

**ICC Family Survey
Committee Meeting
Minutes**

Date: 1/17/20

Members Present

Sarah Greene, Parent

Staff Present

Annie Converse

Tanya Goitia

Dr. Jennifer Miernicki-Nojunas

Appointed Public Members Present

Alma Espinoza

Brittany Miller

Chineca Hays (absent)

Members of the Public observing

None

Annie Converse welcomed the committee and asked all to introduce each other. Annie read the Open Meeting Law script to ensure compliance.

Update on decision on electronic survey

A. There are two (2) options:

1. Survey monkey- we don't have Business Associate Agreement for FERPA and HIPAA so we will have to use a record coding technique.
2. Google forms- includes an option for a survey and has a FERPA compliant version; Annie completing training to see if it will meet our needs.

B. Regardless of which option we use, will include a randomly assigned number

C. Number of surveys received electronically will determine whether we also continue to have Service Coordinators (SCs) provide surveys in-person, however, hard copy surveys will always be available for families who are unable to complete online; we can revisit having envelopes attached to paper surveys with their individually assigned numbers.

D. Once a decision is made on Survey Monkey vs. Google forms, Annie will send to the subcommittee members to try out.

E. Annie can set up dashboards to share survey responses with each Early Intervention Program (EIP)

Results of surveys of Service Coordinators and scripts used

A. 90% of families fill out the survey if SCs ask the families to complete while still in the home and seal in an envelope.

B. Team Leads also talk to the families about the surveys and encourage the family to complete, explain that it's helpful for the program

Sample Survey Layouts

A. Three (3) options:

1. Family Outcomes Survey: same as current survey, broken down differently (differences are the headings and ordering of the questions)
 2. Version 1: lengthier explanation on the front cover, more of a scientific-based description, combined the letter into the coversheet, questions are the same and broken down into headers; back page includes AzEIP Central Office contact info, as well as the contracted program contact information
 3. Version 2: "Likert" scale is different, but if six options are given, the scale can be changed; back page includes AzEIP Central Office contact information, as well as the contracted program contact information
- B. Subcommittee preferences:
1. Include the letter information on the front cover of the summary so a separate letter is not required
 2. Include the program contact information on the survey

Recommendations for AzEIP for revisions of Family Survey Question

- A. Questions can be changed as better reliability, more family friendly, better information for the programs and teams
- B. Can pick one question from each grouping, 25 questions at a minimum
- C. Can randomly assign families to certain questions as we attempt to identify the best questions moving forward
- D. One question that is not here that we can create would be something like; My Team Lead was the best person on the team to meet my child and family's needs.
- E. As a subcommittee, we can select questions we propose to move forward with and then ask for additional stakeholder input on any questions we aren't sure about, then Annie will consolidate into a survey
- F. Reviewed the NCSEAM Item Bank and eliminated several questions
 - a. Annie will compile the remaining questions and send to subcommittee members and additional stakeholders (families and providers); subcommittee members will send out to as many families as possible to select which questions they would prefer to be asked on a family survey
 - b. Categories to include on the survey: Transition, Dispute, Self-Advocacy, Services, SC, Team, Culture, Outside Resources, Community, Efficacy, Routines/Settings/Outcomes

Next Subcommittee Meeting

Scheduled for February 21st, 2020 from 9am-11am at 1789 W. Jefferson St. AzEIP conference room

Agenda:

- (1) Finalize the Family Survey questions and Likert scale,
- (2) Develop a sample script for SCs to explain the Family Survey

Brittany Miller was appointed the new Chair of the Family Survey Committee by Lana and Katie.

With no further business, meeting adjourned.

Respectfully submitted, Family Survey Committee