



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIRECTOR'S OFFICE  
IDEA Part C Office  
4126 Technology Way, Suite 100  
Carson City, Nevada 89706  
Telephone (775) 687-0587 • Fax (775) 687-0599

**MINUTES**

Name of Organization: Nevada Early Intervention Interagency Coordinating Council (ICC),  
Child Find Subcommittee

Date and Time of Meeting: September 27, 2018

Meeting was held via Teleconference:

Carson City: IDEA Part C Office  
4126 Technology Way, Suite 200  
Carson City, NV 89706  
Conference Line: 1-775-687-0999/Access Code: 70554

**I. Call to Order and Roll Call**

Chairperson Sherry Waugh called the meeting to order at 10:09 AM. A quorum of the members was present; the meeting proceeded as scheduled.

**Members Present:** Marty Elquist, Karen Frisk, Kate Green, Sarah Horsman-Ploeger, Robin Kincaid, Marnie Lancz, Lori Ann Malina-Lovell, Janice Lee, Sarah Sills, Robin Tolkach, Debra Vigil, Sherry Waugh

**Members Absent:** Lisa Cridland, Naomi Davidowitz, Yvonne Moore, Julie Ortiz, Patti Oya, Mary Pennington, Ann Polakowski, Robin Tolkach, Jenna Weglarz-Ward

**Part C Staff Present:** Dan Dinnell, Shari Fyfe

**II. Public Comment**

No public comments were made.

**III. Review and Approve Minutes of the July 26, 2018 Meeting**

The minutes from the July 26, 2018 meeting were reviewed by the subcommittee. No corrections were noted.

**MOTION:** Accept the minutes as presented

**BY:** Sarah Horsman-Ploeger

**SECOND:** Sarah Sills

**VOTE:** Passed, none opposed

#### **IV. Discuss Hospital Collaboration and Child Find for next steps**

- **How are programs finding the eligible children who are in the hospitals**

Shari Fyfe informed the group that she provided the referral source from the yellow bar report in the handouts. Ms. Fyfe asked if Robin Kincaid had any specific information she would like to discuss regarding this agenda item. Ms. Kincaid advised the reason this item was added to the agenda was because there were concerns voiced in a previous meeting about whether the practice of hospital collaborations and Child Find procedures were different between northern and southern Nevada. Ms. Kincaid asked if there is information that shows the data for different regions within the state? Ms. Waugh stated that the information is outlined in the report that was included in the handouts. Ms. Kincaid asked that this item be kept on the agenda so the subcommittee can ensure that all hospitals are welcoming early intervention staff and that families are connecting with them at the hospital. Dr. Debra Vigil asked whether we know if hospitals are referring families to early intervention. Ms. Waugh stated they are, and the report on referral sources states the number of referrals from hospitals. Ms. Fyfe informed the group that the majority of referrals from hospitals would be received at a Nevada early intervention office, rather than a community provider, as Nevada early intervention programs are the main point of entry into the system. Ms. Fyfe also stated that in the north there is a representative at one (1) of the hospitals while there is not enough staff to support the number of hospitals in the south. Kate Green indicated that Nevada Early Intervention Services (NEIS) Northwest has a designated person that goes to St. Mary's Regional Hospital in Reno on a weekly basis. Ms. Green also stated that there is extensive training for the individuals that work with the hospitals, and while NEIS Northwest still has presence at both hospitals in Reno, they are going through some changes. Ms. Kincaid asked what the best option is for families, and is there a way to replicate the practice in the south. Ms. Kincaid asked if a family states that the hospital told them to contact NEIS, are they being entered as a hospital referral? Ms. Green indicated they should be listed as a hospital referral. Ms. Vigil asked who the public community health facilities are? Ms. Fyfe answered Community Health Alliance or community health nurses. Ms. Vigil asked if there is additional things that the subcommittee should do as follow up to this item? Ms. Waugh stated that Ms. Green should have additional information about the process in the northwest once transitions and changes are completed. Ms. Waugh also stated that how this process functions is solely based on the availability of staff and the relationship between the hospitals and early intervention staff. Ms. Fyfe stated that she will follow up on the process currently being used in the south, but stated that from her knowledge, they receive the majority of their hospital referrals from social workers. Ms. Vigil asked if the hospitals have information about the ages of children that are referred. Ms. Green indicated that there are no reports that currently show that information, but the majority are referred through the Neonatal Intensive Care Unit (NICU). Lori Ann Malinda-Lovell stated that the families being referred from the hospital by a social worker are referred to early intervention and provided with the necessary materials while still at the hospital. Marnie Lancz asked if the current TRAC system has an option to capture two (2) referral sources. Ms. Green stated it would be the first referral source that gets entered as there is only room for one (1). Ms. Waugh asked that we include this topic in future meetings. Ms. Kincaid stated that families are extremely overwhelmed, so if there is a way that hospitals can do direct referrals, we can eliminate the families from having to go through an additional step of contacting early intervention. Janice Lee asked if childcare facilities can directly refer a child. Ms. Green stated yes, but hopefully they are seeking approval from parents prior to contacting NEIS. Sarah Horsman-Ploeger stated that they are hearing from childcare facilities that they can only provide the information for early intervention, but cannot inform families they need to contact NEIS. Marty Elquist stated that she is sending the provider needs assessment survey shortly, and

offered to add questions regarding these processes. Ms. Green was asked to contact Marty and assist with questions that can provide additional information regarding referrals.

#### **V. ICC Child Find Strategic Plan Discussion, Assignments and Review Information**

Ms. Fyfe stated that she received information from two (2) programs for the Strategic Plan. Ms. Fyfe stated that as part of the Interagency Coordinating Council (ICC), the Child Find Subcommittee is required to have a strategic plan. Ms. Fyfe shared the Strategic Plan that was completed at the last ICC Meeting. Ms. Fyfe said that the number one item was to increase the identification of children referred and expand referral sources. Ms. Fyfe reviewed the strategies, which included conferences for early intervention professionals. Ms. Waugh stated that the action was to submit proposals to statewide conferences to provide information and education to attendees about the referral process. Ms. Fyfe stated another action step was to review the data from the Children's Cabinet Survey to provide the evidence of the benefits of education at conferences. Ms. Fyfe said that No Wrong Door has a new coordinator, and it would be beneficial to ensure that all the information provided regarding Early Intervention is correct. Ms. Fyfe asked Dan Dinnell to ensure the referral numbers are correct across all websites and reference material. Mr. Dinnell stated that he has verified the information is correct statewide, therefore no action would be needed. This action item was removed from the Strategic Plan. Ms. Fyfe verified equity of access and referrals from medical professionals and hospitals within the state should still be included in the Strategic Plan. Ms. Kincaid asked if we can have a list of contacts for each location which would assist with maintaining the relationships with hospitals and medical professionals. Ms. Fyfe discussed the outreach to underserved areas, and asked if public service announcements and relationships with hospitals would assist. Ms. Malina-Lovell asked if the homeless, wards of the state, rural, and minority populations could be included in this group of underserved individuals. Ms. Fyfe asked if there are action steps that can be done to assist in reaching these individuals. Ms. Malina-Lovell stated that there would be steps for each group. Asking the native population if we can provide resources for their early childhood events. Ms. Malina-Lovell stated that the main action steps would be to communicate with each group. The action step was documented as establishing relationships with each entity. Ms. Fyfe shared the next item, which was to establish a generic public service announcement. Ms. Malina-Lovell asked that we include the Public Information Officer, and potentially starting a blog that families can watch. Ms. Fyfe stated that the last item was to incorporate a more specific tracking system for early intervention referral, which will be addressed with the new data system in spring, 2019. It was suggested that the item be changed to continue monitoring data provided from the new tracking system. The committee asked if the new system can provide an additional line for referral source notes. Ms. Fyfe stated that she would ask if this is possible.

#### **VI. IDEA Part C Office Reports**

- Quarterly Child Find Report – 1<sup>st</sup> quarter not yet due to Part C
- Program Referral Data for FY18- from Yellow Bar Report
- CAPTA by Age Group  
Ms. Fyfe stated this information will not be due until October 1, 2018.
- FFY16 APR Indicators 5 & 6  
Ms. Fyfe stated that she would most likely have this information available at the next meeting.

**VII. Update on IDEA Part C Office Child Find Activities**

- Down Syndrome Buddy Walk
- JUSTin HOPE Hugs and Heros

Ms. Fyfe stated the Down Syndrom Buddy Walk and JUSTin HOPE Hugs and Heros are the activities that the Part C office has been able to participate in. Lori Ann Malina-Lovell stated that NEIS South is collaborating with Sunshine Nevada for their Boo Bash on Halloween. Ms. Green shared that NEIS Northwest will be doing their Fall Open House.

**VIII. Consider Agenda Items for the Next Meeting**

- Hospital Information from Childfind Reports
- Review Strategis Plan
- Discuss Hospital Collaboration and Child Find for next steps
- Part C Office Reports
- Child Find Activities
- Milestone Moments Booklet

**IX. Schedule Future Meetings**

- December 13, 2018

**X. Public Comment**

No public comments were made.

**XI. Adjournment**

The meeting was adjourned at 12:19 PM.