

VIRGINIA INTERAGENCY COORDINATING COUNCIL
MEETING MINUTES
Henrico Mental Health
12/08/04

Brenda Laws, Virginia Interagency Coordinating Council (VICC) Chair, called the meeting to order at 9:40 a.m. Roll was called. Thirteen VICC members were present (See attendance sheet following minutes.)

A welcome was given and an introduction of Dina Kirby, the newest VICC member. Ms. Kirby is a parent from Harrisonburg and has been appointed by the Governor to fill the vacancy of Karla Melton.

Part C Update

2006 SFY Local Contract Development

Mary Ann Discenza reported that a committee from the Infrastructure Task Force had originally addressed the development of the 2006 State Fiscal Year (SFY) contract. The recommendation of the group was to simplify the contract. Since that time, an expanded group of stakeholders has been identified to address the development of the contract. The committee includes representation from parents; System Managers; Providers; Mental Retardation (MR) Directors; Executive Directors; Part C Staff; and Department of Mental Health, Mental Retardation and Substance Abuse Services (DMHMRSAS) Fiscal Staff. The Council Coordinators Association (CoCoA) assisted in identifying System Managers to represent regions throughout the state.

The group met November 19, 2004 and December 03, 2004. The Contract Development Group identified the following concerns:

- Request to reinstate Section 2.2-5306 (Duties of the Local Public Agencies) on the Proposed Draft Bill related to the changes to the Code of Virginia. (Need to confirm that this is possible.)
- Need for clear delineation of the roles of the local public agencies.
- Clarify the wording related to the selection of a local lead agency and who is responsible.
- Inclusion in the contract of reporting of local revenue, expenses, # of children and families receiving services and the # of services provided.
- Suggestion of the use of information from the Cost Study and Infant & Toddler On-line Tracking System (ITOTS) as a data source.
- Reporting of the above information on the Expenditure Reporting Form which will be reduced to 3 submissions throughout the year. (Draft form will be developed by David Mills and Bob Schmid and will be presented at the December 3rd meeting.)
- Related to the submission of the local policies and procedures, addition of the wording that "upon issuance of the State Part C office of the State Policies and Procedures, the locality will submit, within six months, the Local Policies and Procedures".
- Suggestion that information to be reported to the Office of Special Education Programs (OSEP) be provided as a sampling from information gathered from the Monitoring and Improvement Measurement System (MIMS) for the Status Report.
- Clarification on the OSEP requirement for data related to "whether all families received all early intervention services identified on their Individualized Family Services Plans (IFSP)". What additional information is needed?

- Information to be reported to OSEP related to demonstrating improved and sustained functional abilities in the developmental areas will be provided through the General Supervision Enhancement Grant (GSEG).
- Therefore, wording should be included in the contract related to participation with the GSEG grant.
- Bring focus of the 24-visit mechanism to Services and Supports rather than tied to dollars with the associated costs.
- Local systems will be required to submit expenditure reports within 45 days from the end of the reporting period rather than 30 days.

It was reported by Mary Ann Discenza that the General Assembly had mandated reporting requirements related to the additional allocation of \$750,000 in state funds. This requirement will be addressed in the upcoming contract. The mandate includes the following:

1. Total revenues used to support Part C services;
2. Total Expenses for all Part C services;
3. Total numbers of infant and toddlers and families served using all Part C revenues; and
4. Services provided to those infants and toddlers and families.

Mary Ann Discenza emphasized that the state will only ask local systems to report on information that is required by the state and by OSEP. Every attempt is being made to minimize reporting requirements. Mary Ann Discenza added that OSEP is moving toward outcome-based measurements and data. She stressed that Congress wants to know how the federal dollars are being spent and that the state hasn't had data. It was stressed that Virginia is moving towards that goal.

Related to reporting requirements, Mary Ann Discenza stated that a decision has been made to reduce the Expenditure Reporting requirements. In the upcoming year, localities will submit reports twice and with a final report rather than 4 times with a final report. This will be included in the contract.

Deborah Harris requested an explanation of the 24-visit mechanism that was listed among the concerns. Mary Ann Discenza explained that one issue that was related to the mechanism was natural environments and associated costs. She added that the Department of Medical Assistance Services (DMAS) reported receiving information from the Centers of Medicare & Medicaid Services (CMS) saying that they would not reimburse for services in natural environments or for other Part C related costs. This had a major impact on the Part C system. Mary Ann Discenza stated that private insurances had not raised issues related to natural environments and had provided reimbursement.

A second issue that MaryAnn Discenza identified was that of managing the system and how Part C funds were being spent. She stated that the Part C system was facing a \$3.5 million deficit and that there was a concern about children and families receiving services.

Mary Ann Discenza shared that through the Plan B Committee, a group of stakeholders had come together and looked at the extra requirements of Part C that were being

absorbed by the providers. The group discussed a means of managing the system without limiting services. They looked at the prior approval process used by Medicaid related to 24 visits. The Part C office also gathered information related to supports and services and the primary provider model. Information was sought from therapists as well as a national consultant.

Each system was then asked to develop a mechanism to manage their local system with the number of 24 visits being a trigger to review services. Mary Ann Discenza stressed that the 24 visits was not a cap or in any way tied to limiting services but was a trigger to look at the services a child was receiving to ensure that they were appropriate. The decision of the IFSP team related to the services could not be overridden.

Discussion then surrounded the suggestion of the Contract Development Group that each system still be required to develop a mechanism for review and discussion but that a number not be designated. Additionally, the group recommended that the mechanism not be tied to finances but rather just to the supports and services.

Debra Holloway, the Manager of the Family Involvement Project (FIP) stated that she had participated in contacting families as part of the MIMS process. She reported that during conversations, 3-4 parents had shared that providers had wrongly told them that they could only receive 24 visits. Some of these families were under the impression that they had to give up services or select the services that they most needed. Shirley Ricks expressed concern that families had been given information that was not correct.

Deborah Harris asked what would happen if the child needed extra visits above the number 24. Mary Ann Discenza clarified that services for each child must be individualized and are determined by the IFSP team, which includes the family. She stressed that if an IFSP team determined that a child needed services above 24 visits, then that child would receive the services. She reiterated that the review mechanism could not result in the IFSP team decision being overridden.

Mary Ann Discenza further discussed associated costs. She stated that it was not fair to localities or providers to have to absorb the extra costs related to the Part C requirements. She added that some providers were no longer providing Part C services due to the costs. She stated that localities were providing funds to cover the Part C costs that were above those that were required for non-Part C clients. Mary Ann Discenza stressed that these costs were related to travel, extra paperwork, etc. and that care had been taken to ensure that this was in no way considered supplanting.

Deborah Harris expressed concern that this could be interpreted as “DMAS driving the train”. She stressed that DMAS does pay for physical therapy, occupational therapy and speech therapy. She added that the 24 visit Medicaid authorization only relates to fee for services and not managed care. Deborah Harris asked that Part C explain that the mechanism is Part C driven and not Medicaid driven. She encouraged collaboration between the two departments.

Deborah Harris then questioned the amount being paid for associated costs. She asked if the Part C office could set a certain amount to be paid to providers statewide. Shirley Ricks stated that this had been attempted last year and that localities asked to be allowed to set their own amounts. Mary Ann Discenza stated that local autonomy must be considered due to the diversity around the state.

Debbie Billodeaux , as a member of the Contract Development Group, commented that the cost issue was complicated. She reiterated that this was one reason that they Contract Development Group did not want the oversight mechanism to be tied to dollars. She stressed that the mechanism was important and provided to be very enlightening in her Fairfax locality. The process had been helpful and generated a lot of discussion according to Debbie Billodeaux. She stressed that a number was not needed as a trigger but that each locality should have some mechanism in place.

Discussion continued with Mary Ann Discenza expressing that there was clearly a problem and concern that families had been given incorrect information. Debbie Billodeaux added that there was a concern that the 24-visit mechanism could be interpreted as being close to denying services. She asked if this had been reviewed by OSEP. Mary Ann Discenza stated that the mechanism was included in last year's contract and had been reviewed by the Office of the Attorney General (OAG) and viewed by OSEP. She stressed that this did not violate the law and that eligible children would receive services.

Pat Dewey shared the cost control mechanism used by Children With Special Health Care Needs Program. She stated that the system bases their rates on that of Medicaid reimbursement. The amount is consistently set. Shirley Ricks stated that this had been discussed in the Department and that there was concern that this could be seen as price fixing. She added that it also was felt that the Medicaid rates were low. Pat Dewey and Deborah Harris both stated that this is a legal process and is a defensible mechanism. Pat Dewey stated that Part C dollars will and can be used for natural environments and that it was within the rights of Part C to state a maximum to be paid. Shirley Ricks replied that Part C might want to revisit this issue and could possibly talk with the Early Intervention Interagency Management Team (EIIMT).

Mary Lou Hutton shared that the 24-visit mechanism that was included in last year's contract caused an outcry in different areas. She stated that some localities lost providers. Delly Greenberg asked if different examples could be offered of how to address the problem. Scenarios could be developed and reviewed as to whether or not it would work. Shirley Ricks stressed that the IFSP drives the services and determines the number of visits.

Delly Greenberg stated that the primary service provider model comes into play with there not being multiple providers but ideally one. Mary Lou Hutton added that confusion had surrounded whether the mechanism was tied to dollars or service philosophy. She stressed that the previous mechanism was okay when looking at the primary service provider model but with the associated costs connected, it appeared to

come back to dollars. She reported that the Contract Development Group was suggesting that in order to make things clearer, that the mechanism be tied to the philosophy and not to dollars. Each system is to send their mechanism to the state office for review.

Debbie Billodeaux expressed concern related to the associated costs. She stated that flexibility is needed to address the differences in various areas. She added that some locations have Requests For Proposals (RFPs) and that changing rates could involve a two-year process.

Shirley Ricks summarized the main issue as ensuring that families should be served. She stated that if there are barriers, they should be removed. Shirley Ricks stated that these are issues that need to be discussed again and she feels they should be taken back to the EIIMT. Mary Ann Discenza added that she hoped that individuals would express their thoughts through the public comment period of the contract.

Mary Ann Discenza acknowledged the diligence and hard work of the Contract Development Group. She stated that the Part C system is accountable to the federal government, state government, taxpayers and families. The Contract Group is helping to ensure that the accountability is met.

General Supervision Enhancement Grant (GSEG)

Mary Ann Discenza provided an overview of the grant stating that the GSEG is a project of the United States Department of Education (DOE) through the Office of Special Education Programs. She explained that a Request For Proposals was offered to all states with the intent of the grant being:

1. Supporting States and local entities in building capacity to improve early intervention, educational, and transitional services and results for children with disabilities and their families; and
2. Addressing goals and priorities for improving State systems that provide early intervention, educational, and transitional services for children with disabilities and their families.

Virginia is among 21 states from 40 applicants that have been selected to receive a GSEG in the amount of \$411,000. The Infant & Toddler Connection of Virginia collaborated with the University of Kentucky's Mid-South Regional Resource Center in applying for the grant. Mid-South Regional Resource Center wrote the grant proposal and has agreed to work with the state on the project. The focus of Virginia's application was the development of state outcome indicators and methods to collect and analyze outcome indicator data. Mary Ann Discenza stated that the grant is for a 12-month period but the expectation is that an additional 12-month no-cost extension will be granted.

Mary Ann Discenza stated that the partnership that exists between the Infant & Toddler Connection of Virginia and the Virginia Departments of Education and Health is an asset for Virginia. She emphasized that the grant will enable a continued and enhanced collaboration between the agencies related to data collection and the Infant and Toddler On-line Tracking System and children's services as well as program improvement.

Mary Ann Discenza reported that a meeting was held in November between the Office of Special Education Programs and the grant recipients related to the GSEG. She stated that there is a focus at the federal level on accountability for how federal funds are being spent. It was stated that this focus coincides with the United States DOE offering guidance on outcomes and the tracking of outcomes.

Mary Ann Discenza also reported that there had been a first meeting of the core team. She reported that the following would be included in the grant:

- Time to meet with stakeholders which will include families;
- Determination of what is most important related to program effects;
- Determination of evidence to be measured;
- Determination of the type of tools to be used;
- Gathering of Evidence; and
- A data system to record information.

Child Abuse Prevention and Treatment Act (CAPTA)

Mary Ann Discenza updated the members on the status of CAPTA and Part C. She reminded the group that as of July 01, 2004, the Department of Social Services (DSS) was mandated to refer children birth to three years, with substantiated cases of abuse, to Part C. DSS had directed local agencies to refer all children, birth to three, to Part C with abuse related cases, including those that were identified as at risk for abuse. It was reported that some localities were receiving numerous referrals. This had the potential for a tremendous impact on the Part C System. As an action item, Brenda Laws sent a letter to the Commissioner at DSS expressing concern about the impact the numerous referrals would have on Part C.

Mary Ann Discenza and Shirley Ricks met with the state office of the DSS and discussed the issue of referring the at risk children. DSS was reported to be very willing to rescind their policy. It was agreed to revise the policy to indicate that only those children with substantiated cases of abuse should be referred to Part C. A broadcast memo was sent to the local DSS offices from the state DSS office. The Commissioners from DSS and DMHMRSAS are to send a joint letter of correspondence to the local systems related to the policy revision.

Eva Thorp stated that the Nation Division of Early Childhood had addressed the impact of CAPTA and that there was no requirement that dollars be provided to help Part C with the added expense. She suggested that the VICC should monitor the issue and work together with DSS related to potential financial assistance. Shirley Ricks added that DSS had been asked about funds to assist Part C. She agreed that this was an issue to monitor. Eva suggested that data should be maintained related to the added cost of CAPTA to the Part C system. Shirley Ricks stated that this could be monitored through changes that are being made to ITOTS. Deborah Harris cautioned that care should be taken not to identify all of the children as being from CAPTA in situations where they might have been Part C eligible regardless.

Delly Greenberg also asked what would happen as follow-up in cases where there were social issues that needed to be addressed for families. Mary Ann Discenza stated that Family Training is a Part C service and that the family's service coordinator would help the family with services or linkage to needed services. Phyllis Mondak added that Part C would assist the family if the child was eligible for Part C services but if the child were not eligible then the case would go back to DSS for assistance. Deborah Harris asked if this subject was addressed in the dual letter to be sent. Shirley Ricks added that this was not addressed.

Mary Ann Discenza shared that DSS and Child and Family Services had discussed cross training between agencies related to child development and the child welfare system. Delly Greenberg asked if it would be possible to add the training related to DSS to the Part C annual conference. Cori Hill responded that the agenda has not been set for the conference but that this topic was on the list.

Eva Thorp stated that training related to the social welfare system might be a weakness in the Part C system. Cori Hill stated that some localities have been successful with addressing infant mental health. She added that there are localities that are successful providing Mental Health Targeted Case Management. Mary Ann Discenza added that there is a need to access funding for mental health. She stated that this issue had been discussed during a meeting including Project Link. It was stressed at the meeting that mental health issues need to be identified and services provided as needed. Shirley Ricks added that Jeannie Odachowski would be joining the VICC as a representative of the mental health community.

Strategic Planning/Finance Workgroup Update

Mary Ann Discenza updated the members on the Strategic Planning/Finance Workgroup. She reminded the VICC members that the VICC Strategic Plan had included financing and services as the focus. She stated that the plan to address finances is still being developed and that approval will be needed from the VICC members as the final plan is completed.

She reported on a recent meeting with Karleen Goldhammer, the Cost Study Consultant, and Maureen Greer, the former Part C State Coordinator for Indiana. The meeting included System Managers, Mental Retardation Directors, VICC representatives, Parents and Part C staff and was arranged by Anne Taylor of the National Early Childhood Technical Assistance Center (NECTAC). The purpose of the meeting was to work toward developing the next steps related to finance and the Part C system. Mary Ann Discenza reported that the following topics were discussed:

- Requests by some to meet with Karleen Goldhammer in order to have a better understanding of the cost study and how to use the information;
- Need for assistance for the Part C staff in order to provide technical assistance to localities related to how funds are being used and how the systems are being managed; and
- Funding by National Early Childhood Technical Assistance Center for additional technical assistance from Karleen Goldhammer.

Infant & Toddler On-Line Tracking System (ITOTS) Update

David Mills then presented information on changes to be made to ITOTS. They are as follows:

- Add Social Security Number, Medicaid Identification and child's name, First Name, Middle Initial, Last Name;
- Add Autism spectrum disorder to diagnosed disabling conditions;
- Drop-down list of mitigating circumstances regarding why the 45-day timeline isn't met:
 - Child ill
 - Family ill
 - Family scheduling preference
 - Provider unavailability
 - Temporarily lost contact
 - Foster/Surrogate Parent Issues
 - Other-with text box
- Add DSS-CAPTA as referral source, will provide information on the impact on Part C;
- Add VISITS as a referral source. This will automatically populate;
- Add calendar dates to the criteria section of the custom general and case reports to select cases that were active;
- Add discharge date as a criteria for custom case reports;
- Some Federally required reports can be done from data on ITOTS;
- Allow for updating records;
- Capability to determine where children are receiving services in a locality; and
- Updating of actual number of services a child is receiving.

David Mills further reported that there is the need for the following reports to be available via ITOTS:

- Service setting by the race of the infant-will also need to have a compilation of all the different "other settings listed in ITOTS";
- Part C Services Received by the race of the infant. Will need a compilation of all "other" services listed. Additionally, we need specific counts and setting/frequency information for "respite services";
- Service setting by age-once again need to have a compilation of all the different "other" settings;
- Race of infant by age; and
- Transition destination by race of the infant.

Discussion then occurred with Eva Thorp asking if information on race was based on ethnicity or census categories. David Mills stated that OSEP requires that information reported be aligned with census categories. A follow-up question was asked regarding how information is reported about the language used by the family. David Mills stated that limited proficiency is addressed but not family language. Pat Dewey stated that the Health Department reports the primary language spoken in the home through VISITS.

Deborah Harris advised the group that the potential exists for delays with Health Insurance Portability & Accountability Act (HIPAA) due to the Business Associates Agreement. She suggested that Part C might want to look into the situation now. Mary Ann Discenza stated that Part C is already working on this. David Mills added that Part C is currently working with the Departments of Education and Health in gathering longitudinal information.

Integrated Training Collaborative

Cori Hill reported on the Integrated Training Collaborative. She stated that the Collaborative consists of a group of family members, service coordinators, faculty members, providers and Part C staff that addresses training throughout Virginia. She stated that Kaleidoscope Service Coordination Training has been scheduled for January 20-21, 2005 and February 24, 2005. The training will be held at Children's Hospital in Richmond and can accommodate 30 people.

The Annual Part C Conference was then reported on by Cori Hill. The conference will be held March 07-08, 2005, in Roanoke at the Hotel Roanoke. Information has been sent to localities via email and postal mail. Cori Hill asked that individuals contact her that would like to be added to the email list to receive information. Debra Holloway requested that the information be sent to her to be included on the Family Involvement Project list-serve.

Cori Hill then discussed the presenters for the conference. She stated that a call for presenters was being held via website, email and on paper. Some specific individuals are being asked to present. The conference committee is scheduled to meet tomorrow, December 09, 2004. Shirley Ricks asked if any VICC members were participating with the conference planning. Eva Thorp stated that she is on the list and will plan to participate in tomorrow's meeting.

Cori Hill also reported on the Early Intervention Assistant credentialing. She stated that 7 individuals piloted the program and they are at various stages of completion. Cori Hill stated that two modules of the program have been completed and that preparations are being made to launch Module 3. This will be a web-based module that will begin December 13, 2005 through Virginia Commonwealth University. Diane Koontz-Lowman will be the instructor. It was reported that the hope is that in the future, all models will be web-based. It was asked if individuals would be able to participate using paper. Cori Hill replied that all the materials can be printed but all coursework must be entered on the computer.

Introductions were then made of those attending the VICC meeting as audience members. A complete listing is included at the end of the minutes.

Public comment was held at 11:00. Kathy Phillips spoke on behalf of CoCoA. Nancy Bailey and Debbie Billodeaux also presented public comments. The presentations follow:

Kathy Phillips – On behalf of the Council Coordinators’ Association (CoCoA), (italicized information is verbatim from written comment provided)-

I am speaking on behalf of the Steering Committee of CoCoA, the Virginia Council Coordinators’ Association. As always, our group appreciates the opportunity to present comments and concerns to the VICC.

Our first comment is regarding the financial situation of Virginia’s early intervention system. The members of the Steering Committee want to recognize the support for additional funding that has been provided by individuals, including parents and agencies represented on the VICC. This support includes the assistance in developing the Caboose Amendment, which, at this time, is our main hope for the continuation of Virginia’s early intervention services. The Part C office staff provided significant help by providing information that was used to develop the request to the General Assembly for Fiscal Years 2005 and 2006. Their support and guidance has been greatly appreciated.

As stated at the last VICC meeting, these funds are needed to replace funds that had previously been available from unexpended Federal Part C and DSS funds, as well as to serve children identified as waiting for services through the Comprehensive State Plan and the anticipated growth in the number of new children who will be identified. Virginia’s early intervention parents and professionals in the field continue to be very concerned about the implications if the additional funds are not received. However, they continue to be optimistic about the possibility of avoiding the shortfall with additional funds.

Secondly, the CoCoA Steering Committee would like to propose that the VICC consider having their March 9th meeting in Roanoke, since it is scheduled to be held the day after this year’s state Early Intervention Conference. If this meeting could be held in Roanoke, many parents and professionals who would be traveling to that locality for the Conference might also have the opportunity to attend the VICC meeting.

Thank you again for the opportunity to express these views.

Debbie Billodeaux, System Manager of the Infant & Toddler Connection of Fairfax-Falls Church (italicized information is verbatim from written comment provided)-

Fairfax-Falls Church is very excited about the opportunities of the Enhancement Grant and the funding from the Department of Education and the Department of Health to enhance the state data system so we will have the type of data we need to monitor services, meet OSEP requirements and to advocate for funding. It has been a critical need and now we have resources to make the changes. We will help support this effort any way we can.

Nancy Bailey, System Manger of the Infant & Toddler Connection of LENOWISCO (italicized information is verbatim from written comment provided)-

As a member of the far southwest delegation, I would like to formally invite you to attend the 3rd annual statewide conference in Roanoke, "Creating Connections-Making Meaningful Differences in the Lives of Families". Since the dates, March 7 & 8, 2005, are the day before the March VICC Meeting, I am asking you to consider holding the meeting in Roanoke. In times where costs for travel are increasingly rising, this would save travel dollars for state folks who would be attending anyway and give others an excellent opportunity to see our beautiful part of the state. Also, please put May 19th on your calendars for the 14th annual New Horizons Conference. Thank you.

Based on the public comment by Nancy Bailey and her request for the March 2005 VICC meeting to be scheduled in Roanoke, Shirley Ricks stated that this might be possible if space was available. This is to be checked into. Deborah Harris questioned if having a large group in attendance would interfere with getting things done. Delly Greenberg suggested that the VICC meeting could be included as part of the conference or held afterwards.

Scottie Burnette stated that it might be possible to check with the Ronald McDonald House for meeting space. Phyllis Mondak added that Virginia Tech also has space that might be as available as well. Cori Hill asked if the group wanted to keep the meeting on Wednesday stating that the conference ends on Tuesday. It was stated that some individuals were planning to stay until Wednesday before leaving. Cori Hill asked if the location date could be changed once it was posted. It was stated that this was not a problem. Shirley Ricks stated that the logistics will be worked out. Cori Hill is to check about holding the VICC meeting in Roanoke. She will check into state rates at the Hotel Roanoke for Tuesday night as well.

National Accountability Conference Update

Mary Ann White reported on the National Accountability Conference held in New Orleans, Louisiana, August 4-5, 2004. The conference focused on monitoring and involved internal and external reviewers from OSEP. These individuals had reviewed the annual performance reports from all states and cited positive findings and those needing improvements. The focus was on both Part C and Part B.

Mary Ann White and Allison Standring presented on behalf of Virginia's Part C Monitoring Program. They talked about the framework used for monitoring local systems in Virginia. Mary Ann White stated that 75 individuals attended the presentation. She added that interest was expressed regarding ITOTS.

Annual Performance Report

Mary Ann White reported that Virginia has received a letter from OSEP related to the annual performance report. The letter states that Virginia is out of compliance in the following areas:

- 45-day timeline from referral to IFSP development;
- Evaluations completed in all developmental domains;
- 90-day transition meetings are occurring as child transitions from Part C to Part B; and

- Children are receiving all services listed on the IFSP.

It was stressed that OSEP clearly articulated that the state must be in compliance within one year. The state is to address the areas of noncompliance by March 31, 2005. An integrated plan of improvement must be developed in order to move forward in a cohesive manner.

Mary Ann White stated that help is needed in gathering data related to the areas of noncompliance. Eva Thorp asked if VICC should be assisting in addressing the issues. Mary Ann Discenza said that VICC must review and sign their approval on the Annual Performance Report by March 21, 2005. She added that the report could be submitted electronically.

Shirley Ricks stated that there are a lot of areas to be addressed. Mary Ann Discenza reported that all of the Part C staff was involved with the Annual Performance Report and that Mary Ann White was the lead-staff. Brenda Laws asked if a special planning meeting of the VICC should be called after the holidays. It was decided that a special planning meeting of the VICC would be held Monday, January 10, 2005 from 9:00-4:00. Phyllis Mondak offered to check about meeting space at the Monroe Building. Mary Ann White will send related information.

Family Involvement Project Presentation

Debra Holloway, the Family Involvement Project (FIP) Manager, and Scottie Burnette, the Regional Family Representative, presented an overview of the Association for Retarded Citizens (Arc) of Virginia, the Family Involvement Project and Parent-to-Parent.

Debra Holloway shared that the Arc of Virginia is an organization that advocates for persons with mental retardation and related developmental disabilities and their families. She stated that the Arc is currently conducting an advocacy effort called "Advocates Linking Together" which consists of a paper chain of signatures in support of additional funding initiatives including early intervention. The chain will be presented to the legislators as a "Call Virginia to Action" effort.

Debra Holloway then explained that the Family Involvement Project is housed within the Arc. FIP contracts with the Infant & Toddler Connection of Virginia to assist in meeting the needs of families within the Part C system; provide training; serve as a link between the state Part C office, local systems and families; and to encourage family involvement and participation. Additionally, the FIP serves on numerous councils and committees related to early intervention. Participation with the MIMS process is also an activity of the FIP.

Scottie Burnette provided information on Parent-to-Parent. She explained that Parent-to-Parent is a network of trained parent volunteers who can provide information and support to other families of children with disabilities, developmental delays or chronic illnesses. It was reported that there are approximately 100 trained partners.

Debra Holloway further stated that most of the Parent-to-Parent matches are made over the phone. She stated that it is up to the participants to determine the level of involvement and means of contact. It was stated that phone cards are provided for participants to cover the cost of long distance calls.

Delly Greenberg asked if there was a line for Spanish speaking families or if a translator was available. Scottie Burnette reported that there are individuals in the database that speak 7 different languages.

Eva Thorp inquired as to whether matches would be made for families with children over three years of age. Debra Holloway responded that the primary focus is for children of early intervention age but that they would assist other families seeking help as well. She reported that the program had been supported by a grant. Debra Holloway also clarified that the Arc of Virginia is an organization that assist individuals of all ages.

VICC Officers

Brenda Laws clarified that at the June VICC meeting, the VICC membership was presented with the slate of nominees for officers and voted for the officers at the same meeting. The VICC officers are as follows:

- Chair-Brenda Laws
- Vice Chair-Bethany Cooke
- Secretary-Sandra Binns Whitaker

New VICC Appointments

Brenda Laws announced that the Governor had made the following VICC appointments:

- Virginia Heuple, Provider, to succeed Dr. James Blackman;
- Dina Kirby, Parent, to succeed Karla Melton;
- Jean S. Odachowski, Mental Health Provider, new appointment; and
- Linda T. Puller, Legislative Representative, to succeed Mary T. Christian.

VICC Infrastructure Committee By-Laws Update

Pat Dewey updated the members on the revisions to the VICC By-Laws. She stated that Mary Ann White from the Part C Office of Child and Family Services had assisted with making changes. Pat Dewey reported that the Infrastructure Committee would be meeting following the VICC meeting to continue their work. She stated that the final draft of the By-Laws would be presented to the VICC members at least 30 days prior to the March 2005 VICC meeting so that a vote can be held at the meeting.

AGENCY REPORTS

Department for the Blind and Vision Impaired (Representative was not in attendance.)

Department for the Deaf and Hard of Hearing (Representative was not in attendance.)

Department of Education

Phyllis Mondak reported that the Shining Stars Early Childhood Conference would be held July 20-22, 2005. She stated that a call for presenters would occur in mid-January. Inclusion will be an emphasis of the conference.

Department of Medical Assistance Services

Deborah Harris announced that this would be her final VICC meeting. She has accepted a position with the Virginia Department of Health. Catherine Hancock has been designated as the contact for the Department of Medical Assistance until another individual is designated as the representative for VICC. Both Brenda Laws and Shirley Ricks expressed appreciation to Deborah Harris for all of her contributions to the VICC and early intervention.

Department of Mental Health, Mental Retardation and Substance Abuse Services

Shirley Ricks reported that a budget request has been submitted for deficit funding for 2005-2006 for Early Intervention. She stated that the Arc of Virginia, Virginia Community Services Boards and families have supported this request.

Department of Social Services (DSS)

Lyndell Lewis reported on the Safe & Stable Families project. She stated that funds are used to support those in crisis. She provided the following information:

- The project is for mandated and non-mandated populations;
- Application packets for participation are being sent to localities in December and will be due back in February;
- Packets are designed for renewals as well as first time participants; and
- Consideration can be given if local early intervention system would like to participate as part of the planning process.

State Corporation Commission (No report.)

Virginia Department of Health

Pat Dewey reported that federal grant funds are being used to establish a loaner hearing aid bank for children birth-three. Both hearing aids and FM systems would be available for loan. The project would be directed to early interventionists, audiologists, Care Connection and families.

The loaner process would involve an application from audiologists and families with loan periods of 6 months; additional loaner periods will be allowed, particularly for FM systems. This would allow for children to have immediate use of hearing aid equipment while arrangements are being made by families to purchase their own equipment. Pat Dewey stated that the loaner bank should be available by March or April.

Phyllis Mondak asked if it would be possible to extend the age of children eligible for loans to 5. Pat Dewey responded by saying that this might be possible depending on the existing need but that the project for now was focused on young children who would be identified through newborn hearing screening.

Virginia Office for Protection and Advocacy (Representative was not in attendance.)

Family Report

(Italicized information is verbatim from written report provided by Debra Holloway).

As I reported at our last meeting, the Family Involvement Project, with assistance from the Virginia Board for People with Disabilities grant, was able to have new Parent-to-Parent brochures and training manuals printed and we continue to disseminate brochures to each of the 40 councils.

The Family Involvement Project Fall Newsletter was posted on the list serve and mailed out to our mailing list in October. Project staff assisted Part C in finding nominees for the vacant Parent Representative position on the VICC. We assisted Part C with MIMS by conducting family interviews in three local areas undergoing review. Project staff continues to be active participants in the Autism Initiative, VICC steering Committee and Advocacy Committee, Child and Adolescent Special Populations Subcommittee, MR-EI Advisory Committee, Children's Advisory Group, Contract Development, and in local and regional Council meetings. Staff was able to attend two regional meetings recently and have scheduled to present the Family Involvement Project at one local council family meeting and a service coordinator meeting. I was able to attend a Parent Forum in Kentucky conducted by the Mid-South Regional Resource Center. The forum focused on enhancing meaningful parent involvement and discussion of contributions to state systems change that improves services and supports for children with disabilities and their families.

Project staff conducted a Parent-to-Parent training for families attending a support group of the VA Early Hearing Detection and Intervention Program in September in Charlottesville. 7 Parent-to-Parent matches have been made since the last meeting.

The Arc of Virginia is collecting signed paper links for our "Advocates Linking Together" Campaign. These links will be made into a paper chain. The chain will be extended across the capitol grounds and then delivered to the legislators. We want our Virginia legislators to continue funding critical services including Early Intervention. The Arc of Virginia 2005 Advocacy Calendars are available. Help The Arc of Virginia celebrate 50 years of advocacy success in 2005!

Other Business

Brenda Laws reported that she would be attending the OSEP National Early Childhood Conference in Washington, DC in February. She plans to attend a session for State Interagency Coordinating Council Chairpersons. Mary Ann Discenza added that she would also be attending the conference and would participate in a session for Part C Coordinators.

Brenda Laws directed the members' attention to the November Part C Update that had been included in the VICC packets. She stated that the Update provides information on what is happening in Virginia related to early intervention. The members will be added to the distribution list to receive future Updates.

Phyllis Mondak suggested the consideration of including Early Head Start personnel within the VICC. She stated that while Head Start is represented on the VICC, Early Head Start is not but is also charged with serving children with disabilities. She expressed that they should also receive information related to Part C.

Phyllis Mondak also asked that local systems be certain to invite vision personnel to Part C transition meetings. She stated that if a child is receiving vision services, or is in need of vision services, then these individuals should be included in the transition process.

Agenda Development for March 09, 2005 VICC Meeting

Presentation by Leslie Hutcheson Prince

Budget

Annual Performance Report

VICC By-Laws

Legislative Updates

IDEA Reauthorization

Local Contract

Mary Ann White reminded the VICC members that they would need to sign the Annual Performance Report prior to submission to OSEP. She stated that it would take approximately 10 days for processing through the Department for the Commissioner's signature and that the report could then be submitted electronically.

Mary Ann White asked the VICC members if they would like to receive a detailed report as to what is being sent to OSEP in the Annual Report or would they rather receive a shortened, concise version. Deborah Harris made a motion that the VICC be provided with the concise version of what is being sent to OSEP. Phyllis Mondak seconded the motion with the addition that if there is extensive information that VICC needs to provide input on then that should be sent to members in advance of the next meeting, otherwise, a concise version will be provided. The motioned carried.

The meeting was adjourned at 12:25.

VICC Meeting Attendance-12/08/04

VICC Members

Pat Dewey

Delly Greenberg

Deborah Harris

Rev. Brenda Laws

Lyndell Lewis

Phyllis Mondak

Sandra B. Whitaker

Mary Lou Hutton
Dina Kirby
Dr. Colleen Kraft

Shirley Ricks
Yolanda Tennyson
Dr. Eva Thorp

Family Members

Debra Holloway (Arc FIP)
Scottie Burnette (Arc FIP)

System Managers

Nancy Bailey (LENIWISCO)
Debbie Billodeaux (Fairfax)
Brenda Crockett (Chesapeake)
Kathy Phillips (Middle Peninsula-Northern Neck)
Alison Standring (Rappahannock)
Sue Werner (Goochland-Powhatan)

Providers

Cara Coffman (Richmond ITC, Special Instructor)
Paula Gorman (Fairfax ITC)
Leslie Snead (Richmond ITC, Service Coordinator)
Allan Phillips (Fairfax ITC)

I&TC of Virginia Staff

Mary Ann Discenza
Karen Durst
Cori Hill
David Mills
Beth Tolley
Mary Anne White

General Public

Kelly Prince-MCV Medical Student
Ryan Radna-MCV Medical Student
Angela Bryan-MCV Medical Student