

**VIRGINIA INTERAGENCY COORDINATING COUNCIL  
MEETING MINUTES  
Henrico Mental Health, Mental Retardation & Substance Abuse East Center  
Richmond, Virginia  
June 14, 2006**

In the absence of the Chair and Co-Chair, the Secretary, Sandra Binns Whitaker, called the Virginia Interagency Coordinating Council (VICC) to order at 9:35 a.m. Karen Durst then called the roll. Twelve VICC members were present. (Please see the attendance sheet following the minutes).

The Part C Coordinator, Mary Ann Discenza, provided information for the Part C update. She reported on the Ability to Pay (ATP) revisions. The plan had been that a practice document would be available by July 01, 2006 and that pilots could be conducted. This is not going to be possible within the projected time frame. However, the ATP stakeholder group will be meeting July 26, 2006 in Henrico. The group will be addressing next steps including planning for the pilot.

Mary Ann Discenza reported that changes to the ATP process would also require revisions to Part C's Policies and Procedures. These revisions will require a 60-day public comment period and public meetings. The process involving the revised Policies and Procedures will be completed prior to, and as part of, the April 2007 submission of the Federal Application to the Office of Special Education Services (OSEP).

David Mills then shared information on the Infant & Toddler On-Line Tracking System (ITOTS). He stated that during the April 2005 OSEP verification visit, the Part C system in Virginia was found to be lacking in the verification of data. He stated that in order to address this issue, the addition of reports had been made to the ITOTS system. Those report include:

- Children Active with IFSPs;
- Children Discharged;
- Children Evaluated as Eligible;
- Children Served;
- Primary Service Settings; and
- Natural Environments.

Local system managers will be reviewing their local data on a quarterly basis and submitting a statement of verification. Additionally, David Mills reported that the ability to add the names of the children had been added to ITOTS. This will assist the local system managers with case reports.

Mary Ann Discenza added that in the future, training will be provided to staff and the field on ITOTS and the data capabilities. The training will include how to interpret and understand the data; how to use the data, including reporting to the Legislators; and how to plan with the data.

Cori Hill, with the Integrated Training Collaborative, reported on the 4<sup>th</sup> annual early intervention conference, *Creating Connections*. The conference was held April 25-26, 2006 at the Hotel Roanoke in Roanoke. She reported that 295 individuals participated in the 2-day conference. Two keynote speakers, Larry Edelman and Kathy Snow presented. The conference included 16 concurrent sessions with four topical strands. Each session was 2.5 hours in length and was more in depth than in previous years.

The on going changes to General Supervision and Monitoring was then addressed by Bonnie Grifa and Mary Anne White. It was reported that a stakeholder task force has been formed to assist with the revisions to the General Supervision and Monitoring System. The group met in January and March and will be meeting again in September.

It was also shared that the indicators for the State Performance Plan (SPP) would be used when monitoring local systems. The compliance indicators require that each system be operating at 100% compliance. The targets for the performance indicators were set with assistance from the VICC.

Additionally, the evaluation of all developmental areas was an area in which Virginia was previously cited by OSEP as being out of compliance. The state was given until December 2006 to come into compliance. This is an area also being addressed through monitoring.

Mary Anne White and Bonnie Grifa shared that in addition to the monitoring of the SPP indicators, and the evaluation of all areas, focused monitoring would occur. Focused monitor is an in-depth look at a local system. This would occur in areas where systems were found to be out of compliance and in need of further review and assistance.

Local systems will be conducting self-assessments in August through record reviews. Specific indicators will be designated as part of the review. The monitoring consultants will then conduct data verification visits to ensure the accuracy of the data. This addresses the concern from OSEP on verification of the data.

Pilot sites have been selected to look at the record review process. Those localities will be reviewing year old data. The record review form is currently under development. The form has been disseminated for comments and changes will be incorporated into the form.

Technical assistance will also be provided regarding changes to the General Supervision and Monitoring System through teleconferencing. Calls will be scheduled monthly beginning in July. The topics will include information on the newly revised system and changes that are occurring.

Scheduling plans are currently being made for a formal "roll-out" of the new system. OSEP, the Commissioner and Department personnel are being invited to participate as presenters. Information will be provided regarding what the new system is; why changes

were made; what the changes mean for Virginia; and what the process of change will involve. Packets will be distributed following the “roll-out”.

The newly revised system will be piloted and volunteers are being sought. Additional details will be available for the September VICC meeting.

Discussion then occurred related to the SPP Indicator #5 which looks at the percent of infants and toddlers birth to one with IFSPs compared to other states and national data.

The following was included:

- .62% of Virginia’s birth-one population is currently receiving Part C services;
- The target for 2010 is that 1.0% of Virginia’s birth-one population will be receiving Part C services;
- Virginia is considered to have a broad definition of eligibility for Part C services;
- Some states looked at expanding eligibility to increase the number of children served;
- Virginia stakeholders decided not to change the existing eligibility;
- There are challenges that go along with Child Find due to financial constraints;
- There are concerns related to infants with prematurity; and
- With the new state dollars coming into the system, there is the expectation that there will be changes in the number of birth-one year olds being served due to increased Child Find.

Mary Ann Discenza added that in addition to the requirement to report data to OSEP, that local data must be reported publicly. Data to OSEP will be submitted as an aggregate number.

The question arose as to whether technical assistance would be provided for those systems that are showing needs. Mary Anne White shared that a ranking of the local systems will be done. It is still to be determined whether the ranking will be of all 40 of the local systems or if systems will be ranked based on size. She further shared that two areas on the SPP where Virginia is performing at the lowest level will be looked at. A designated number of those systems ranked at the bottom for those SPP indicators will be targeted for focused monitoring and technical assistance. Other systems may have plans of improvement and may also receive visits.

The following discussion then occurred:

- Does improving one area cause problems with another;
- In areas where problems are identified, the system will be closely examined to determine the main cause;
- An annual performance report (APR) must be provided to OSEP by February 2007;
- The information for the report must be provided to the VICC to look at in December;
- The question exists as to how to break down the SPP so that it means something to families and to others;
- An executive summary of the SPP is needed in order to identify the key factors for a target audience;

- The Family Involvement Project (FIP) could be used to identify that information for families.

Karen Durst then provided information on the Part C budget. She stated that Virginia will receive \$10,127,614 in Federal Part C funds and currently is slated to receive \$3,125,000 in State Part C funds. The newly proposed state dollars are not included in the amount as the state is still awaiting the budget approval. Virginia has experienced a 1.5% decrease in Federal funding which amounts to approximately a \$153,000 decrease. However, the Part C office has maintained the same funding for direct services as was budgeted last year.

The following breakdown of the budgeting of funds was provided:

- Administrative Funds 2.6%
- Federally Required Program Support 10.29%
- Direct Services 87.11%

Karen Durst also shared information on the SFY 2007 contract. She stated the SFY 2007 Local Contract for Continuing Participation in Part C was made available for public comment. Fourteen public comments were received including 13 individual comments and one group response. Numerous positive comments were received. Areas of concern were related to additional reporting requirements, costs, and the Orientation Module. The Orientation Module was removed from the contract based on the feedback. The Part C office is awaiting the dissemination of the contracts until the state budget has been approved.

Mary Ann Discenza added that the allocation amounts for the local systems have been developed based on the expected inclusion of the new state funds. She added that the new state dollars, which are expected to be approximately \$8 million for the biennium, will enable local systems to look at priorities areas of the SPP and will provide emergencies funds for local systems that run out of money. She stated that five local systems have already requested one-time additional funds.

Mary Ann Discenza also reported that the Part C office had been looking at the possibility of matching funds for the Department of Medical Assistance Services (DMAS) in order to cover special instruction. She added that 38-40% of the children currently enrolled in Part C receive Medicaid.

It was further reported that following extensive discussion with representatives from the Executive Directors, Mental Retardation Directors, Local System Managers and the Department that the funds would be allocated as follows:

- \$3.5 million would be allocated to the field for services;
- \$500,000 would be made available for emergency funding;
- Commitment is still there regarding addressing the compliance issues and the priority areas;
- Regions are encouraged to look at regional initiatives and to submit those as part of the local budgets; and

- Discussion will continue with DMAS regarding matching funds and covering special instruction;
  - Currently looking at how other states are operating related to special instruction;
  - Part C in some states is not included under rehabilitation but is separate; and
  - This needs to be included in the state plan.

Mary Lou Hutton expressed appreciation to Part C on behalf of the local system managers regarding the decision to change how the State Part C funds are to be allocated.

The question arose as to whether any short-term problems were foreseen regarding how the funds were being allocated. The following discussion occurred:

- Concerns exist regarding the Part C infrastructure;
  - More monitoring staff is needed;
  - Staff is needed related to data;
- As new state dollars are coming into the system, other funds are decreasing in some areas;
- Can the issues with DMAS be resolved during this upcoming year;
- The DMAS issues could be addressed through a Legislative Initiative with Part C being the payor of last resort;
- Approximately \$200,000-\$300,000 in funds are being returned from the local systems; and
- The returned funds will go back to the local systems to meet those who identify needs.

The audience members were then introduced with public comment to follow. (Please see a list of audience members following the minutes). Nancy Bailey, the System Manager for the Infant & Toddler Connection of LENOWISCO, spoke on behalf of the Steering Committee of the Virginia Council Coordinator's Association, CoCoA. The following italicized information is verbatim from the written report provided:

CoCoA Steering Committee  
Public Comments to the VICC  
June 14, 2006

*My name is Nancy Bailey, System Manager for LENOWISCO. I am speaking on behalf of the CoCoA Steering Committee.*

*We want to thank all those involved in the early intervention conference in April at Hotel Roanoke. The sessions were terrific and the keynotes were informative and entertaining. Congratulations and job well done to the Collaborative especially to Cori Hill, Virginia's Training Specialist and Coordinator of the annual conference. And, we offer our congratulations to those who received the early intervention awards.*

*As a result of the system manager/Part C office meeting held at the conference, there is another such meeting this afternoon. We appreciate the ongoing opportunity to openly communicate with the Part C office, and we hope that there will be more meetings after today.*

*We also thank the Office of Child and Family Services for the changes to the most recent Update sent out to the field.*

*We do have some concerns to share with you today. We have concerns regarding the recent policy page for no-shows. For example, the level of documentation involved for every single missed appointment is burdensome, and this policy does not allow for flexibility in working through individual no-show situations with families. We look forward to further discussion about this at this afternoon's meeting.*

*We also had concerns about the allocation decisions and the process used to make them for the \$4.1 million that we anticipate receiving from the General Assembly. The General Assembly has stated that this money is to be used for direct services to children. The full CoCoA issued a position paper regarding the Department's allocation decisions. Forty System Managers were asked to vote on the paper. Thirty-five System Managers responded. Thirty-two voted yes in support of it, two voted no, and one abstained. The recommendations from that paper included that the \$500,000 set aside for regional proposals, the \$500,000 set aside for Medicaid match for special instruction and service coordination, and the \$500,000 set aside for emergencies be, instead, allocated to the field, with the exception of funding for the region who has already put together a regional initiative, assuming it will directly result in serving more children. The majority of system managers felt strongly that the additional funding from the General Assembly should be used for the purpose the General Assembly designated and that is for direct services to children. Many of us are concerned that we might not have enough funding to serve all of the children in our locality next fiscal year despite the recent draft allocations. We did suggest, however, that it would be appropriate to request that the General Assembly specifically fund the regional initiatives and Medicaid matching in the coming session. We would be happy to provide you the full text of the position paper if you desire. We appreciate being heard.*

*We very much desire to have a strong collaborative relationship with the Part C office in order to achieve our common goal of serving the children. We have offered and continue to offer our assistance in the development of policies, procedures, and paperwork that is to be used in the local service delivery systems. While we appreciate the opportunity to provide feedback after a policy or document has been drafted, we would like to be at the table more often to participate in the development of policies and documents, particularly those that are so important to us and our local service delivery systems, like the IFSP.*

*We look forward to this afternoon's meeting with the Part C office staff and, as always, appreciate this opportunity to share some of our thoughts with the VICC.*

Nancy Bailey also requested consideration in changing the location of the VICC meetings to other locations throughout the state. Linda Eggleston, System Manager from Virginia Beach, asked if it would be possible to hold the Spring VICC meeting during the early intervention conference. Shirley Ricks responded that these options could be explored.

Beth Tolley then presented on Virginia's Outcomes System. She reported that seven local systems are participating in the pilot of the system. Those systems will be looking at the measure of progress for two points in time. While the pilot sites will be looking at 6-month periods, due to the short time period of the pilot, typically the systems would be evaluating for progress at the annual IFSPs or upon exit for those children in service for at least six months.

The Early Childhood Outcomes Center (ECO) completed a crosswalk of evaluation tools. The crosswalk looks at which items on the tools relate to which outcomes. Virginia will be using the Hawaiian Early Learning Profile (HELP), the Early Learning Accomplishment Profile (ELAP) and the Carolina as the evaluation instruments. These instruments were identified as being evaluation tools currently used broadly across Virginia.

Beth Tolley shared that an outcome rating system would be used for each child. The rating is to be functionally based and not domain related. The IFSP team would provide input on the rating. Virginia has chosen not to use numbers with the scale. This information will be included as part of the 2007 SPP report. A "roll-out" date for the Outcomes System will be announced in the future. More information is available on the website at [www.infant.va.org](http://www.infant.va.org).

Debra Holloway, Manager of the Family Involvement Project, then gave the Family Report. The following italicized information is verbatim from the written report provided:

*Project staff continues to be active participants on the VICC steering Committee, Management Team, Integrative Training Collaborative, Virginia Integrated Network of Family Organizations (VA-INFO), Contract Development, GSEG, Hearing Workgroup, Child and Family Services Advisory Group and local and regional council meetings.*

*The Family Involvement Project hired a Part-time Northern Virginia Regional Representative, Carol Hagen, and a part-time Tidewater Regional Parent Representative, Missy Colley. They have been working hard attending regional and local activities in order to increase availability provide support and resources to families who have children in Early Intervention. Some of their other main goals are to conduct Parent-to-Parent trainings in the Northern Virginia and Tidewater regions and inform and educate families and providers about the Family Involvement Project.*

*Three Project staff members attended and assisted with the Early Intervention Creating Connections Conference in April.*

*Project staff has updated our database of trained Parent Partners, identifying areas of need and creating a list of community family groups where information about opportunities to become a Parent Partner can be sent. Eight Parent-to-Parent matches were made this quarter.*

*Project staff continues to host the ARCFIP list serve with 248 members.*

*A Parent Partner training was held last week in Fairfax and seven Partners were trained and added to our database.*

*A few weeks ago, Family Involvement Project staff held a project retreat and invited other parent liaisons to join us. We brainstormed ways to improve services to families and developed an action plan we also plan to meet again in August.*

Sandra Binns Whitaker then provided information related to VICC business. She reported that the orientation for new members, scheduled from 2:00-4:00, June 13, 2006, had been cancelled and rescheduled for September 12, 2006. The decision to cancel the orientation was due to the unavailability of participants.

Sandra Binns Whitaker also reported on the appointment/reappointment of VICC members. She stated that the appointments of four members would be expiring September 30, 2006. Those members are eligible for reappointment. Karen Durst will contact those individuals regarding their willingness to continue in their positions. It was announced that the position for the Legislative representative would be expiring. Members were asked for suggestions on representatives who may be interested in serving.

Mary Ann Discenza also provided follow-up information related to DMAS. The Director of DMAS, Mr. Patrick Finnerty, responded in writing to the VICC letter that was sent in April. The VICC letter addressed Medicaid-contracted Managed Care Organizations (MCOs) and reimbursement issues. Ms. Patti Davidson from DMAS contacted Mary Ann Discenza. A meeting will be planned in the future to address the issues. It was requested that a copy of the response letter be made available to the members. Karen Durst will follow-up with Chair, Brenda Laws.

Agency reports were then given. They are as follows.

**Department for the Blind and Vision Impaired: Glenn Slonneger**

- Two representatives from the Department for the Blind and Vision Impaired (DBVI) attended the *Creating Connections* early intervention conference. The agency provided a table at the conference.
- The Department for the Blind and Vision Impaired conference will be held November 15-17, 2006.
  - Sessions will be available related to early intervention.

- Information is currently on the DBVI website for early intervention providers on visual impairment and blindness.
- Materials and equipment have been sent to local systems. The following discussion occurred:
  - Are the materials being used?
  - Has training been offered?
  - CDs and DVDs have been provided on assessment for individuals with visual impairments.
  - Information is available on the website.
- It may be helpful if the Coordinators from the DBVI could attend an occasional regional meeting of the local system managers.

**Department for the Deaf & Hard of Hearing: No Report.**

**Department of Education: No report.**

**Department of Medical Assistance Services (DMAS): Tamara Whitlock.**

- DMAS is currently looking at the issue of payment for natural environments and special instruction.
  - The issue is being researched with contact to CMS.
  - DMAS is looking at how other states operate.
- The VICC representative is involved in the DMAS discussion with Part C related to the MCOs.

**Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS): Shirley Ricks**

- DMHMRSAS is currently undergoing a major transformation. Under Governor Warner, \$174 million was appropriated for improving the Commonwealth's system of residential treatment and investing in the Commonwealth's network of community-based mental health services.
  - The Part C system is to receive approximately \$8 million for the biennium.
- The Stateside VA INFO Conference, "Strong Roots for a Healthy Future", will be held July 28-29, 2006 in Charlottesville, Virginia.
  - VA INFO is an integrated network for families through which all information flows.
    - Fifty-one percent of the advisory committee is made up of families.
  - The conference is for families and providers of children birth to 21 years of age.
  - Twenty families from each region will be able to attend free of charge.
  - Debra Holloway, from the Family Involvement Project will participate on a panel at the conference.
  - A contest is currently under way for the development of a logo for VA INFO.

- Selection of the winning logo will occur at the conference with the winner receiving a \$50 gift certificate.
- There is a need to change the Part C name reference to the Office of Child and Family Services.

**Department of Social Services: No Report.**

**State Corporation Commission: No Report.**

**Virginia Department of Health (VDH): Pat Dewey**

- VDH has been participating with a General Supervision Enhancement Grant (GSEG);
  - The focus is on outcomes information for early hearing identification and monitoring.
  - Specific elements include the age at identification; age at intervention; what services were received; and what progress was made.
  - More specific information is needed on hearing loss.
  - Center for Disease Control (CDC) is in the process of finalizing data elements for consideration in the redesigning of the data system.
    - Virginia’s current follow-up process involves a person talking with families and providers.
- The VDH is continuing to work on VISITS.
  - The project was piloted in the Tidewater area with seven local systems and Children’s Hospital of the King’s Daughters.
  - The system is being redesigned with a CDC grant.
  - The system is being brought “in-house”.
- A system is currently being developed to provide parent guides for families with children with hearing loss.
  - Beth Tolley is participating in the workgroup.
  - The project has looked at information from other states such as Wisconsin’s Guide by Your Side.
  - Parents need people to talk to related to their child’s hearing loss.
  - Families need more than just information.
  - Funds are needed for the system.
    - VDH is applying for a grant and will know if approved in August.
  - A parent guide will be trained to work with families.

**Virginia Office for Protection & Advocacy: No Report.**

The development of the agenda for the September 13, 2006 VICC meeting was then addressed. Discussion included:

- A presentation on the General Supervision and Monitoring System;
- ATP Update;
- Virginia's Outcomes System Update;
- Final Budget Discussion;
- VICC appointments/reappointments;
- Infrastructure Issues and Funding;
  - How can VICC assist?
- Possible Agency Presentation:
  - Substance Exposed infants; or
  - Infant Mental Health.

Final business included a discussion on whether there was a need for a VICC retreat?

The following discussion occurred:

- It would be more appropriate to wait until new VICC appointments/reappointments were finalized;
- The VICC Steering Committee could appoint a subcommittee to plan the retreat;
- The retreat could be held around the December meeting;
  - The timeframe for the retreat would correspond to the submission timeframe for the SPP report; and
- The VICC orientation for new members could be planned to align with the retreat.

The meeting was adjourned at 12:30 PM.

## **Attendance**

### **VICC Members**

Frederick Beaman  
Pat Dewey  
Corinne Garland  
Mary Lou Hutton  
Martha Kurgans/Shirley Ricks  
Jeanie Odachowski  
Sharon Osborne  
Glen Slonneger  
Yolanda Tennyson  
Dr. Eva Thorp  
Tammy Whitlock  
Sandra Binns Whitaker

### **System Managers**

Nancy Bailey  
Debbie Billodeaux  
Carol Burke

### **Part C Staff**

Beverly Crouse  
Mary Ann Discenza  
Karen Durst  
Cori Hill  
David Mills  
Mary Ann White

### **Family Member**

Carol Hagen  
Debra Holloway

Brenda Crockett-McGee  
Rosalind Cutchins  
Linda Eggleston  
Elizabeth Faulk  
Carol Granger  
Marilyn Hoexter  
Margaret Jones  
Carla Robertson  
Frances Rudd  
Susan Shaw  
Alison Standring  
Heather Taylor  
Kim Taylor  
Susan Werner  
Lynn Wolfe