

Interagency Coordinating Council
Family Survey Subcommittee
Friday November 15th, 2019

Committee Members: Sarah Green, Brittany Miller, Chineca Hays
Staff: Annie converse, Tanya Goitia

Priorities:

- Electronic survey
- Reformat survey
- Script for Service Coordinator's (SC)

Consider one way to send out family surveys through the (SC) or state AzEIP office but not both

Recommendations:

- Send each Early Intervention program their records on a monthly basis for kids who are exiting and have annual IFSPs with the unique identifier and name pull off tab so that it can be removed while ensuring it is directed to the correct family
- Loss of contact surveys sent from state
- Send electronic survey to family after no response for a certain period of time; with 2nd attempt, 3rd attempt, 4th attempt, etc. in the email subject line
- Put child's name on mail (parent more likely to open it addressed directly to child- not even "To the Parent of", just Child's Name).

Reformat survey:

- Annie checking to see if we can reorder existing survey and categorize with headers (similar to ECO headers or "about my child, education, communication, resources, etc.")
 - If we can't reorder it, Annie will still add the break lines
- Check if we can give out self-addressed stamped surveys

Sarah reported to the committee this was her last meeting as the chair, Brittany Miller potentially interested in the chair position. Will share information with the ICC Chair for review.

Would like to have an SC representative on the subcommittee. Will take this under advisement.

Follow Up:

- Annie will ask SCs with the top 5 return rates to submit their "family survey scripts", to understand their engagement strategies.
- Annie will send out SC family survey scripts, draft revisions of the survey, and current survey cover letter prior to next meeting for group to review and develop feedback prior to next subcommittee meeting