

ICC Meeting Minutes

Date: May 18, 2020

Time: 11:00am – 11:53am

Due to COVID-19, the ICC has implemented measures to protect council members and the community by limiting public meetings to electronic means only.

ICC Members Attendance

Katie Murdoch, Chair

Lana Graber, Vice Chair

Dana Hutchings

Kate Dobler

Sarah Greene-Absent

Sara Clancey

Stephanie Collier

Suzanne Perry

Sonia Samaniego

Laurie Shook

Kathleen Muldoon

Judith Walker

Christopher Keck

Lorie Jewett

Barbara Schrag

Rob Pfister-Absent

Jenee Sisroy, Part C Coordinator and AzEIP Administrator

AzEIP Staff Attendance

Ashley Boruff

Sharon Pierson

Alicia Amundson

Tanya Goitia

Annie Converse

Lisa Casteel

Lisa Monreal

Chantelle Curtis

Anissa Moussa

Members of the Public Attendance

74 members of the public were in attendance

1. Call Meeting to Order

- a. Katie Murdoch, ICC Chair called virtual meeting to order at 11:00am, thanking the ICC membership and public for attending the virtual meeting. Chair Murdoch welcomed three new ICC members; Laurie Shook, Kathleen Muldoon and Judie Walker.

2. Strategic Planning Meeting

- a. Chair Murdoch reviewed the strategic recommendations from the Executive Committee to hold a planning meeting in September or October 10am-3pm, with a facilitator. Chair Murdoch asked for a motion for approval of the recommendation. Kate Dobler made a motion to approve the Executive Committee recommendations, with Lana Graber's second. Approved by Laurie Shook, Judie Walker, Chris Keck, Stephanie Collier, Kathleen Muldoon, Lana Graber, Suzie Perry, Kate Dobler, Barb Schrag, Sara Clancey, Dana Hutchings, and Lorie Jewett. There were no members opposed, motion carried.

3. ICC Member Updates

- a. No updates reported at this time. Another opportunity for member updates will be asked at the end of the meeting.

4. Committee Updates

- a. Transition Committee
 - i. Stephanie Collier, Transition Chair shared that meetings have been occurring virtually for the past two months and transition workgroups have been making progress.
 - ii. The Resource Development Workgroup has been gathering resources and information related to children transitioning out of AzEIP, specific to Southern Arizona as a pilot, and plan to have a transition section added to the AzEIP website with this information.
 - iii. The Video Vignettes and Brochure Workgroup has met with a videographer from the Department of Economic Security (DES) to support with the process of creating informational videos for families with children transitioning out of AzEIP. Workgroup members have identified topic areas, written video scripts, and are in the process of identifying participants (families, Service Coordinators, stakeholders, AzEIP state office, etc.) to participate in the videos. Stephanie informed attendees if anyone is interested, to contact her (email address is found on the AzEIP webpage under ICC membership) or AllAzEIP2@azdes.gov. Additionally, the workgroup has been working on a brochure for families regarding transition. The final draft is due 6/1/20 and will then be submitted to the DES Public Information Office (PIO) team for recommendations, review.

- b. Fiscal Committee
 - i. Dana Hutchings, Fiscal Chair reported no new updates and shared that the fiscal committee will be meeting within the next week to reconvene and discuss the focus of the committee.
- c. Family Survey
 - i. Brittany Miller, Family Survey Chair shared that the Family Survey committee has met a few times over the past few months and are looking forward to the implementation of the new family survey tool.
 - 1. Question (Kathleen Muldoon): Why was it decided not to have a neutral position? Without neutral, forces someone to choose a position they don't feel and may skew data. Also, why was it decided not to have an I don't know position?
 - 2. Brittany: we had several examples from which we could choose
 - 3. Annie: this survey was created by National Center for Special Education Accountability Monitoring (NCSEAM). At the beginning of the survey it says to not answer if the respondent doesn't know and the same applies for a neutral response. Not having these two response options were based on the recommendation for this specific survey per NCSEAM. Annie will send additional information on this specific tool to Kathleen
 - ii. Brittany shared that the committee spent a couple of meetings reviewing each block of questions, sought stakeholder and family feedback, sent survey to ICC members for feedback
 - 1. One concern: 27 questions (minimum is 25); added one that is AZ specific "My Team Lead is a good fit for my family" and one other we didn't feel we could leave out
 - 2. Survey will be available in Spanish and possibly Arabic, also can request other languages through the AzEIP office
 - 3. Script was developed and modified due to COVID- explains importance of the survey and how it will be used
 - 4. Will be emailing the script and directions for SCs to support families in completing the survey electronically by next week
 - 5. Intend for new survey to be available 7/1/20
 - iii. Brittany and Annie attended a webinar and new plans include possible webinar and family survey section on AzEIP website
 - 1. Question from Sara Clancey: can we have the survey translated into Navajo?
 - 2. Annie will investigate this.

3. Call for approval: format and questions on the family survey; Laurie Shook, Judie Walker, Chris Keck, Stephanie Collier, Kathleen Muldoon, Lana Graber, Suzie Perry, Kate Dobler, Barb Schrag, Sara Clancey, Dana Hutchings, Lorie Jewett approved the use of the family survey.
- d. Development Committee- Lana Graber
 - i. Lana Graber, Development Committee Chair, shared that the committee is currently under development and future plans for the committee will be discussed at the ICC Executive Council meeting.

5. AzEIP Updates

- a. Child Find Activities
 - i. Alicia Amundson provided updates regarding AzEIP's child find efforts since the declaration of the public health COVID-19 emergency. A specially designed flyer was created and has been sent to all early intervention programs, and shared with community partners to share with referral sources. Additionally, it was shared that early intervention programs have reported conducting social media campaigns including:
 1. One AzEIP team based early intervention services (TBEIS) contractor has developed a podcast to talk about early intervention and referrals.
 2. Another TBEIS contractor is working to get a segment on Channel 3 News to spread the word that we're still accepting referrals.
- b. SSIP/APR
 - i. Alicia Amundson shared that the State Systemic Improvement Plan (SSIP) and Annual Performance Report (APR) have been submitted to the Office of Special Education Programs (OSEP).
- c. CSPD
 - i. Alicia Amundson shared that efforts continue to be made to support the Comprehensive System of Personnel Development (CSPD) which includes professional development, staff retention and recruitment. A CSPD strategic planning meeting is scheduled for June 3, 2020 1pm-3pm.
- d. Part C Waiver
 - i. Alicia Amundson shared that in response to COVID-19, the Secretary of the Department of Education requested a waiver through Congress asking for permission to extend Part C services over the age of 3 until school districts are able to complete eligibility for Part B. The waiver has not been approved by Congress at this time, so there are currently no changes. The current process of transitioning is still in place to work with school districts and other community partners
 - ii. Question (Lana Graber): Is that called the Cares Act?
 1. It was a part of the original Cares Act but hasn't been decided upon, so AzEIP/ADE will continue as we have
- e. Continuation of Tele-intervention services
 - i. Alicia Amundson shared that at this time, AzEIP will not resume

in-person visits. AzEIP is following CDC and federal and state guidelines to continue tele-intervention services.

- f. AzEIP webpage
 - i. Ashley Boruff provided an update that efforts continue to be made to update the webpage, including the ICC webpage. DES is rolling out in phases the revamp of various webpages by Divisions and programs. AzEIP is one of the next programs scheduled to have the website updated to the new format which is anticipated to occur later in the year.
- g. Online Referrals
 - i. Ashley Boruff reported that AzEIP in collaboration with the contracted central referral agency, Raising Special Kids, are working to update the AzEIP online referral to make it more user friendly and efficient, such as implementing an English/Spanish toggle button. Improvements will be rolled out in phases and notifications of when these improvements are scheduled to occur will be shared.

6. ICC Member Updates

- a. Judie Walker shared that the Arizona Health Care Cost Containment System (AHCCCS) website is being updated on a regular basis with questions and answers regarding services during COVID-19, including tele-health services.
- b. Suzanne Perry shared that the Arizona Department of Education has been holding weekly meetings with school districts to share updates. Last week AzEIP presented to all school administrators regarding transition out of early intervention and into school districts. School districts are still expected to participate in transition conferences and ECTA's recent guidance around evaluation procedures for tele-evaluation was shared. Suzanne recognized AzEIP for the work that has been done during this time with COVID-19, including the messaging and communication amongst parties. Suzanne shared that if issues arise, in relation to transition from Part C to Part B, to contact ADE (c2binbox@azed.gov).
- c. Lana Graber thanked AzEIP and everyone for moving so swiftly from in-home/community services to tele-based practices. She reflected on how helpful and supportive it was to providers. From the AzEIP contractor perspective, tele-intervention is working really great, team members came together to help one other navigate the technology aspects of tele-intervention, program managers wrote narrative scripts to support staff to engage and support families with the tele-intervention method. One request Lana asked of attendees to support AzEIP with to ensure children do not fall through the cracks, is to share with their network and the community that AzEIP is still open for business and referrals can continue to be made.
- d. Laurie Shook shared that Raising Special Kids (RSK) is offering various virtual events for families, including Facebook Live sessions. Additionally, RSK has been messaging that AzEIP is still accepting referrals.

- e. Christopher Keck shared that the Department of Child Safety (DCS), is in the process of contracting Comprehensive Medical and Dental Program (CMDP) to become an integrated health plan to serve children in foster care. It is anticipated that more information will be available in the coming months. Additionally, DCS has made several changes in response to COVID-19 and the orders made by the Governor and will continue to as the restrictions change.
- f. Kate Dobler shared that First Things First (FTF) is holding their annual conference virtually this year. It is currently scheduled for September 1, 2020 and will be free to attend. A request for presenters and save-the-date invitation will be made available soon.

7. Adjourn

- a. Katie adjourned the meeting at 11:53am.