

**VIRGINIA INTERAGENCY COORDINATING COUNCIL
MEETING MINUTES
Hanover DSS
September 09, 2009**

The Chair of the Virginia Interagency Coordinating Council (VICC), Rick Beaman, called the September 09, 2009 meeting to order. Karen Durst called the roll. Seventeen` (17) members were in attendance. Please see the attendance list at the end of the minutes. Rick Beaman then announced the Governor's appointment of new members including Catherine Cook, representing Head Start; Sonia Lopez, representing families; and Coy Barefoot, representing families. Representative Shannon Valentine was reappointed as the Legislative Representative.

The Part C Update was then presented.

- Work continues on the Medicaid Initiative in collaboration with the Department of Medical Assistance Services (DMAS). The start date of the Initiative is October 01, 2009.
 - Federal requirements for a Comprehensive System of Personnel Development (CSPD) will be met through the Part C certification requirements as a part of the Initiative.
 - Cori Hill shared that the following training modules are available and that there have been 1,098 active users.
 - The Child Development Module;
 - The Family-Centered Practice Module;
 - The Service Pathway Module;
 - The Practitioner Requirements Module; and
 - The Supervision Module.
 - All providers must be enrolled into the Part C system with licensure and credentialing verification being required.
 - Deana Buck shared that there currently exists a list of 829 Part C providers and that 82% of those individuals have taken the modules.
 - Positive comments were received about the quality of the modules.
 - Various universities including Longwood, Radford, University of Virginia, James Madison University, Virginia Commonwealth University and George Mason are incorporating portions of the modules in their curriculums.
 - Special thanks were extended to the Partnership for People with Disabilities and the Integrated Training Collaborative for their work on the development of the modules.
 - Cori shared that many families have contributed pictures that have been incorporated into the modules.
- Mary Ann Discenza presented information on the Part C Local Contract.
 - A nine-month contract will be sent to Local Lead Agencies for the time period of October 01, 2009-June 30, 2010.

- Consideration had been given to extending the contract period through 2011 but the decision was made that a new contract would cover the period of July 01, 2010 through June 30, 2011.
- Information was shared regarding the American Recovery and Reinvestment Act (ARRA) funding.
 - Additionally ARRA funding was being set aside by the Federal Government for Special Education programs in states that were interested in implementing a birth-five option.
 - The birth-five option was presented several years ago but there were limited resources.
 - Two states have accepted the ARRA funding for the birth-five option.
 - The remaining set aside funds will be reallocated to states by the Federal Government.
 - Virginia has budgeted \$2,100,000 of the Part C ARRA funding for the following:
 - Data system development;
 - Development of web-based modules for training in order to meet the federal requirement of a Comprehensive System of Personnel Development; and.
 - State and local operations.
 - Local systems will be provided with information this week on their allocations of ARRA funding.
 - The funds can be used through September of 2011.
 - Funding can be used for job retention, system expansion and expenditures that are currently allowable under Part C.
 - Maintenance of effort cannot be waived.
- Work is continuing on interagency data systems with the Virginia Department of Health (VDH) and the Department of Education (DOE).
 - Child Find will occur through integration with the VDH's VISITS which identifies and refers those children to Part C with hearing loss or congenital anomalies.
 - Integration of the data system with DOE will result in data on transition from Part C to Part B with longitudinal data throughout a child's educational experience.
- The Department of Behavioral Health and Developmental Services (DBHDS) has hired a third Part C monitor, Tamara Wilder. Tamara is working in the Richmond Central Office.
- Janet Lung, the DBHDS Director of Child & Family Services, will be serving as the Department's representative on the VICC. She shared the following information:
 - The name of the Department of Mental Health, Mental Retardation and Substance Abuse Services was officially changed July 01, 2009 to the Department of Behavioral Health and Developmental Services.
 - The term "mental retardation" has been replaced with the term "intellectual disability".
 - The Department received funding to hire two individuals. One staff member will be directing the work related to developmental disabilities and the other autism.

- According to Mary Ann Discenza, the Office of Special Education Programs (OSEP) will be at the State Part C Office for an on-site visit October 13-15, 2009.
 - Part C staff have gathered and provided information to OSEP for the visit using the Critical Elements Analysis Guide (CrEAG).
 - Three calls have also been held with the OSEP team in order to provide information in advance of the visit.
 - No visits to local systems are expected.
 - A survey was sent to VICC asking for responses to be summarized and submitted.
 - VICC Chair, Rick Beaman, shared that the first six (6) questions on the survey required a response while the remaining questions were optional and related to the operation of the system.
 - Information was included on improvements over the years.
 - Some of the information could be used at the next VICC Retreat.
 - The response to OSEP will be shared with the Part C office.
 - A survey was also sent to the Parent Educational Advocacy Training Center (PEATC).
 - Mary Ann spoke with Cherie Takamoto, the Director of PEATC.
 - Debra Holloway, the Manager of the Family Involvement Project will be collaborating with PEATC regarding the survey.
 - A link to the survey will be on the PEATC website and will be sent to the ARC list serve and the local systems asking for parental perspectives.
 - Karen Durst will send the survey to local systems asking that the information be provided to families.
 - The survey is available in Spanish and English and is also available in hardcopy.
 - The deadline for submission of the survey is September 22, 2009.
 - Respondents are asked to be currently receiving Part C services or to have transitioned out of Part C no more than one year ago.
 - The Part C office is receiving technical assistance from the National Early Childhood Technical assistance Center (NECTAC) related to the financial aspects of the system.
 - Anne Taylor of NECTAC will be attending the OSEP visit along with the Mid-South Regional Resource Center consultant, Jim Henson, in order to provide technical assistance.
 - Information on the visit will be shared at the December 09, 2009 VICC meeting.
- Monitoring consultants, Mary Anne White and Bonnie Grifa, then provided a handout to VICC members on the determination status of the local systems for 2007, 2008 and 2009.
 - No systems received a determination of “needs intervention” or “needs substantial intervention” for 2009.
 - OSEP is focusing on the timely correction of noncompliance and maintaining compliance.
 - The data system improvements will assist in gathering of data and conducting desk audits. Services are now only reported as planned services.
 - The overall score for the state for Indicator 1-Timely Start of Services, was 94%. OSEP views substantial compliance as 95%.

- Virginia is in the third year of “needs assistance”.
 - Virginia must report on what technical assistance was accessed and the impact of the technical assistance.
- The question was raised as to what would happen if Virginia has a fourth year with the determination of “needs assistance”.
 - It was reported that special conditions regarding funds could be imposed; more contact with OSEP could be required; and the potential exists for the withholding of funds, even though this has never been done.
- As the primary stakeholder group, it was asked what VICC could do to help with the situation.
 - Mary Ann Discenza shared that information for the next Annual Performance Report (APR) will be presented at the December VICC meeting.
 - The question was presented as to whether it would be helpful to gather information from other states that are meeting the requirements and to find out how other State Interagency Coordinating Councils (SICCS) are assisting.
 - Information will be provided to the VICC from the Part C office to include the OSEP letter that identifies compliance issues; information from other states; and technical assistance resources.
 - It was asked if any of the Local Interagency Coordinating Councils (LICCS) provided assistance to the local Part C systems in helping to meet or improve compliance.
 - Rick Beaman offered to contact local systems to ask how active their LICCS are.
 - It was further suggested that a root cause analysis could be done by the Part C staff looking at local systems related to problems and that information be gathered, as well, on systems that have show improvement.
 - It was reported that staff have already looked at the root cause in some systems.
 - It was suggested that “Quality Improvement” could be a topic for the upcoming retreat.
 - Part C staff was asked to think about what the VICC can do to assist and to share the ideas at the December meeting.

Alison Standring then presented public comment on behalf of the CoCoA Steering Committee. The italicized words are verbatim from the written public comment submitted.

My name is Alison Standring, Local System Manager with the Rappahannock Area, representing the CoCoA Steering Committee. I am sharing these comments that reflect the majority view of the 12 members of the CoCoA Steering Committee.

Most importantly, we want to take this opportunity to remember a friend of early intervention- Shirley Ricks. Our sympathy is extended to the state Part C system who worked side by side with her for many years; the VICC who knew her as a leader and a colleague; and the entire early

intervention family who was touched by her passion, her leadership, and her grace. We celebrate the life of Shirley Ricks and we miss her.

Second, we would like to thank the Part C office and DMAS – and, in particular, Tammy Whitlock and Brian Campbell – for all the work that has been done in preparation for the October 1st transformation.

October 1st is right around the corner and, although there are many things in place, there are still many questions left to answer. We want to offer our assistance as system managers to assist in any way we can in addressing the questions. In addition, we hope there will be an understanding that in light of the number of changes that must be made and because there are still many questions left to answer, we likely will not have everything in place in our local systems on October 1st. We hope there will be a recognition that each system manager is doing the best she or he can.

Finally, we want to thank the Part C office and the Integrative Training Collaborative – and, in particular, Cori Hill – for the Local System Manager training in Staunton in late August. It was a great opportunity to get together and to learn more about the upcoming changes in our early intervention system.

- Following public comment, it was shared that answers to questions from CoCoA to Part C related to the system transformation and from the Local System Managers' Training would be provided in a Q & A document.
- Beth Tolley shared that the Department of Medical Assistance Services (DMAS) Manual with instructions on enrolling providers and billing would be available very soon.
- Beth Tolley then reported the following related to the Infant & Toddler Connection of the Shenandoah Valley:
 - New individuals are interested in providing Part services in the Shenandoah Valley.
 - Work is continuing on identifying a local lead agency.
 - Improvement has been shown on Shenandoah's determination status.
 - Child count has increased.
- Beverly Crouse shared the following information related to the Infant & Toddler Connection of Central Virginia:
 - The Central Virginia Health District is the new local lead agency for the system.
 - Dr. Gately and Gail Briceland are working together on setting up the system.
 - The system will begin serving children October 01, 2009.
 - In the interim, the Central Virginia Community Services Board has been providing some services, including service coordination, and the Department has been contracting with private providers for services.
- Related to other local systems, the following was shared:
 - Local systems in Richmond, Chesterfield and Henrico are working together and working closely with the state office to address issues. This is resulting in positive outcomes.
 - Systems in the Valley Region and the Southwest are working together across boundaries to assist with provider shortages.

Further discussion was held related to the data system and the emphasis for improvement. Mary Ann Discenza shared the following:

- The Department is currently looking at the Infant & Toddler Online Tracking System (ITOTS) and the capacity for data exchange.
 - The data system in Alaska has been viewed as well as the data system in Fairfax.
 - The Department's IT Director and Part C staff provided a presentation to the VACSB Data Group with a request for assistance and collaboration.
 - The priority is on accountability.
 - This is a priority project within the Department.
 - Stakeholders will be engaged in looking at the needs.

VICC business was then addressed. Committee reports and discussion occurred.

- Comprehensive System of Personnel Development (CSPD) Committee:
 - The committee met following the June VICC meeting. Phone calls have been held since that time.
 - Dr. Patricia Popp developed a form with personnel development ideas to be integrated it with plans from the Integrated Training Collaborative.
 - The form is to be sent to local system managers.
 - Cori Hill shared that a Local System Managers' Training was held in Staunton August 24-25, 2009.
 - A workgroup will be developed to revise Kaleidoscope.
 - The shortage of personnel from a quality improvement view could be the issue to address at the upcoming retreat.
 - A good data source does not exist related to personnel shortages in Part C.
 - Information is needed on the services being provided including the types of services and the gaps.
 - Personnel preparation should be encouraged at the local level.
 - Could the survey that Delly was previously working on be revised to gather information on the status of personnel in Part C?
 - Cori Hill shared that the Professional Development Task Force is currently gathering data on personnel that includes early intervention. This report may address some of the same issue. It was suggested to wait until the Professional Development Group survey is released and then have the CSPD Committee of the VICC look at the survey along with Mary Ann Discenza to determine if further information is needed.
 - It was stated that time is needed to look at the impact of the Medicaid Initiative and whether more providers have come into the system.

Further discussion included recognition of the all of the work that has been completed by the Part C staff and the staff at DMAS. Joanne Boise presented a motion that a letter be sent to Dr. Reinhard, Commissioner of DBHDS, and Patrick Finnerty, Commissioner of DMAS, recognizing staff for the quality of work, commitment and accomplishments related to the Medicaid Initiative. Delly Greenberg seconded the motion. The motion was approved. Joanne will draft the letter. It was also suggested that the letter also be sent to the Governor, Secretary of Health and Human Resources and the Legislative Committee Representatives.

- Advocacy Committee:
 - Debra Holloway reported that the committee has not met during the summer.
 - The committee plans to write a letter to be sent to the General Assembly in support of Part C.

- Data Committee:
 - Incoming VICC member, Allan Phillips, has agreed to chair the committee.
 - The group will be planning for future activities.

Debra Holloway then presented the Family Report. The following italicized words are verbatim from the written report submitted.

The Family Involvement Project staff continues to be active participants in statewide committees, workgroups, regional and local activities and council meetings. Some of the activities since our last meeting include, attending A Special Quest Train the Trainer Workshop and the Inclusion Institute, attending Task Force Meetings and Family Cost share SubCommittee meetings, conducting Waiver Workshops for the COPA in Staunton and at The Strong Roots Conference, participating in The Shinning Stars Conference, the Williamsburg CDC Transition Fair and Affiliates in Action, attending the VACSB Budget Subcommittee meeting and public policy meetings, conducting 2 Parent-to-Parent trainings and prepared, planned and assisted in conducting The Arc of Virginia Convention including hosting 2 sessions (Waivers and about FIP) We held a parent conference calls to share information with families about Transition. Transition notebooks continue to be shared with providers and families. FIP assisted with reworking of Strengthening Partnerships and we are in the process of updating our PTP training.

Mary Ann Discenza and Tammy Whitlock then shared information regarding the emergency regulations from both DBHDS and DMAS. Mary Ann reported:

- The emergency regulations are still at the Governor's Office.
- Once approved, the development of permanent regulations will follow.
- The Office of the Attorney General has directed that regulations should be in place for Virginia's Part C program rather than policies and procedures.
 - The DBHDS has statutory authority to promulgate regulations.
 - The regulatory process will likely take approximately two-years to complete and will reflect both Federal requirements and those in the Code of Virginia.
 - All policy information is included in the Practice Manual.

Regarding DMAS, Tammy Whitlock reported:

- The DMAS emergency regulations are also at the Governor's Office.
- The Commissioner at DMAS has signed and approved the DMAS manual related to Part C. It is anticipated that it will be available either today or tomorrow.
- A presentation was given to the MCO Work Group on early intervention services being carved out.
- The preliminary data match of Part C and Medicaid child is complete.
 - Data entry for the children will occur the week of September 28, 2009.

- An attestation letter is being made available for those early intervention providers who are already registered with Medicaid.
 - There is an application available for new providers.

A question was presented as to whether a letter had been sent to physicians to inform them of the changes with the Medicaid Initiative. Mary Ann Discenza reported that the state Early Childhood Organization is willing to help spread the word about the changes. Mary Ann is to follow up. Part C and DMAS have also provided training information and updates. Additionally, DMAS has included a section on the Initiative on their website under “What’s New”.

Beth Tolley then presented information to the VICC on the Child Outcome Indicators. She stated the following:

- There are three (3) Child/Family Outcome Indicators.
- This will be the first year that reporting to OSEP has been required.
- Targets must be set and the VICC’s assistance is needed.
- This information must be included in the Part C Annual Performance Report.
- Outcome data has been received on 2,469 children for the year.

It was determined that a subgroup will meet November 18, 2009 from 1:00-4:00 to review the information and provide recommendations for setting targets. Those recommendations will be presented to the full VICC at the December meeting. The following members agreed to participate on the subgroup: Rick Beaman, Debra Holloway, Delly Greenberg, Joanne Boise and Jeannie Odachowski.

Election of VICC officers was then held. VICC members were provided with the slate of officers in writing July 31, 2009, prior to the one month requirement in the VICC By-Laws that states “Nominations for the positions of Chair, Vice-Chair and Secretary shall be presented to the VICC in writing one month prior to the last meeting of the Federal Fiscal Year (October 1 - September 30) on an odd year cycle for election at that meeting.” The slate of officers included Rick Beaman as Chair; Phyllis Mondak, as Vice-Chair; and Charlie House as Secretary. Mary Lou Hutton made a motion that the slate of officers be approved. Jeannie Odachowski seconded the motion. The motion was approved.

VICC business continued with discussion about the VICC Mission and Vision Statements. The following wording was discussed:

MISSION: “To advise and assist the state early intervention system in performing its responsibilities and fiscal management while promoting interagency cooperation and coordination in order to facilitate timely and effective supports and services.”

VISION: All infants and toddlers with developmental delays or disabilities and their families receive timely and necessary supports and services in order to reach their maximum potential.”

Phyllis Mondak made a motion that the wording for the Mission and Vision Statements be approved. Mary Lou Hutton seconded the motion. The motion was approved.

Regarding the VICC Retreat, it was determined that discussion would be held at the December meeting. Mary Ann Discenza will look into the possibility of having a facilitator. A potential topic could be Quality Improvement.

The VICC Chair then brought forward the topic of communication. It was decided that routine information would be sent by email. Further discussion of issues would occur as needed.

It was then shared that several members of the VICC did not receive the information for the VICC survey to be sent to OSEP. Karen Durst will resend the survey to all VICC members for input.

In looking at future scheduling for VICC meetings, it was noted that the December meeting conflicts with the annual OSEP conference. The December meeting for 2010 will be changed to December 01, 2010.

CoCoA then expressed their willingness to assist with the October 01, 2009 implementation of the Medicaid Initiative.

Finally, information was shared that data from the Family Survey has not yet been received. The information will be shared when it becomes available.

The following items were identified as needing follow up:

- Debra Holloway will send the PEATC survey from OSEP to Karen Durst to distribute to local system managers with a request to share with families.
- Information will be provided to local systems on their ARRA allocations.
- Information will be gathered from other states with the determination status of “meets requirements”.
- Linkage will be made available on the Part C website regarding technical assistance resources with information on other states.
- The VICC Chair will send Karen Durst and email to be sent to local systems requesting information on the status of the LICCs.
- The CSPD form will be sent to systems.
- The Child Indicator Subgroup will meet and make recommendations to be shared with the full membership on targets.
- The VICC Chair will send the VICC OSEP survey to Karen Durst to send to the membership.
- Joanne Boise will draft a letter recognizing Part C and DMAS.
- Parent member information will be sent to families.
- Part C staff will make suggestions on how VICC can help regarding compliance.

The agenda for the December 09, 2009 includes:

- Update on the OSEP visit.
- Information regarding the next APR.
- Part C staff ideas on how VICC can assist with compliance.

- Presentation of recommendations on targets for the Child Indicators from the VICC Subgroup.
- VICC Retreat.

The meeting was adjourned.

VICC Attendance

VICC Members in Attendance

Rick Beaman
 Joanne Boise
 Catherine Cook
 Delly Greenberg
 Dr. Corey Herd
 Virginia Heuple
 Mary Lou Hutton
 Janet Lung
 Phyllis Mondak
 Sheila Nelson
 Jeannie Odachowski
 Dr. Patricia Popp
 Dr. Lissa Power-deFur
 Glen Slonneger
 Delegate Shannon Valentine
 Tammy Whitlock
 Sandra Woodward

VICC Members Absent

Leslie Hutcheson Prince
 Lyndell Lewis
 Laura Miller
 Yolanda Tennyson

Audience Members Signing In

Deana Buck
 Terry Pasco
 Allan Phillips
 Alison Standring

Family Representative

Heidi Faustini
 Debra Holloway

Part C Staff

Beverly Crouse
 Mary Ann Discenza
 Karen Durst
 Bonnie Grifa
 Cori Hill
 David Mills
 Beth Tolley
 Mary Anne White
 Tamara Wilder