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**MINUTES**

Name of Organization: Nevada Early Intervention Interagency Coordinating Council (ICC)

Date and Time of Meeting: April 11, 2019

Place of Meeting: Aging and Disability Services Division  
9670 Gateway Dr.  
Reno, NV 89521

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

Co-Chair Sherry Waugh called the meeting to order at 9:15 a.m. A quorum of the members were present; the meeting proceeded as scheduled.

**Members Present:** Dawn Brooks, Janina Easley, Candace Emerson, Karen Gordon, Ashley Greenwald, Aimee Hadleigh, Kari Horn, Robin Kincaid, Rhonda Lawrence, Yvonne Moore, Karen Shaw, Keana Sullivan, Sherry Waugh, Megan Wickland, Claribel Zecena

**Members Absent:** Cristell Askew, Lisa Cridland, Sandra LaPalm, Daina Loeffler, Kate Osti, Reesha Powell, Christine Riggi, Jenna Weglarz-Ward, Heaven Wright, Jack Zenteno

**Public Attendees:** Sarah Horsman-Ploeger, The Continuum; Karen Houser, NV PEP; Marnie Lancz, Therapy Management Group (TMG); Julie Ortiz; Advanced Pediatric Therapies (APT); Jessica Roew, Nevada Early Intervention Services (NEIS); Perry Smith, Early Hearing Detection and Intervention Program

**Part C Staff Present:** Dan Dinnell, Shari Fyfe, Edythe King, Mary Garrison, Lori Ann Malina-Lovell, Melissa Slayden, Tiffany Smith

**II. Public Comment**

No public comments were made.

**III. Approval of the Minutes from the October 18, 2018 and January 29, 2019 Meeting**

Sherry Waugh asked the committee to review the notes from the October 18, 2018 and January 29, 2019 meeting. It was also noted that Kari Horn was not in attendance for the October 18, 2018 meeting. Robin Kincaid asked that the minutes for today's meeting be noted to indicate that

the January meeting had been rescheduled due to lack of quorum. The January quarterly meeting was originally scheduled for January 17, 2019. Due to lack of quorum, the meeting was rescheduled as a teleconference for January 29, 2019.

**MOTION:** Accept the minutes from the October 18, 2018 ICC Meeting with changes noted.

**BY:** **Dr. Ashley Greenwald**

**SECOND:** **Karen Gordon**

**VOTE:** Passed

**MOTION:** Accept the minutes from the January 29, 2019 ICC Meeting with a note to these minutes explaining the date change.

**BY:** **Rhonda Lawrence**

**SECOND:** **Megan Wickland**

**VOTE:** Passed

#### **IV. Nevada Early Hearing Detection and Intervention (EHDI) Program Processes and Outcomes Presentation**

Perry Smith from the Early Hearing Detection and Intervention (EHDI) Program discussed the purpose of their program is to ensure that all infants receive a hearing screening, hopefully prior to leaving the hospital after birth. Children that do not pass the screening are then referred to Early Intervention. Mr. Smith discussed 1-3-6, which represents national guidelines that all children should receive a hearing screening by one (1) month of age, advanced screening should be completed by an audiologist by three (3) months of age, and children that have been determined to have a hearing impairment should be referred to an Early Intervention Program by six (6) month of age. These numbers indicate the upper limit. The 2017 data was shared, which is the most current information that was submitted to the Center for Disease Control and Prevention (CDC). The 2018 data is considered preliminary at this point and will be released at a later date. The reporting breaks down the births within the state, and Mr. Perry concentrated on the data around births that we are not aware of. In the "unknown" births portion, there is substantial data regarding these children, specifically children born through home births. Mr. Perry discussed the audiological data surrounding children that receive a screening. If screening is failed, the child is referred to an audiologist for diagnosis. This area that the EHDI program is currently putting a lot of effort towards. Based on the data only 52% of the failed screenings received an audiological assessment. Based on this data, the EHDI program is working with all involved to ensure the correct process is being conducted in all cases. Mr. Perry shared that 87.7% of children with a diagnosis of being deaf or hard of hearing are enrolled in an early intervention program. These numbers are fantastic. Mr. Perry shared that data regarding the degree of hearing loss by ear, which shows 65 infants being diagnosed as deaf or hard of hearing. The data was further broken down into the number of ears, not children. Mr. Perry pointed out that the data shows that only 22% of the ears show as being profoundly deaf. Mr. Perry stated that this shows how different each diagnosis can be, since a child who is diagnosed as deaf or hard of hearing could have this diagnosis based on one ear. Based on this, the intensity of care could change. Mr. Perry informed the council that additional information regarding the EHDI program is available on their website under publications, [http://dpbh.nv.gov/Programs/EHDI/dta/Publications/Early\\_Hearing\\_Detection\\_and\\_Intervention\\_\(EHDI\)\\_-Publications/](http://dpbh.nv.gov/Programs/EHDI/dta/Publications/Early_Hearing_Detection_and_Intervention_(EHDI)_-Publications/). Mr. Perry discussed the speed in which children are screened for hearing loss, and shared that the state of Nevada does very well based on the national average. Mr. Perry reiterated the importance and concern over the number of children receiving audiological assessments prior to three (3) month of age after a failed hearing screening. Mr.

Perry shared that the state does very well in referring children to early intervention after an audiology diagnosis. The final chart discussed was regarding children that they do not have information regarding. The EHDI Program is currently working with midwife groups statewide to increase the number of home birth hearing screenings. Mr. Perry shared that the program is also working with the Congenital Cytomegalovirus (CMV) Infections Public Awareness, as most of the non-congenital hearing loss comes from the result of a Congenital CMV Infection. The program is working to provide a web presence regarding this information as well as launching a public awareness campaign. The program is also working with care coordination by developing a form for parents that outlines their child's diagnosis and medical history to provide to medical professionals and early intervention providers. Mr. Perry also informed the council that a stakeholder committee has been restarted to ensure children are being seen and provided with hearing screenings. Mr. Perry also shared that the program has been able to put funds towards Sky High Learning Centers and working with children that are deaf or hard of hearing. Dr. Ashely Greenwald asked why some children that have been diagnosed with hearing loss or deafness but are not enrolled in early intervention. Mr. Perry explained that the reason services are declined by parents varies greatly. In many scenarios, the child may have a mild hearing impairment in one ear, and the family may not feel the issue warrants services. Other families may move out of state. Dr. Greenwald asked if this information is documented. Mr. Perry stated that the program tries hard to document each situation. Dr. Greenwald stated that she wanted to ensure that there aren't barriers preventing these families from receiving services like rural location, transportation, or specialist issues. Mr. Perry stated that in some instances rural location may have been an issue, but they have found that in many cases those families have chosen to move. Janina Easley informed the council that in the Elko area, there is a screening tool that developmental specialists can use. Mr. Perry explained that the program has mapped the audiology resources throughout the state, and while there are numerous options within the metropolitan areas of Northern and Southern Nevada, the rural areas have very little resources. Janina Easley asked if the stakeholder committee includes members from Dual Sensory. Mr. Perry stated that while there may not be formal members from that group, the committee will seek expertise throughout the state as needed.

**V. Nevada Early Intervention Data System (NEIDS) Project Update**

Ms. Smith informed the group that there has been a mutual dissolution of the contract between Public Consulting Group (PCG) and Aging and Disability Services Division. Ms. Smith explained that there has been a tremendous amount of work completed throughout this process that will not go to waste with the search for a new vendor. The information that has been obtained thus far can be transitioned to the new vendor that is selected.

**VI. Annual Review with Discussion of Possible Changes to the ICC Bylaws**

**a. Upholding Bylaw Protocols**

**i. Attendance**

Mary Garrison provided clarification on the purpose of this agenda item, which was to discuss if the council would like to start reinforcing the attendance bylaws. Ms. Waugh stated that if changes are needing to be made, the best practice would be to establish a subcommittee to review and draft potential changes or rewording to the bylaws. Ms. Waugh asked if this is a Governor appointed committee, would the expectation be that an appointed member have a secondary representative from their agency in the event of their absence, and if they did, would they have the authority to vote and be accounted for quorum? Robin Kincaid suggested that this item be tabled and readdressed with potential rewording and expectations in a future meeting. Ms. Kincaid also suggested that

if a member is no longer affiliated, they would be responsible for recommending a substitute. Kari Horn stated that in her divisions council their bylaws indicate that if a member misses three (3) meetings, a request for a replacement is sent to the Governor. Ms. Horn also stated that if a member from her division's council is no longer in the role they are representing; they are required to provide an alternative. Ms. Horn also said that in all cases, her divisions council members and substitute member have voting rights. Ms. Waugh stated that if a subcommittee was formed it would be short term to review and recommend changes to the bylaws, then dissolve. Melissa Slayden shared that the bylaws currently state that if a member misses three (3) consecutive meetings, a recommendation can be made for a new member through the Governor. Ms. Slayden also shared that the Part C Office's role would be to recommend removal of the member from council followed by a letter to the Governor requesting a new member. Ms. Waugh verified that to remove a member it would require two thirds (2/3) majority vote. Ms. Garrison stated that there are several members that will be vacating their position due to time on the council, therefore leaving the council with fewer members to meet quorum. Ms. Waugh stated that it appears the bylaws have instruction on how to handle missed meetings, but the council has not reinforced. Ms. Kincaid discussed the past experience with the legislative representative not being available, which may cause hesitation enforcing. Ms. Horn suggested we move in a direction that assists with reaching quorum. Ms. Kincaid discussed the last meeting that was missed due to lack of quorum, which most likely resulted from severe weather in the north. Ms. Garrison discussed the possibility of including the conference line on the agenda as a last resort for members who cannot attend on site. Janina Easley asked if positions are vacant, and the position is not filled within a certain amount of time, would there be an issue with compliance? Ms. Horn stated that in her experience, it has been reported in federal mandates that her division has done all they can to fill the positions. Ms. Waugh stated that prior to attempting to vote a member off the council, it would be a good practice to find a replacement. Ms. Waugh suggested the Part C Office inform the council of attendance issues and from there the committee can discuss what actions they would like to take. Ms. Slayden reminded the group that attendance can become a standard agenda item for discussion, but if the council needed to review a specific member due to non-participation, they would have to be their own agenda item. Karen Gordon asked if we know why people are not attending. Ms. Waugh stated that what she has noticed is with mandated positions, the members may not understand their role. It was also noted that some may not have the time to attend with other responsibilities. Ms. Easley asked if members are aware of how to withdraw their membership. Ms. Gordon discussed her frustration of not understanding her role within the council. Ms. Waugh said that by requesting mandated members report to the committee on their area of expertise could assist in recognizing their role and their area impact on Early Intervention. Ms. Kincaid agreed that having representatives report on their specific area would be welcomed. Ms. Horn discussed the council within her division and the two (2) day meeting that is conducted yearly. During this meeting a member from each state division represented on the council reports on the activities, progress, and results within their division over the last year. Ms. Garrison informed the council that on today's agenda this item will be discussed, with the possibility of scheduling a two (2) day meeting that includes

the face to face as well as training. Aimee Hadleigh asked that we include parents when asking other members to provide updates to the council.

**ii. Submittal of Agenda Items**

Mary Garrison asked the group if a month prior to each quarterly meeting would be enough for members to submit agenda items and materials. The consensus was that would be enough time but may require additional reminders. Rhonda Lawrence stated that with the Social-Emotional initiative within the state, there has been a lot of partnerships statewide with Zero to Three. Ms. Lawrence stated that her division has requested three (3) grants to expand the screening of young children and require needs assessments and data. Ms. Lawrence said she would like to hear from different organizations and agencies to help support the Social-Emotional initiative throughout the state. Candace Emerson agreed that as a parent hearing about the different advances and resources throughout the state will provide her with information to share within the parent groups that she participates in.

**VII. Discuss and Recommend ICC Parent Representative(s) to Attend Annual U.S. Office of Special Education Programs (OSEP) Leadership Conference in Arlington, VA from July 22-24, 2019**

Janina Easley discussed her experience at the OSEP conference in the past. Ms. Easley stated that the conference was extremely informative with extensive information geared towards professionals, but a wonderful learning experience for parents. Ms. Kincaid stated that the conference is every two (2) years, not annually, and would be happy to mentor parents that attend. Ms. Kincaid shared that the conference is geared towards Part C, Part B, and Parent Centers (Part D), which is the reason the conference is geared towards professionals. Ms. Kincaid reiterated that this conference is beneficial to parents. Ms. Easley stated that during her visit there were numerous legislature changes that were reported on daily as well. Ms. Waugh asked that the Part C office recommend a written policy regarding sending parents to conferences as there is not one in place at this time. Ms. Waugh asked that this procedure include the process for choosing which parent would attend each conference, as well as what their expectations are upon return. Shari Fyfe discussed past conversations regarding the funding of parents travel to conferences and the possibility of using ICC calendar money. Kari Horn discussed Consumer Leadership Development Funds through the Nevada Governor's Council on Developmental Disabilities, and the potential of receiving funds to support ICC parent travel. Edie King stated that the Part C Office can discuss funds and report back on assistance in sending parents. Ms. Waugh stated that the current ICC budget does not allow for travel for parents to conferences. Mary Garrison asked the group if they would like to proceed with sending Candace to the OSEP Conference. Dr. Ashley Greenwald suggested that future travelers seek thousand-dollar mini grants through the Nevada Center for Excellence and Disabilities. The council voted to send Candace Emerson to the OSEP Conference, July 22-24, 2019.

**MOTION:** Send at least one ICC parent representative to the OSEP Conference, July 22-24, 2019  
**BY:** **Claribel Zecena**  
**SECOND:** **Megan Wickland**  
**VOTE:** Passed

**VIII. Early Intervention Services Report**

**a. Early Intervention Program Highlights/Updates (For Informational Purposes)**

Early Intervention Program Highlights were provided to the council for review. Programs Shared upcoming events with the council. Ongoing activities and collaborations will be discussed in future meetings in detail. Lori Ann called on programs to review the highlights that were submitted. Yvonne Moore discussed the grant they received from the Department of Justice (DOJ) regarding the opioid epidemic. With this grant they have better resources to track children born under these circumstances. The grant is five (5) years. Marnie Lancz discussed how Therapy Management Group (TMG) was recently introduced on the Senate floor for Nevada to discuss Early Intervention activities. Claribel Zecena discussed the parent support group that has been started at Nevada Early Intervention Services (NEIS) Reno by their new Social Worker. Ms. Zecena shared that they have seen a large number of participants. Lori Ann asked that programs please share support groups and activities with the Part C office so the information can be distributed. Karen Gordon discussed the increased number of homeless children. She discussed the homeless liaison in each district, as well as the contacts within the school districts. Ms. Gordon discussed the State Partnership Grant, which will assist the way the funding for homeless education is distributed. Ms. Gordon also discussed the changes regarding homeless high school students and the way in which they receive credits. Rhonda Lawrence discussed the Childcare Psychotherapy Program for children zero (0) to six (6), which will be presented in the next meeting. Keanna Sullivan spoke about the private center at NELLIS Air Force Base (AFB), which includes the Exceptional Family Member Program (EFMP). Ms. Sullivan states that this program allows families to learn of resources within the state. Ms. Sullivan said that learning about the activities and outreach available within the state will provide her with information to bring back to the program on NELLIS AFB. Karen Shaw discussed the Native population and the struggles their vulnerable population encounters with trauma and lack of trust. Due to this, there is a struggle in getting the population to seek services. The hope is as programs and activities are shared through this council, there is potential to reach these vulnerable populations.

**b. Future Distribution (For Possible Action)**

Lori Ann Malina-Lovell discussed the future distribution of program highlights. The consensus with the council was to have programs throughout the state share recent activities, statistical data, priorities, contacts and upcoming events and changes in the quarterly meetings going forward. The council would like to hear from all programs, not just Early Intervention. Specific presentations requested were Child Abuse Prevention and Treatment Act (CAPTA), Differential Response and Child Protective Services, Respite, Childcare Reimbursements, Northern Nevada R.A.V.E. Family Foundation, and Child Parent Psychotherapy Model. Ms. Waugh suggested utilizing the Family Support Resource Subcommittee to generate a list of programs and contacts that can present in future meetings. The council requested that presentations and written materials be provided in future meetings.

**MOTION:** Future ICC meetings will have two (2) to three (3) presentations from programs statewide with handouts when available.

**BY:** Kari Horn

**SECOND:** Rhonda Lawrence

**VOTE:** Passed

**IX. ICC Subcommittees – Reports on Activities**

**a. Family Support Resource Subcommittee**

**i. Final Review and Possible Approval of Posters for Printing and Distribution  
(For Possible Action)**

Dan Dinnell discussed the possibility of combining the Family Support Resource Subcommittee and Public Awareness Subcommittee. It was requested that both subcommittee's meet to discuss the distribution of the posters and brochures. Prior to combining the committee's, it was requested that these items be approved by the ICC. Aimee Hadleigh discussed the materials needing approval. Examples of materials were provided for review. The accessibility for the visually impaired was discussed, and it was suggested that the posters have color at the top and grey scale at the bottom.

**MOTION:** Print the Family Support Resource and Public Awareness posters with color at the top and accessible grey scale at the bottom. One side of the poster will be English and the other will be in Spanish.

**BY:** Claribel Zecena

**SECOND:** Kari Horn

**VOTE:** Passed

**b. Public Awareness Projects Subcommittee**

**i. Final Review and Possible Approval of Brochures and Posters for Printing and Distribution (For Possible Action)**

Kari Horn discussed the accessibility within the brochure and indicated that if the document is available electronically, there would be more options for accessibility. Claribel asked if the background can be changed to make it more accessible. Ms. Horn and Ms. Kincaid shared that there are resources and individuals that can assist with making documents accessible. The option of having a QR code that takes an individual to an electronic grey scale version was discussed. The consensus among the council was to make sure that the brochure is accessible prior to distributing.

**MOTION:** Discuss and possibly approve the brochure in a future meeting.

**BY:** Claribel Zecena

**SECOND:** Megan Wickland

**VOTE:** Passed

**c. Child Find Subcommittee**

Shari Fyfe stated that the next meeting was scheduled for the following week. Some of the topics of concern that will be discussed are CAPTA and referral sources. Ms. Fyfe stated that the subcommittee is seeking ways to reach the underserved population.

**d. Professional Development Subcommittee**

Megan Wickland stated that her and Claribel Zecena are co-chairs, and had an opportunity to meet recently. During the meeting, the strategic plan for the subcommittee was reviewed. Items discussed were modules for training and Alternative Certification. The next meeting was scheduled for June 20, 2019. Robin Kincaid asked if there is data regarding the individuals that have requested or been granted the Alternative Certification. This item will be discussed in detail in a future

meeting. Ms. Fyfe discussed the Social-Emotional Module that was completed in 2018. Ms. Fyfe explained that only ten (10) people did not take the test. Edythe King stated that there is a goal to have similar modules for the New Employee Orientation provided by the Part C Office.

**X. Part C Information Reports**

**a. Support for Early Intervention Certification**

Lori Ann discussed the Alternative Certification that is provided by the Part C Office. She indicated approximately 10 individuals have applied. The requirements align with those of the Department of Education. The difference is the Praxis test is not required to obtain the Alternative Certification. This process has allowed the state to retain qualified Early Intervention staff. Ms. Malina-Lovell indicated that the Department of Education (DOE) has requested that the Part C office streamline requests regarding certification questions. Questions requested from the DOE consist of applicable coursework towards certification and Continued Education Units (CEU) requests. Ms. Malina-Lovell confirmed that staff is still required to obtain CEU's when granted the Alternative Certification.

**b. Part C 2019 Application Update**

Melissa Slayden stated that the application comment period was extended to the day of this meeting in the event anyone would like to provide feedback. Ms. Slayden explained that the Part C Office receives a written estimated amount of money, and generates a budget accordingly.

**c. Complaint Matrix**

Edythe King reviewed the complaint matrix provided in the handouts. According to the material presented, all responses were completed within the time allotted.

**d. Nevada Early Intervention Library**

Dan Dinnell shared a list of new materials recently added to the library. Mr. Dinnell shared information regarding the rotation of books to early intervention sites statewide for easy access to material for families and professionals. Janina Easley asked for materials on how to apply for grants. Dan also discussed the assistance the Part C Office is providing early intervention staff in purchasing course materials. The library will assist with the purchase of books related to certification coursework as requested, and will lend materials to staff as needed.

**e. ICC Budget Report**

The ICC budget was reviewed.

**f. State Systemic Improvement Plan Update (SSIP)**

Ms. Malina-Lovell indicated the SSIP was submitted on April 1, 2019. The Part C office was informed that the report will be reviewed by OSEP over the summer months, and responses and questions will be distributed in early fall 2019. Ms. Malina-Lovell stated that the state is currently in phase three (3) of the SSIP. The Social-Emotional module was highlighted in this years SSIP, as well as the National Center for Pyramid Model Innovations (NCPMI) technical assistance that the state was chosen to receive. Ms. Malina-Lovell advised the council that if they would like a copy of the report, they can contact her directly. Claribel Zecena said that she is excited for other states to see how early intervention is run in our state.



**g. National Center for Systemic Improvement Collaboration**

It was noted that this agenda item should have been listed as “National Center for Pyramid Model Innovations (NCPMI)”. Edythe King discussed the three locations that will be implementing this new practice in the north. This project will be rolled out in waves, and is starting in the north with The Continuum, NEIS Northwest, and NEIS NE. Within each site, there is representation from the State Leadership Team, Program Coaches, and Leadership Coaches. Shari Fyfe indicated that the site will participate in a two-day training in June 2019, which will offer two (2) CEU’s to those that attend. Rhonda Lawrence spoke about the progress her program has seen, and the excitement around the new model. Ms. Wickland stated that she would be going to Elko soon to work on site with NEIS NE. Prioritization, Action Plan, and Sustainability are items that will be reviewed in the next State Leadership Team meeting. The council stated their interest in participating throughout this process.

**h. Program Monitoring**

- i. 2017-2018 Report Cards**
- ii. 2019 Program Monitoring**

**i. 2019 Annual Family Survey Update**

Mary Garrison discussed the process for the 2019 Annual Family Survey, which included a flyer that directed families to the Survey Monkey link as well as a paper survey to return via mail. Candice Emerson discussed the confusion in receiving these surveys at the same time as other early intervention surveys. Robin Kincaid asked if we can have additional information regarding exit surveys.

**j. Review and Discuss Data Reports**

- i. Delayed Services Report for February**  
The council reviewed the reports and it was indicated that the report may include children that need corrections to their chart in order to no longer show on the wait list. This is a topic that will be continually discussed in future meetings.
- ii. State Fiscal Year (SFY) 2019 1<sup>st</sup> and 2<sup>nd</sup> Quarter Data**  
The reports were reviewed by the council.

**XI. Discuss ICC Retreat, Schedule, and Possible Agenda Items**

There was previous conversations regarding extending the ICC retreat to two days.

**XII. Consider Agenda Items for Next Meeting**

Agenda items requested for future meetings were:

1. Differential Response and Child Protective Services
2. Aging and Disability Services Division budget for programs
3. QRIS Programs Presentation
4. Exit Survey Data from Programs
5. Part C Alternative Certification Totals
6. Update on parent representative’s participation in OSEP Conference and procedure regarding the Part C Office’s handling of these requests
7. Two (2) to three (3) Division or Program Presentations
8. Vote to combine the Public Awareness and Family Support Resource Subcommittees

XIII. **Schedule Future Meetings**

Future meetings were scheduled for July 18, 2019 and October 17, 2019

XIV. **Public Comment**

No public comments were made.

XV. **Adjournment**

The meeting was adjourned at 3:44 p.m.