

Transition Committee Meeting

September 16, 2020

Goal: Ensure each infant, toddler and their family experiences a successful transition when exiting the First Steps program to preschool or other appropriate services.

Metrics:

- 100% of toddlers exiting First Steps with timely transition planning for whom the SPOE (A) developed IFSP with transition steps (B) notified the LEA of toddler's potential eligibility, (C) conducted transition conference*

LPCC project activities:

- Develop and maintain Memoranda of Agreements (MOAs) with all Special Education Planning Districts, and Head Start and Early Head Start entities in the cluster.
- Establish and maintain a cluster transition committee comprised of families, providers, service coordinators, representatives from all local education agencies (LEAs) and Head Start and Early Head Start.
- 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.

Agenda

1) Introductions

2) Approval of Previous Minutes

3) Next Steps Event

- **Update**
- **Future Event?**

4) Transition Information Presented to Families

- **Handouts**
- **Preschool Contact Information for Families**
- **Website**

5) SC Survey Input

6) Updates from Districts

7) Announcements/Close

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

**Transition & Interagency Agreements Committee Meeting Minutes
September 16, 2020**

Present: Tamara Burris-Lawrence, Jeanne Baldwin-Wayne, Tammi Smith-Head Start Hendricks/Morgan, Catlin Stacy-St. Joseph’s Institute, Rhonda Jackson-Old National Trail, Katie Mitchell-Brownsburg Schools, Andrea Setmeyer-Decatur Schools, David Sterne-VIPS, Lois Ator-Danville Schools, Alicia Cardoza-SPOE, Lizz Fields-Carmel Clay Schools, Kelli Servizzi-Hamilton Southeastern Schools, Shannon Wright-Head Start Hamilton/Marion, Emily Jarboe-Day Early Learning Center, Joyce Keim-Northwest Hendricks Schools, Erin Sears-SPOE, Monica Wonnell-Kokomo Head Start, Krista Knowles-SPOE, Audrey Kelley-Pike, Lorinda Bartlett-CDHHE, Sarah Bailey-Infancy Onward, 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. • Stacy reviewed the goals and metrics for the committee listed on the agenda. 	
Approval of Minutes	<ul style="list-style-type: none"> • Stacy asked the group to review the minutes from the last meeting. • Stacy asked for a motion to approve the minutes. Jeanne made a motion to approve the minutes as written; and Lorinda seconded the motion. The motion carried, and the minutes were approved. 	
Next Steps	<ul style="list-style-type: none"> • Stacy provided an overview of the Next Steps event for First Steps families. The goal has been to provide families with a tour of a preschool setting and bus, an opportunity to speak to school representatives, and to view a mock case conference. • The committee’s last event was scheduled on March 15th at the Wayne Township Preschool. There was an issue with the mailing, and it was necessary to cancel the event. In light of the COVID 19 pandemic, it would have been cancelled anyway. • Stacy asked the group how they have handled virtual communication with their families to date. • Many have done virtual events to date including a tour of a classroom. 	<ul style="list-style-type: none"> • The group will send videos, handouts and other resources for possible use in a virtual Next Steps Event. • Council staff will begin to work on a plan for a virtual event.

	<ul style="list-style-type: none"> • It was suggested that hosting a virtual event this year would be the best considering all the uncertainty. The committee could pull together several videos to share with First Steps families. • The possibility of livestreaming a case conference was suggested, or taking the time to record the mock case conference in order to share with families. • Joyce felt that videos were always good as many families have connectivity issues that might make a livestream format more challenging. • It was suggested that there could be breakout sessions for families via a Zoom platform. • The group felt that it would be necessary to showcase a wide variety of school settings as every school is different. • The group agreed that it would be beneficial to have an FAQ document for families and to provide the case conference power point for families to access. • The group agreed to send what they had already for families. • Stacy confirmed that those who had participated on the mock case conference panel were willing to resume their roles: <ul style="list-style-type: none"> ➢ Lorinda Bartlett-School Psychologist ➢ Joyce Keim-Teacher of Record ➢ Audrey Kelley-Therapist ➢ Parent-TBD ➢ LEA-TBD ➢ Jeanne Baldwin-Narrator • Lizz indicated that she was willing to help with the mock case conference as needed. 	
<p>Transition Information Presented to Families</p>	<ul style="list-style-type: none"> • Stacy shared that an email will be sent to the committee with the various transition resources that are currently being used by Service Coordinators for their families. She asked the group to review these documents and offer any suggestions and additions. • Stacy provided the committee a virtual tour of the new local First Steps website at www.cibaby.org. 	<ul style="list-style-type: none"> • LEA’s will notify Katarina if there have been any changes to their contact information in order to update the LEA contact list for parents on the website. • LEA’s will review email from LPCC staff for transition resources and

	<ul style="list-style-type: none"> • She provided an overview of the “Life After First Steps” page where families can get transition information. • She showed the committee a contact list for LEA’s that is currently posted on the site. It was agreed that some of the information posted is not pertinent for families, and the group recommended that the list contain the LEA name, address, email, phone number and fax only. • The committee agreed to send any changes to their information to Katarina. • The group felt that it would be good to add the transition documents to the website. Once a video has been completed it could be posted as well, along with a FAQ document. • Head Start options will be added to the site as well. 	offer suggestions/additions.
<p>Service Coordinator Survey Input</p>	<ul style="list-style-type: none"> • Stacy showed the committee the transition section of the SC survey that the council intends to have SC’s complete and asked for feedback. The group agreed that the questions covered were adequate. • Audrey felt that some families appear to be ill prepared for the transition to school and wondered if things were getting lost in translation. Erin shared that many First Steps families are not quite ready to hear that their child may have a need for services after First Steps and every family is encouraged to sign a release for the school system, but ultimately it is up to the parents. This may cause the family to have to make a self-referral. • Lizz felt that it is scary for families to think of their child in special education and that it could be necessary until their child turns 21. • Joyce shared that she uses “specialized instruction” verbiage a lot with her families who see it in a more positive light. • Alicia felt that it would be good for newer SC’s to be able to tour preschool settings or view the videos being developed for their families. • Krista shared that SC’s have a varied educational background and some could 	<ul style="list-style-type: none"> • Council staff will let Kacey Matthews know about possibly adding a child development portion to training for SC’s.

	<p>benefit from more training in child development. There are several SC's who have had their own children in services which makes it easier to relate to families and explain services. She has noticed that some families are disappointed when they do not qualify for preschool services. While this is actually a good thing, families still want the preschool services for their child.</p> <ul style="list-style-type: none"> • Stacy shared that the SPOE has a new Training Coordinator, Kacey Matthews. The idea of having some child development trainings would be passed onto her. • Tamara felt that it is so important to build community with newer SC's. • Krista shared that the committee was welcome to join in on SPOE team meetings in order to introduce themselves and share any ideas and issues. • Jeanne noted that there appears to be a lot of three way calls to do transition meetings. She wondered if the use of Zoom was encouraged, as it is difficult when you cannot see the parents and their reactions to what is being shared. • It was noted that SC's are sometimes preferring phone calls as it is easier to do the paperwork and families are receptive to this mode of communication as well. 	
<p>Updates from Districts</p>	<ul style="list-style-type: none"> • Jeanne with Wayne Township shared that they are all caught up on evaluations. They had 54 to complete and worked three weeks during the summer. • Kelli with HSE shared that they are doing in person as well as virtual classrooms. They completed all of their evals in July. • Joyce with Northwest Hendricks shared they are all caught up on evals, and their district is looking for a new Special Ed Director. • Katie with Brownsburg shared that they are all caught up in evals, but they have noticed a dramatic drop in referrals since the pandemic. • Andrea with Decatur shared that they are providing both in person and virtual services. They are almost caught up on 	

	<p>evaluations with only one left.</p> <ul style="list-style-type: none"> • Audrey with Pike shared that they are offering both in home and virtual services with only 20% virtual. Their evaluations are almost caught up. • Lizz with Carmel shared that they are offering both in person and virtual services but noted most families want in person. They are almost caught up with their evaluations. • Shannon with Family Development Services Head Start shared that they have opened up several more classes. The St. Peter's location has closed leaving them with 10 sites currently. They are at half capacity in their classrooms. 10% of the spots are held for children with IFSP's and IEP's. • David with VIPS shared that they are very busy. They have received 100 referrals since the shutdown and they serve the whole state. He shared that as of 9/30 the Indiana School for the Blind and Visually Impaired will no longer serve First Steps families. All of these children will be switching over to VIPS. They are seeing a lot of kiddos with Cortical Vision Impairment (CVI) which means that they are getting these referrals earlier. They are doing both virtual and outdoor services with families. 	
<p>Announcements/Close</p>	<ul style="list-style-type: none"> • There were no other announcements and the meeting was adjourned. 	<p><u>Next Meeting:</u> December 9, 2020 @ 9am- Virtual meeting</p>

Respectfully submitted,
Katarina Groves