

**Friday, September 16, 2022**

**Meeting Minutes**

**ZOOM Meeting Platform**

**Public Meeting 9:30 a.m. to 12:30 p.m.**

A regular public meeting of the New Jersey State Interagency Coordinating Council (SICC) was held on Friday, September 16, 2022. The meeting was held via ZOOM meeting platform. The meeting was called to order at approximately 9:30 am by Joyce Salzberg, Acting Chair.

**Attendance**

- I. Maintained by the Department of Health (DOH)

**Welcome**

- I. Joyce Salzberg welcomed attendees and read the Welcome Statement

**Introductions**

- I. SICC members and DOH representatives were introduced.
- II. Quorum requirements were met
- III. Public members signed their attendance through the chat box in the Zoom platform

**Approval of Minutes**

- I. Michele Christopoulos motioned to approve the May 20, 2022, meeting minutes;  
Seconded by Sandra Howell.
- II. The May 20, 2022, minutes were *APPROVED*; 12 YES, no opposed, 1 Abstained;  
no discussion.

**SICC Member Updates**

- I. Susan Evans was elected to the Vice-Presidency and then the incoming President of the Infant/Toddler Coordinators Association (ITCA) at the organizations annual meeting in August 2022.

**SICC Standing & Ad Hoc Committees Reports**

- I. **Administrative/Policy Committee**, Chair-Chanell McDevitt
  - A. No updates
- II. **Service Delivery Committee**, Chair-Virginia Lynn
  - A. Virginia Lynn shared:
    - i. Continue work on the role of interpreters in Early Intervention (EI).
      1. Business rules around EI documents
      2. Clarify Qualifications, formal trainings, supervision, etc. for interpreters
      3. Interpreter's need to log in Early Intervention Management System (EIMS)
      4. Written document for families at initial meeting

### III. **Fiscal Infrastructure Committee**, Chair-Kathleen Hinnigan-Cohen

#### A. Kathleen Hinnigan-Cohen shared:

- i. The draft/proposed edits of NJEIS-14 Policy, Rescheduling, Make-Up, or Compensatory Services for Missed/Disrupted Early Intervention Services

*MOTION:* Kimberly Peto motioned to approve recommending edits of NJEIS-14 Policy to the Department of Health (DOH) as presented.  
Seconded by Michele Christopoulos

#### *DISCUSSION:*

- Dr. Joseph Holahan suggested setting a minimum parameter between attempts to avoid attempts being made simultaneously. He suggested using different methods to contact the family.
- Nicole Edwards - emphasize the partnership with families, suggested getting more parent feedback on the Policy.
- Susan Evans shared this will go to a broader stakeholder group which includes families. She emphasized the importance of documentation in the EIMS for the system to have accurate data. Data collected from the EIMS will help look more into this more in depth.
- Joyce Salzberg mentioned concern for the current number of children on the No Provider Available (NPA) list.
- Kimberly Peto suggested clarifying language between make-up and reschedule. She clarified the current procedures when a family is unable to be contacted.
- Kathleen Hinnigan-Cohen clarified that the family is referred for assistance and the system should continue efforts to connect the child/family to other services as applicable.
- Mary Krupp added this policy is important because it helps agencies bring this issue to the attention of service coordination.

*APPROVED;* 12 approved, no opposed, no abstained, 1 not present during vote

### IV. **Personnel Preparation Committee**, Chair-Corinne Catalano

#### A. Corinne Catalano shared:

- i. PowerPoint – Applicant Review Forms
  1. Service Coordinator forms are being piloted
  2. Working on Child Development Specialist form

### V. **Family Support & Transition Committee**, Chairs-Nicole Edwards

#### A. Nicole Edwards shared:

- i. Sub-Committees; Looking at child find initiatives - Exemplars in the United States (US), Exemplars within New Jersey (NJ), Roadblocks within NJ, and Transition Supports
- ii. Looking for members

### **Regional Early Intervention Collaborative (REIC) Update**

- A. Susan Marcario (Executive Director of Family Link) and Patty Green (DOH) shared a PowerPoint on Language Acquisition for Children in the NJEIS with Hearing Loss Workgroup Outcomes:
  - a. Department of Education (DOE) shall develop a resource guide
  - b. DOH-NJEIS shall select the assessment tool or tools
  - c. NJEIS shall collect and publicly report child progress on an annual basis

## **Lead Agency Report, Susan Evans, Part C Coordinator**

### **I. Federal Updates**

- A. NJ Determination based on the February 2022 APR is Needs Assistance.
- B. OSEP is asking for feedback on determinations from stakeholders through September 30, 2022  
Link is below and was placed in the CHAT during the meeting:

<https://sites.ed.gov/idea/office-of-special-education-programs-seeking-input-prioritizing-equity/>

### **II. State Updates**

#### **A. State Personnel Changes:**

- i. Dr. Meg Fisher has assumed the role of Acting Deputy Commissioner, replacing Dr. Adinaro as of September 6, 2022
- ii. Rajneet Goomer's last day as NJEIS Operations Manager was September 15, 2022
- iii. Beth Lohne has returned to her previous role with the Procedural Safeguards Office (PSO)

#### **B. NJEIS Rules:**

- i. Will be published in the NJ Register on September 19, 2022
- ii. Additional rule making with substantial updates will continue and another set of rules will be needed in the next year

#### **C. NJEIS Rate Study Project** is pending the review of senior DOH staff prior to finalization of the report and publication for stakeholders.

#### **D. PSO Updates:**

- a. There is a high number of children without providers available to pick up services and this continues to challenge all parts of the system with evaluations and services.

#### **E. Other Projects in Progress:**

- i. Learning Management System is being built with assistance from DOH OIT team.
- ii. Letters of Agreement (LOA) for the Early Intervention Providers (EIPs) are pending DOH legal approvals.
- iii. Systematic revision of Policies and Procedures is underway beginning with Provider Assignment policy, and the Cancelled and Missed Sessions policy.
- iv. Professional Development
  - 1. The transition to BDI-3 will begin before the end of 2022.
  - 2. Infant/Toddler Pyramid Modules & Implicit Bias Training will be offered to practitioners to support their professional development and support retention of practitioners.
  - 3. Training in Reflective Supervision for Administrators is being planned.
- v. Child Find/Marketing activities and materials have been developed and will be distributed in community settings in both English and Spanish.

## **New Business**

- I. SICC retreat day to review the Federal Office of Special Education (OSEP) Determination of Needs Assistance, will be scheduled.
  - a. A poll will be sent to the council members to determine the date.
- II. November 18, 2022, SICC Public meeting will be held virtually.
  - a. Council members continue to prefer the virtual meeting format which has increased the number of public members and stakeholders who attend and participate.

## **Old Business**

- I. No updates

## Public Comments

The following comments were made by members of the public:

Patricia Carlesimo, LADACIN Network and ABCD EIPA –

- Congratulated, Susan on her election to the ITCA Board.
- Asked if there was any progress on the NPA list?
- Asked if there are any recruiting tips from other states?
- Asked if there are any marketing materials to use for recruiting staff?

Susan Evans responded:

DOH will be focused on retaining of practitioners by supporting their professional skills through the use of the Pyramid Model.

David Holmes (Kenneth Holmes), ABCD EIPA –

- Complimented the entire council on the use of Committees and the effectiveness of the Council.
- Asked if there are any timeline of when the public will see the Rate Study results?
- Asked if there is any timeline for a replacement Rajneet Goomer (EIS operations manager)
- Asked if the public get an accounting of the ARP Funds?

Susan Evans responded:

The Commissioner has seen the initial Rate Study report and DOH had additional follow up to be done with PCG prior to public release.

DOH is working on a replacement and an Acting Service Director will be appointed.

ARP funding usage is reported regularly to the Governor's Office.

DOH will share with the SICC an updated accounting of the funds expended at the November meeting.

Jacquelyn Schriver, Burlington County Service Coordination Manager –

- Commented that compensatory awards are given out fairly timely now, but what happens to the compensatory awards if the agencies are not accepting them?
- Asked if there is there a turnaround time for the revision of Policy 9?

Susan Evans responded the turnaround time is likely to be at least month to review all the stakeholder input.

Cynthia Newman, Director, Regional Early Intervention Collaborative –

- Commented that the SICC is being productive with the current committees
- She commented regarding the notation of “starting small” with the amount of services on an IFSP.
- She commented on the importance of Service Coordinators knowing when families are not keeping their scheduled services (no shows)

There were no additional public comments.

The next SICC public meeting is November 18, 2022, 9:30am.

Motion to adjourn the meeting by Kathleen Hinnigan-Cohen and seconded by Sandra Howell.