



MEETING SUMMARY

September 23, 2016

A regular *public meeting* of the New Jersey State Interagency Coordinating Council was held on Friday, September 23 2016, at Sunny Days Early Childhood Development Service in Manalapan, New Jersey. The meeting was called to order at 11:10 a.m. by Catherine Colucci, who served as acting chair and declared a quorum present.

ATTENDANCE – Maintained by the SICC

WELCOME/ANNOUNCEMENTS -- Catherine Colucci, Acting Chair

1. Ms. Colucci welcomed attendees. At her request, *SICC members, Regional Early Intervention Collaboratives (REIC's) and public members* introduced themselves and identified their connection with early intervention.
2. The following information was shared by the members:
 - a. Danielle Anderson Thomas informed the council of an upcoming statewide conference on October 21 to be held at the Princeton Marriott. The conference will focus on the identification of children and youth experiencing homelessness in New Jersey.
 - b. Barbara Tkach informed the council of an update to the New Jersey Department of Education parental rights document.
 - c. Catherine Colucci discussed her involvement with higher education colleagues and her encouragement to develop early intervention case studies for use by the students as part of inter-professional education.

APPROVAL OF MINUTES

The *minutes of the March 18, 2016* meeting were approved as previously distributed -- upon motion by Chanell McDevitt, seconded by Michelle Christopoulos and unanimously carried.

The *minutes of the May 20, 2016* meetings were approved as previously distributed -- upon motion by Chanell McDevitt, seconded by Rosemary Browne -- 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)* –
 - a. The Procedural Safeguards Office (PSO) received one (1) formal complaint since the last SICC meeting. The dispute resolution request was made for a due process hearing related to the provision of services and family cost participation. The matter was resolved through mediation.
 - b. To date in State Fiscal Year 2017 there have been 1,671 informal complaints received by PSO related to compensation for missed or disrupted services, timely services, no practitioner

available (NPA) and other informal requests for assistance. Procedures have been updated so that NPA paperwork is now sent from the Service Coordination Unit (SCU) directly to the PSO.

c. The vacant PSO Coordinator position has not been filled.

2. *Family Cost Participation*

- a. In FY16, Family Cost Participation (FCP) revenue collected was 6.388,229.38 million. The State 2016 budget estimated a collection of \$6.2 million.
- b. SFY 2017 collection for July, \$524,825.10 and August \$626,848.38.
- c. In response to an inquiry regarding debt collection, Ms Harrison reported that the current Central Management Office (CMO) contract did not include requirements for debt collection but it is included in the CMO re-bid process. However, the implementation of suspension of services due to non-payment of FCP has fewer families not paying their FCP.

3. *Central Management Office (CMO) RFP Update*: No update. The process is under the Department of Treasury, Procurement and is still under review.

4. *State Annual Performance Report (APR)* – Ms. Harrison shared a new NJEIS format for sharing county performance results related to Indicator 1, Timely Services; Indicator 7, 45-Day Timeline Report; and Indicator 8 (A, B, & C). Ongoing concerns continue related to practitioners providing clear and concise documentation which is critical to improving performance. Documentation must contain accurate and complete names, dates, description of activities.

5. *Family Information Meeting (FIM)*: FIM should occur prior to the IFSP- not on the same date. Service Coordinators should open the IFSP meeting with a review of the discussion which took place during the Family Directed Assessment.

- a. *Transition*: Transition IFSP information should be focused on the unique steps that the child and family need to address their needs and concerns and not totally focus on just the NJEIS steps of opt-out, notice/referral and transition planning conference invite. Concern that there are too many parents declining Transition Planning Conferences (TPC) which is the opportunity to bring the IFSP team together to share information. The school district under Part B is responsible to invite Service Coordinators to the IEP and possibly the ID meetings. The TPC is the opportunity for practitioners to have input into the transition process with the school district present. Performance on County and State Local Education Agency (LEA/School District) Notice is occurring on a regular basis. Slippage at the county level is generally due to lack of documentation. Concern with high level of “opt outs” in any one county may indicate that NJEIS is not communicating the importance of the information with the family. REIC’s review data every month to ensure that opt out information is included in child and family data record.
- b. *State Systemic Improvement Plan (SSIP)* – Ms. Harrison shared a PowerPoint presentation as a follow-up to information discussed/planned during the SICC retreat in July. Several NJEIS state staff (Terry Harrison, Oliver Giller, Susan Evans) attended a meeting on improving data and improving outcomes in August. Susan Evans has mentored a few programs related to assessment reliability. Clean up of SFY2016 data has begun. Indicator 11 (SSIP report) is due to OSEP by April 1, 2017.
- c. *No Provider/Practitioner Available (NPA)*: Ocean and Atlantic Counties have been experiencing significant NPA occurrences. The NPA situation in Ocean is specific to the service of Physical Therapy (PT). DOH has reviewed annual data and identified that direct service hours have increased from 8 hours per month to 9+ hours per month across NJ. The Battelle Developmental Inventory BDI data (2013-2016) does not support the hypothesis that children

are more involved and need increased service hours. Ineligibility rates have decreased which may indicate more appropriate referral resulting from increased screening and professional development. Evaluators may have drawn a conclusion that fewer ineligible children means more children are found eligible and more involved. Data does not support these hypotheses. Eligibility rates are higher but this does not explain the need for higher levels of service. An additional concern highlighted during data review is that children with a -1.5 Standard deviation are receiving more discipline specific service specifically in Physical Therapy services. DOH is beginning to look at a variety of data to better understand this phenomenon- including the review of individual child records.

- d. *Updated Periodic and Annual IFSP Policies and NJEIS IFSP Review Forms:* The updated policy and forms replaced the former service change request form and process. The FDA workgroup worked the DOH to develop a comprehensive process to document progress towards outcomes during the periodic and annual IFSP review. Both policy and forms clarify that each IFSP team member is responsible to address each IFSP outcome and report on progress. If a new concern is observed by a team member, the full team must review current progress towards outcomes and strategies prior to determining next steps.
- e. *New Head Start Program Performance Standards:* The updated standards are based on the latest available research on early childhood learning and can be located at <http://eclkc.ohs.acf.hhs.gov/policy/45-cfr-chap-xiii>.

SICC COMMITTEE REPORTS

1. **Administrative** -- Chanell McDevitt redistributed the FY17 draft SICC budget. The FY16 budget was underspent by close to \$20,000. The FY17 budget was unanimously approved upon a motion from Rachel Badalamenti and seconded by Kim Peto. A draft FY17 meeting calendar was distributed and discussion of meeting location occurred. Group agreed to continue to meeting at current location- Sunny Days. Dates will be confirmed at our next meeting: Jan 20, March 17, May 19, July 21, Sept 22, and Nov 17.
2. **Early Learning Challenge** -- Chair Barbara Tkach reported for the committee. Updated Head Start regulations have been released. Group discussed the need to have a representative from Head Start as a member of the SICC. Interest was expressed in asking Susanne Burnett provide an overview of the updated regulations either prior to or during the next SICC meeting.
3. **Family Support** -- No report.
4. **Service Delivery** -- Kim Peto reported for the group. The most recent committee meeting took place on September 20, 2016 in preparation for the upcoming presentation of competencies. The next topics to be addressed by the committee include: what is the role of vendors and the role of specialty programs. The committee is meeting on October 26 to develop more specific questions related to subcontracting and vendor agencies.

REIC -- The Family Support Coordinators (FSCs), Jerrice Moore, Carmela Balacco, Shakira Linzey provided a summary of activities which took place during Early Intervention Week in May 2016. Memory books, trifold posters, EI week essays and a PowerPoint presentation was shared with council. All activities were focused on social emotional development and early literacy in young children. The FSCs also expressed their gratitude to the council for their generous support of Early Intervention Week, without which these events and activities would not be possible.

OLD BUSINESS -- Membership: Appointments to the Council continue to be a challenge.

NEW BUSINESS

1. Catherine Colucci recently met with the Alliance for the Betterment of Citizens with Disabilities (ABCD), Early Intervention Provider Association (EIPA) group and reported to the Council on this meeting. It was noted that ABCD does not represent all EI provider agencies. During the meeting, ABCD expressed concern that the SICC does not devote enough time to issues presented by EI provider agencies

Ms. Colucci suggested that the Council begin to have an opportunity for public member to give a short presentation to the Council. Council members agreed to this by consensus

The following relevant points were then discussed:

- a. The Council does not provide a written response to public comment but may provide immediate verbal response.
- b. The Council is an advisory body to the DOH as the lead agency for the NJEIS. The Council can listen to concerns but may not be able to meet provider expectations to assist in resolving the concerns. The Council's role is to advise and assist the lead agency.
- c. Issues from EIPs and SCUs should be directed to the DOH for further discussion and resolution.
- d. DOH representation cannot always share information such as budget planning that contributes to the Governor's proposed annual budget.

PUBLIC COMMENT

1. David Holmes for ABCD: Publicly thanked Ms. Colucci for attending the EIPA meeting. Hoping for ongoing dialog during SICC meetings. ABCD may be able to assist in moving forward with appointments to the Council. A critical issue is budget for the coming year, would like to have a few minutes set aside to discuss budget/finance issue at next SICC meeting. Kudos to REIC's for family support EI week presentation. Council agreed to set aside 15-20 minutes
2. Debbie Bohme of Kingsway EIP: Wonderful EI week celebration. Sometimes concerned that system is not addressing child find and would like to see more of an emphasis on family referrals to EI during EI week. Maybe SICC can support outreach. Terry Harrison provided assurance that child find efforts are ongoing and suggested providing referral data at the next Council meeting. In addition, the REIC's will present on state and regional outreach and child find efforts. Another proposal was to arrange a presentation on Race to the Top, Early Learning Challenge Grant funded County Family councils and Central Intake Hubs.
3. Karen Councilor- Congratulated the REIC's and Family Support Coordinators on an excellent EI Week presentation. Questioned whether there is any way to share this information with the legislature. Ms. Colucci suggested that the Council host a discussion on the budget during the November and January SICC meeting. Danielle Anderson Thomas invited the REIC Family Support Coordinators to present at upcoming meeting.

ADJOURNMENT-- 1:10 Upon motion by Michelle Christopoulos, seconded by Rosemary and unanimously carried.

APPROVED: 11.18.16