC recruitment at this event. Stacy</li> </ul>	<ul style="list-style-type: none"> <li>• The LPCC will recruit parents at the upcoming Reading is Fundamental Event.</li> </ul>

	<p>shared the marketing materials that will be shared at the event encouraging families to ask questions about the council. A meeting has been set up for October 8<sup>th</sup>, which will be marketed at the event. This will be a good way to introduce families to the council at the meeting and they will be able to set the agenda and activities going forward.</p>	
<p><b>Website</b></p>	<ul style="list-style-type: none"> <li>• Stacy shared that she is having problems with the website and the rotation slides because flash is not supported by Apple products and people are not able to view the rotations from their Apple products. She is actively trying to learn how to fix this problem.</li> <li>• She asked if there should be different drop down options at the top of the page. The committee agreed that it was good the way that it is, as it encourages people to seek out information according to their needs.</li> <li>• Jason recommended having a DSP 101 page for providers going through the orientation. Providers must still contact Katarina, however, while going through the training.</li> <li>• Stacy said that she would check the data on the site and what pages people are visiting.</li> <li>• Stacy encouraged the committee to look at the site and to please contact her with ideas.</li> <li>• She said that many want a direct link to the state site. There is one, but maybe it needs to be more apparent.</li> <li>• She has added a link to the matrix page, which has always been a popular search.</li> <li>• Stacy will add the LPCC meeting schedule to the LPCC page, which lists all of the meetings for the fiscal</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will continue to gather data on the website.</li> <li>• The committee will look the site over and email Stacy with any additions or ideas.</li> </ul>

	<p>year.</p> <ul style="list-style-type: none"> <li>• She asked the group to consider possible resources that can be added to the site.</li> </ul>	
<p><b>Announcements/Close</b></p>	<ul style="list-style-type: none"> <li>• Jason shared that CTC had a family event recently and 60 people were in attendance. He had 8 staff volunteers. It was a nice way for families to meet and share. They are also doing a quarterly play group to get families together.</li> <li>• CTC will also be doing a social skills and communication group. Starting a Hanan group in October which is covered through insurance.</li> <li>• Sarah shared that Riley Developmental Center, Developmental Peds and neurology will begin to have one referral hub in order to not duplicate services. Should make things more efficient.</li> <li>• Claire shared that HF's is going through their annual credentialing.</li> <li>• Rhonda shared about the B.A.B.E Program. There are four stores in the central Indiana region. Parents can earn coupons in order to redeem them at stores for wanted baby items. They partner with hospitals and other programs who use the coupons as an incentive to participate in programming. There are currently 67 distribution centers for families to receive coupons. Their goal is to curb the infant mortality rate. They are working on getting a west side store open. Jason asked how to refer a family. They will take phone referrals.</li> <li>• No other announcements were needed and the meeting was adjourned.</li> </ul>	<p><b>Next Meeting: November 18, 2013 9 am, ProKids Inc.</b></p>

Respectfully submitted,  
Katarina Groves