

## **Public Awareness Child Find Committee Meeting September 19, 2023**

**Goal:** Increase the number of infants and toddlers receiving Early Intervention Services.

**Metrics:**

- % of children served under age 1 in FY 2023= 1.43%, FY 2024=1.44%, & FY 2025=1.45%
- The population served will be comparable to demographics of the cluster.
- % of the cluster's total infant/toddler population served: FY 2023= 4.6%, FY 2024=4.86%, FY 2025=4.88%

**LPCC project activities:**

- Review and analyze referral data and work with the SPOE to identify strategies for improvement as necessary
- Ensure referral sources are represented on the LPCC.
- Conduct informational activities throughout the cluster that describe First Steps eligibility guidelines and referral procedures. Child care agencies, physicians' offices, social service agencies and community agencies must be contacted on an ongoing basis.
- Maintain Memoranda of Agreements (MOAs) with local referring agencies.
- Maintain a website for the cluster that is accessible, accurate, and up-to-date and includes, at a minimum, information on the availability of early intervention services and how to refer a child under the age of three for a First Steps evaluation to determine eligibility for early intervention services.

**Goal:** Increase and improve communication and collaboration among all early intervention stakeholders in the cluster.

- Identify community resources and engage in ongoing communication and collaboration with families, EI service providers, SPOE staff, LPCC members, transition committee members, referral sources, and community partners.
- Collaborate with DCS around screening referrals for children under 3 who are the subject of substantiated abuse or neglect cases and/or children under 3 who have been exposed to illegal substances.
- Maintain up-to-date list of child find and cluster outreach activities
- Maintain all training and presentation files (e.g. materials used for transition trainings)

## **Agenda**

- 1) Introductions**
- 2) Approval of previous minutes**
- 3) Data Review**
- 4) Outreach Updates**
- 5) Marketing Materials Update**
- 6) Community Partner Updates**
- 7) Announcements/Close**

**CENTRAL INDIANA FIRST STEPS  
LOCAL PLANNING & COORDINATING COUNCIL  
Public Awareness & Child Find Committee Meeting Minutes  
September 18, 2023**

**Present:** Alexandra Hall (Parent), Angie Dick (SPOE), Alicia Cardoza (SPOE), Jason Berty (CTC), Pam Humes (Covering Kids and Families), Alicia Cardoza (SPOE), Lizzy Laskowski (Embracing Abilitites), Julie Rockwood (Parent), Victoria Kincaid (ESC), Stacy Williams (LPCC), Angela Touseull(LPCC) and Katarina Groves (LPCC).

Agenda Items	Discussion	Action Items
<b>Introductions</b>	<ul style="list-style-type: none"> <li>• Introductions were made</li> </ul>	
<b>Approval of Previous Minutes</b>	<ul style="list-style-type: none"> <li>• The meeting minutes from the previous meeting were reviewed. Julie made a motion to approve the minutes as written; Jason seconded. The minutes were approved as written.</li> </ul>	
<b>Data Review</b>	<ul style="list-style-type: none"> <li>• Stacy Provided an update on the Corrective Action Plan for Cluster G for two of federal indicators: the 45 day timeline to get an IFSP written and the 30 day timeline to get ongoing services started for families. There is a 100% compliance standard for these indicators. The SPOE has made great strides in improving the timeline to get evaluations completed due to the increased state rate which allowed for more evaluators to be hired. The SPOE is working with ongoing agency providers to improve the 30 day timeline as well. She noted that the state used 2021 data and anticipates that they will do another pull using 2022 data which will most likely also show us out of compliance. Current numbers are looking very good. OSEP has renewed their emphasis on these metrics so the cluster is doing all that we can to make the improvements.</li> <li>• Stacy provided some referral data. She reminded the group that child find is federally mandated. We are unable to access data using the new case management system. Stacy was able to do a manual count using information from the SPOE’s referral folder. She noted accuracy is a challenge with a manual count. Referrals are up especially in August.</li> <li>• She pointed out to the group that each cluster is required to serve 1.43% of children birth to</li> </ul>	

	<p>one years old. Doing a manual count she found that in June we served 1.39% and in July 2.5%. Furthermore, the cluster is required to serve 4.6% of total children in the cluster. Percentages for these indicators will increase incrementally each year.</p> <ul style="list-style-type: none"> <li>➤ The expectation for birth to one is 1.43% in 2023, 1.44% in 2024 and 1.45% in 2025.</li> <li>➤ The total served expectation is 4.6% for 2023, 4.86% for 2024, and 4.88% for 2025.</li> </ul> <ul style="list-style-type: none"> <li>• Stacy was not sure how the state is calculating this information and will be meeting with the technical assistance team to gain more insight.</li> <li>• Jason inquired whether the state was still providing state profile reports. He noted that the ICC said they had access to data. Stacy was not aware of any updated reports.</li> </ul>	
<p><b>Outreach Updates</b></p>	<ul style="list-style-type: none"> <li>• Angela shared our outreach efforts with DCS based on CAPTA, the Federal Child Abuse Prevention and Treatment Act, which requires states to implement measures for screening children whose families are undergoing the child protection investigative process. We receive a monthly list of children under the age of 3 from DCS. General information about First Steps, as well as instructions for how to request an ASQ questionnaire, is sent to approximately 75 families monthly. Families who have children with a CANS score (Child and Adolescent Needs and Strengths score) are sent an age appropriate ASQ questionnaire. This accounts for approximately 10 children. Those at 33 months of age or older are sent contact information for the LEA’s in our cluster which accounts for approximately 10 children monthly.</li> <li>• In addition, Angela shared that Service Coordinators will suggest having families complete an ASQ for their child if they have no concerns about development but have been “court ordered” for an evaluation through First Steps.</li> <li>• Angela attends the Regional Council meetings for local DCS offices in our cluster</li> </ul>	

	<p>and also does in-service presentations with DCS staff.</p> <ul style="list-style-type: none"> <li>• Stacy shared that she continues to provide in-services for residents from IU, Community Hospitals and St. Vincents.</li> <li>• Council staff is using the SPOE’s physician contact list to further our outreach to doctors in our cluster. We have begun to send 10 physicians information each month, including the Medical Health Sumamry (MHS). This form allows physicians to authorize evaluations as well as ongoing treatment which requires less outreach to them in the future.</li> <li>• Angela was able to make a connection at Eskenazi with their Outreach Director. It has been particularly difficult to get signatures from doctors there and he is working on streamlining the process internally so that we should see an improvement with responses from their doctors going forward.</li> </ul>	
<b>Marketing Materials Update</b>	<ul style="list-style-type: none"> <li>• Stacy shared that she is working on updating the local brochures to mirror the new state brochures with new logo as the committee requested.</li> <li>• We are running low on the old brochures and the plan will be to deplete current supplies first. We have more of the “baby brochures” and they will be used for the NICUs.</li> </ul>	<ul style="list-style-type: none"> <li>• Stacy will be updating the old brochures to mirror the new state brochures.</li> </ul>
<b>Community Partner Updates</b>	<ul style="list-style-type: none"> <li>• Alexandra shared that the Council for Exceptional Children will be hosting a symposium tomorrow that is free and will be held virtually. She would share the information with Katarina to share with the committee.</li> </ul>	
<b>Announcements/Close</b>	<ul style="list-style-type: none"> <li>• No other announcements were made and the meeting was adjourned.</li> </ul>	<b>Next Meeting: December 18, 2023 @ 10am</b>

Respectfully submitted,  
Katarina Groves