

**Minutes  
ICC Meeting  
January 10, 2018**

In Attendance: Barbara Blain, Karen Carradine, Sara Cummins, Donna, Driscoll, Bethany Ecklor, Thomas Fisher, Mariann Frigo, Kelsey Harmer, Becky Haymond Doreen Hoops, Deepali Jani, Tammy Maples, Cathleen Nine-Altevogt, Jennifer Owens, Gary Parker, Justin Searcy, Brittnee Smith, Stacey Williams, Kristy Wright

**Donna Driscoll called the meeting to order at 10:05**

**Welcome and Introductions**

Incoming and outgoing members introduced themselves  
(a list of the Governor's appointments follows the minutes)  
Gallery introduced themselves

**Approval of November 10, 2017 Minutes**

The minutes were approved unanimously

**First Steps Updates, Christina Commons**

-Christina's PowerPoint is attached at the end of the minutes. The following are additional comments.

**Slide # 8: 2017 Year End Accomplishments**

-A big accomplishment is that the Online Credit Card Payments for Family Cost Participation was launched.

-Credit card payment via the website has been a huge success. Christina noted that families could now use their HSA cards. There is help for families paying by credit card. The state team hopes to periodically contact families for input on the process

**Slide #10**

-Leadership Institute

-As part of the Institute, a plan was drawn up as which focused on transitions into and out of First Steps into multiple programs, and how to make this a more seamless process for families.

**Slide # 12**

-The 2018 fiscal analysis was brought about through the need to know more about the fiscal health of the organization. This process will occur between January 1, 2018 and June 30, 2018.

-One of the factors being investigated is the revenue stream. In addition to federal and state Part C funds, First Steps is currently reimbursed through third party liability sources, Medicaid, TANF, SSBG and family cost participation. DRS would like to explore if there are ways that other states fund their programs as well as other revenue sources Indiana should seek out?

**Slide #16**

-The inaugural First Steps state-wide conference will be held on June 14<sup>th</sup> and 15<sup>th</sup>. Registration will be open to First Steps providers only until six weeks prior to the conference date, at which time it will be open to all partners.

Questions and comments on the Update:

- Karen Carradine asked for more discrete data (e.g. by county or zip code) on costs. Christina replied that she would need to ask how the data was collected and if that was a possibility.
- Donna Driscoll asked if there was any way to find the true cost per child for services. Christina replied that she would need to get back to her on that. She needed to ask if they could pull and analyze the data that way.
- Donna Driscoll followed that with the comment that compensation is a perennial issue for First Steps providers, and if we can look at the cost in First Steps as opposed to the cost for Special Education services once a child turns three years old we might be able to further show the value of First Steps.
- The audience thanked Christina for the depth and care taken in her report.

### **Annual Performance Review**

Early Childhood Center (Ali Danch, Michael Conn-Powers, Janet Ballard) presenting. See the PowerPoint attached at the end of the minutes for detailed statistics.

- Christina provided a summarized definition. What follows is a full legal definition.

Under the reauthorized *Individuals with Disabilities Education Act (IDEA)*, each Lead Agency is required to have in place a performance plan evaluating the state's implementation of Part C and describing how the lead agency will improve such implementation. This plan is called the Part C State Performance Plan (SPP). The lead agency shall report annually to the public on the performance of each of its early intervention service (EIS) programs according to the targets identified in its SPP. States must include EIS programs for which an entity or individual provides early intervention services under Part C in the state, whether or not the entity or individual receives federal Part C funds. These entities may be public, private or non-profit entities that provide or fund early intervention services through interagency agreements with the state or through other methods.

The lead agency shall also report annually to the secretary of education on its performance according to its SPP targets. This report is called the Part C Annual Performance Report (APR). The Office of Special Education Programs' responses to the lead agency's SPP and APRs will be posted on this page as letters are issued.

Questions and comments on the APR-Child Outcomes:

- Mariann Frigo asked if we were keeping children in the program too long (in reference to the statistic that 74% of the children dismissed from First Steps attained the outcome of being able to use knowledge and skills). Michael Conn-Powers explained that many children are eligible for First Steps services, due to communication deficits, and that they are doing fine in the ability to use knowledge and skills.

- Thomas Fisher asked if there was such a great number of children experiencing difficulty with behavior, does this reflect an increase in children on the autism spectrum? Michael Conn-Powers shared that the child outcome, "Appropriate Behaviors," was short for "Appropriate behaviors to meet needs." The attached PowerPoint handout has been changed to emphasize

the 'meets needs' focus of this outcome. In addition, Conn-Powers made some corrections to the data presented on the child outcomes that are also included in the handout.

Questions and comments on the APR-Family Outcomes:

-Doreen Hoops asked for clarification on mediation. Christina explained that unless there were more than ten complaints on the process (not providers) per year, mediation was not necessary. Because they are working with the Part B program (Preschool Special Education), ensuring that the family procedural safeguards are clear and followed, there's not a lot of opportunity for conflict.

-Kristy Wright, Special Education Specialist, Indiana Department of Education, mentioned that she and her staff want to attend LPCC (Local Planning and Coordinating Council) meetings to help build connection between Part C and Part B. She asked to be informed of meeting times and locations at [kwright@doe.in.gov](mailto:kwright@doe.in.gov).

-Donna Driscoll supported the transition meetings as a wonderful bridge to continued services should they be needed.

### **Partner events and trainings**

-Christina asked if any of the new members of the ICC had any events or trainings they would like people to know about.

-Deepali Jani: March 19 at MSD Warren Township there will be a free conference on homeless education. Presenters will include federal and state representatives in the fields of special education, charter schools among others. The link for more information is <https://www.eventbrite.com/e/indiana-education-for-homeless-children-youth-inehcy-2018-conference-tickets-40035862342>

-Brittnee Smith: Bona Vista is currently working toward providing a NAS Clinic in the Spring. We are hoping to invite a pediatrician to speak – and then a couple of therapists on staff to talk with families of NAS children on their development. BV also offers weekly Wednesday mini-screenings at our clinic. I have a PT and OT on staff that screens children for gross and fine motor, social and self-help skills. It has been beneficial to talk to families about the services they are needing/ requesting and concerns that they have.

Bethany Ecklor: DMHA is working to expand parent cafes statewide. These are two-hour groups, hosted at six sites, with child care and transportation provided for families, no age limit for parents or caregivers in attendance. They are using the "Be Strong Families" model. For more information on the Parent Café model please go to <http://www.bestrongfamilies.net/build-protective-factors/parent-cafes/> and for more information about Indiana's Parent Cafés please email Bethany at [Bethany.Ecklor@fssa.in.gov](mailto:Bethany.Ecklor@fssa.in.gov)

**ICC meeting dates for 2018 on Wednesday and are as follows:**

**January 10**

**May 9**

**August 8**

**November 14**

Meetings will be held at Choices Coordinated Care Solutions which is located at 7941 Castleway Dr., Indianapolis, IN 46250

**Public Comment**

No further comments offered

**Adjourned at 11:45**

A webinar featuring Maureen Greer on the topic of [Emerging Populations: Challenges for the Early Childhood System](#) was viewed following the formal meeting. A recording can be viewed on Training Central in the near future.

**First Steps Interagency Coordinating Council as of January, 2018**

Name	Representing
Barbara Blain	PediPlay, Director and Owner
Karen Carradine	Geminus Corporation, Vice President
Sara Cummins	First Steps Parent, FUSE development director
Bethany Ecklor	Division of Mental Health & Addiction, Chief of Youth Services
Mariann Frigo	Jacob's Ladder Pediatric Rehabilitation Center, Executive Director
Thomas Fisher, PhD. OT.	Vera Z. Dwyer College of Health Sciences at IU South Bend, Dean
Kelsey Harmer	First Steps Parent
Dorene Hoops	First Steps Parent
Deepali Jani	McKinney-Vento Homeless Education Program State Coordinator, Indiana Department of Education, Office of Student Service
Lacey Kottkamp	Indiana Head Start State Collaboration Director Office of Early Childhood and Out of School Learning Indiana Family & Social Services Admin.
Nicole Norvell	Office of Early Childhood and Out of School Learning, Division of Family Resources, FSSA director
Danny O'Neill	Parent, Alliance Game Distributors
Jennifer Owens	Blue River Services, Director of Family Services
Gary Parker	CHIP & Hoosier Healthwise director
Shirley Payne/ <u>Justin Searcy</u>	Children's Special Health Care Division, ISDH Division Director
Julie Smart	Student Services, McKinney-Vento Homeless, IDOE
Brittnee Smith	Bona Vista Programs, vice president
Cynthia Smith	Prevention Services Manager, Dep't. of Child Services, FSSA
Jake Stein	Parent, Zebra Technologies
Kristy Wright	Preschool, Special Education Services, IDOE





# Indiana First Steps State ICC Update January 2018







THANK  
YOU!

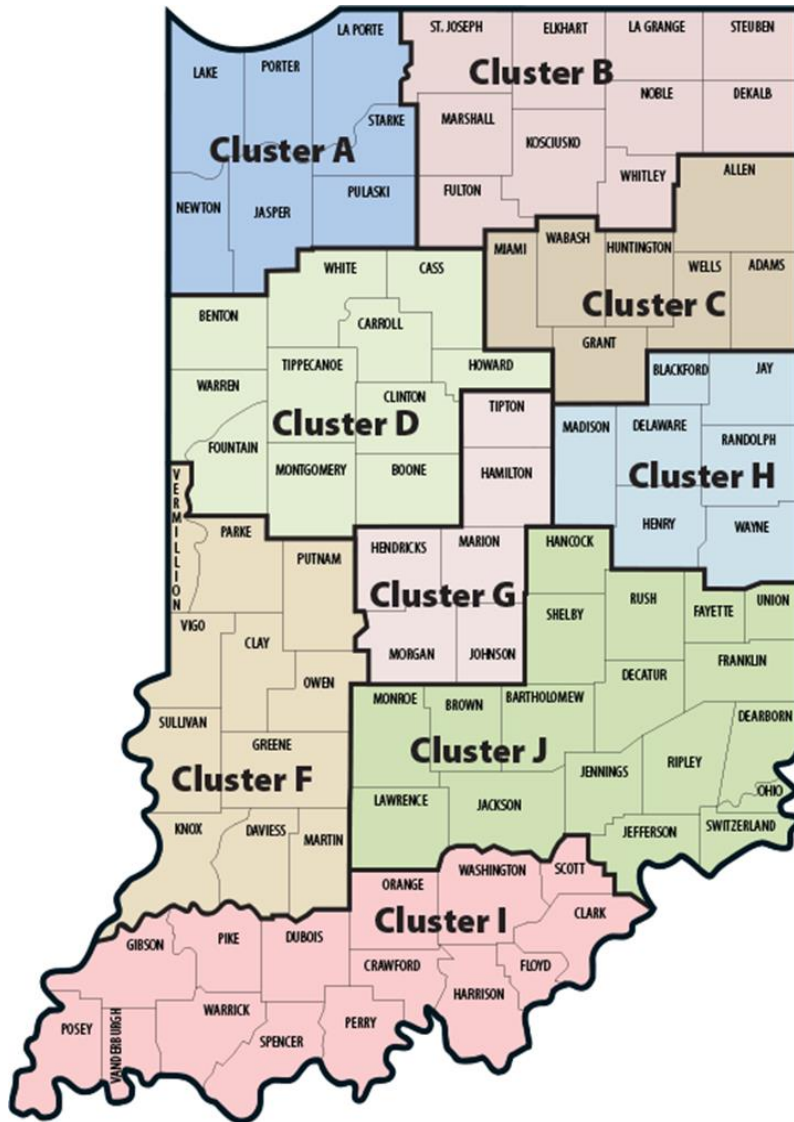
# 2018 Interagency Coordinating Council

---

- Barbara Blain
- Karen Carradine
- Sara Cummins
- Tammy Eblin
- Cathleen Nine-Altevogt
- Gary Parker
- Jason Stein
- Kristian Wright
- Nicole Norvell
- **Daniel O'Neill**
- Brittnee Smith
- Bethany Ecklor
- Kelsey Harmer
- Stacy Holmes-Williams
- Deepali Jani
- Jennifer Owens
- Shirley Payne
- Thomas Fisher
- Mariann Frigo
- Dorene Hoops
- Representative Ed Clere



# Service Delivery Structure



- Divided into 9 service regions called clusters
- Each managed by nonprofit fiscal agents awarded through a request for proposal process
- Each cluster is required to have a System Point of Entry (SPOE)
  - Receive referrals
  - Maintain intervention records
  - Employ service coordinators
  - Manage assessment teams
- 40 Provider Agencies Statewide
  - Employ ongoing providers

# Indiana First Steps Early Intervention System

System Points of Entry (SPOE) and  
Local Planning and Coordinating  
Councils (LPCC)

EIS  
Provider  
Agencies

Independent  
EIS Providers

Central Reimbursement Office

Indiana  
University

Public  
awareness  
and child  
find

Referrals  
and  
intake

Evaluation  
and  
assessment

Service  
coordination

Developmental,  
occupational,  
physical, and  
speech therapy

Nutrition,  
psychology, social  
work, audiology,  
medical/nursing,  
transportation,  
and interpreter  
services

Fund  
recovery

Provider  
enrollment  
and  
credentialing

Provider  
Account  
Module (PAM)  
authorization  
and billing  
database

ISPOE child  
information  
database

Professional  
development

Program  
evaluation  
and federal  
reporting



# Indiana First Steps At-A-Glance

January 2016 - December 2016

Total children and families served:  
19,985 with IFSP  
23,913 regardless of IFSP



Total amount paid on behalf of children served:  
\$38,244,929.02

44% or 4,224 children receiving First Steps services transitioned to Special Education Preschool

Average Cost Per Child Served: \$1,599.34



# 2017 Year End Accomplishments

---

- Governor appointed ICC
- Hired Brenda Webster as Program Services Manager
  - Co-training DSP with Connie Young beginning 7/1/18
  - Programmatic quality improvement support
  - Personnel manual revisions and updates
  - First Steps personnel support
- Online Credit Card Payments for Family Cost Participation





# NEW ONLINE PAYMENT OPTION AVAILABLE FOR FIRST STEPS FAMILIES

First Steps families can now pay their family cost participation fees using a *NEW* convenient online payment option. Paying online should take no more than a few minutes. Log on to [www.firststeps.in.gov](http://www.firststeps.in.gov) and click the “Make a First Steps Payment” button.

Once your payment is processed, you will have the option to print a receipt or have one emailed to you. There will be a small fee of \$1 plus 1.99% to process online.

# Credit Card Payment Data

Month	# of Payments	\$ of Payments
November 2017*	34	\$2,663.27
December 2017	97	\$5,045.13
January 2018**	34	\$3,277.45
Total	165	\$10,985.85

\* First Payment November 14, 2017

\*\* Payments Posted as of January 9, 2017





# 2017 Year End Accomplishments (cont.)

- Selected to participate in Part C/619 Leadership Institute
  - Avon, CT December 3-7, 2017
  - purpose is to improve broader early childhood system collaboration and planning
  - Plan to collaborate with all early childhood partners to improve transitions for children across early childhood systems



# 2018 Initiatives

---

- Continue outreach to and relationship building with stakeholders including providers and higher education
- Continue participation in fiscal initiative; Conduct fiscal analysis; Continue strategic planning specifically around finance and data systems
- Member of the Indiana Perinatal Quality Improvement Collaborative (IPQIC) focusing exclusively on perinatal substance use and its significant impact on families, caregiver and communities.
- Train First Steps personnel on how to work effectively with substance exposed infants and their families
- Update **First Steps' administrative** rule
- First Steps Conference 6/14 and 6/15



# 2018 Fiscal Analysis

---

- Better understand all First Steps revenue sources and expenses associated with the **program in order to improve the program's fiscal administration and health**. This will be accomplished by:
  - A comprehensive revenue, payment methodology and fund recovery system analysis;
  - The development of a revenue source utilization plan based on research and stakeholder input; and
  - A rate and time study that will capture the time, effort and expenses associated with provider service delivery.



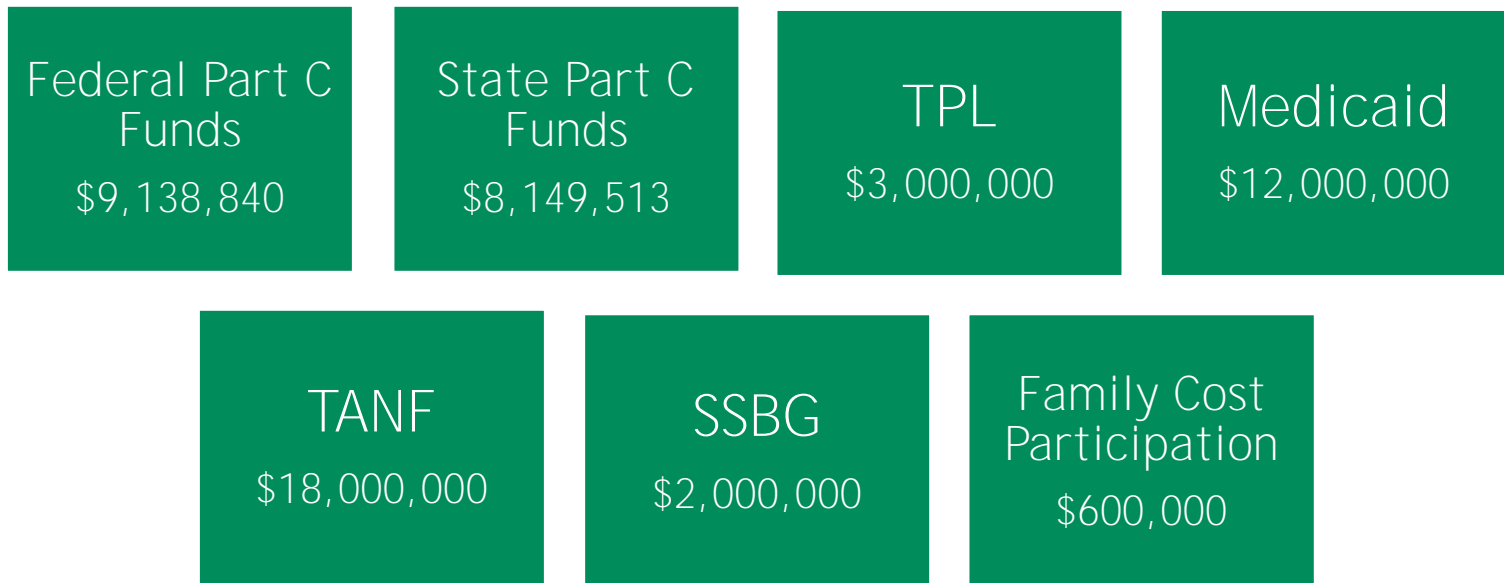
# 2018 Fiscal Analysis (cont.)

---

- Overall goals of the analysis is to gather data and information and provide recommendations so that:
  - Program funding is maximized
  - Fund recovery is efficient and effective
  - Compensation for service delivery is responsible and sustainable



# Revenue Sources



# Fund Recovery

CRO Submits Claims to:

Indiana's Pay and Chase Model

CRO Pays Claims

Claims submitted  
in PAM

TPL

Medicaid

TANF

Family Cost  
Participation





**SAVE THE DATE**

# **2018 CONFERENCE**

**JUNE 14-15, 2018 • MONROE CONVENTION CENTER • BLOOMINGTON, IN**

Learn more: [iidc.indiana.edu/pages/first-steps-conference-2018](http://iidc.indiana.edu/pages/first-steps-conference-2018)

**National Keynote Speakers • Innovative Ideas • Inspiring Evidence-Based Research**





# First Steps 4<sup>th</sup> Quarter Data (Oct - Dec)

## Referrals

- 7,183 statewide
- Down 4% from 3<sup>rd</sup> quarter

## Intakes

- 4,278 statewide
- Down 9% from 3<sup>rd</sup> quarter
- 60% of referrals moved to intake

## IFSPs

- 4,065 statewide
- Up 9% from 3<sup>rd</sup> quarter
- Approx. 50% of referrals moved to IFSPs







## First Steps Referrals 4<sup>th</sup> Quarter (Oct-Dec) Data

Cluster	Qtr 4 2015	Qtr 4 2016	Qtr 4 2017	% Increase from 2015-2017
A	612	666	717	17%
B	611	655	713	17%
C	467	458	453	-3%
D	382	346	537	41%
F	222	236	257	16%
G	2023	2285	2297	14%
H	377	378	400	6%
J	587	607	694	18%
I	561	526	525	-6%
<b>State Total</b>	<b>5842</b>	<b>6157</b>	<b>6593</b>	<b>13%</b>



# First Steps Intakes

## 4<sup>th</sup> Quarter (Oct-Dec) Data

Cluster	Qtr 4 2015	Qtr 4 2016	Qtr 4 2017	% Increase from 2015-2017
A	430	420	458	7%
B	373	410	396	6%
C	327	276	324	-1%
D	281	261	360	28%
F	152	155	139	-9%
G	1237	1425	1436	16%
H	221	206	215	-3%
J	340	333	353	4%
I	396	384	435	10%
<b>State Total</b>	<b>3757</b>	<b>3870</b>	<b>4116</b>	<b>10%</b>



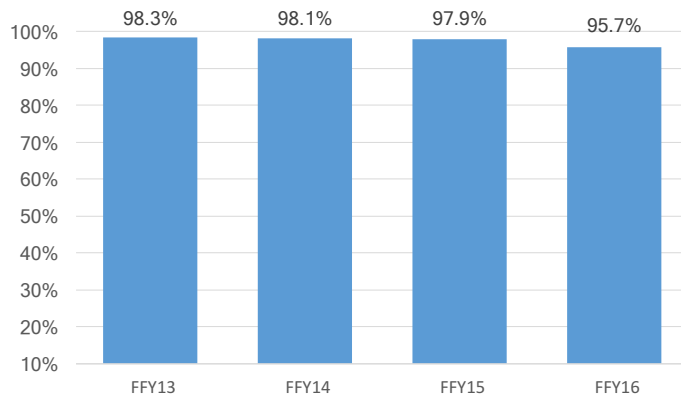
## First Steps IFSPs 4<sup>th</sup> Quarter (Oct-Dec) Data

Cluster	Qtr 4 2015	Qtr 4 2016	Qtr 4 2017	% Increase from 2015-2017
A	441	415	474	7%
B	343	370	343	0%
C	326	337	365	11%
D	266	229	312	17%
F	141	155	157	11%
G	1049	1118	1099	5%
H	207	210	234	13%
J	333	365	364	9%
I	413	446	398	-4%
<b>State Total</b>	<b>3519</b>	<b>3645</b>	<b>3746</b>	<b>6%</b>

# INDIANA PART C ANNUAL PERFORMANCE REPORT (APR) FFY 2016 (JULY 1, 2016-JUNE 30, 2017)

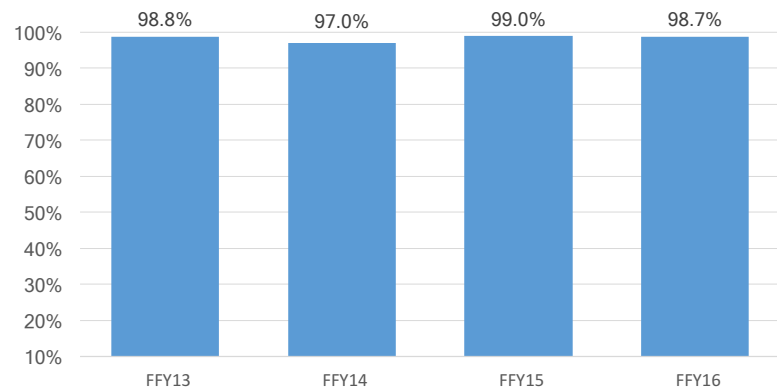


## 1. Children who receive EI services on their IFSPs in a timely manner (Target 100%)



**BELOW TARGET**

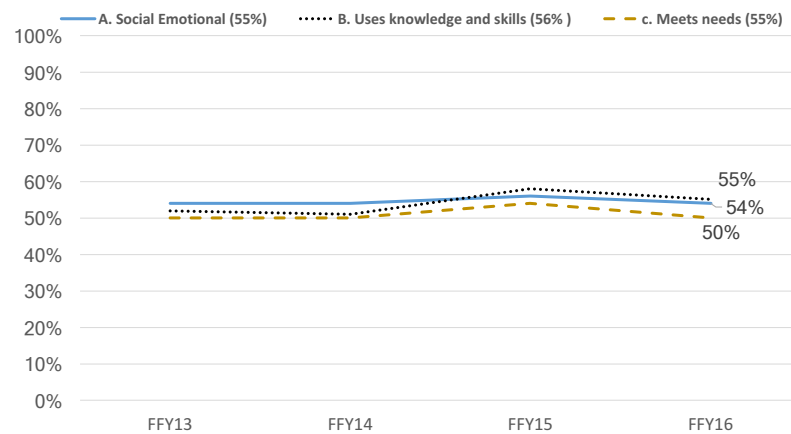
## 2. Children who receive EI services in home or community programs (Target 95%)



**Met Target**

## 3. Child Outcomes:

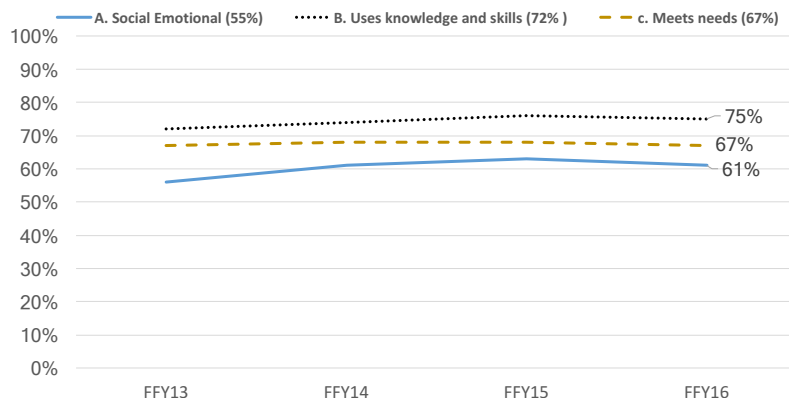
SS1: Of those children who entered the program below age expectations, the percent who substantially increased their rate of growth by exit



**BELOW TARGET A, B & C**

### 3. Child Outcomes:

SS2: the % of infants and toddler who were functioning within age expectation by their third birthday or exit from program



**MET TARGET A, B & C**

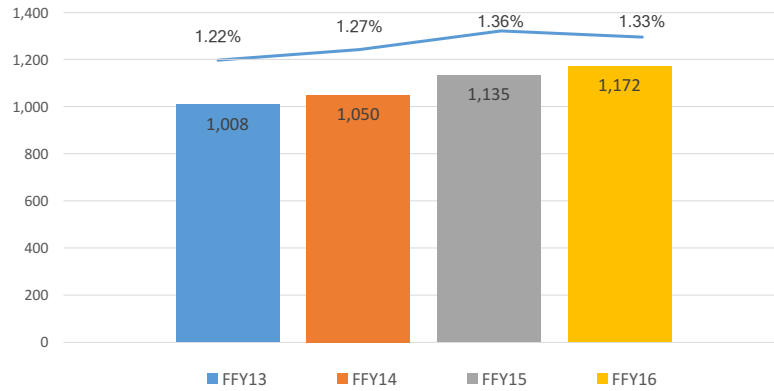
### 4. Family Outcomes

Family Outcomes	FFY13	FFY14	FFY15	FFY16
A. Know Rights (98%)	96.4%	96.6%	96.6%	96.8%
B. Communicates Needs (98%)	96.2%	96.2%	96.0%	96.7%
C. Helps Child Learn & Develop (96%)	94.2%	94.8%	92.3%	94.8%

**BELOW TARGET**

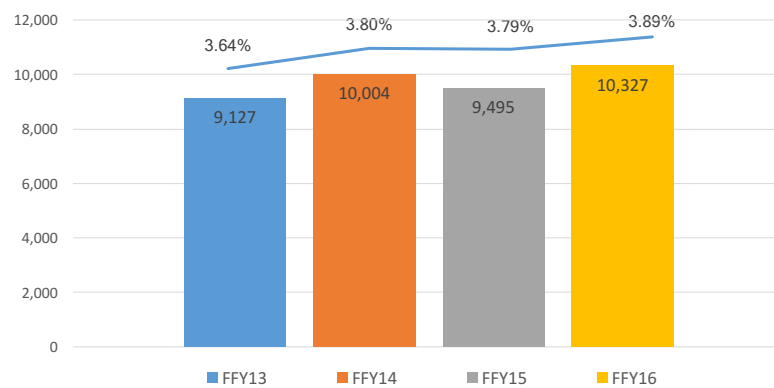


5. Percent of children *birth to one* with IFSPs  
(Target 1.57%)



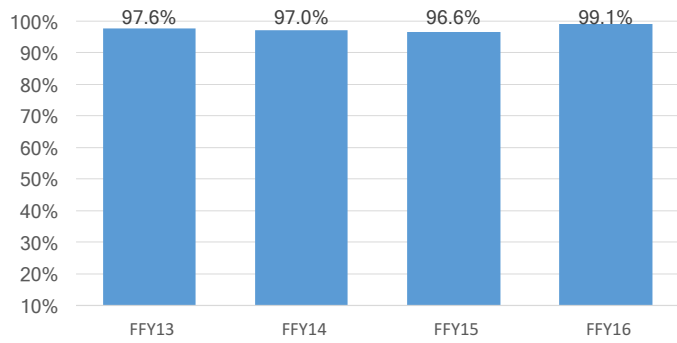
**BELOW TARGET**

6. Percent of children *birth to three* with IFSPs  
(Target 3.84%)



**MET TARGET**

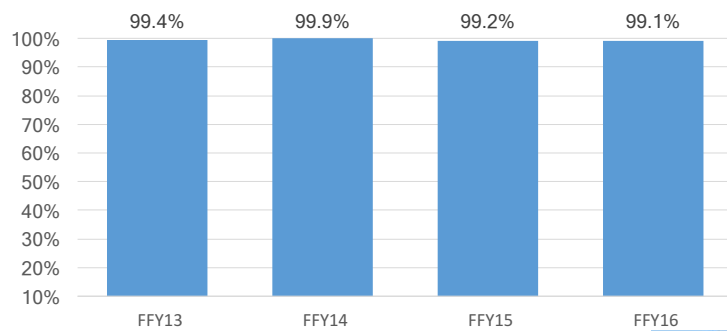
### 7. Initial Evaluation and IFSP Meeting conducted within 45 Days (Target 100%)



**BELOW TARGET**



### 8A. Transition Steps and Services on IFSP (Target 100%)

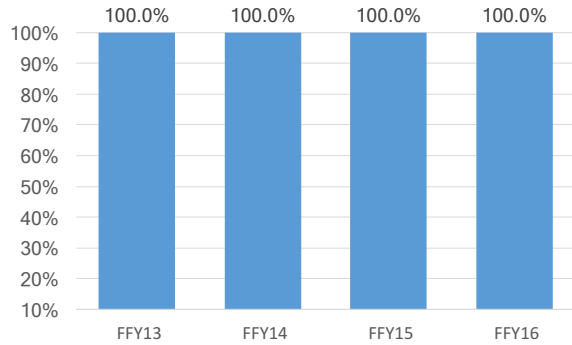


**BELOW TARGET**





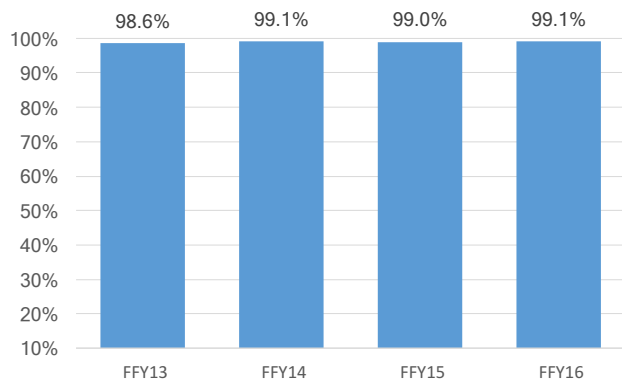
8B. Notification to LEA occurred at 30 months for potentially eligible children: (Target 100%)



**MET TARGET**



8C. Children who receive timely transition meetings (Target 100%)



**BELOW TARGET**



9. Resolution Sessions

10. Mediation



11. State Systemic Improvement Plan (SSIP)

**Due April 1, 2018**

**Stay tuned for updates**



# THANK YOU!!

