

Friday, November 18, 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, November 18, 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. The September 16, 2022, minutes were *APPROVED*; 12 YES, 0 opposed, 1 Abstained; no discussion.

SICC Member Updates

- I. Joyce Salzberg announced Sunny Days opened a new center in Vista, California.

SICC Standing & Ad Hoc Committees Reports

- I. **Administrative/Policy Committee**, Chair-Chanell McDevitt
The Council, after a brief discussion, approved the purchase of name plates for Members who need one.
- II. **Service Delivery Committee**, Chair-Virginia Lynn
Virginia Lynn shared these updates:
 - a. The Committee continues to work on the role of interpreters in Early Intervention (EI).
 - b. Created a draft opening statement to introduce interpreters to families.
 - c. Working on a draft of written standards to encourage more uniformity regarding the interpreter's role, qualifications, and supervision.
 - d. The Committee supports the practice of any document the family receives should be translated into the family's primary language.

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

A. Kathleen Hinnigan-Cohen asked Department of Health (DOH) the following:

- a. What is the status of the Rate Study report?

DOH Response: Susan Evans replied it is in review with the DOH Senior Team, including the Commissioner, who continues to meet with Public Consulting Group (PCG) on technical questions and to create a companion plan/a path forward plan.

- b. What are the rules around the cancellation feature added to the Early Intervention Management System (EIMS)? The Committee noticed it went back to 3 hours. What is the rationale for that?

DOH Response: This was the recommendation from the Council and other Stakeholders. This is a new and different data point that will capture emergent cancellations instead of 24 to 48 hour cancellations.

- c. Can there be consideration to relax the timeline for rescheduling and cancellations due to the influx of illness such as the flu and RSV affecting families?

DOH Response: The DOH will look into the policy component and needed programming of the EIMS.

A. Kathleen Hinnigan-Cohen shared:

- a. The Committee is reviewing existing policies focusing on suggesting updates at a future date.
- b. The Committee proposes the SICC have a Data/Technology Sub-Committee.

The Council discussed if would be a Sub-Committee or additional Committee of the Council. Discussed what would be the purpose/focus the focus of this Committee be. Further discussion was tabled for next meeting(s).

IV. Personnel Preparation Committee, Chair-Corinne Catalano

Corinne Catalano shared the document “NJEIS Applicant Review Form and Guiding Document; Child Development Specialist.”

- a. The Council was asked to review the document and provide feedback to Corinne Catalano.
- b. Susan Evans clarified that this is a companion document, not meant to replace any agency’s Human Resources (HR) form, but to guide agencies through the Personnel Standards.
- c. Kimberley Peto added the Service Coordination Guiding Document she is piloting has been helpful with the hiring of Service Coordinators.

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

Nicole Edwards updated the Council that:

- a. Sub-Committees looking into Child Find Initiatives including recruitment and intake, and Transition Supports.
- b. The Committee now has 15 Members. These were listed in the chat box during the meeting for public information.

Regional Early Intervention Collaborative (REIC) Update

Jennifer Buzby, Southern New Jersey Regional Early Intervention Collaborative (REIC) Director provided these updates.

- a. There are 3 new Family Support Coordinators. Family Link, the Southern REIC and Mid-Jersey Cares each have new family support coordinators as a result of turnover this past summer.
- b. Family Support Coordinators are requesting to present on Transition during the January 2023 SICC Meeting.
- c. Grocery Bag Outreach Project – Each REIC received insulated grocery bags and distributed them to community food banks and WIC Offices. As a result, many of these organizations have asked the REICs to come back and provide an overview of the Early Intervention (EI)
- d. There is a new Early Intervention Poster and brochures the REICs will be distributing to pediatric offices, libraries, and community stakeholders.

Lead Agency Report, Susan Evans, Part C Coordinator

I. Federal Updates

- A. The Government Accounting Office (GAO) asked states to submit data as part of a study of Part C at the request of Senators Murray and Kaine who are members of the Senate Committee on Health, Education, Labor, and Pensions. This is not an audit of the state rather the purpose is to inform federal policy makers and the public. The GAO requested data on the number of children who were referred, evaluated, determined eligible, and received services through IDEA Part C. In addition, the GAO survey asked how each state may use or analyze data, and what challenges the state may experience in identifying and serving eligible children and their families.
- B. Steven Gwozdik reviewed power points of the data New Jersey submitted to the GAO.
 - a. Data presented was from July 1, 2021 to June 30, 2022
 - b. Data broken down by race/ethnicity and primary referral source for children referred, evaluated, found eligible, then received an Individualized Family Service Plan (IFSP) during this time period.
 - c. This data is available to the public as part of the regular reporting of 618 data to OSEP each November and April.
- C. Presentation on the distribution of American Rescue Plan (ARP) Funds to date.
 - a. NJ Received \$5.8 million in funding
 - b. DOH noted that Procedural Safeguards Office (PSO) Modules and the Learning Management System (LMS) will have a noticeable decrease in onboarding to access the EIMS.

Project	Funds spent or obligated as of November 2022	Timeline
Gas stipend for practitioners	\$693,602.00	Completed June 2022
Rate Study Stipend for practitioners (1,446 practitioners)	\$161,952.00	Completed June 2022
Rate Study	\$267,000.00	Completed September 2022
E-Pyramid Training for 1,000 practitioners (MSU)	\$200,000.00	November 2022- September 2023
Stipends for Practitioners E-Pyramid Modules	\$150,000.00	Obligated November – September 2023

Project	Funds spent or obligated as of November 2022	Timeline
Purchase/Contract for BDI-3 kits, website licensing, consultant, training, electronic record forms etc.	\$870,000.00	Purchased November 2022, implementation January to March 2023
Learning Management System (LMS) incl. updated PSO modules	\$200,000	Go-Live Feb/March 2023
Child Find Materials/Marketing	\$35,000	June 2022 and continuing
Routines Based Intervention Training and Credentials for SCU	\$60,000	February 2022 and continuing
Reflective Supervision training for EIP administrators	\$30,000	Begin 2023
Cumberland County Grant	\$2,000,000	In development
Total obligated	\$4,667,554.00	

II. State Updates

- A. Battelle Developmental Inventory (BDI) 3 is under contract with Riverside for materials.
- B. NJEIS Rate Study Project is pending the review of senior DOH staff prior to finalization of the report and publication for stakeholders.
- C. Procedural Safeguards Office (PSO) Updates:
 - a. Zero formal complaints as of 11/18/2022; 3 investigations for fraud, waste, and abuse (FWA) in progress.
 - b. Children without providers available to pick up services has improved, but is not resolved.

New Business

- I. SICC retreat was held November 9, 2022 to review the Federal Office of Special Education (OSEP) Determination of Needs Assistance. NJ has a Determination of Needs Assistance since 2018. Susan Evans reviewed why determinations matter at both the state and local level:
 - a. Congress gets a yearly report on the state of Part C, which influences federal policy and funding.
 - b. Information is publicly reported for each state's stakeholders and influences State policy and finding
 - c. States not meeting requirements are required to work with a Technical Assistant (TA) provider to improve the system to meet the requirements.
 - d. The Office of Special Education Programs (OSEP) can impose additional monitoring and/or put the State in High-Risk grant status.
 - e. The State issues Performance Reports and Determinations to local programs. The State has the authority to impose additional monitoring and/or identify Early Intervention Programs (EIPs) or Service Coordination Units (SCUs) as High Risk status.
- II. State Systemic Improvement Plan (SSIP):
 - a. The Theory of Action can be found on the State website under Public Reporting as well as the Dashboard sent to stakeholders in late October.
 - b. The Theory of Action is primarily in place to improve child outcomes, but permeates into all EI does to run a quality Early Intervention System.
 - c. SICC Committees to focus some of their work on supporting the SSIP.
 - d. The Department will be revisiting the rubric for local determinations and how it can be

leveraged to improve both local and statewide performance including compliance and quality measures.

Additional Discussion:

- a. Corinne Catalano accentuated the need to understand the bi-directional relationship of supporting the child's development by supporting the confidence of those working with the child.
- b. Joyce Salzberg emphasized that this is all of our responsibility and to embrace what's going to happen so that we can move forward as a system.
- c. Virginia Lynn commented on how this is going to pull us all together and help us provide high quality services statewide.
- d. Kathleen Hinnigan-Cohen asked why are we in Needs Assistance?

DOH Response:

The U.S. Department of Education Special Education Website has resources how the Federal Department makes determinations for the public. In the determination process States have a rubric for Compliance Indicators and Child Outcome Indicators. New Jersey is compared to other states and its own performance from year to year. Some compliance indicators are required to be 100%. One of New Jersey's challenges in this last Determination process is related to the pandemic operations where BDI evaluations were not done in-person,

III. Future Meeting Dates:

A. January 20, 2023

March 24, 2023

May 19, 2023

September 22, 2023

November 17, 2023

Retreat April or July TBD

B. January 20, 2023, SICC Public meeting will be held virtually.

Council members continue to prefer the virtual meeting format which has increased the number of public members and stakeholders who attend and participate.

Discussed the retreat being in-person with a possible virtual option.

Old Business

- I. No updates

Public Comments

The following comments were made by members of the public:

David Holmes (Kenneth Holmes), ABCD EIPA –

- Complimented the Council for all of the work they are doing.
- Asked if the Department has made any recommendations for the 2024 budget in terms of any new initiatives?
Susan Evans replied, the program has not been asked to do any budget work yet.
- Grateful to see the review of APR Funds and supports addressing the issue of recruitment.
- Supports the training initiatives mentioned in the Dashboard.
- Supports idea of Data Committee, suggested it be chaired by Sandra Howell.

There were no additional public comments.

Susan Evans reminded the Public that they can submit comments to the Department or in the Chat Box which are recorded for the Department.

The next SICC public meeting is January 20, 2023, 9:30am.

Motion to adjourn the meeting by Kimberley Peto and seconded by Michele Christopoulos.