

VIRGINIA INTERAGENCY COORDINATING COUNCIL
MEETING MINUTES
Hanover Area Department of Social Services
Ashland, Virginia
May 14, 2008

The Chair of the Virginia Interagency Coordinating Council (VICC), Rick Beaman, called the May 14, 2008 meeting to order. Karen Durst called the roll. Eight (8) members were present. It was noted there was no quorum. Please see the attendance list at the end of the minutes.

Part C monitoring consultants, Mary Anne White and Bonnie Grifa, presented information on determinations. The following information was shared:

- A letter stating the local system's determination status and an assessment form including the point system used to make the determination were sent May 02, 2008 from the Commissioner to the local systems.
- 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".
- Based on requirements from the Office of Special Education Programs (OSEP), localities that fall in the determination category of "Needs Assistance" for two consecutive years must be addressed through the following:
 - The locality must receive targeted technical assistance with training resources being provided in the areas of noncompliance.
 - The locality and the Part C office will collaboratively determine the type of technical assistance (TA) and training to be received and the locality must report on the outcome of that TA and training.
 - TA and training plans will be included in the local system's Corrective Action Plan/Service Enhancement Plan (CAP/SEP) which will be posted on the Infant & Toddler Connection of Virginia website at www.infantva.org.
- A comparison of each local systems determination status for two consecutive years was provided to the VICC.
- Local systems must come into compliance by January 11, 2009.
 - If a local system is not in compliance by January 11, 2009, this will affect the localities future determination status.
- OSEP views substantial compliance as being at 95% or higher.
- States are required to publicly report the state's performance on the indicators. Links are provided to information on local systems.
- Virginia has not yet received the state's determination status. It is anticipated that information will be coming from OSEP in mid-June. Virginia's determination for last year was "Needs Assistance".

Information was then provided by the monitoring consultants on each of the indicators. Local systems are monitored on these indicators as well as the state as a whole. The following was shared:

- Indicator 1: Timely Initiation of Services
 - Information must be provided to OSEP by child not by services;

- Information is given by Virginia to OSEP by services as well in order to give a complete picture;
- The requirement that services must begin in Virginia within 21 days was determined by the state as a whole;
 - Data is being looked at as to the time it actually takes for services to begin;
 - Based on the data, the 21-day timeline may be reexamined; and
 - Information is available on the national average.
- The Infant & Toddler On-Line Tracking System (ITOTS) does not capture “timely”. This is being looked at as a long-term capability; and
- The importance of beginning services as quickly as possible was stressed.
- Indicator 2: Primary Service Setting
 - This is a measure related to the natural environment requirement;
 - This information is now based on the initial Individual Family Service Plan (IFSP);
 - This information is provided to OSEP with the December 1 Count; and
 - This is not a compliance issue for Virginia with data reported as higher than the set target.
- Indicator 3: Child Outcomes
 - This information does not have to be reported to OSEP until 2010.
- Indicator 4: Family Outcomes
 - This indicator includes three sections; A B and C;
 - The state as a whole exceeded the targets in A & B;
 - The data was obtained from the Family Survey through a contract with Old Dominion University;
 - In order to insure confidentiality, information was not reported if a system had less than fifteen (15) respondents;
 - This involved seven (7) systems; and
 - A process for increasing the returns through follow up is being looked at.
 - Sampling is permitted and must be representative of the state.
- Indicator 5: Child Find 0-1:
 - The state is below the target for this indicator;
 - Premature and low-birth weight babies have been referred to the Part C system and often have not met eligibility requirements at the time of referral only to return to the system later with delays;
 - The Early Childhood Initiative is looking at prematurity and low-birth weight issues; and
 - The issue of prematurity has been the focus of a subcommittee of the Joint Commission on Health Care.
- Indicator 6: Child Find 1-3
 - The state is below the target for this indicator;
 - Virginia is categorized as having a broad eligibility definition;
 - Data for Indicators 5 and 6 was based on statistics from the Juvenile Justice System; and
 - Local systems have initiated Child Find efforts to address Indicators 5 and 6.

- Indicator 7: 45-Day Timeline
 - The 45-day timeline is measured from the time of referral to the development of the IFSP; and
 - The target of 100% is set by Congress.
- Indicator 8: Transition
 - This indicator consists of three (3) sections; and
 - Major improvement in this area have occurred;
 - Regional trainings were held jointly by Part C and Part B with these trainings to again be held in the fall.

The monitors shared that a representative of the Department will assist in the development of a press release related to public reporting. This information will be sent to major newspapers across the state as well as to the Family Involvement Project (FIP), the Virginia Board for People with Disabilities (VBPD) and the Parent Educational Advocacy Training Center PEATC. It was requested that VICC members be informed when the press release is developed and that the release be made available to members.

Mary Ann Discenza shared that the Virginia Board for People with Disabilities (VBPD) has completed their biennial report. Information is included related to Part C. Karen Durst will send the information and a web link to members.

An update on the work of Solutions was then provided by Mary Ann Discenza. She shared the following:

- Sue Mackey Andrews presented at the Sixth Annual Infant & Toddler Connection of Virginia Early Intervention (EI) Conference. Her presentation was entitled *The EI Paradigm: Getting from "Now" to the Future*. The presentation is available on the Part C website and the Partnership for People with Disabilities (PPWD) website;
- During the Part C/Local System Managers' meeting at the EI Conference, the request was made that information be provided on the expected sequence of events related to the transformation of the Part C System;
- Related to the Medicaid Initiative, it was shared that the Department of Medical Assistance Services (DMAS) hopes to have their State Plan Amendment submitted in June;
- DMAS is currently awaiting approval from the Medicaid Reimbursement Office for the suggested rates of \$150 for therapies and \$110 for developmental therapy and service coordination;
- The targeted case management changes by the Center for Medicare and Medicaid Services (CMS) is impacting the Part C discussions related to service coordination;
- It is expected that a renewal of the current local Part C contract will be occurring. The current plans are for a six-month (6) contract with 6-month's allocation being provided to local systems;
 - No substantive changes will be occurring with the renewal;
 - It is expected that Virginia will be receiving approximately a \$15,600 decrease in federal funding. The final figure will be known by July;
 - The status of the transformation plan will be reviewed in October/November with the review influencing the decisions for the remainder of the year;

- It is currently unknown if there will be any Part C dollars being returned from local systems at the end of this current contract period; and
- There currently are no Part C additional one-time funds available for local systems for the upcoming year.
- Responses are currently being developed for the questions presented by CoCoA. This information will be provided to VICC members when it is complete;
- The issue of Maintenance of Effort continues;
 - Discussions need to occur surrounding the issue; and
 - OSEP will be doing Fiscal Verification visits among the states;
 - Nine (9) states have currently gone through this process and it has been reported as labor intensive;
 - No states in the Mid-South Region have participated in visits at this point;
 - Mid-South Regional Resource Center, along with Anne Taylor of the National Early Childhood Technical Assistance Center (NECTAC) , will be assisting Virginia in preparation and throughout the verification visit,
- Plans for the Family Cost Share (FCS) need to be finalized;
 - The new FCS plan must go into the Virginia Part C regulations;
 - Changes to the Virginia Part C regulations have been awaiting completion of the promulgation of the Federal Part C regulations. This has not yet occurred. The Individuals with Disabilities Education Act (IDEA) will be back up for reauthorization next year.

Debra Holloway, Manager of the Family Involvement Project, then 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.

The Family Involvement Project offered the Family Support Fund this year to help cover the cost for families to attend the Sixth Annual Creating Connections Conference and we had 9 family members to attend. We hosted or assisted with 3 sessions at this year’s conference: Helping Families with Children with Special Needs, Waiver Training, and assisting with the Transition session.

The Arc of Virginia hosted our first annual State Convention this year in Waynesboro where many self advocates and families came together to network and learn more about effective advocacy!

On behalf of Cori Hill, Karen Durst provided the following update from the Early Intervention Conference:

- The 6th Annual Creating Connections Conference was held April 30-May 01, 2008 at the Hotel Roanoke in Roanoke;
- The theme was “Viewing the Future Through the Windows of Opportunity”;
- There were approximately 300 attendees and 18 vendors;
- The keynote speakers, Dr. Pam Schiller and Ms. Karen Gaffney, were exceptionally well received;
- A reception was held featuring Panamania, a steel drum band from Quest Academy. Special thanks to the Department of Education and Phyllis Mondak and the Family Involvement Project and Debra Holloway for sponsoring the event;
- Conference committee members will be meeting to debrief about the conference;
- Conference evaluations have been given to an evaluator at the Partnership for People with Disabilities at Virginia Commonwealth University. A summary will be prepared;
- Several key issues that were noted from the overall conference evaluations included:
 - The keynote speakers received outstanding ratings;
 - The hotel registration did not go smoothly for some attendees. This will be addressed with the Hotel Roanoke Event Planner;
 - Some individuals indicated they did not have enough time to collaborate and network with their colleagues. Based on input, a special concurrent session will be considered for next year’s conference that provides a facilitated opportunity for networking and sharing;
- Plans are currently underway for scheduling next year’s conference. Potential dates will be provided.

Discussion occurred as to the number of families that attended the conference. Eight family members attended. The Family Involvement Project provided stipends to assist the families. It was also reported that a family strand of sessions was available at the conference. Potential issues identified that may have contributed to the low number of family members in attendance included the lack of child care at the conference and the conference being held during the work/school week. Discussion concluded with the VICC requesting that an update be provided at the next VICC meeting regarding the potential dates for next year’s conference as well as information from the summary of the evaluations.

Rick Beaman provided information on the Mid-South Regional Resource Center Interagency Coordinating Council and State Advisory Panel Regional Meeting in Charleston, SC on April 22-23, 2008. The meeting was attended by Rick as the VICC Chair and Karen Durst as the Part C staff member to the VICC. The information included the following:

- The meeting was a result of interest expressed in an opportunity for individuals in the Mid-South Region to meet with their peers to discuss key issues related to fulfilling federal and state requirements;
- States in attendance included Delaware, Kentucky, Maryland, North Carolina, South Carolina, Virginia and West Virginia, as well as Washington, DC;
- The focus of the meeting included discussion on the development of a seamless system related to Part C and Part B, approaches to becoming agents of change for positive change, and ICC involvement in the State Performance Plan/Annual Performance Report (SPP/APR) as stakeholders; the OSEP verification visit and networking;

- Information that was shared from other states included:
 - West Virginia's Interagency Coordinating Council (ICC) develops an Annual Report which is family friendly and serves as a public relations tool;
 - Kentucky's ICC holds a Legislative Breakfast;
 - West Virginia and North Carolina have individuals who are employed as ICC Directors;
 - One state mandates that a Legislator must serve as the ICC co-chair;
 - Some ICCs are providing regular on-going reports on child count, referrals and Legislative Awareness; and
- States in the Mid-South Region agreed to share their ICC by-laws. Karen Durst sent Virginia's information to the designated individual who will distribute the information to the regional attendees.

No public comments were presented at the meeting.

An update was provided regarding the VICC/Virginia Association of Community Services Boards (VACSB) Autism Committee. Mary Ann Discenza shared that the first meeting was held April 22, 2008 with the next meeting scheduled for June 25, 2008. She reported that T/TAC will be facilitating the use of the logic model with the committee with a focus of where we are related to providing services for individuals with autism, where we want to go and how to get there.

Mary Ann Discenza updated the VICC on the autism grant opportunity through 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. Virginia's Assistant Superintendent of Special Education as the lead, the Partnership for People with Disabilities and the Part C Office are moving forward with a joint grant application. Mary Ann has asked for the plan to include a stronger link with Part C. The grant application is due mid-June.

Related to the infrastructure needs of the Part C system, it was shared that Mary Ann Discenza will provide information to the VICC in the future related to specifics and the anticipated costs.

An update on the VICC Bylaws Committee was provided by Mary Lou Hutton. The committee, consisting of Brenda Laws, Mary Lou Hutton and Dr. Eva Thorp will be getting together to address needed changes within the bylaws. It was noted that under the current bylaws, Article VIII-Amendments reads:

These bylaws, with the exception of requirements established under federal or state law, may be amended, repealed, or restructured during any regular or special VICC meeting by a minimum

of a quorum proving that written notice of proposed amendments has been distributed to all VICC members ten (10) days prior to the VICC meeting.

The committee will provide an update on their progress at the next VICC meeting.

Discussion then turned to the VICC Retreat. The following discussion occurred:

- The Retreat will likely occur in September;
- The September VICC meeting is scheduled to be held at the Hanover Department of Social Services Office in Ashland;
- Sue Mackey Andrews may serve as the facilitator for the Retreat;
- Discussion of the Medicaid provider qualifications will be a major component in the system transformation;
- The status of the Part C system transformation will be discussed at the June VICC meeting; and
- Training and retention are components that must be addressed related to provider shortages.

Karen Durst provided information on the existing VICC vacancies and re-appointments. Terms are set to expire September 30, 2008 for seven (7) members. Two (2) of those members can be reappointed. Terms have already expired for six (6) members. Four (4) of those members can be reappointed. Karen shared that the current term limits were set by the VICC and appear in the bylaws. She reported that neither state nor federal regulations contain requirements on how long terms are served.

Discussion occurred as to how to best address the large turnover of members. Members discussed whether changes need to be made to the bylaws to ensure that experienced members continued to serve with newer members. Glen Slonneger shared that the terms were originally set with that intention many years previously. Additional discussion included the following:

- Should those who are eligible for reappointment be asked to continue;
- Attendance should be considered related to reappointments;
- Attendance has continued to be a concern with some agency representatives, as well;
- Karen Durst will forward information to the Chair regarding attendance of members; and
- The Chair will send letters of thanks to those whose terms are completed.

Additionally VICC business included the need to look at the current VICC Mission Statement and Philosophy to determine if these need to be updated.

Items for follow up include:

- The VICC Retreat will be held September 10, 2008 at the Hanover Department of Social Services Office in Ashland.
- The Part C Office will let VICC members know when Virginia's determination status is received from OSEP.
- The Part C Office will let VICC members know when the press release from the Department is completed and information submitted to the major newspapers and other locations related to public reporting.

- Mary Ann Discenza will check on the status of the Family Survey Contract with Old Dominion and will inquire about all local data being included in the aggregate numbers for the state.
- Karen Durst will send members the recommendations from the Virginia Department for People with Disabilities biennial report and the website linkage information.
- Cori Hill will provide an update at the next VICC meeting regarding the dates for next year's early intervention conference and information of the summary of the evaluations from the conference.
- Karen Durst will send the Chair information on expiration dates and the status of reappointment eligibility as well as attendance by members.
- Mary Ann Discenza will send VICC members a copy of the questions generated from CoCoA related to the transformation of the Part C system and the responses as they are available.
- Mary Ann Discenza will provide the VICC with information on what the needs are related to the Part C infrastructure.

Agenda items for the next VICC meeting include the following:

- VICC Retreat Plans;
- State Determination;
- Public Reporting
- Early Intervention Conference Dates for Next Year and Evaluation Summary for This Year;
- VICC Vacancies and Reappointments;
- VICC Bylaws;
- Solutions Update; and
- Infrastructure Needs.

The next meeting of the VICC will be held July 09, 2008 at the Hanover Department of Social Services Office in Ashland. The meeting was adjourned.

VICC Member Attendance

VICC Members in Attendance

Frederick Beaman
 Joanne Boise
 Virginia Heuple
 Mary Lou Hutton
 Jeannie Odachowski
 Glen Slonneger
 Yolanda Tennyson
 Tammy Whitlock

ICC Members Not in Attendance

Corinne Garland
 Delly Greenberg
 Dina Kirby

Dr. Colleen Kraft
Martha Kurgans
Rev. Brenda Laws
Lyndell Lewis
Laura Miller
Phyllis Mondak
Jacqueline Fagan Myal
Sheila Nelson
Sharon Osborne
Leslie Hutcheson Prince
Dr. Eva Thorp
Delegate Shannon Valentine
Sandra Binns Whitaker