

Cluster G Transition Committee Meeting Agenda December 11, 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) MOA Update

4) *Next Steps: Life After First Steps* Update

5) Announcements/Close

6) Party!

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

**Transition & Interagency Agreements Committee Meeting Minutes
December 11, 2024**

Present: Susan Bryant-Decatur Township Schools, Rebekah Watson-Pike, David Sterne-VIPS, Shelley Hall-Tangram, Mariana Barquet-IN Hands and Voices, Erin Pfladderer-Brownsburg, Krista Knowles-SPOE, Donna Olsen-Parent, Terri Holmes-Parent, Shawntay Abbott-NWHS, Emily Benke-NWHS, 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 for the in-person meeting 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. Mariana made a motion to approve the minutes as written; Donna seconded the motion. The motion carried, and the minutes were approved as written. 	
MOA Update	<ul style="list-style-type: none"> • Stacy thanked everyone for signing the Transition MOA. She noted that the document had been distributed to the committee several months ago for review. It is now posted on the website. 	
<i>Next Steps: Life After First Steps</i> Update	<ul style="list-style-type: none"> • Stacy gave an overview for the group on the <i>Next Steps: Life After First Steps</i> event. She explained we organize this event each year in conjunction with the school systems. It is designed to give parents information about the transition process after exiting First Steps services. • Lois agreed to host the 2025 event in Danville. Last year it was held in Brownsburg and was very successful. It typically occurs in March. The general format is for volunteers to arrive at 5 pm for pizza and set up. District representatives should arrive at 6 pm. The program will start at 6:30 pm and is an open house format where parents can 	<ul style="list-style-type: none"> • LEAs to email a current brochure about their program to Katarina. • Contact LPCC staff if you want to be on the mock case conference. • Lois will communicate possible dates for the event with LPCC staff.

	<p>take a tour of a typical early childhood classroom, see a school bus, and talk with various vendors who have information tables at the event. A presentation will start at 7 pm which will outline the general format for a case conference meeting. Lois is working on having some of their therapists on hand to talk with parents about their role in the program.</p> <ul style="list-style-type: none"> • Stacy told the group that there are a few open spots on the mock case conference panel that need to be filled. She asked for volunteers who are willing to help. The following committee members who agreed to be on the panel are: <ul style="list-style-type: none"> ➤ Facilitator - Open ➤ Susan – TOR ➤ Mariana/Terri - Parent ➤ David – Therapist ➤ Rebekah – Psychologist • Donna asked if there will be resource tables at the event. Stacy responded that we have had INSource, ChildCare Answers, and Head Start participate in the past. Donna volunteered to come and provide information about Medicaid and the waivers. • Angela mentioned that the transition out of First Steps frequently shows up on surveys as something that parents are most worried about. The Next Steps event provides an opportunity for those who have deeper questions about the process to get more information and prepare for the next steps. • All LEAs are invited to attend and will be notified if anyone from their school system RSVPs for the event. Although the information presented is broad in nature and would be applicable to all districts, we do try to have specific district information for all early childhood programs in Cluster G. We are currently collecting program brochures from all early childhood 	
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	<p>programs for parents who are unable to connect with their LEA at the event.</p> <ul style="list-style-type: none"> • Donna asked if we routinely provide a packet of information to parents. Krista responded that each team has a resource guide pertinent to their area. Erin asked Donna if she had any information she could share with the group. Donna responded she didn't have anything specific but would be willing to put something together. Stacy said it was difficult to keep resources up to date, so we usually provide a document that we call "a resource of resources" which directs parents to entities that are better able to maintain robust resource information. Mariana wondered if using a QR code would be good. The Cluster G SPOE teams do a good job of providing parents with helpful information. Stacy likened the process of receiving information to that of buying a house. You feel prepared but, without a frame of reference, you don't know what you don't know. Erin agreed and added that parents get overwhelmed and can forget things they have been told. 	
Announcements/Close	<ul style="list-style-type: none"> • Donna encouraged LEAs to send families to her if they need help completing the Medicaid Waiver. 	<ul style="list-style-type: none"> • Next Meeting: March 12, 2025 via Teams
Party!	<ul style="list-style-type: none"> • The committee celebrated the holidays with their traditional party and white elephant exchange. Thanks to everyone who made the effort to attend the meeting in person! 	

Respectfully submitted,
Angela Touseull