

**VIRGINIA INTERAGENCY COORDINATING COUNCIL**  
**MEETING MINUTES**  
**Via Video-Conferencing**  
**April 09, 2008**

The Chair of the Virginia Interagency Coordinating Council (VICC), Rick Beaman, called the April 09, 2008 meeting to order. Karen Durst called the roll. The meeting was conducted via video-conferencing with eleven (11) members participating. Four locations were available for attendance. They included the Richmond T/TAC Office, George Mason University, Virginia Tech and Accomack. Please see the attendance list at the end of the minutes.

Part C monitoring consultant, Mary Anne White, presented information on public reporting and determinations. The following information was shared related to public reporting:

- States must report annually to the public on the performance of each local Part C system in relationship to the targets of the State Performance Plan (SPP).
- Public reporting requirements include providing a status report using percentages on local systems' performances in relation to the state targets; ensuring broad dissemination; and providing the information in a way that is understandable to the public.
- Included in Virginia's public report will be information on the Indicators which include Timely Initiation of Services, Primary Service Setting, Family Outcomes, Child Find (0-1), Child Find (0-3), 45-Day Timeline and Transition.
- The public report will be posted on the Infant & Toddler Connection of Virginia website at [www.infantva.org](http://www.infantva.org).
- The report will also be available through various other means such as the T/TAC newsletter, ARC of Va's Family Involvement Project website and newsletter, etc.
- The report contains hyperlinks to the Annual Performance Report (APR) and SPP, as well as each local system's profile.
- A State Public Relations Release will be forthcoming.

Mary Anne White provided the following information on determinations:

- States are also required to use determination categories for each local system.
- Virginia has chosen to use the same categories that the Office of Special Education Programs (OSEP) uses for states. These categories include "Meets Requirements", "Needs Assistance", "Needs Intervention" and "Needs Substantial Intervention".
- Data used to make this year's determinations came from this year's APR. The required monitoring data for this APR covered July 01, 2006 through June 30, 2007.
- Virginia uses a point system to make the determination status.
- Seven (7) systems fell in the "Meets Requirements" category; twenty-seven (27) fell in "Needs Assistance"; six (6) fell in "Needs Intervention"; and no local systems were identified as needing substantial intervention.
- Corrective Action Plans/Service Enhancement Plans, technical assistance site visits, phone calls, monthly check-ins, etc. will be used in addressing compliance issues as is needed and appropriate.

Delly Greenberg then reported on the VICC Retreat Committee and provided a summary of the Personnel Survey that was conducted with local systems. Carol Granger was thanked for her

assistance in collecting the surveys and following up with systems to ensure that as many surveys were returned as possible. Thirty-seven (37) surveys were returned. Highlights of the information include:

- Three (3) localities listed no vacancies.
- One system has had a vacancy since 2006.
- Many positions are difficult to fill due to shortages of providers, differences in pay rates with Part C, and the preference for working in schools or center-based therapy groups.
- The natural environment requirement with Part C also effects employment due to costs for travel, extensive travel in rural areas and safety concerns.
- Many graduates are not prepared to work in a system with natural environments requirements and they may feel isolated.
- Fifteen (15) systems reported having wait lists; sixteen (16) reported no wait lists and six (6) did not respond.
- Turnover was not cited as a major issue.
- Training was reported to occur mostly “in-house” and at the early intervention conference. Some systems reported that they did not have a formal system of training in place.

The following discussion followed:

- There is a need to examine the data from the survey more closely at the VICC Retreat.
- Issues to be included with the Retreat would be how to identify and employ qualified personnel and how to ensure that those in the system receive on-going training.
- The issues are timely considering the upcoming transformation of the Part C system including the Medicaid Initiative.
- The Medicaid Initiative includes a comprehensive system of personnel development and requires that qualified personnel be in the system.
- Federal dollars are needed for infrastructure needs to address sustaining comprehensive personnel development.
- There is a need to examine coaching and mentoring of new graduates in the system so that they do not feel isolated and without a support system.
- Supervisory staff training is also needed.

Additional discussion included setting a tentative date for the VICC Retreat of June 11, 2008. If arrangements cannot be made for this date then the Retreat will be held September 10, 2008. Both dates coincide with the regular VICC schedule with the Retreat being held in place of the regular meeting. Mary Ann Discenza will make arrangements for a facilitator for the Retreat. Representatives from universities will be invited to participate in the discussion of personnel issues.

Members also discussed the need for increased infrastructure support at the state level. The question was presented as to how the VICC can more clearly understand the needs and work with the State Office to supporting an increase. It was decided that this issue would be placed on the agenda for the May meeting and that Mary Ann Discenza will provide detailed information on the existing needs. Further discussion included:

- The issue of the need to increase funding for the State Infrastructure was discussed at the Rates and Allocations Stakeholder Group Meeting;
- Could the need be tied into the changes within the system such as the Department of Medical Assistance Services (DMAS) requirement for qualified personnel?
- The need for qualified personnel is a requirement of the Individuals with Disabilities Education Act (IDEA) as well as DMAS.
- Increasing the federal dollars for infrastructure cannot be looked at as a loss but as a necessary investment in the system.

Alison Standring then provided public comment on behalf of CoCoA. The following is verbatim from the written comments provided:

*Good Morning. I am Alison Standring. I am the System Manager for Rappahannock Area and the Chair of CoCoA. I am speaking to you today on behalf of the CoCoA Steering Committee.*

*We want to express our appreciation for the continued opportunity, on behalf of Virginia's youngest citizens, to share ideas, discuss concerns, and collaborate with the VICC and also with the Part C office.*

*As you are aware, the workgroups involved with Solutions, Inc. have recently distributed minutes and supporting information from their most recent meetings. The workgroups are interested in receiving feedback and questions and the CoCoA Steering Committee has appreciated this opportunity. Because the many proposed changes will, when implemented, significantly impact our work with our local systems, we have been and will continue to be sharing our feedback and questions with our representatives on the workgroups, with Solutions, and with the Part C office.*

*We have appreciated the responses we have received so far and look forward to getting more questions answered as the process moves further along. So that the VICC is aware of the current questions from the CoCoA Steering Committee, I have a list of our questions for your information.*

*Previously, CoCoA had requested to see the outcomes and target dates of the Public Awareness Plan. We look forward to receiving this information. Please also advise how we can provide more active participation from the field as the VICC's Public Awareness Committee works on future plans. We would like to assist in developing the locally integrated public awareness campaign that meets the needs of our communities.*

*We appreciate the work VICC has done in identifying participants for the Autism Workgroup that should have its first meeting April 22<sup>nd</sup>. I will be facilitating that workgroup with Mary Ann Discenza, and anticipate having the work completed by December 2008. Thank you.*

Debra Holloway, Manager of the Family Involvement Project, presented the Family Report. The following italicized information is verbatim from the written report submitted.

*The Family Involvement Project staff continues to be active participants on the VICC Steering Committee, VICC Advocacy Committee, Management Team, ITC Conference Committee, Infant and Child Mental Health Committee, The PTP of Northern VA workgroup, The Family Involvement Project Workgroup, the System of Payments Workgroups, the Hearing Workgroup, Monitoring and Supervision Stakeholder Committee, Child and Family Services Advisory Group and local and regional council meetings.*

*The Family Involvement Project continues to host our workgroup meeting consisting of our staff and parents working as liaisons on the local level. We have started working on a "Transition Notebook" for families and continue to share ways to help families become more involved.*

*We continue to provide Parent Partner trainings and we hosted one training since our last meeting. We facilitated 21 Parent-to-Parent matches last quarter.*

*The Family Involvement Project is offering the Family Support Fund this year. We are offering to help cover the cost for families to attend the Sixth Annual Creating Connections Conference and we have had good response and are planning to support 8-10 family members to attend. We will be hosting or assisting with 3 sessions at this year's conference, Helping Families with children with Special Needs, Waiver Training, and assisting with the Transition session.*

Cori Hill then provided information on the upcoming early intervention conference. There are currently 280 people registered to attend. The keynote speakers will be Dr. Pam Schiller, an expert on early brain development from Texas and Karen Gaffney, a young lady with Down Syndrome who completed an Associates Degree and also swam the English Channel. Twenty-two (22) concurrent sessions have been planned. Sue Mackey Andrews will be presenting several sessions on the transformation of the Part C system and Debra Holloway will also be presenting at three sessions as she stated in her report. A reception has been planned that will include a steel drum band. Cori Hill also shared that it may be possible to schedule the dates for next year's conference at the end of this conference.

Mary Ann Discenza then provided an update on the SpecialQuest Birth to Five Opportunity. Through the Head Start Hilton Foundation. Funding has been made available for a grant for technical assistance for looking at personnel and development for childcare workers. The program supports state-wide systems of professional development for inclusion. Ten selected states will develop and implement a state-level cross-agency plan for coordinated early childhood professional development on inclusion for service providers working with young children, birth-five, with disabilities and their families. The grant application was written by a group of stakeholders including Part C, Part B, Universities, Parents, Head Start, Department of Social Services, Child Development Resources, and the Governor's Working Group. Assistance was received through Katie McCullough of the National Early Childhood Technical Assistance Center (NECTAC).

An update was provided regarding the VICC/Virginia Association of Community Services Boards (VACSB) Autism Committee. Mary Ann Discenza shared that the first meeting has been scheduled for April 22, 2008.

Additionally, Mary Ann Discenza shared information regarding the National Professional Development Center on Inclusion (NPDCI) through the University of North Carolina's Frank Porter Graham Development Institute. States have been invited to participate in a new professional development opportunity offered by the National Professional Development Center on Autism Spectrum Disorders (ASD), funded by the U.S. Department of Education, Office of Special Education Programs. The mission of the Center is to provide resources, professional development, and technical assistance that will increase the number of highly qualified personnel serving children and youth with ASD. A joint application is being submitted by the Assistant Superintendent of Special Education, the Partnership for People with Disabilities and the Part C Office. The focus will be children ages birth to five (5) or eight (8). Two meetings have been held by the group and plans have been made to expand the membership.

Other information related to autism included the following:

- The Joint Commission on Health Care appointed a workgroup to address the issue of autism.
- The Joint Legislative Audit and Review Commission (JLARC) will be reporting on autism during the next session of the General Assembly.
- House Joint Resolution (HJR) 96 encouraged the Board and Department of Education and the Board and Department of Mental Health, Mental Retardation and Substance Abuse Services and other relevant entities to take certain actions to improve the education and treatment of individuals with autism spectrum disorders. This resolution was passed in 2006. Work has been ongoing to address the Resolution including the development of Communities of Practice on Autism, training, etc.

In the absence of Corrine Garland, Brenda Laws and Mary Lou Hutton have agreed to co-chair the VICC By-Laws Committee. Dr. Eva Thorp will also work with the Committee. Issues that were identified as possibly needing revised include the VICC operating structure, committees and membership, and the VICC Steering Committee. Minutes from the last VICC Retreat will be reviewed for possible additional areas needing addressed.

Members then discussed the video-conferencing format being used for the meeting. The consensus was that the format was working well and that it provided individuals an opportunity to participate without extensive travel involved. A suggestion was made to add James Madison University as an additional site as well as identifying a site location in the Tidewater area. It was agreed that the VICC meetings held every other month would use the video-conferencing format. Locations will be scheduled for the remainder of the year.

An update on the work of Solutions and the system transformation was given by Mary Ann Discenza. The update on the Medicaid Initiative included the following:

- The expected time for implementing the Medicaid Initiative is January 2009.
- Karleen Goldhammer has been looking at four (4) models related to state match.
- It is estimated that the Department's match will be \$3 million to \$3.7 million.
- Medicaid's match is already part of the Part C system since therapy services have been reimbursed.
- It is estimated that the Medicaid Initiative will bring an extra \$6 million into the Part C system.

- The current plan is to implement Administrative Claiming for service coordination.
- Cost settlement is being planned where local systems will receive extra funds to cover those expenses that are not covered with Administrative Claiming. This will be tracked for each locality.
- Travel is being incorporated into the rate.
- DMS will be submitting a State Plan Amendment (SPA) to the Centers for Medicare and Medicaid Services (CMS). Emergency regulations will be developed.
- The possible ramifications of the new regulations from CMS related to Targeted Case Management (TCM) are being looked at. The regulations will effect what can be covered in service coordination and in teaming.

Information shared related to Rates/Allocations Workgroup included:

- The current funding formula does not result in a “level playing field”.
- Funds should be allocated differently.
- Karleen Goldhammer has updated the 2003 Cost Study.
- A universal rate across all systems will be implemented.
- The rate for therapy services has been recommended at \$150.
- The rate for special instruction and service coordination has been recommended at \$110.
- Travel, IFSP development and teaming are being factored in.

Mary Ann Discenza shared that it is likely that the current Part C contract will be extended until January. There will be few if any changes. It is likely that the allocations for the local systems for the first six (6) months will be based on the amount received last year. She also shared that there will likely be on-going funding during the transition to the new system and that reconciliations will be done. Discussions regarding this process are occurring with DMAS

It was also shared that a Request for Proposals (RFP) process has been developed to address the situation if a local lead agency would withdraw from the Part C system. A risk analysis was also completed by the Part C Office.

Regarding changes to the data system, it was shared that a Project Description was developed which includes options for the system. An internal meeting of the Department has been scheduled for tomorrow, April 10, 2008. Additionally, it was determined that CCS3 only has eight (8) to ten (10) data elements that align with the Infant and Toddler On-line Tracking System (ITOTS) and that the CCS3 system will not meet the needs. Information has also been reviewed related to the data system in Tennessee as well as a demonstration from Maximus Video which is the provider for the data system in New York.

A meeting has been arranged by Frank Tetrick, the Assistant Commissioner for Community Services, with the executive directors, fiscal staff and other interested representatives from the local systems. The purpose of the meeting is to discuss the upcoming changes to the Part C system and to provide an opportunity to ask questions. The meeting will be held April 29, 2008 at the Deer Run Recreational Center.

As a result of the many upcoming changes to the system, as well as changes with the 2004 Reauthorization of IDEA, revisions must be made to the Virginia Part C Regulations. These will follow the approval of the changes to the Federal Regulations. The time period for this to occur is uncertain. The transformation of the Part C system will also require changes to the existing Part C forms.

Information was also shared on the development of an Office on Early Childhood. Kathy Glaeser was appointed by the Governor as the director. The office will focus on all children including those with special needs. Part C is an active participant in the Governor's initiatives for young children.

Rick Beaman then shared that the Mid-South Regional Resource Center is sponsoring a conference in Charleston, SC. The purpose of the conference is to provide Lead Agency (LA) and State Education Agency (SEA) staff and members from the State Advisory Panels and Interagency Coordinating Councils in the Mid-South an opportunity to meet with their peers to discuss key issues related to fulfilling federal and state requirements. As the VICC Chair, he plans to attend along with Karen Durst, the Part C staff member to the VICC.

The following items were identified as Action Items for Follow-up and list who is responsible:

1. The Part C office will notify all members of the VICC when the data is posted to the State website- Mary Anne White/Mary Ann Discenza.
2. The Part C office will notify all members of the VICC when the State Press release on the data is posted-Mary Anne Whit/Mary Ann Discenza.
3. The Part C office will provide a 2-year comparison of the local systems data on the indicators-Mary Anne White.
4. By the May VICC meeting, the proposed date for the VICC Retreat will be identified (June or Sept)-Mary Ann Discenza (availability of college reps and facilitator) and Delly Greenberg (compilation of data).
5. At the May VICC meeting, the Part C office will provide details of the State infrastructure needs-Mary Ann Discenza.
6. The Part C office will provide a report on the "corrective action plans/service enhancement plans/technical assistance visits" (phone calls, check-ins, etc) for those 33 local systems that "need assistance" or "need intervention" - Mary Anne White (monthly).
7. Updates will be provided on the meetings that were scheduled between the April and May VICC meetings-Mary Ann Discenza.
  - VICC/VACSB Autism Committee - April 22, 2008
  - Meeting with Frank Tetrick on changes to Part C system - April 29, 2008

As special thank you was extended to Phyllis Mondak and the T/TACs for providing the video-conferencing for today's VICC meeting.

The meeting was adjourned.

### ***VICC Member Attendance***

#### **VICC Members in Attendance**

Frederick Beaman

Delly Greenberg  
Virginia Heuple  
Mary Lou Hutton  
Rev. Brenda Laws  
Phyllis Mondak  
Jeannie Odachowski  
Sharon Osborne  
Glen Slonneger  
Dr. Eva Thorp  
Tammy Whitlock

**ICC Members Not in Attendance**

Joanne Boise  
Corinne Garland  
Dina Kirby  
Dr. Colleen Kraft  
Martha Kurgans  
Lyndell Lewis  
Laura Miller  
Jacqueline Fagan Myal  
Sheila Nelson  
Leslie Hutcheson Prince  
Yolanda Tennyson  
Delegate Shannon Valentine  
Sandra Binns Whitaker