SSIP Functional Assessment Team  
July 12, 2016

Meeting Notes

Participants: Terri, Anne, Carol, Kelly, Kathy, Lauren, Angelina, Andrea, Sunyoung, Kristine, Cori, Catherine, Kyla

Welcome: Terri noted what a great group of volunteers we had for this group and thanked everyone for participating. We will be working together as a big group for the first two meetings and then splitting into subgroups for more of the work. Terri also mentioned the following:

• Meeting #2 will be on August 4, 1:00
• Same Adobe link every time
• Reviewed today’s agenda

Background on SSIP plan - how it was developed, team members, process to VICC & OSEP, timeframe moving forward:

• Kyla shared that the State Systemic Improvement Plan (SSIP) was developed over the course of 2 years.
• Year 1 involved a data and infrastructure analysis in order to identify the child or family outcome we wanted to improve in Virginia. We selected increasing the percentage of children exiting EI at age level in the area of using appropriate behaviors to meet needs.
• We also identified 5 broad improvement strategies to help us achieve the desired improvement. One of those broad improvement strategies was to increase professional development and ongoing support for providers to use functional assessment and a consistent child outcome rating process.
• In Year 2, State Leadership Teams worked to identify specific steps and activities for the broad improvement strategies. The final SSIP was submitted to the US Department of Education ahead of the April 1, 2016 deadline.
• This group is addressing a few of the specific steps under the functional assessment and child outcomes rating strategy in the SSIP.

Team Introductions: Team members introduced themselves and shared why they were interested in participating on this team.

• Angelina – Local System Manager in Alleghany Highlands; first time helping out with Part C changes; excited to be a part of it
• Andrea – Speech Language Pathologist, Prince William; sometimes struggles with assessment and outcome ratings in various scenarios and interested in learning more about the process; primarily serves Spanish-speaking families
• Anne – Technical Assistance Consultant with state office; co-leader of this team
Catherine – EI Administrator; wants to hear what people have to say to learn more about what’s happening in the field

Carol – Local System Manager, Rockbridge; also provides Service Coordination and Developmental Services as ECSE; does assessments and outcome ratings all the time and would like to do a better job

Cori – EI Professional Development Specialist; how we can incorporate more about functional assessment and child outcome ratings into professional development

Kelly – Physical Therapist, independent contractor for 3 local systems, chair of Virginia Interagency Coordinating Council (VICC); involved with SSIP from beginning so interested in big picture but also as a provider in making assessments more functional and increasing inter-rater reliability

Kyla – Policy Consultant with state office; feels like the work of this team gets at the crux of ensuring accurate child outcome ratings.

Lauren – Speech Language Pathologist in Fairfax; lots of assessments, important to look at the really functional aspects, inter-rater reliability

Sunyoung – Service Coordinator with Fairfax; was on the State Leadership Team for this topic, excited to see implementation of the plan she helped develop

Terri – Technical Assistance Consultant with state office, co-leader of this team

A few team members were unable to participate today and will meet tomorrow for an overview

The Plan:

Terri and Anne developed a draft work/action plan for the activities from the overall SSIP that fall under this group

Terri reviewed the plan (sent out ahead of meeting) with the group

- Adopt definition – there are already some out there and we need to decide what we’re going to adopt in VA
- Create process – original task was to revise Child Outcomes Booklet, but depending on other decisions (like what tool we use), we may start thinking differently about the booklet and we wanted to keep this task broader
- Looking at some tools that are more specifically designed as anchor tools for the child outcome process. Sent three options out ahead of today’s meeting. Will look more carefully at these before next meeting, talk about then and decide about piloting one or more. Terri, Anne, Kyla and Beth met with author of the MEISR to learn more about it and she may be able to meet with those who want to pilot it.

- Family’s role
- Inter-rater reliability: a lot of this team’s work will help improve inter-rater reliability; in the meantime, putting together tools and resources for local systems to use

Discussion about the plan:

- Kelly - Concern about MEISR adding to time it takes to complete assessment and IFSP; related issue of cost. Need to be sure it can be incorporated in an efficient way.
Andrea often interpreter during assessment ... need to consider the challenge for interpreters to convey new/additional information and terms
Lauren - Had same initial concern as Kelly but thought more about all the questions she ends up asking to supplement gaps in current assessment tool and having all of those questions/functional areas covered on the MEISR may actually make it easier.
Piloting will help us test these issues ... does it really take longer, are there things we can do to minimize that.
Cori – From national perspective, functional assessment is next priority for Universal Curriculum group ... our work aligns with what’s happening nationally in terms of professional development priorities
Sunyoung – functional assessment is not a one-time activity; want to emphasize ongoing nature of assessment (what leads up to initial ASP and what happens after)

Sub-teams - pilot groups, assessment tools summary, inter-rater reliability, Child Indicator Booklet (purpose, audience): Since this is a large group, we are considering the use of subgroups to tackle some of the specific topics we need to address. We will discuss this further in our next meeting, but possible subgroups include -

- Pilot group(s) for new assessment tool(s)
- Assessment tool summary
- Inter-rater reliability
- Child Outcome Booklet (including review of purpose and audience for the booklet based on other decisions this group makes)

Share & briefly review the three COS tools for review:

- Terri and Anne have spent a lot of time looking at what resources already exist that will help us address our objective. Looking for tools that:
  - Support full participation of families
  - Provide enough functional info for ASP/ongoing assessment and outcome ratings
  - Support high level of inter-rater reliability
- Field wants: better understanding of functional skills across the 3 outcome areas; what functional skills fall under what child outcome; consistency across state
- Anne talked about and showed examples of the types of tools and resources that are out there in terms of anchor tools to support child outcome ratings:
  - Crosswalks of isolated skills from “traditional” assessment tools to child outcome areas
  - State or locally-developed tools of age expected skills organized by child outcome area - like our Child Outcome Booklet; still mostly isolated skills (lists of items from assessment tools); not research based; looked at examples from three states – mostly the same skills, just organized differently
  - MEISR COS – MEISR developed in 2007; updated in 2012 to add the link to the child outcome ratings; hopefully will be published later this year but we have permission to pilot it; the only research-based tool available; looks at functional behaviors across
home routines and activities. Can be used for ongoing assessment. Can report scores/abilities in functional domains, developmental domains, and child outcome areas. Looked at layout and scoring of the MEISR.

ECTA COS Tool Kit:

- This is a new national resource, just released in June 2016. We want to take advantage of these kinds of great resources that keep us from starting from scratch and that keep us aligned with national trends and efforts.
- Provides help for programs and teams to observe and train teams around using a quality collaborative team process for the child outcome ratings; emphasizes family engagement in that team process as well
- Includes introduction, checklists, descriptions and examples that illustrate the team collaboration practices/skills reflected in the checklists

Share & Discuss the **SSIP Functional Assessment Team COS Tool Review**:

- Team members will do a broad review of the tools sent out ahead of today’s meeting and complete questions on the review sheet by Meeting #2
- At meeting #2, will decide whether we want to pilot one or more of these tools.

Go over meeting schedule & Agenda for Meeting #2: **August 4, 1:00 – 2:00 or 2:30**

**Agenda**

- Review & Edit the Work Plan:
  - team discussion, input, changes, additions
  - identify team leads for sub-groups
- Discuss findings from the COS Tools & Took Kit Review; please organize your thoughts using the COS Tool Review.doc so we can keep the online discussion moving
- Identify interested local assessment teams to pilot the MEISR-COS and other tools
- Adjourn

Before that meeting, please:

- Review work plan and make any edits, additions
- Review tools