

**EHDI Workgroup Meeting
June 7, 2006
Skipwith United Methodist Church
Draft Minutes**

Attendance: Debbie Pfeiffer, Ann Hughes, Beth Tolley, Pat Dewey, Ruth Frierson, Dana Yarbrough, Susan Shaw

The May 3, 2006 meeting minutes were review. No changes were made.

Announcements

- The EHDI Workgroup minutes are on the Infant & Toddler Connection Website (www.infantva.org) along with educational documents.
- Missy Colley (Part C parent representative) will join the EDHI Workgroup and is interested in being involved in the Parent Guide Program
- Missy and Jennifer Hutson are interested in establishing a Hands and Voices Chapter in Virginia.
- Ski-Hi follow up trainings will be held June 29 and June 30 in Staunton for persons who were trained in 2004 and 2005. One of the presenters will address play-based assessment (and is writing a chapter in the updated version of Toni Linder's Play-Based Assessment book).
- A two-day training on Visual Phonics will be held at Radford on June 22 and June 23.
- One-day trainings geared to school age children will be held August 1, 2 and 4th.
- Ann and Missy Colley will attend the National Hands and Voices Leadership Conference in Colorado in July.
- Debbie will be overseeing Mark Campano's grant and will try to bring an INSITE training to Virginia.

Update from "Assignments"

- *Revised Flow Chart:* one revision was made. See attached.
- Information was distributed prior to the meeting about the communication Ann had with Leanne and Janet (Hands and Voices). The cost of the training by Hands and Voices is reduced from \$1000/day to \$500/day if there is a Hands and Voices chapter being established at the same time. The application to participate in Guide By Your Side with Hands and Voices has not been published yet. It is not known when Hands and Voices will be accepting new states.

The focus of the Hands and Voices session Ann attended at the conference in May was family information. It was not a session about implementing GBYS.

- Ruth reported that Idaho has a Hands and Voices chapter. They do not have an official GBYS program. They have volunteer parents who provide some support to parents in regions. There is no training and no reporting.
- *Draft letter to accompany application:* The group discussed the point at which parents might be ready to serve in the Parent Guide and decided that requirements would not be made regarding how long ago the child was diagnosed.

Suggestions for revision to the letter included adding background information to the letter as to why this program is being developed and who is involved in the program. This could be the 2nd paragraph. The application, including the page containing the job description, skills and qualifications and reimbursement information will be sent with the letter. Debbie will make revisions and send an updated letter to members for review.

The group will consider sending the letter every 3 months with a response date established each time the letter is sent. The letter and application can be to the following groups requesting their help in disseminating to families: Part C System Managers, Ski-Hi participants, visual phonics training attendees, parent groups, Carol Wiegler, VNOC and the Parent Subcommittee or the Hear and Now group.

- *Application form and reference letter:* Suggestions were made for revision to the application and reference letter. The group agreed that the information in the letter and the page with the job description, skills and qualifications list do not need to be stated exactly the same. The statement, "Share information about self and others with ethical and confidential considerations" was added to the list of skills and qualifications.

One or more parents of children with hearing loss will be asked to review the application before it is finalized.

For now, the contact person will be Ruth Frierson. Forms will need to be revised when the decision is finalized about whether we will go with the Guide By Your Side program.

Decisions

- *Participation in the Guide-By-Your-Side (GBYS) Program:* The workgroup decided to proceed with planning to establish Virginia's program as a GBYS program and to confirm this decision based on:
 - Information from Ann after she attends the Hand and Voice conference in July
 - Cost of participating with Hands and Voices
 - Information Ruth receives about how the GBYS is working in another state
- *Pilot/Phase I:* Rather than conceptualizing the initiation of this project as a pilot, the group decided to consider the start of this as Phase I.
- *Initial lead agency:* If the VDH receives the EHDI grant, the program could be contracted to the Partnership for People with Disabilities.
- *Timelines*
 - Begin recruiting parents, reviewing applications, finalizing initial group of parent guides in July
 - Training: possibly October or November
 - Start date for implementation: Immediately after training – evaluate as we go
 - Evaluation: ongoing through survey with each family after family guide contacts, more extensive evaluation of the program: one year after initiation

Draft Budget

The draft budget presented by Dana was reviewed and modified. VDH has a contract with Language Line, so the projected start up and monthly costs do not need to be added in the budget. The cost/minute varies according to time of day and language. Susan indicated that her local system has a contract that she believes may be less expensive; she will send information

to the group about the contract they are using. More than one sign language interpreter may be needed if a session runs up to 3 hours. The cost of sign language interpreters needs to be added to the budget. The cost is approximately \$48.00/hour including portal to portal. Ruth can do the interpretation for Spanish speaking families. The group agreed that the budget for interpretation could be dropped to \$6,000.

Hands and Voices requires that GBYS must be family driven with family leadership. If Missy or Jennifer start a Hands and Voices Chapter in Virginia, the cost for training would be reduced by \$2000.

These changes drop the projected budget to approximately \$43,000. Consideration needs to be given to adding an evaluator. The cost for this is unknown, but Dana will obtain information from one of the evaluators at the Partnership.

Projected Funds/Funding Sources:

- \$30,000 from the EDHI grant to VDH. It is possible that more could be allocated to this program if funding for other items in the contract is reduced. This funding is dependent upon receiving the grant.
- Quota Clubs can contribute \$400
- Part C may be able to provide some funding

Homework

- Pat will email members to request that they indicate whether they will be attending the next meeting and/or if they would like to be kept on an "email only" list if they are unable to be active participants in the workgroup. **She will also request that members respond to each email sent by a member to obtain input from the rest of the group**
- Beth will revise membership list based on responses Pat receives to her email.
- Dana and Ann will revise the application and reference letter based on today's input
- Dana will ask Parthy how much to budget for an evaluation component for the project.
- Debbie will follow up with Pat Abrams to see if money available in the current Partnership grant from DOE that could support this.
- Susan will forward the information about the contract they have for interpretation
- Dana will revise the budget based on today's input
- Debbie will revise the letter that is to accompany the application
- Ann will ask Hands and Voices if they have an evaluation survey. Dana and Ann and Debbie will review available evaluation surveys and bring recommendations to the next meeting.
- Ann will contact Hands and Voices to determine the dates trainers are available and if they have an evaluation for the training event. She will also ask about all of the costs associated with being a GBYS program, and if there are any materials they would recommend for us to purchase for families.

Agenda for next meeting

- Finalize recruitment and application process (forms and process)
- Determine process and timeline for recruiting parent coordinator
- Review timelines
- Planning for training

Next Meeting

Wednesday, July 12, 2006 from 9:30 – 3:00 at the Department for the Deaf and Hard of Hearing

