Governor’s Interagency Coordinating Council (ICC) Meeting Minutes
October 9, 2014

Attendance

Members: Lisa Backer, Andrea Bejarano-Robinson, Jessica Mattson, Ruth Ann Rosenwinkle, Clarissa Johnston, Karen Adamson, Catherine Wright (for Glenace Edwall), Maya Nishikawa, Dr. James Moore, Cathy Nelson-Messer, Sharon Henry-Blythe, Barb Dalbec

Staff: Kara Tempel, Kelly Monson, Jenny Moses, Carol Maliszewski, Kelly Monson, Jeanne Dickhausen

Guests: Becky Tennis Hanson, Judy Kelly, Kathy McKay, Jeanne Dickhausen, Kathy Anderson, Candy Malm, Katy Schalla Lesiak, Mariam Egal, Anne Harrington

October agenda approval

The agenda was approved with the addition of a discussion about Help Me Grow materials.

July 2014 minutes approval

Minutes were approved as written with no comments or discussion.

Public Comment Period

The Regional IEICs in attendance were asked what their focus will be for the upcoming year.

Region 10 kept their existing activities on their plan, which includes data tracking to inform outreach efforts. They also will continue to work on communication pathways. Communication is not consistently good throughout the region. Those who have the local committees are doing better. Homeless liaison is opening up other areas for outreach. They are looking at what parent training opportunities are happening already and trying to collaborate with those entities to share Help Me Grow information – focus more on parents that year. They added a theater Public Service Announcement and bus signage. Their number of referrals from the state referral line is up compared to the two previous reporting periods.

Region 3 stated that they are very excited about where they are now. They are finally coming together, people are feeling excited and part of a group and are “getting it”. They are richer because of the post-structure activities. They are using their work plan and look at every committee meeting, big and small. The work plan is a living document. They are targeting public awareness efforts based on where data is. The region is working at getting a consistent system across areas for their intake. Their standing committee agenda includes their activities and
goals so they are looked at every time. They are developing a one page newsletter to highlight the committee as a whole and each subcommittee and giving some information. There is now a homeless liaison on the committee. They are looking at their intake process to collect data consistently and are also looking at their referral numbers. From 2013 to 2014 there was a 15 to 40 percent increase depending on the area. They will be looking at the percentage of children who qualified based on their referral numbers. They will also look at how many staff increased in order to provide the service to the increased number of children.

Region 11 will be working with cultural communities as their focus. They are contracting with ARC for a Hmong, Somali and Spanish liaison for help reaching out to those communities. Their marketing partner will be sending out packets that also reach out to the Karen population and they are continuing outreach to all the main groups. Public health nurses are a great resource to get information out. They are working on homeless population representation. They are done creating new materials for HMG. Kathy brought some new materials to share with the group. The Amazing Me book is now translated into Spanish. Kathy shared the finalized resource request form.

**Presentation from Kathy Anderson, Hearing Screening Guidelines**

Child and Teen Checkup (C&TC) covers and requires hearing screening for all kids who qualify. This is underutilized by C&TC. Lisa Backer suggested that if there are future iterations of the hearing screening document, we need to define the term screening and clarify what it really is and clarify what funds should be used to purchase the equipment. She also suggested that it be made it clear that in terms of Part C that these guidelines are in response to a referral and not general pre-referral screening.

**Amendment to the Agenda** – a motion was made, seconded and passed to have a partial working lunch in order to fit in all agenda items.

**Active Implementation and Centers of Excellence**

Michelle Dockter, Minnesota Department of Education (MDE), gave a brief presentation on Implementation Science and the Centers of Excellence.

Judy emailed a copy of the Division of Early Childhood (DEC) recommended practices to the ICC committee earlier in the week. The connection that the Professional Development Facilitators (PDFs) have to the Interagency Early Intervention Committees (IEICs) varies by region. Michelle and Kelly will send a list of the current PDFs by region out to the IEICs. Michelle clarified that there is no expectation that PDFs are part of the IEICs. We are unsure at this time of if or how Inspire Action will be a part of the work of the IEICs.

An ICC member asked if the COE could be a standing agenda item on the ICC meeting or in the updates section. It was suggested that the ICC could look at workforce issues throughout the system. Andrea suggested we look at issues related to Early Childhood Special Education (ECSE) professional development (PD)/workforce and mental health.

**Action:** The Executive team will talk about adding a discussion to our next meeting about PD and workforce.
Statewide Systemic Improvement Plan (SSIP)

Judy sent out the roadmap to the committee earlier in the week. The SSIP needs to be finalized and submitted to the Office of Special Education Programs (OSEP) by April 1, 2015. We need to use the data from the 2013-2014 school year and we do not have that in hand until the first week of December. The state team working in the SSIP is Kara Tempel, Lisa Backer, Jenny Moses, and Sue Thomas and Erin Levin and Rebecca Nesset from Compliance and Assistance. There are three opportunities for talking about SSIP coming up: the ECSE leadership conference in October; the Special Education Directors Forum in late December, and the IEIC workshop in November. The ICC will have input into the State Identified Measureable Result (SIMR). Inspire Action will also inform the SIMR. We need comment on the state infrastructure from the ICC. Lisa asked ICC members to fill out section A and section B on the Infrastructure Analysis template that she handed out. Lisa will send it out electronically to the group to complete with assistance from others as needed.

State Performance Plan/Annual Performance Report (SPP/APR) indicators and target setting

MDE needs to set new targets with the assistance of the ICC. Some targets can be set now but others will have to be at the January 2015 meeting. Child find and natural environments can be before some of the others and Lisa proposed that we could do a survey to the whole committee or meet as smaller groups to work on the target setting. Andrea suggested a subgroup of people who are excited about the data could meet to come up with recommended targets. The target for Natural Environments cannot be higher than 95 percent. Child find targets will be a little harder to set. Child and Family Outcomes will take considerable effort. We need achievable targets that are robust. We also need to focus on setting for preschool special education. It may take half a day of work in late December to early January to get this done. Motion made to have a workgroup to work on target setting. Seconded and approved.

**Action:** Lisa will send out the necessary documents to Kara to distribute to the ICC.

Responsibility Chart

Kara reviewed the changes to the Responsibility Chart. ICC members should get comments and feedback to Kara by Thanksgiving. The IEIC workshop would also be another good way to get input on the chart.

**Action:** Kara will resend out the Responsibility Chart and ICC will get return the chart with feedback by Thanksgiving.

Autism and Early Childhood Comprehensive Systems Grant (ECCS) Discussion

Katy Schalla-Lesiak shared information about her ECCS grant work. Barb Dalbec, Anne Harrington, and Mariam Egal shared information about the current initiatives at the Department of Human Services focused on Autism.
Below are links to some of the information discussed:

- **Legislative ASD Task Force** ([http://www.lcc.leg.mn/asd/](http://www.lcc.leg.mn/asd/))
- **ASD Research Reports** ([http://www.health.state.mn.us/divs/cfh/topic/autism/reports.cfm](http://www.health.state.mn.us/divs/cfh/topic/autism/reports.cfm))

Below is the handout detailing the activities of the Minnesota Act Early Team:

**Minnesota Act Early Team**

**Goal:** To promote early screening and identification of neurodevelopmental disabilities in culturally and linguistically diverse communities through focused outreach of the “Learn the Signs, Act Early” (LTSAE) campaign message. This outreach goal will be accomplished in the following ways:

**Objective 1: Provide targeted, culturally relevant outreach to local, culturally diverse communities around awareness and early screening of neurodevelopmental disabilities.**

**Activity 1: Building of Act Early Delegate Network: recruit Act Early delegates from diverse communities (e.g. Somali, Hmong, Native American, and Latino).**

Our Minnesota Act Early team has been working to recruit additional delegates to join our statewide network of Act Early delegates. We have recruited within the Hmong community several new Act Early delegates. We also have several Somali Act Early delegates. We are continuing our outreach in Native American and Latino communities. At several recent outreach events in Minneapolis including the Early Childhood Academy Mental Health Workshop for Minneapolis Public Schools and PICA Head Start annual conference, we connected with hundreds of outreach staff many of which are from diverse backgrounds.

**Activity 2: Customize select Act Early materials for Hmong Community**

Our MN Act Early team is in the process of translating and customizing the first set of Act Early materials into the Hmong language for our large Southeast Asian Hmong community. We have had several meetings with members of the Hmong community and have been working to start the process of translation. The target date for completion of this translation is November 30, 2015.

The MN Act Early team has also been meeting with the Hmong community including a group of Hmong parents to develop a Hmong outreach campaign including a training webinar entitled, “Best Practices in Working with Hmong families”. The target date for completion of this training webinar is January 30, 2015.

**Activity 3: Develop culturally relevant multimedia tools (e.g. Public Service Announcements, webcasts) modeled after the Autism Speaks “Maybe Campaign” with the Act Early message.**

Our MN Act Early team is in the process of investigating alternative media outreach approaches including billboards, bus shelters, and other media campaign options that can target culturally
and linguistically diverse families. We plan to target neighborhoods with large numbers of culturally and linguistically diverse families.

Objective 2: Development of expertise and capacity in outreach to underserved communities in statewide Act Early Delegate network.

Activity 1: Continue targeted outreach for increased screening across the MN statewide Act Early Network.

Our MN Act Early team has sent reminder e-mails and invitations for professional development to the existing network of Act Early delegates around upcoming trainings and webinars and to linguistically diverse families (e.g. financial workers, Public Health nurses, WIC services providers).

Activity 2: Outreach to health care professional around early screening

Wednesday October 1 Webinar: “Best Practices in Developmental Screening for Health Care Providers” Helped to develop a webinar on early screening for health care providers. First presentation of the webinar reached approximately 100 health care providers. The webinar will be archived on LEND website and we anticipate future viewings will reach another 250-300 health care professionals. CMEs were given to webinar participants after completion of a quiz.

Activity 3: Outreach to Somali Community

We have worked with a group of community experts to translate the Learn the Signs, Act Early materials from English to Somali. We used Act Early funds to print these materials. Numerous Somali community outreach events including World Autism Day, Ohio Delegation Act Early visit, numerous community forums with Somali families and Somali community. To date, we have distributed over 3,000 Learn the Signs, Act Early brochures translated brochures to the Somali community. We currently out of stock of our Somali translated materials.

Additional Outreach Activities

- Partnering with LEND program and LEND Fellows for Act Early Outreach
- Engaging graduate and undergraduate students
- Presentations at local conferences (MSSA, Early Start Academy, PICA Head Start/Early Head Start)
- Collaboration with IEICs
- Participation on ECCS
- Collaboration with state agencies
- Teaming with parent/community advocates
- Collaborating with local non-profit organizations

Anne Harrington shared some information on the new Early Intensive Development and Behavioral Intervention (EIDBI) benefit available to eligible children receiving Medical Assistance (MA). This is a distinct medical treatment that is open to populations other than
those with an autism spectrum diagnosis. Medical necessity for this benefit is the important factor. More information about this benefit is included on the DHS website.

**Help Me Grow Materials Discussion**

Region 11 discussed the materials they have available and the process for distributing them throughout the state. Stakeholders within Region 11 receive the materials for free and other Regions can purchase the materials at cost plus shipping and handling. Region 11 has not billed any entities other than the regional IEICs for the materials and so far the total billed is just under $30,000.

There are two issues with the current process: 1) consistency of materials – is there one endorsed set of materials? 2) How to get the resources out to people.

The new website (www.helpmegrowmn.org) will make it more transparent and easy. They could add a link for how to get more copies of the materials.

The question was posed as to whether or not the IEICs should not develop their own materials.

**Action:** We will use the IEIC retreat to come up with a decision on restricting materials or not.

The ICC approves of the current set of resources and with regions creating their own logo materials based on the style guide that is being developed and preapproval.

**State Updates**

DHS – Catherine Wright discussed the early childhood mental health map and list of contact people. Their grant will be done in June and they will be reissuing it in January or February. ICC members can email Catherine at Catherine.wright@state.mn.us with questions or systems issues related to her providers. Catherine is focusing on more multi-generational work within her system.

Joanne Mooney is in charge of the Parent Support Outreach Program (PSOP). With this program, a referral from the county is not needed. Participation is based on parent risk factors and includes short term services to prevent stress for families.

MDE – The National Help Me Grow Technical Assistance contract will start October 15, 2014. We had a brief discussion about immunizations and are they required for children receiving services in their home. Immunization laws exclude children being services in the home. If services are provided within some other program, such as licensed child care, then specific licensing requirements around immunizations apply.

**January Agenda**

Approve State Performance Plan/Annual Performance Report (SPP/APR) targets recommended by the workgroup - 30 minutes.

State Systemic Improvement Plan (SSIP) - One hour

IEIC Evaluation Discussion - Two hours
Recap of IEIC workshop

Legislative Updates (session starts in January)

**Action:** Kara will send out the draft October minutes as soon as possible.

Meeting adjourned.