



MEETING SUMMARY

September 29, 2017

A regular public meeting of the New Jersey State Interagency Coordinating Council (SICC) was held on Friday, September 29, 2017 at Sunny Days Early Childhood Development Services in Manalapan, New Jersey. The meeting was called to order at 11:00 am by Catherine Colucci, Acting Chair and declared a quorum was present. Ms. Colucci introduced Kaitlyn Woolford as a newly appointed SICC member representing the Department of Health (DOH).

ATTENDANCE- Maintained by the SICC

WELCOME/ANNOUNCEMENTS - Catherine Colucci, Acting Chair

APPROVAL OF MINUTES

The minutes of the March 17, 2017 and May19, 2017 SICC meeting and the July 21, 2017 SICC Retreat notes were approved as previously distributed upon motion by Michelle Safrin, seconded by Joseph Holahan and unanimously approved.

LEAD AGENCY - New Jersey Department of Health (DOH)

1. **Procedural Safeguard Report (PSO):** The PSO received 2 formal complaints since the last SICC meeting. One complaint continues to be investigated and another complaint was determined not under the purview of PSO. The number of SFY2018 informal requests to date total 665. Most of the informal complaints are related to missed services, services not being provided timely or services disrupted. Beth Lohne and Barbara Massey King continue to support the efforts of the PSO seeking guidance from Assistant Commissioner Lisa Asare. A PSO Coordinator has not yet been appointed.
2. **Family Cost Participation (FCP):** A FCP report was distributed and reviewed with the SICC members.
3. **State Systemic Improvement Plan Update (SSIP):** DOH received positive feedback from OSEP regarding the SSIP submitted April 1, 2017. It is expected that the new the Early Intervention Management System (EIMS) will further support data relevant to the SSIP.
4. **Office of Special Education Programs (OSEP) Annual Performance Report (APR) Determination:** New Jersey received a "needs assistance" determination for the 2015-2016 APR. The needs assistance determination is due to the results indicator 3 on early childhood outcomes as NJ continues to score a 100% on the compliance indicators. The results Indicator 3 is 50% of the scoring. DOH did submit a memo to OSEP raising concerns about the determination process and why NJ anticipates difficulty in meeting requirements based on challenges with Indicator 3. Historically, NJ has over identified children as "being with their peers" under social-emotional development which is the focus of the SSIP. NJ considers a reduction in this area to be a positive correction and improvement by NJEIS because it reduces the number of children who have been over identified. However, OSEP considers the correction as "slippage" which has a negative impact

on the determination. Performance indicators need a score of 80% to meet requirements. NJEIS just under that threshold. States cannot appeal a “needs assistance” determination.

5. **Comprehensive System of Personnel Development (CSPD):** Kristen Kugelman is leading personnel development efforts. The Battelle Developmental Inventory II (BDI) fidelity training is complete and the Overview of NJEIS training module is now available on the Learning Management System (LMS). DOH is planning on an additional IFSP module and face-to-face IFSP training to begin in early winter. This hybrid approach to training will include a combination of online and classroom learning for all new NJEIS practitioners. The 2018 training calendar is also focused on developing modules on evidence based practice and outcome writing.
6. **Early Intervention Management System (EIMS) Update:** A memo was sent to the NJEIS Provider agencies providing an update on the EIMS. The “go live” implementation for the EIMS was moved to December 1, 2017. The EIMS must still complete a review by the state Office of Technology (OIT). System testing started in September and included representatives from the state, Early Intervention Programs (EIP’s), Service Coordination Units (SCUs) and System Point of Entry Service Coordinators (SPOE SC’s).

The provider and practitioner enrollment process based on user roles and what permissions user will have in data system. Referral process will capture all ring central calls that come to REIC and whether they move forward. Practitioners will no longer complete documentation via handwriting. Data entry is based upon permissions- specific person will need to enter their own data. It is not permissible to share passwords. Cost savings were shared in memo. Everyone should get paid timely because claims will be automated. Electronic signatures are not yet approved in contract. Current contract was developing in 2010. Electronic signatures are not likely to be included in first implementation. Agencies will need to maintain service logs until electronic signatures are included. Agencies expressed lots of concerns about the internet and access. Agencies should prepare and be ready for December 1 implementation. Training is hybrid; one-day class for heavy users including SC’s, Regional Early Intervention Collaboratives (REIC’s). Due to room constraints, may not be able to fit everyone in to the classrooms. 10 days of training have been scheduled accommodating 50 people per class. Will need to rely on modules and handbooks for practitioners. Once completed, modules will be open and available at any time. Training needs will be reviewed after first set of training is completed. Not releasing modules until training is complete. Finer details may be changed in modules based upon revisions to system. Will continue with CSC for all services occurring thru November- billing cost participation, Medicaid claiming. Enrollment process will begin in late October. Enrollment is an electronic process- not a paper process. Code of Conduct and credentials will be uploaded to the enrollment system.

SICC STANDING AND AD-HOC COMMITTEES

Ms. Colucci provided a summary of the decisions made during the retreat including the disbanding of the Early Learning Challenge Committee and the transition from standing committees to ad hoc committees. The Administrative Committee will continue in its current structure.

Administrative /Policy Committee: Channel McDevitt, Chair requested approval of the FY18 budget. Upon a motion by Kim Peto and Michelle Safrin, the FY18 SICC budget was unanimously approved. The committee is in the process of updating the SICC policies and procedures. Seven (7) draft policies were distributed including SICC-01 Attendance, SICC-02-Committees and Workgroups, SICC-03 Mentoring Program for New Members, SICC-04 Reimbursement for Expenses, SICC-05 Voting by Mail, SICC-06 Parent Member Stipend, SICC-07 Public Comment. The committee is seeking feedback by November 1. It

was agreed the policies will be reviewed and approved by the council individually beginning during the November meeting.

Family Engagement: Rosemary Browne chair stated that there is no official updated. The committee will continue as an ad hoc workgroup and will meet as necessary. Rosemary will continue as chair.

State Systemic Improvement Plan/Assessment: An Ad Hoc committee was formed at the retreat to look at supplemental tools specific to Social Emotional development which could be useful for IFSP planning. Rosemary Browne agreed to chair this committee.

Service Delivery: Joyce Salzberg, Chair presented on behalf of the committee. Joyce read the committee minutes. The updated recommendations were read to the full council which were provided to the SICC in advance of the meeting. A motion to accept the recommendations of the service delivery committee and forward to the NJEIS was made by Rachel Badalamenti and Michelle Safrin. The motion unanimously passed with 1 abstention from Kaitlyn Woolford, DOH member representative.

Higher Education Ad hoc Committee: Catherine Colucci, Chair presented on behalf of the committee. The committee worked online and met prior to the SICC meeting. The focus of the committee is to identify the NJ Colleges and University and the specific degree programs that have a role in preparing graduates that may consider working for NJEIS (education, psychology, therapy). The committee will identify people in these programs who are interested in connecting to explore content, curriculum and to share resources especially around Division for Early Childhood (DEC) recommended practices and generally ensuring they are introduced to the NJEIS. Targeting spring for an event. Current membership includes Jennifer Buzby, Joyce Salzberg, Barb Tkach, Kristin Kugelman, and Patti Ciccone.

REIC UPDATE

Early Intervention (EI) Week presentation: Family Support Coordinators, Shakira Linzey (Mid-Jersey Cares) and Desiree Bonner (Helpful Hands) shared a presentation about the many activities which took place during EI week in May 2017. Excerpts from the winners of the EI week essays were shared.

OLD BUSINESS - Lead Agency (NJEIS) Mission statement: Council reviewed and discussed 2 suggested draft mission statements. A motion to encourage the lead agency to adopt mission statement 1 was introduced by Dr. Joe Holahan and Kim Peto. The motion was unanimously approved. The approved mission statement is as follows: To enhance eligible children's development and strengthen the family's capacity to help their child achieve positive outcomes throughout daily routines.

NEW BUSINESS- There was none.

PUBLIC COMMENT

- Kathy Wolf, Arc of Bergen/Passaic expressed she is looking forward to the new data system and less paper. Ms Wolf stated concerns related to practitioners entering information which generates claiming without a 2nd level of authorization. She expressed further concern of not having control over submission of billing and no ability to correct prior to submission. The second area of concern was related to the speed of implementation. There are varying levels of practitioner computer literacy. A third comment was related to the EIP redesign recommendations approved by the SICC membership. Ms Wolf asked that the public receive a compilation of comments and responses from the forum provided by the SICC Service Delivery Committee.

Terry Harrison, DOH, clarified that the Public Consulting Group (PCG) is under a state contract requiring that the new data system comply with the contract terms and conditions by January 1,

2018. NJEIS provider agencies have been informed for at least seven years that the electronic management system was in process and steps to prepare staff for an electronic system should have been addressed by agencies. Provider agencies will need to continue to ensure fraud, waste abuse protections including maintaining service encounter verification logs (SEVs). SEVs should continue to be used by EIP provider agencies to review electronic logs that result in claims. Also clarified that provider agencies can void claims through practitioners should a practitioner service log need to be reversed or modified and families will continue to receive explanation of benefits through an online family portal.

- David Holmes, ABCD, Early Intervention Provider Association made a statement acknowledging the great group of people who have tried to address the written and verbal comments and recommendations collected through focus groups and provider forums.
- Alvin Caballero, TheraNorth EIP inquired at to what will be the minimum requirements related to data security. Specifically, whether hardware needs to be encrypted and what other data requirements exist in the new system. Terry Harrison responded that the new EIMS is web-based and is undergoing a thorough review to ensure that the system is secure and meets current state Office of Information Technology (OIT) requirements. OIT must insure that PCG and the EIMS meets all security requirements of the state. Practitioners will connect directly to the secure web based server. This should prove to be significantly more secure than practitioners carrying paper files in their cars or on devices. The EIMS will also allow documents to be scanned and uploaded to the web-based server. However, documents should not stay on local devices once uploaded to system.

ADJOURNMENT- 12:56 PM

Upon motion of Steven Weiss and unanimously carried.

APPROVED– January 26, 2018