

Interagency Coordinating Council Executive Committee Meeting
February 21, 2020
Minutes

Present

Suzanne Perry
Christopher Keck
Stephanie Collier
Sonia Samaniego
Katie Murdoch
Dana Hutchings (phone)
Brittany Miller

Staff Present

Alicia Amundson
Ashley Boruff
Jenee Sisroy
Annie Converse

1. Welcome Meeting called to order at 10.34am by Katie Murdoch, ICC Chair

Katie is excited to be new chair and looking forward to all the work that is being done. Katie expressed that she has additional seat to fill on the Executive Committee and will be doing so soon.

Stephanie, suggest reach out to Amy Corriveau at First Things First as she reported interested in ICC council and the work that is being done. Sharon will send her an email.

2. Committee updates

a. Transition

- Stephanie: workgroup working on resources, pilot in southern AZ.
- Ashley update on workgroup meeting on resources and are proposing to have a draft directory for south by April 17th meeting
- Stephanie: Videos workgroup have ideas, small vignettes. We are aware that DES has videographer however, availability and timeframe we are certain of.
- Jenee: You will need plan of what the video is, what ideal timeline is , they will take that information to review and respond with what it would look like or whether there are conflicting projects within the Department. You will need a script to determine length of video or what format will be.
- Sharon: how do we choose who is the persons will be to record the video?
- Jenee: if we want to go outside (not in studio) and video staff in a home or other place, must have a plan for that and will be more time consuming. Suggest develop a 1 page plan on exact videos, content, scripts, and location (DES facility and/or field); Jenee will send questions to ensure criteria of what they need.
- Stephanie: need training as soon as possible for compliance for OSEP
- Sharon- can share example of Michigan's transition video as this is the best.
- Suzy: the plan should include who is the audience and who is involved.
- Katie what is the timeline for completion of this project?
Jenee: During our OSEP audit, we had findings in relation to transition. AZEIP is

working on response to OSEP on findings. AzEIP will be providing a response. AzEIP will develop transition training materials as activity of response. AzEIP must submit a plan within 90 days of receipt of letter and will complete correction within 1 year of notification.

- Sharon: Kristy Thornton has begun scripts for videos
- Jenee: OSEP shared with what main 4 priorities are for states, one being more parent involvement. Identify who the audience is for the video. Can we have parent feedback on videos?
- Sharon: Michigan videos had 2-3 families featured with their experience through the process. And we hope parents will be a large part of our video as well.
- Katie: can you share the link to the Michigan video?
- Stephanie: Annual meetings with ADE and AzEIP providers to promote relationships, collaboration and cross sector discussions is also something we have shared with leadership at AzEIP. Discussed AzEIP taking the lead on scheduling those meetings. Is there an update for these to potentially occur?
- Alicia: have not set up time to discuss yet.
- Stephanie: leader level of transition process part c and part b
- Jenee: AzEIP and ADE meet to determine plan. Sounds best to have a collaboration present and audience would be AzEIP leadership and Leadership responsible for Part b district (coordinator or director of school). My suggestion is to develop a survey that they can use before meeting to collect from their staff on barriers working with each other.
- Sonia: even if audience is leadership if we can develop something that can be shared with Service Coordinators, "boots on ground people" will help with understanding and the message. That is one of the huge barriers, not getting message consistently. A toolkit that is provided to everyone that is accessed by all will support with this.
- Stephanie: yes, would like to see the toolkit on website
- Jenee: have there been discussions to include transition outside of Part b. want to make sure that there are other options other than special education.
- Sharon: share with TA documents with building relationships with other coalitions

b. Fiscal

- Dana – set up meeting with providers and AHCCCS (university, complete care united) ask to set up quarterly meeting to work through difficulties. Asked to have billers meeting with AzEIP, set up quarterly meeting with AzEIP on updates (statewide), will start looking at family guide for funding booklet.

c. Family Survey

- Brittany – Annie helped facilitate going through questions and sending to stakeholders, families, narrowing down questions on survey. Lots of participation and diverse responses. Today we met and narrowed down to 25 questions. Will meet in March and finalize script for Service Coordinators. Will have available to present to ICC in April and become active 7/1/20.
- Annie: will send to ICC for reviewal prior to April Meeting.

3. AzEIP

- a. Alicia – propose to add as regular updates and feedback for executive meeting and council. Comprehensive System of Professional Development (CSPD) requirements for IDEA part c infrastructure to make sure we have quality professional development opportunities and coordinate across sectors have qualified staff. AzEIP continues to receive intensive technical assistance (TA) support from Early Childhood Technical Assistance Center (ECTA). Strategic planning on April 16 to assess outcomes of group.
State Systemic Improvement Plan continuing to work on outcome and in process of analyzing data and finalizing report. AzEIP would like to request ICC feedback on SSIP. There are 4 f areas: accountability (Data system and monitoring), practices (quality services and evidence-based practices), fiscal (utilizing system of payments/funds). Further updates will continue throughout the year. Annual Performance Report (APR) was submitted, had some slight improvements and others
- b. Annie: APR OSEP just submitted for public comment changes to data collection requirements. One change is reporting on additional family outcomes metrics. Race ethnicity plus geographic, SES, and other factors.
- c. Suzy: This is similar for part b, we will have to look at another data point.
- d. Katie: can you describe SSIP?
- e. Alicia/Jenee provided description of the SSIP for the committee
- f. Katie: recommend give description of terms used to ensure participants are knowledgeable about topics discussed and needing feedback on
- g. Jenee: received OSEP findings letter, compiling details and will share with ICC and providers. Overarching areas are in fiscal, payor of last resort, transition, single of authority. This year we are not going to go out for public comment of P&P to account for time to address findings. We will have public comment period for grant applications.
- h. Katie: is their data or comparisons with other states that we could look at?
- i. Annie: data is out there, waiting on 2017 however, prior years are available. We are near average or slightly above or below. 2017 data made a pretty large leap.
- j. Jenee: when comparing data, we account for the variance amongst states as three other state have similar eligibility criteria. North Dakota, Michigan, and Connecticut.
- k. Jenee- analyzing Rate rebase and having weekly meetings internally. Once reviewed anticipate to schedule focus groups with providers. Big deal for providers and executive members, that DDD received a rate increase higher than AzEIP. Impacting providers with retention and recruitment.
- l. Katie: what can we do to advocate for this?
- m. Jenee: Advocacy can be done at any time? March 11th 8-12 day at the capitol is a great way to speak to the legislators.
- n. Katie: focus on advocacy of this through a committee. If we could use the development committee for this work.
- o. Brittany: any current legislation for provider increase, anything started at all?
- p. Jenee - SB1522 appropriations
- q. Sharon: DES Legislative liaison Kathy Ber might be able to present after the session to give us a lesson about the bills

4. Strategic planning

- a. Katie: Lana had suggested after attending the national conference we create a strategic plan. I would like for the council to develop strategic plan
I asked Sharon to gather some logistics for us determine who when where, we are exploring facilitators.
- b. Katie: is it within the budget?
- c. Sharon: yes
- d. Katie: I believe the entire council should participate in strategic plan but what are your thoughts
- e. Suzy: yes, great idea, I have suggestions for facilitators
- f. Katie: Should this be a 5-year plan or 3-year plan. I would like to see it be a 5-year plan s
p it supports our transitions of leadership
- g. Brittany: Our staff did one recently for RSK called it an IEP for our organization. Helps to explain work to others outside of the ICC council.
- h. Katie called for a motion to hold a strategic planning meeting, the following members Suzanne Perry, Christopher Keck, Stephanie Collier, Sonia Samaniego, Katie Murdoch, Dana Hutchings (phone), Brittany Miller approved to schedule strategic plan.
- i. Chris: how big of a group...one large group or will there be subgroups?
Sonia: exec provide guidance/suggestion to have council vote on.
- j. Katie: I propose executive members to expected to attend and leave it open fo any council member who like to attend.
- k. Jenee: is it one-time event or more than one? Would council like to have AzEIP involved in planning?
- l. Sonia: I believe it is important to have AzEIP be represented and be transparent
- m. Others agree. AzEIP leadership will be in attendance
- n. Members agreed either September or October would be good time for strategic plan.
Katie and Sharon will discuss dates with facilitator.

5. Bylaws

- a. Katie asked Sharon to review as last review was detailed, there should be minimal to look at, it will be shared with members.

6. ICC agenda items

- a. Katie: Send educational topic to Katie for future meetings.
- b. Jenee: idea to have CMDP present on integration effective Oct 1st, 2020
- c. Alicia: recommend the inclusion taskforce and work done by ADE.
- d. Suzy: ASDB will no longer be receiving IDEA funds.
- e. Sonia: deaf blind project, important for ICC and public. Pat Jung would present.
- f. Suzy: opportunities for professionals to become a teacher of the visually impaired
- g. Brittany: children that utilize behavioral health, have an agency present on what that looks like. A lot of questions from families for children of behavioral health.
- h. Chris: have contacts with Infant Toddler Mental Health Coalition
- i. Stephanie: If we struggle with parent stories, is that something that can be put in newsletter. Are providers aware we are looking for parent stories. Sharon will add to March newsletter
- j. Brittany: I do social media for RSK so we can highlight and locate families.

Next Meeting was April 10th but will be cancelled due to Good Friday holiday.

7. Public Comment: None
8. Adjourn meeting at 12:24pm