



DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIRECTOR'S OFFICE
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MINUTES

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

Date and Time of Meeting: April 19, 2018

Meeting was held at the following location:

Las Vegas Urban League
2470 N Decatur Blvd #150
Las Vegas, NV 89108

I. Call to Order, Roll Call and Introductions

Co-Chair Sherry Waugh called the meeting to order at 9:30 a.m. A quorum of the members were present; the meeting proceeded as scheduled.

Members Present: Jason Adams, Dawn Brooks, Lisa Cridland, Janina Easley, Karen Gordon, Kari Horn, Robin Kincaid, Sandra LaPalm, Rhonda Lawrence, Yvonne Moore, Christine Riggi, Karen Shaw, Sherry Waugh, Megan Wickland, Heaven Wright, Claribel Zecena

Members Absent: Yasodara Cabrera, Kimberly Everett, Ashley Greenwald, Aimee Hadleigh, Ben Kieckhefer, Daina Loeffler, Reesha Powell, Keana Sullivan, Jenna Weglarz-Ward, Jack Zenteno

Public Attendees: Ardith Ferguson, National Center for Systemic Improvement (NCSI); Jana Knoury, Nevada Early Intervention Services (NEIS)-South; Jennifer Loiacano, Therapy Management Group (TMG); Wendy Nelson, Positively Kids (PK); Lisa O'Malley, Easterseals Nevada-South; Heike Rüdener-Plummer, University of Nevada Las Vegas (UNLV), IDEA Part C Intern; Fatima Taylor, NEIS-South; Jennifer Tseu, NEIS-South

Part C Staff Present: Margot Chappel, Dan Dinnell, Shari Fyfe, Mary Garrison, Edie King, Iandia Morgan, Melissa Slayden

II. Public Comment

No public comments were made.

III. **Approval of the Minutes from the January 18, 2018 Meeting**

Ms. Waugh asked for any comments or corrections regarding the minutes. The following corrections were noted:

- Karen Shaw asked for the minutes to be corrected to reflect that she was present at the January 18 meeting.
- Claribel Zecena noted that on line one (1) and three (3) of section II, it indicated that Sherry Waugh thanked the council and would be retiring April 6, 2018. She asked that this be corrected to state Sherry Manning.
- Ms. Zecena also indicated that in line three (3) of section II it states that Sherry Waugh would be taking Ms. Manning's position on the council. Ms. Zecena asked that this be corrected to state that Kari Horn would be taking Ms. Manning's position on the council.
- Robin Kincaid asked that line four (4) of item IVa. be corrected to state that "Ms. Loeffler explained that she has taught pre-kindergarten through young adults general and special education", not "pre-kindergarten to young adults".
- Sandra LaPalm asked that "death" be corrected to read "deaf" on page seven (7), section XIIIiii., line 3.

MOTION: Accept the minutes as presented with the corrections as noted.

BY: Claribel Zecena

SECOND: Christine Riggi

ABSTENTION: Kari Horn and Rhonda Lawrence as they were not present at the January 2018 meeting.

VOTE: Passed

IV. **New Member Biographies**

a. Karen Gordon, Nevada Department of Education

Karen Gordon introduced herself and informed the council that she has worked for the Washoe County School district for fourteen years. Ms. Gordon worked as a special education teacher, third grade teacher, and a literacy specialist and coach. Approximately a year and a half ago Ms. Gordon started working for the Nevada Department of Education and is now the homeless coordinator for the state. Ms. Gordon works with all the districts and assists with ensuring that homeless education is improved within the state.

b. Heaven Wright, ICC Parent Representative

Heaven Wright introduced herself and informed the council that she is the newest parent representative on the council and is there to represent her five (5) year old daughter Monroe.

V. **Nominate and Select New Chair for the Interagency Coordinating Council (ICC) Professional Development Subcommittee**

Ms. Waugh asked Edie King to provide the council with information regarding the Professional Development Subcommittee. Ms. King informed the council that the subcommittee was developed to review the qualifications and licensure requirements for the states Developmental Specialists (DS). The DS's are now required to obtain an endorsement from the Nevada Department of Education. The subcommittee is looking at opportunities to ensure that DS's are receiving the correct license, as well as alternative online education. The IDEA Part C Intern, Heike Rüdener-Plummer, is assisting with the research on alternative online education, the structure of ongoing training, and that everyone has the knowledge and experience needed to conduct their role. Ms. King explained that Dr. Anne Bingham was the previous chair, and they are now looking for a new chair to fill that role. The group has not met recently, but the plan is to meet every other month in the future. When the group initially started, they attended The

University of Connecticut's Early Childhood Personnel Center. At that event, they assisted Nevada with reviewing what subcommittees can be reviewed. Ms. King stated that there is a plethora of resources to assist the group with their goals. Ms. King confirmed that community providers are welcome to assist with the subcommittee as well. Ms. Zecena suggested that Jenna Weglarz-Ward be the chair, but she was not present to consent. Ms. King recommended the council nominate an interim chair until the option can be given to Ms. Weglarz-Ward. Dan Dinnell indicated that the chair must be a member of the ICC. Megan Wickland suggested Dawn Brooks for the chair. Ms. Brooks agreed to be an interim chair until the nomination can be offered to Ms. Weglarz-Ward but would also like to join the committee. No motion was given as the permanent chair was not assigned in this meeting.

VI. Early Intervention Services Report

a. ADSD Quality Assurance, Children's Services Overview

Ms. Wickland advised the council that she oversees the Quality Assurance Team for Children Services and Autism Treatment Assistance Program. The Quality Assurance Team looked at how to assess quality services statewide and started with the Division for Early Childhood (DEC) recommended practices. Ms. Wickland advised that the team decided to pull the recommended practices into the quality competencies and develop a review form for the team to complete observations. The team reviews five (5) percent of children across the state using a quarterly schedule. Ms. Wickland recently was able to complete observations in the south. Ms. Wickland told the group that after the review of five (5) percent, they will be providing a report to coach program staff working with families. The purpose is not to review compliance as that is an IDEA Part C process, but to look at the quality of services provided. In addition to the quality assessment, Quality Assurance is contacting families directly to complete a quality scale survey. Ms. Wickland explained that this allows Quality Assurance to receive direct feedback from families regarding the services that they receive. Karen Shaw asked how they are completing the quality assessments within the Native communities. Quality Assurance is targeting children that are enrolled in programs across the state, and the selection is random. Ms. Waugh asked if aggregate data will be available to the public. Ms. Wickland stated that is the plan once they ensure that the reporting is accurate. Ms. Waugh explained that the Head Start Program and Home Visitors are good places to contact for assistance with this process. Robin Kincaid asked if the data is skewed because there are several locations that services can be provided, instead of the home. Ms. Wickland advised that there should be parent/child contact within the home, even if the services are provided with another individual or in another natural environment. Ms. Wickland stated that if they see issues with the data because of this, they can reevaluate the questions. Yvonne Moore asked who developed the questions. Ms. Wickland answered the Quality Assurance Team. Janina Easley asked if the assessments are being completed over the phone. Ms. Wickland advised that the quality competencies are being completed in person with the programs, and the quality scale surveys are being completed over the phone with the families. Ms. Easley asked if Quality Assurance had established staff to complete the quality competencies review in the rural areas. Ms. Wickland responded yes and that she would be in the Elko area in May 2018. Ms. Wickland explained that she had already been in touch with Barbara Stoll and have plans to go to Elko and Winnemucca. As the Quality Assurance team completes the reviews, they will be looking for suggestions from the programs on which areas to assess in the future. Ms. Easley stated that would be a good opportunity to visit additional rural areas, for example, Owyhee. Ms. Wickland said the Quality Assurance team is open to feedback and suggestions.

b. Integrated Support Solutions (ISS) Baby Steps Update

Ms. Wickland addressed the council and advised them that the Aging and Disabilities Services Division is no longer contracting with ISS Baby Steps. Ms. Wickland explained that this change occurred in March 2018. Ms. Kincaid asked how the families were transitioned. Ms. Wickland explained that the families were transitioned to Nevada Early Intervention Services (NEIS), South. Ms. Wickland also explained that the Quality Assurance team contacted the families during that transition and several of the questions on the parent quality scale being conducted by the Quality Assurance team were directly from the conversations they had with families transitioning from ISS Baby Steps.

c. Early Intervention Program Highlights/Updates-Information Only

Program Highlights were distributed and reviewed by the committee.

VII. ICC Subcommittees – Reports on Activities

a. Family Support Resource Subcommittee

Christine Riggi advised the committee that the subcommittee has had an opportunity to meet since the last ICC meeting and the information regarding what was discussed was provided in the handouts.

b. Public Awareness Projects Subcommittee

Claribel Zecena notified the committee that the Public Awareness Projects Subcommittee met at the beginning of April and have several recommendations to review with the ICC. Ms. Zecena discussed a survey that was conducted regarding the yearly calendar and the committee's recommendation to cut 25% of the calendars in 2019. Ms. Zecena also shared the recommendation to have the data requirements removed so the calendar can be available sooner. Ms. Zecena discussed the drafted ICC Brochure that was in the packet, and the recommendation that the brochures be distributed to inform the public of the purpose of the ICC. Ms. Waugh informed the group that in the July meeting the committee can vote on the decision to remove the data and 25% of the calendars for 2019, as well as the brochure.

c. Child Find Subcommittee

Shari Fyfe informed the committee that the last two Child Find Subcommittee did not meet quorum, so they have yet to conduct a meeting since the last ICC meeting. Ms. Fyfe advised the committee and the programs have been sending in their Child Find information as expected.

VIII. Part C Information Reports

a. IDEA Part C Office Personnel Update

Margot Chappel informed the committee that the new Part C Coordinator is Candice McDaniel. Ms. McDaniel had been the program manager for Nevada Early Intervention Services (NEIS), Carson City, and is the first Part C Coordinator to have run a program.

b. Complaint Matrix

Edythe King addressed the council and referred to the complaint matrix provided in the handouts. Ms. King started with complaint 201704 from NEIS, South which resulted from a complaint regarding children who are deaf or hard of hearing. The complaint resulted in a systemic issue and working collaboratively with the Deaf Centers of Nevada on a go forward basis. The complaint has been closed. Next, Ms. King discussed a complaint for NEIS, South which stemmed from an inability to schedule evaluations and assessments no later than thirty days from the parents' consent of the Individual Family Service Plan (IFSP). Ms. King stated that there was a revised policy/procedure, a survey sent to the provider, and focused monitoring which were put in place as resolution. Ms. King indicated that closure of this complaint is pending. Ms. King addressed a complaint against ISS Baby Steps in which there was failure to

provide services identified on the IFSP. The child was transferred to NEIS, South, and further training for ISS Baby Steps was ceased as they are no longer a contracted provider. Ms. King discussed a complaint for NEIS, Northwest where there were services being provided, but not in the natural environment. The group was named flips and worked with children with motor delays. The group was changed to an inclusive group named Tumble Bugs. Compensatory service was provided, and the complaint was closed. Ms. King explained a complaint that was received for Kideology regarding evaluation and addressing unique needs of a child. No findings were issued as practices were not outside of the Individuals with Disabilities Education Act (IDEA) Law. Ms. King ended with a complaint that was issued for Easter Seals Nevada (ESN), South which was still pending investigation.

Ms. Kincaid asked to discuss the complaint for NEIS, South where an updated policy was written as part of the correction. Ms. Kincaid stated that she has concerns about the issue not being completely addressed. Ms. Kincaid stated that she feels like when the procedure discusses comprehensive evaluations, it is not addressing the true meaning. Ms. Kincaid explained that the intent of the law was that the programs would see the child as a whole with honest communication, how to find motor skills, physical needs of the child, and all those domains. Ms. Kincaid voiced her concerns that the programs have gotten away from that intention and we now have a fragmented process where child becomes eligible, and then complete evaluations over a longer period. Ms. Kincaid stated that she appreciates that a procedure has been made, but when looking at child find activities for the school district, they are looking at more comprehensive model for multi-disciplinary evaluations. Ms. Kincaid is concerned that we have gotten away from that as well as information regarding a short term developmental specialist and a permanent developmental specialist. Ms. Kincaid said she has concerns about families feeling shifted within the system and would like some clarification if permanent developmental specialist is listed in IDEA law. Landia Morgan clarified that in IDEA law it is listed as a service coordinator. Ms. Kincaid stated that she feels we should not be shifting families from one coordinator to another. Heaven Wright stated that her daughter, who is blind, struggled with having different coordinators and specialists. Fatima Taylor informed the council that the change in service coordinators happens over a two (2) week period. Ms. Taylor explained that the person that does eligibility with the rest of the team and family will work with that child for two weeks with assignments every week. Ms. Taylor explained that the purpose is to ensure that the child is eligible, and within two weeks the child will be assigned to a permanent developmental specialist. Lisa Cridland stated that the process was like what Ms. Taylor stated with her oldest son, but with her second son he had five (5) Developmental Specialists within two (2) months. Ms. Taylor responded that the experience with Ms. Cridland's oldest son was most likely due to turnover. Ms. Zecena shared that in her experience parents have struggled with being seen by one person and then another, especially those with newborns. Ms. Zecena stated that she feels that having two evaluators can cause a loss in continuity with families. Ms. Zecena stated she does agree with Ms. Taylor in that they will continually try and have children assigned as quickly as possible. Margot Chappel stated that she believes the initial reason for going to their current process was because of a waiting list issue. Ms. Kincaid stated that she knows of the concern regarding the waiting list, but that it is imperative that the programs get away from this fix and find a permanent solution that works for families and the children we serve.

Ms. Kincaid also voiced her concern with children being evaluated in the centers, instead of the family home or natural environment. Ms. Riggi stated that as a parent she would not want someone coming into her home unless they were qualified for the services. Ms. Riggi stated that for her, not having transportation issues, it would not be an issue to bring her child to a program for evaluation. Ms. Riggi also stated that she believes part of the reason that we have

seen turnover is because of the masters/certification requirements after three (3) years for Developmental Specialists. Ms. Waugh confirmed that it is not a simple situation, but Ms. Kincaid's concerns are important. Ms. Riggi shared that in her experience with her child she was fortunate to keep the same Developmental Specialist but believes that in most cases parents may not even be aware of the changes in providers and who specializes in the services their child needs. Ms. Morgan added that the evaluations are individualized by program, and they all consider families that have transportation issues.

c. ICC Budget Report

Ms. Chappel informed the council that they are slightly overspent, but it is all due to investment in the work that is being done. Ms. Chappel stated that IDEA Part C staff travel is not taken from the ICC budget.

d. Update on Data System Project

Melissa Slayden stated that the contract for the new data system was slated for the Board of Examiners (BOE) on June 12, 2018. Ms. Slayden explained that the expected project kickoff is July 2, 2018. Stakeholders have been selected and a core team has been assigned. Ms. Slayden informed the council that a pilot of the new system is expected to roll out in November of December 2018 with a live launch expected in January 2019. Ms. Chappel stated that the IDEA Part C office has been talking with the programs to figure out the logistics of transitioning data.

Ms. Slayden shared that the IDEA Part C application has been up for public viewing since March 4, 2018 on the IDEA Part C website with the option for public comment available until April 25, 2018 through Survey Monkey. Ms. Slayden explained that May 4, 2018 is the due date. Ms. Chappel commented that the IDEA Part C budget went up 6.9% for 2018.

e. Annual Family Survey

i. 2017 Family Survey Report

Ms. King advised the report on last year's Family Survey was available for viewing in the packet.

ii. Update on upcoming 2018 Family Survey

Mary Garrison explained that through the Family Survey Committee there were several changes to the family survey. Ms. Garrison also explained that the committee also requested a pilot be completed with hand selected families that were coming up on their six (6) month or yearly review to provide feedback on the revised questions and survey layout. Ms. Garrison informed the committee that the reports for this year's survey are being pulled shortly and the plan is to start sending this year's survey out in early May.

Ms. Chappel asked if we would have additional information regarding the pilot and process from this year's survey. Ms. Garrison stated that additional information can be provided in the next meeting. Ms. Garrison also stated that the plan was to have the programs talk to families directly about completing the survey. Ms. Garrison explained that every family has a code associated to each child's track number to prevent multiple entries from one family.

f. Review and Discuss Data Reports

i. Delayed Services Report for March

Ms. Morgan stated that the reports look a little different than what was provided in the past. Ms. Morgan explained that in the March report, there are no program exceptions. Ms. Morgan clarified that the report provided is only for delayed services in March 2018.

ii. State Fiscal Year (SFY) 2018 1st and 2nd Quarter Data

Ms. King asked the committee if there were any questions regarding the first and second quarter data reports. There were no questions.

IX. Review and Discuss Strategic Planning Activities and Establish Outcomes

Ardith Ferguson introduced herself and shared with the group that she is from the National Center for Systemic Improvement, a federally funded technical assistance center. Ms. Ferguson shared how impressed she is with the state's ability to complete tasks with the geographic and technical challenges that are present within the state. Ms. Ferguson was also the IDEA Part C coordinator for the state of Colorado for several years. Ms. Ferguson explained that in this meeting they would be reviewing the published strategic plan that was completed in 2008, the strategic planning meeting that was completed in 2015, and the subcommittee goals that were created in 2017. Ms. Ferguson stated that the committee has also created a System Improvement plan (SSIP) which would be reviewed, which may influence some of the activities the group would want to develop. Ms. Ferguson also explained that the council would be completing an analysis to help determine their strengths, weaknesses, opportunities, and threats. After completing the analysis, Ms. Ferguson explained that the group would then be able to identify priorities and start drafting the strategic plan for the ICC. Ms. Ferguson explained that due to time restraints, the committee would have to draft a strategic plan for approval in the next quarterly meeting. Ms. Ferguson stated that the strategic plans are written every three years, so the work done in this meeting should carry the ICC through 2021. Ms. Ferguson explained that the committee will need to review the strategic plan they create each year to ensure that it is still in line with their goals. Ms. Ferguson referred to a table included in the handouts that outlined what has been done or is being done for the 2008, 2015, 2018, and 2021 plans. Ms. Ferguson stated that the subcommittees carry out the function of the ICC and should be task oriented. Ms. Ferguson shared a cross walk of what has happened in the past ICC Strategic Planning sessions. In 2008 there was a goal related to the Public Interaction Committee, a Parent Involvement Committee that had two goals and a mission, and finance committee that had three goals, which has since been disbanded. Ms. Ferguson then explained that in 2015 there was a strategic planning meeting that Anne Lucas facilitated. In the 2015 meeting where several priorities were initiated, training, professional development, mentoring, and communication plans. Ms. Ferguson also stated that there were several mentions of the subcommittees, but not consistent within the minutes that were reviewed. Ms. Ferguson explained that in the 2015 meeting the Professional Development Subcommittee and the Family Support Subcommittee were created. Ms. Ferguson stated the ICC had established subcommittees by 2017, which is what would be reviewed in this year's planning meeting. Ms. Ferguson discussed the Public Awareness Subcommittee and its goals to share what is happening within the ICC and Early Intervention Programs with the public, especially those in decision making roles. The Family Support Resource Subcommittee, which looks at ways to educate families and the sharing of family perspectives in meetings. The Professional Development Subcommittee focused mostly on licensure and certification as well as mentoring and coaching. The final was the Child Find subcommittee which looks at how children are identified within the state, as well as other outreach resources. Ms. Ferguson informed the committee of the importance of considering the stated Systemic Improvement Plan when completing their Strategic Plan. Ms. Ferguson educated the council regarding the Systemic Improvement Plan which became federally implemented in 2014-2015 to not only concentrate on the improvement of outcomes for children's and families. Each state was required to choose an area of focus, which in the state of Nevada is Social-Emotional Development. Ms. Ferguson

explained the SSIP for 2018 concentrates on four (4) major areas: The quality of evaluations and assessments related to social-emotional development, increasing practitioner knowledge and skills related to social-emotional development, state and local provider collaboration, and improving the data system. Ms. Ferguson shared that the Family Outcomes Survey Committee had discussions and made changes to the family survey to help ensure families recognize the importance of their child's social-emotional development. Ms. Ferguson also pointed out that there is a committee assigned to developing the social-emotional module to assist with training providers. Nevada is partnering with the TACSEI Initiative, which is a national approach to supporting social and emotional development. Ms. Ferguson explained to the council that as they complete their goals as a committee for 2018-2021, it will be important to keep in mind what strategic planning their subcommittees has contributed to and where they would like to continue to set goals. Ms. Ferguson also suggested that the subcommittees can remove some goals if needed as well as set new goals for the future.

Ms. Ferguson asked Ms. Chappel to briefly discuss the work that is being done on the Exceptional Children's Assistance Center (ECAC) Strategic Plan. Ms. Chappel explained that there were discussions about moving the IDEA Part C office to the Department of Education and licensing to the Office of Learning and Early Development. With this plan, the goal would be to have all the moves completed by July 1, 2019. The directors for each division are in favor of this move as well. This move could assist in the relationship and provide a smoother transition across departments regarding the licensure. Ms. Kincaid posed the question of what would be required to move the IDEA Part C office since it has required legislation in the past. Ms. Chappel explained that the move would require legislation as it would be a budget move. Ms. Chappel explained that when there is a change within governmental agencies, a bill draft would be requested by the agency. Ms. Chappel asked for all feedback regarding this potential change in agencies.

Ms. Ferguson guided the council through an exercise of reviewing the strengths, weaknesses, opportunities, and threats to the work that the council and subcommittees are trying to achieve. Sticky notes were provided and for everyone to put down their thoughts.

The strengths that were noted from this activity were:

- Clear ideas of areas that need improvement or updating
- More of an awareness to the rural native community
- The Child Find Subcommittee has diverse and engaged members
- Program and Part C staff are a strength to the council
- So many ideas brought to the table by different members
- Membership, diverse representation
- Cross-Representation
- People from different backgrounds
- Diverse group of stakeholders and passionate members
- Large representation of agencies at ICC meetings
- Regularly scheduled meetings
- Diversity with open discussions and respect
- Passion, knowledge, and know how
- Technical assistance support
- Subcommittee facilitators are knowledgeable and attentive

The weaknesses that were noted from this activity were:

- Lack of communication outside of meetings
- Unprepared
- Unaware of what is happening with the subcommittees
- Lots of talking, but no actions seem to be taking place
- Frequency of meetings
- Turnover
- Not having enough representation from the rural native community and being able to expand outreach
- Limited resources
- Not enough time to complete tasks within meeting time
- Project outcomes not clearly identified, making participation fade
- Data not usable
- When changes happen, they seem to be localized, not statewide
- Education and participation opportunities are not shared in advance, therefore members are not prepared
- Not enough open house opportunities for families
- Public Awareness Subcommittee does not receive enough support from the ICC
- Too much time between ideas and having them pass
- Support for the Public Awareness Subcommittee
- Interest wanes
- Global understanding of the ICC role and how they can support programs
- No follow-up on projects
- Lack of action or timeline
- Members absent from subcommittee meetings
- Not enough NICU services or developmental pediatrician services
- Open meeting law

The opportunities that were noted from this activity were:

- To build stronger relationships with Nevada's native communities. Examples: Health fairs, tribal schools, clinics
- Improved communication methods. Examples: Stronger website, training modules, resource posters, parent kits, and connections with people
- Increased synergy by working within governmental agencies to strengthen the outcomes
- Improved identification of families to include children experiencing homelessness
- Broader view of highly qualified when looking at the Professional Development Subcommittee
- Large talent pool statewide for assistance in projects
- Possible move to the Department of Education
- More collaboration between programs
- Face to Face opportunities for meetings and collaboration
- Community providers included in EIS training
- Better understand how infant and childhood mental health can be accommodated and fit within the ICC
- Expand Part C to 5 years of age
- Service delivery and methodology

The threats that were noted from this activity were:

- Not having common language
- Not getting into the native communities
- New governor
- Limited opportunities
- Training of staff
- Unintended consequences of a move to the department of education
- Technology and how people prefer to be contacted
- Lack of technology
- Lack of flexibility and communication
- Changes in the Clark County School District
- Poor participation on projects and calls
- Lack of participation and follow through
- Lack of communication
- Turnover

Ms. Ferguson asked the council to separate into the subcommittees to complete their strategic planning steps.

Child Find Subcommittee:

Goal #1: Referral Sources; increase identification of children referred

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status	Evidence of Completion
Conferences for ECE Professionals	Class or discuss table referrals	Sherry Waugh/Rhonda Lawrence		1 Year		Submit proposal
Look at Children's Cabinet	Trainings, CEU's with registry approved training	Jensie at Carson City-TACSEI can include EI info	Rhonda/Survey to discuss and follow up	July (Quarterly)		Child Find information embedded in TACSEI training
No Wrong Door ASD	Check on Early Intervention numbers-up to date	Kari and Megan	Brown bag	July		Info is updated and accurate
Medical Professionals and Hospitals	Nurses-CEU's, NICU's, Children's Hospital, labor and delivery	Megan to contact North and South to see options	Brown Bag	October		Child Find report on options
Outreach to underserved areas	Compare demographic numbers to referrals	Shari	Southern Region/Tribal members	July		Identify opportunities in underserved areas
PSA (Look at brochures, posters, PSA for consistency)	Discuss with NEIS NW RE: Use theirs with Project Assist	Shari	Part C money	July		Published PSA or in talks with PBS

Notes from Child Find Subcommittee:

- Child Care Conference-How important they are?
- EC Mental Health Observations
- Use of milestone booklets
- No Wrong Door-Is Early Intervention involved
- Hospitals

Family Support Resource Subcommittee:

Goal #1: Get more parents participating with the ICC

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status	Evidence of Completion
Posters/Brochure	Get on agenda	Jason	Dan	May 15		
Educate Developmental Specialists to provide information	Early Intervention Staff meeting for all programs	Christine/Lisa	Dan	July 10		
Encourage Developmental Specialists to come to ICC with families	Early Intervention Staff meeting for all programs	Christine/Lisa	Dan	Ongoing		
Parent to Parent outreach	Events-Staff and Supervisors, training	Christine/Lisa	Dan	Ongoing		

Notes from Family Support Resource Subcommittee:

While sharing the goal that was discussed within the subcommittee, they looked for ways to include families in the ICC and subcommittees. It was pointed out that the community can participate in the meetings without being on the council, so they are hoping to bring awareness to families about future meetings. It was pointed out that when completing the modules for the Professional Development Subcommittee, they should incorporate the focus around building family and parent capacity as it is a focus within Early Intervention. Ms. Fyfe stated that the Social-Emotional Module that is being created has a portion within the “families” chapter that shares this information.

**Public Awareness Subcommittee:
Goal #1: Accessible public information for parents and providers**

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status	Evidence of Completion
Establish a Facebook page	Investigate what is needed for approval					
	Establish interest in development and management					
	Look at other states Facebook pages (OPHIE)					
Develop a brochure	Get approval by ICC	Claribel		July 2018	Pending	Printed Material
	Get printing quote	Dan/Mary				
	Distribution	Dan		Oct 2018		
Calendar Printing	Reduce amount printed	Dan		July 2018		
	Get quotes and print calendar					
	Distribute in December					
Link calendar and brochure to website		Dan				

**Personnel Development Subcommittee:
Goal #1: Accessible ongoing professional development
Goal #2: Consistent Licensure for Early Intervention Developmental Specialists**

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status	Evidence of Completion
Available online training module	Collect information on existing modules and training		Jenna-UNLV Ann-UNR	Next meeting May 8 th		Team is established and meeting
	Review current training done in Early Intervention Programs		Heike	9:00 AM Every second Tuesday		Consistently
	Identify priorities for modules:	Dawn B-NEIS South Edie King	Expertise in the community			Module is developed January 2019

	-New Employee -Assessment and Evaluation -Special Instruction -Functional outcomes and strategies -Parent Training -Add Additional Members					
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Notes from Personnel Development Subcommittee:

- Training Module
- New Employee
- Domain Specific
- Special Instruction
- Strategies for functional outcomes
- Parent training

The subcommittees shared their feedback outlined above with the group. Ms. Ferguson suggested that the subcommittees meet prior to July 5, 2018 to finalize their plans to present in the July 19, 2018 ICC meeting. Ms. Chappel suggested that the ICC consider the option of meeting more than once every quarter. Ms. Ferguson explained the next step in the process will be for the subcommittees to meet and generate a complete plan for their goals over the next three years.

X. Schedule Future Meetings

- July 19, 2018

XI. Public Comment

No public comments were given.

XII. Adjournment

Due to loss of quorum, the meeting was adjourned at 3:05 pm.