

Cluster G Transition Committee Meeting Agenda March 13, 2024

Objective 3: Ensure each eligible infant, toddler and their family experiences a smooth exit from early intervention services, including a smooth transition when children move from First Steps to preschool or other services.

Metric: 100% of eligible toddlers exiting First Steps with timely transition planning. This means the SPOE (a) facilitates the development of transition steps in the IFSP (b) notifies the LEA of the toddler's potential eligibility for IDEA Part B special education preschool services and (c) convenes a transition conference for the eligible toddler and the toddler's family.

- Develop and maintain memorandums of agreement (MOA) with all LEAs and/or special education planning districts, as well as with all Head Start/Early Head Start entities in the cluster(s).
- Establish and maintain a cluster transition committee comprised of families, early intervention service providers, service coordinators, and representatives from the all LEAs and Head Start/Early Head Start agencies.
- Review and analyze cluster transition data and work with the SPOE to identify strategies for improvement as necessary.
- Work with the SPOE on developing transition trainings and deliver transition trainings to SPOE staff, LPCC members, families, and other community partners as necessary on a semi-annual basis.

1) Introductions

2) Approval of Minutes

3) *Next Steps: Life After First Steps* Recap

4) MOA Update

5) State Transition Update

6) Announcements/Close

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL**

**Transition & Interagency Agreements Committee Meeting Minutes
March 13, 2024**

Present: Krista Knowles-SPOE, Susan Bryant-Decatur Township Schools, Audrey Kelly-Pike, Jessica Devine-Indiana Rural Health, Sarah Bailey-Infancy Onward, David Sterne-VIPS, Jeanne Baldwin-HSE, Mary Podany-Carmel Clay, Shelley Hall-Tangram, Kristin Parisi-Clark Pleasant, Lois Ator-Danville, Stacy Williams-LPCC, Katarina Groves-LPCC, and Angela Touseull-LPCC.

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Stacy welcomed the group and introductions were made. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy asked everyone to review the minutes from the last meeting. She asked for a motion to approve the minutes. Sarah made a motion to approve the minutes as written. Jeanne seconded the motion. The motion carried, and the minutes were approved as written. 	
<i>Next Steps: Life After First Steps Update</i>	<ul style="list-style-type: none"> • Stacy debriefed the group on the <i>Next Steps: Life After First Steps</i> event which occurred on March 7, 2024. She explained that we organize this event each year in conjunction with the school systems. It is designed to give parents information about the transition out of First Steps and is hosted by a different school district each time. All First Steps families with children age two years and over are sent postcard invitations. This year's event was held at Brownsburg schools. • Stacy felt it went very well. She complimented Mariana for doing a great job in the role of a parent on the mock case conference as well as the other members of the committee: Susan, Jeanne, and Audrey. Everyone was fantastic! • Katarina reported there were 18 families in attendance including 3 who spoke Spanish. Special thanks to Erin for securing an interpreter for the evening. 	<ul style="list-style-type: none"> • LEAs to email a current preschool brochure about their program to Katarina.

	<p>A ProKids staff member translated the power point into Spanish so these families could have it during the presentation. We also had three vendors: INSource, Child Care Answers, and Hendricks Co. Head Start. Handouts were available for families about various topics.</p> <ul style="list-style-type: none">• Stacy felt the turnout was wonderful, especially since we had to cancel the last one due to a lack of interest. Audrey spoke to a few families that evening who were appreciative of the information they received. Stacy gave a shout out to the staff at Brownsburg for the video they shared prior to the case conference as well as the presentation about sensory issues.• Stacy explained it takes longer to obtain parent addresses through our new state data system. This caused a short timeline in sending out the postcards, but it didn't seem to affect attendance.• Stacy asked Krista if she thought the event was helpful for families since they typically meet with LEAs prior to their child's transition anyway. Krista felt the case conference portion of the evening is especially helpful, and Service Coordinators do encourage their families to attend. Jeanne added that the questions which were asked were very good. Stacy said we get families from across the cluster at this event.• Angela asked the group if there were suggestions for improvements for next time. Angela also reminded the group that we need current brochures about their early childhood programs. Katarina said we are working to build the library of brochures, and she will be reaching out to everyone to collect them. Krista agreed it is very helpful for families and encouraged everyone to send their brochures.• Katarina added that parents often	
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	<p>comment that their child doesn't go to that particular host preschool, so they think the information doesn't necessarily apply to them. She asked everyone if they plan a specific time for parents to tour their school. Audrey and Jeanne responded they do one on one meetings. We will tell parents to reach out to their specific districts if they want a tour or more information. Susan added that many families want to see the school even before they consent to the evaluation.</p>	
<p>Memorandum of Agreement (MOA)</p>	<ul style="list-style-type: none"> • Stacy reminded the committee that the MOA was updated and shared at the Transition Christmas party. Many members signed the document at that time. LPCC staff will be in contact with everyone in the coming months to get signatures. 	<ul style="list-style-type: none"> • LPCC staff will contact members to get signatures on the MOA.
<p>State Transition Update</p>	<ul style="list-style-type: none"> • Stacy has been meeting with the person involved in analyzing data at the state level. The state primarily uses a contractor for this function, which has caused the retrieval of data to be a challenge as was previously mentioned. State staff members are working on ways to pull helpful data from the system. They asked for suggestions of two things to work on. This committee has asked for the 30-month list in the past so that was one of the requests made. • The state sent transition information from VCU. We have not updated our transition information for several years. This should serve as a resource for something we could adapt for our purposes. We will forward what was sent to us to the committee to review. • Stacy asked the group for ideas of what transition materials they feel families need. She covered a few of the documents we currently share with families and asked if anyone felt there were additional items which would be helpful. We want to make sure what we 	<ul style="list-style-type: none"> • LPCC staff to send VCU transition information to committee members for review.

	<p>are sharing with families is current and correct. Current documents will be forwarded to committee members for review.</p> <ul style="list-style-type: none"> • Angela told the group that the marketing firm the state hired has developed a very nice welcome packet for families which includes some transition information. She shared that we are currently doing a survey of families with children in our cluster and the comments we get most often revolve around transition issues. She feels we need to beef up what is available, so parents feel prepared. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • Audrey shared she will be leaving her current position at Pike. She will be missed! • Lois said she loves the Service Coordinators in her district. • Cindy announced there will be some upcoming staff changes at CDHHE. • Sarah reminded the group about the conference in June which is sold out. Zoom links are still available if anyone is interested. • Susan said they are getting a new superintendent at Decatur. No other changes are expected. • David shared they have new full-time providers and are in the process of hiring 7 contractors. • Shelley announced that Tangram is expanding their early beginnings program and adding ABA services. They are adding a psychologist. 	<p>Next Meeting: Annual Awards Luncheon May 10, 2024 11am-2pm Valle Vista Conference Center & Golf Course in Greenwood-More info to come</p>

Respectfully submitted,
Angela Touseull