

**ICC Family Survey
Committee Meeting
Minutes**

Friday August 16th, 2019
9:00am-11:00am

Members Present

Sarah Greene
Alma Espinoza

Staff Present

Tanya Goitia
Annie Converse

Members of the Public Present

Chineca Hays
Astrid Goodstein AzAD

Chair Sarah Greene called the meeting to order at 9:15am

Discussion topics as follows

- Discussed that we have Survey Monkey and still need a Business Associate Agreement (BAA) agreement to share personally identifiable information.
- Discussed potential changes from Office of Special Education Programs (OSEP) on using family outcomes
- Banner uses SafeLink-does not count towards their data or minutes for communication with families. They do not have to have a BAA for HIPAA. It is a long process to implement.
- Reviewed the NCSEAM. Concerns from the committee very wordy, not family friendly, fine print. Discussed changing survey or changing the look of the survey. Discussed potentially creating a job aid- vs. training that is specific to individual culture of the team.
- Setting expectations and reminders with families that they will get surveys. Ongoing survey discussions by Service Coordinator. Leader calling families to see if they talked to the families about survey. Discussed requesting AZEIP office have programs create an action plan when local program is not meeting target.
- Format: Grouped questions, larger print.
- Discussed providing families with self-addressed stamped envelope for surveys provided by service coordinators as had happened in the past. Discussed providing service coordinators with pre-filled surveys to give to families for specific families

Action Steps:

Annie Converse, AZEIP to get the NCSEAM booklet to see if the agree/disagree can be changed. ECO program analysis booklet.

Start drafting letter at next subcommittee meeting