

**Public Awareness Child Find Committee Meeting
March 18, 2024**

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) Public Awareness Materials Update**
- 6) Community Partner Updates**
- 7) Announcements/Close**

**CENTRAL INDIANA FIRST STEPS
LOCAL PLANNING & COORDINATING COUNCIL
Public Awareness & Child Find Committee Meeting Minutes
March 18, 2024**

Present: Rashanda McNeal-BABE Program, Leann Faust-Crossroads, Alexandra Hall-Parent, Pam Humes-Covering Kids and Families, Julie Rockwood-Parent, Alicia Cardoza-SPOE, Angie Dick-SPOE, Shelley Hall-Tangram ABA, Victoria Kincaid-Crossroads, Missy Myers-Collab for Kids, Stacy Williams (LPCC), Angela Touseull(LPCC) and Katarina Groves (LPCC).

Agenda Items	Discussion	Action Items
Introductions	<ul style="list-style-type: none"> • Introductions were made 	
Approval of Previous Minutes	<ul style="list-style-type: none"> • The meeting minutes from the previous meeting were reviewed. Julie made a motion to approve the minutes as written; Pam seconded. The minutes were approved as written. 	
Data Review	<ul style="list-style-type: none"> • Stacy informed that group that data retrieval continues to be an issue statewide. She will be meeting with a person from the state team to discuss the issue further. The state hopes to be able to access some useful data soon, • She plans to ask for: <ul style="list-style-type: none"> ➤ 30-month transition data for the schools. This allows them to verify what kids may be entering the school system once they are three. ➤ Referral data- Number of referrals by race etc. • Stacy showed a PowerPoint presentation with cluster data. In 2023, there were 10,247 referrals made which is an increase of 6.9% from the previous year. The one-day child count was 4,868 children being served which is a 5.7% increase. She noted that it is very common to see dips in referrals during the holiday months. In August alone there were 200+ referrals per week. • Leann shared that her agency has backed off on hiring for the time being because there has been an influx of new providers creating more competition. The state office is asking providers to serve in other clusters to help with shortages elsewhere. • Stacy noted that the SPOE is still hiring new SCs because of the increase in referrals. The goal is to get caseloads down to a more 	

	<p>manageable level.</p> <ul style="list-style-type: none"> • Angela noted that it would be nice if the state program would offer mileage reimbursement and pay for no showed appointments as an added incentive. 	
<p>Outreach Updates</p>	<ul style="list-style-type: none"> • Angela shared that she contacts 10+ physicians per month via a mailing. • Stacy continues to provide in-services for residents from IU, Community and St. Vincent Hospital systems. The plan moving forward will be to add family practitioners to the in-service as well. • Angela continues to conduct monthly mailings to families with children younger than 3yrs involved with DCS. She sends an age appropriate ASQ questionnaire to those on the list with a Child and Adolescent Needs Score (CANS). All others receive general information about First Steps and an invitation to request an ASQ. Judges frequently will order a First Steps evaluation for a family even when there are no concerns about the child’s development. In these situations, Service Coordinators will send the referral to Angela so she can send them an ASQ. • Angela has been conducting a family survey for the past year. There has been a pretty good response rate of 8%. The survey consists of 18 questions and takes about 4 minutes to complete. There are some demographic questions as well as satisfaction questions. She recently sent out an additional 250 surveys. The goal is to get a good cross section of the cluster to respond. • Recently she was able to pass along feedback regarding a negative encounter a family experienced. This can be used as a learning experience for everyone who serves families. • The plan will be to continue with the survey to compare and track any trends going forward. • Stacy shared that the state is expecting incremental change in child find numbers over the next couple years which is of interest to this committee. The expectations are: 	

	<ul style="list-style-type: none"> ➤ Birth to 1 year is 1.43% in 2023 up to 1.44% in 2024 and 1.45% in 2025. ➤ Total served is 4.6% in 2023, 4.86% for 2024, and 4.88% for 2025. • Stacy noted that we are already meeting the increased numbers for 2025. • Stacy shared that there will be an effort to collect family stories that can be used in future outreach materials. She is hoping to gather some good quotes from families about their experience with the program to use for the brochure and website. 	
Marketing Materials Update	<ul style="list-style-type: none"> • Stacy shared the work that she has done so far on the updated cluster brochure. She reminded the group that the plan is to rework the look of our cluster specific brochure to mimic the look of new state materials. She pointed out that our brochure will be four paneled and will include the developmental milestones that were developed in this committee many years ago. The reading level on the checklist has been kept where most people can understand it which is good. She is looking for a nice quote from a family member and will add a QR code as well. The plan will be to send a final version to the committee to review. • Everyone agreed that the brochure did not need to include the SPOE address as few families visit the office. This will keep the brochure up to date even when the SPOE office moves in 2025. • Stacy plans to update the Spanish brochure as well down the line. • Stacy shared that she is making updates on the local website. She has used Wix to develop the site and it does not require code to be edited which is nice. Wix makes a mobile site for you which is great, but it can get a bit wonky, and functionality can be lost. She will continue to work on these issues. 	<ul style="list-style-type: none"> • Stacy will email the final version of the brochure to the committee once completed for review.
Community Partner Updates	<ul style="list-style-type: none"> • Leann was happy to receive the SPOE welcome packet for new providers. This has been very helpful for her and her new hires to manage Teamwork etc. She shared that she has two SLP's who will conduct AAC evaluations for the cluster. She planned to 	

	<p>send an email to Katarina explaining the process to get an evaluation for a child, so that it can be sent to agencies in the cluster.</p> <ul style="list-style-type: none"> • Rashonda shared that the Forest Manor BABE store will be moving to 38th and Arlington in April. April 17th will be the last day at the old location. • Pam shared that her insurance navigators can now assist families with the CCDF vouchers for childcare funding. 	
Announcements/Close	<ul style="list-style-type: none"> • Katarina asked the committee to think about meeting times for the committee. Would it possibly be better to meet in August, November and February instead to avoid holidays? • No other announcements were made, and the meeting was adjourned. 	<p>Next Meeting: Annual Awards Luncheon- May 10, 2024 11am-2pm @ Valle Vista Conference Center and Golf Course in Greenwood-More info to come</p>

Respectfully submitted,
Katarina Groves