

**Virginia Interagency Coordinating Council (VICC) Steering Committee
July 25, 2001**

Attendance

Anne Stewart, Pam Johnson, Glen Slonneger, Brenda Crockett, Beth Tolley, David Mills, Mary Ann Discenza

Anne Stewart called the meeting to order at 9:35 AM.

Anne expressed appreciation for the discussion and decision made at the June VICC meeting concerning establishing a special VICC committee to serve as the Office of Special Education Programs (OSEP) Continuous Improvement Monitoring Process committee. She stated she believes this will allow for appropriate representation of early intervention stakeholders.

Public Awareness

David Mills reported that the public awareness have been sent to Commissioner Kellogg for his review and approval. The next step is to contact the committee chair, Paris Ashton from the Office of Graphic Communications (OGC) and Sarah Scott to give the go ahead for them to proceed with development and production of the public awareness materials. David reported that he expects a draft of the public awareness magazine will be ready for review by the public awareness committee within two weeks of receiving approval from the Commissioner.

Anne Stewart asked how the committee would assure review and participation from families and providers. David reported that with the addition of two representatives from CoCoA (Council Coordinators Association) to the committee, as well as the active participation of a number of family members, concerns addressed previously about lack of input will not be an issue now.

Ability to Pay

Glen Slonneger reported that the VICC Ability to Pay work group will only monitor and report on the process.

Brenda Crockett provided information initially prior to Mary Ann Discenza's arrival. Mary Ann provided additional information. There was good attendance at the June 14 Ability to Pay Procedures training. The Continuous Quality Improvement Ability to Pay Committee, as well as representatives from the sites that are currently implementing the process will meet August 7. Agenda items for that meeting include implementation issues from the seven phase-in sites, clarification about policy questions and other issues, finalization of the training and training teams for the trainings that will be held across the state during August and September 2001. Listed below are the dates and locations for the regional trainings:

August 28 Tidewater: Major Hillard Library, Chesapeake
September 5 Richmond Central: Chesterfield Main Library, Richmond
September 13 Valley: Mary Switzer Building, Woodrow Wilson Rehab Center, Fishersville
September 19 Roanoke: Easter Seals, 201 E. Main Street, Salem
September 21 Northern Virginia: Pennino Building, Fairfax
September 25 Abingdon: Wachovia Bank, 3rd floor classroom

Anne Stewart asked what resources are available for the councils who are implementing the procedures. Brenda Crockett reported that in addition to technical assistance from the state,

localities that are already using a cap system (Carol Burke and Brenda Crockett, and possibly Kathy Phillips) are serving as resources.

Brenda Crockett reported that she believes that some service coordinators are having a hard time grasping the concept of a cap system. Anne Stewart expressed appreciation for the feedback and indicated that she would see that the people who are developing and refining the service coordination training receive this information.

A discussion followed concerning the role of the Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMR SAS) Reimbursement Office in the training. John Jackson participated in the June 14 training. Glen Slonneger said he believes it is important for someone from reimbursement to be a part of the training. Brenda Crockett reported that the committee also believes the Office of Reimbursement should be represented at the meeting and suggested that Terry Tuck might be an appropriate representative of the Reimbursement Office if John Jackson is not available for future trainings.

Mary Ann Discenza is developing a Question and Answer Document to address the questions that have arisen concerning implementation of the statewide Ability to Pay procedures. Once completed, this will be posted on the Virginia Babies Can't Wait! Web site (www.dmhmrzas.state.va.us/vababiescantwait/). Mary Ann reported that she has provided local technical assistance, as has Anne Lucas.

Family Support and Advocacy

Pam Johnson reported that she and Dana Yarbrough were reelected as co-chairs. Sharon Wallace was elected as vice chair. A secretary position was created since there is currently not a Part C staff person assigned to the committee. Sabrina Alston was elected to this position. Pam said that an expected benefit of the addition of the offices of vice chair and secretary would be the opportunity to mentor people to assume leadership roles.

Pam reported that the committee has developed their workplan. She reported that she has informed the committee of the need to address issues needing improvement that were identified through the OSEP Self-Assessment Process, in addition to completing activities on their workplan.

Carmen Sanchez is working with other committee members to obtain translations of the Beginning with Families booklet. The committee wants this document to be translated into Spanish, Farsi and Vietnamese. Anne Stewart suggested Alexandria Translations as a resource. She will forward the contact information for the resource to Pam.

Pam Johnson reported that many of the families receiving specialty medical services at hospitals such as Shriners and Kluge Medical Center do not know what resources are available in the immediate area of the hospital. The FSA Committee is developing information about local resources for hospitals in Virginia and surrounding states.

Pam reported that the committee focused on learning more about respite last year. Monica Uhl presented information at one of their meetings, and explained that respite services can be informal and accomplished in a variety of ways. The committee has contacted a potential speaker for a Respite conference they are planning.

The committee is looking at transition from Part C to Part B. The committee also plans to invite someone from the cultural diversity advisory committee to present at one of their meetings. The committee discussed participation in the Families are Special, Too (FAST) conference and decided that they did not want to limit themselves to that this year, but also wanted to look at what other conferences might be beneficial for committee to participate in.

Pam Johnson reported that the committee is trying to attract new members and that they are keeping communication flowing for folks who are not able to attend the meetings.

Pam also reported that the committee is very concerned about the lack of new member appointments (by the Governor) to the VICC, which has resulted in inadequate representation of families on the VICC in terms of numbers, as well as the lack of family representatives who have children in the system or who have recently transitioned from Part C services. Pam Johnson indicated that she has been in communication with Anne Lucas and Shirley Ricks to learn the current status for the nominations in an effort to coordinate efforts. Discussion followed concerning attempts that have been made to move the process along, the role of government employees (provide information only), and possible ways for constituents to contact the Governor. It was noted that there have been no new appointments for 8 years. The current by-laws call for annual appointments (three year terms with appointments staggered). This issue will be addressed in future Steering committee meetings.

Local Regional Direct Services Committee

The revised Individualized Family Service Plan (IFSP) was approved by the Early Intervention Interagency Management Team and is currently having a final review by Sharon Walsh. The requirement for signatures on each outcome page has been eliminated. (This was a Department of Medical Services requirement and the department has agreed to let the signatures on page 8 of the IFSP suffice). Sharon Walsh is also reviewing the revised IFSP instructions. When the reviews are complete, the form and the instructions will be disseminated to the field.

A subgroup of the LRDS is working on revision of the existing (1994) Transition technical assistance document. The subgroup developed an aggressive timetable for completion of revision as well as for development of information handouts and planning for training. Due to competing priorities, the timeline will likely be revised at the next meeting of the subgroup.

A subgroup of the LRDS is planning to review requirements and make recommendations about content of the early intervention record, as well as suggestions for documenting intervention. This work will begin after the September 12, 2001 VICC meeting.

Personnel Training and Development Committee (PTDC)

Anne Stewart reported that several people in the state are piloting the early intervention assistant materials and the manual that will provide guidance for prospective early intervention assistants and mentors.

The Personnel Training and Development Committee will meet on August 3 and will be working on the process for early intervention credentialing. Specific goals and plans will be developed at that meeting. The committee is also discussing how to structure a system for early intervention training in the state as well as ways of collaborating and communicating across organizations, groups, agencies and individuals with training efforts. Anne Stewart reported that the

"indicators of recommended practice" need to be reviewed and a determination needs to be made about how they fit or need to be revised as a mechanism to guide and document training. Anne also reported that connections with higher education need to be revitalized. Currently, collaboration is occurring across the state (and with out of state consultant) to work towards development of web-based training opportunities.

Brenda Crockett suggested that Dr. Sharon Raver-Lampman from Old Dominion University would be a good addition to the PTDC.

Continuous Improvement Monitoring Process (CIMP) Committee

The first meeting of this new special VICC committee will be held August 21, 2001 at Children's Hospital in Richmond. The agenda, time and directions will be sent later.

Twenty-one persons have agreed to be on the committee, ten of whom are Part C employees. There are three parent members. A list is being prepared comparing the actual membership to the recommended representative membership. It is expected that membership will be an agenda item for the August 21, 2001 meeting. Additional members may need to be added to assure that the committee is representative of all early intervention stakeholders.

Nominating Committee

Beth Tolley reported that the Nominating Committee met Monday and is in the process of contacting potential nominees. The slate of nominees must be finalized and sent to VICC members the first of August.

Distance Technology for the September VICC Meeting

The September VICC meeting will be based in Richmond at the Department of Information Technology (DIT) and will be linked to sites in the Southwest, Tidewater and northern Virginia regions. For this initial tele-video meeting, the VICC members are being asked to come to Richmond. Public Comment will be possible from the other sites. The information about the meeting, including specific locations will be disseminated as soon as plans are finalized. The Family Support and Advocacy Committee, the Local Regional Direct Services Committee and the Personnel Training and Development Committees will meet after the VICC meeting (in Richmond at DIT).

The importance of preplanning for interaction between sites was emphasized.

Evaluation of the meeting will be an agenda item for the October Steering Committee.

Planning for the September 12 VICC Meeting

Anne encouraged committees to elect their officers and to have workplans reviewed/ready for September. She also suggested that committees review their membership to be sure there is appropriate representation. She also encouraged committees to consider formalizing linkages with other committees.

September 12, 2001 VICC Meeting Agenda

Family story
Family report
State office report
 Local Contract
 Policies and Procedures
 Additional funding requests
 Funding formula
CIMP Committee Report
CQI - ATP Update; report on implementation and on trainings
Appointments to committee – Anne Stewart
Public Awareness Update
MIMS Update

The meeting was adjourned at 11:20 AM.