



**MEETING SUMMARY**  
**January 22, 2016**

A regular *public meeting* of the New Jersey State Interagency Coordinating Council was held on Friday, January 22, 2016, at Sunny Days Early Childhood Development Service in Manalapan, New Jersey. The meeting was called to order at 11:15 a.m. by Catherine Colucci, who served as acting chair and declared a quorum present.

**ATTENDANCE** -- *Attached*

**WELCOME/ANNOUNCEMENTS** -- Catherine Colucci, Acting Chair

1. Ms. Colucci welcomed attendees. At her request, *SICC members and 13 public members* introduced themselves and identified their connection with early intervention. She reminded members that all 2016 SICC meetings would be held at Sunny Days in Manalapan.
2. Ms. Colucci introduced *a video from the Massachusetts Early Intervention Program* depicting one family's experience with early intervention. The Acting Chair also provided an update of the efforts she has made to share information related to preparing personnel to work in the field of early intervention with colleagues in higher education.

**APPROVAL OF MINUTES**

The *minutes of the November 20, 2015* meeting were approved as previously distributed -- upon motion by Rachel Badalamenti, seconded by Joseph Holahan and unanimously carried.

**LEAD AGENCY** -- **New Jersey Department of Health (DOH)**

Terry Harrison, Part C Coordinator, presented the following information on behalf of the Lead Agency:

1. *Procedural Safeguards Office (PSO)* -- There was 1 formal complaint filed and later withdrawn by the family. So far this fiscal year, there have been 1,840 informal complaints filed with PSO. These informal complaints are related to No Practitioner Available (NPA), change in practitioner, and missed services. The New Jersey Early Intervention System (NJEIS) continues to have ongoing NPA situations in some counties. REICs are continuing to work through and resolve NPA situations within the counties in their region with assistance from PSO as needed.
2. *Family Cost Participation* -- Report was emailed to the Council prior to the meeting (attached to file). There were no questions.
3. *Central Management Office (CMO) RFP Update* -- A Notice of Intent was sent to Public Consulting Group (PCG), but implementation is on hold pending a protest from a bidder who did not receive the award. The current data system, supported by CSC Covansys, will stay in place for at least the next 12 months.
4. *DOH Staff Changes* -- (1) Barbara Massey-King will be assisting Beth Lohne of the PSO office. Primary responsibility is assisting to resolve No Provider Available (NPA) matters. (2) PSO

Coordinator position remains vacant. (3) Assistant Commissioner position remains vacant. A candidate has been identified and is pending approval. (4) Kristen Kugelman, formerly of the Department of Children and Families (DCF), Office of Training and Professional Development, has joined NJEIS state staff as the Training and Technical Assistance Coordinator.

5. *Comprehensive System of Personnel Development (CSPD)* -- There are currently two CSPD projects underway: The Early Hearing Detection and Intervention (EHDI) program is providing funding for two workshops related to supporting the social emotional development of children with hearing loss. Workshops will occur on March 1<sup>st</sup> at CentraState Medical Center in Freehold, with an afternoon session for early Intervention (EI) practitioners and an evening session for parents of children with hearing loss. The second CSPD project is a statewide conference for practitioners hosted by NJEIS on the topic of "Recommended Practices Related to Early Intervention". The conference will be held during EI week. The Chair recommends inviting some higher education members to the conference.
6. *Federal Application for FFY 16 Update* -- The FFY 2016 Federal Part C Application is being prepared with a public comment period to begin by February 21, 2016 for submission by April 21, 2016. The DOH is expecting to receive an estimated allocation for New Jersey in the next one to two weeks to finalize a proposed budget.
7. *FFY 2014 Annual Performance Report (APR) Review* -- Ms. Harrison distributed a proposed draft of the APR and provided a detailed review of the report (SFY: July 1, 2014-June 30, 2015) with the Council. **The Council voted unanimously to accept and certify the APR developed by DOH for submission to OSEP** -- upon motion by Kim Peto, seconded by Steve Weiss and carried. Therefore, the Council will not be submitting a separate APR to OSEP and the Governor.
8. *State Systemic Improvement Plan (SSIP)* -- The SSIP, which is Indicator 11 of the APR, is due to OSEP by April 1, 2016. SSIP Stakeholders will be meeting on March 8<sup>th</sup> to continue to advise and assist the DOH on the SSIP.

### SICC COMMITTEE REPORTS

1. **Administrative** -- Members were urged to continue emailing SICC bios to [Susanm@njeis.org](mailto:Susanm@njeis.org).
2. **Early Learning Challenge** -- No report. Chair Barbara Tkach was unable to attend.
3. **Family Support** -- Committee met on 1/22/16.
  - a) A workgroup (Mary Remhoff, Malia Corde, Desirée Bonner) drafted a Measuring Outcomes document for the committee's review.
  - b) The REIC Family Support Coordinators have identified families to participate in review of the Measuring Outcomes document and provide their feedback.
  - c) The REIC Family Support Coordinators and Malia Corde are drafting an attachment to the Measuring Outcomes document to be given to the families to help them understand what we are asking them to do, and guidance on what to look for when reviewing the document. In addition, they will develop a Likert Scale for the families to use when reviewing the document to uniformly gauge the feedback.
  - d) The REIC Family Support Coordinators have set a date for a web-based focus group with the same family participants for Friday, February 12, 2016, from 1:00 p.m. to 2:00 p.m. to review the document and get verbal feedback and comments that were not captured in the Likert scale.
  - e) The REIC Family Support Coordinators and Malia Corde will report back to the large committee with the feedback obtained from the Likert scale and the web-based focus group.

4. **Service Delivery** -- Chair Joyce Salzberg reported on the committee's December 29<sup>th</sup> meeting and submitted a written report with details on the topics discussed (attached to file).

**OLD BUSINESS** -- There was none.

**NEW BUSINESS** -- There was none.

**PUBLIC COMMENT**

*Peter Chen of ACNJ ...* Received a number of calls from families on topics related to transition from Part C (early intervention) to Part B (Preschool services at age 3). Most calls were from families who live in smaller school districts. There has not been any repeat of calls related to the same school districts.

**ADJOURNMENT** -- 1:28 p.m.

Upon motion by Dr. Holahan, seconded by Ms. Badalamenti and unanimously carried.

**APPROVED**

**3.18.16**