



DEPARTMENT OF HEALTH AND HUMAN SERVICES  
DIRECTOR'S OFFICE  
IDEA Part C Office  
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**MINUTES**

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

Date and Time of Meeting: January 12, 2017

Meeting was held via video conference at the following locations:

Desert Regional Center  
1391 S. Jones Blvd.  
Las Vegas, Nevada

Nevada Early Intervention Services (NEIS) – Northeast  
1020 Ruby Vista Drive, Suite 102  
Elko, Nevada

Nevada Early Intervention Services – Northwest  
2667 Enterprise Road  
Reno, Nevada

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

Co-Chair Lisa Cridland called the meeting to order at 9:20 a.m. A quorum of the members was present; the meeting proceeded as scheduled.

**Members Present:** Sherry Bingham, Yasodara Cabrera, Lisa Cridland, Janina Easley, Aimee Hadleigh, Jana Khoury, Robin Kincaid, Alisa Koot, Sandra LaPalm Sherry Manning, Yvonne Moore, Lorraine O'Leary, Reesha Powell, Christine Riggi, Keana Sullivan, Michael Walker, Sherry Waugh, Jenna Weglarz-Ward, Megan Wickland, Tricia Woodliff, Claribel Zecena

**Members Absent:** Dr. Ann Bingham, Kimberly Everett, Senator Ben Kieckhefer, Karen Shaw, Shannon Sprout, Jack Zenteno

**Public Attendees:** Joann Blake, The Continuum; Robert Burns, Therapy Management Group (TMG); Sarah Horsman, The Continuum; Diane Miller, Early Hearing Detection and Intervention Program (EHDI), Division of Public and Behavioral Health (DPBH) and Nevada Early Intervention Services (NEIS)- Northwest (NW); Janice Lee, Nevada Technical Assistance Center on Social Emotional Intervention for Young Children (TACSEI), University of Nevada Reno (UNR), Nevada Center for Excellence in Disabilities (NCED); Lisa O'Malley, ISS-Baby Steps; Julie Ortiz, Advanced Pediatric Therapies (APT); Perry Smith, EHDI Program, DPBH; Fatima Taylor, NEIS - South(SO)

Part C Staff Present: Margot Chappel, Dan Dinnell, Shari Fyfe, Edie King, landia Morgan, Lisa Morgan

**II. Public Comment**

No public comments were given.

**III. Approval of the Minutes from the October 13, 2016 Meeting**

Ms. Cridland asked for any comments or corrections to the minutes. The following corrections were noted:

- Sherry Bingham noted the third line on page 5 in part says “the IDEA Part C Office and 619 people meet” which is incorrect as she is the only representative for 619. She asked that this section of the sentence be struck from the minutes and replaced with “the IDEA Part C Office and NDE ICC members meet”.
- Sandra LaPalm asked for the minutes to be corrected to reflect that she was present at the meeting.
- Janina Easley stated the minutes show her as present at the meeting and she was not.

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

**BY:** Sherry Bingham

**SECOND:** Lori O’Leary

**VOTE:** PASSED

**IV. New Member Biographies**

- **Tricia Woodliff**

Tricia Woodliff introduced herself and stated she has worked in early childhood mental health for Northern Nevada Child and Adolescent services for eight years. She recently became the supervisor for training and technical assistance for the system of care grants. The system of care grants exist to improve children’s mental health within the state through collaboration with the intention of getting children the services they need in the most appropriate environments. Ms. Woodliff added she is currently working on getting her PHD in counseling education and supervision and has a child who received service through Nevada Early Intervention Services (NEIS).

- **Yvonne Moore**

Yvonne Moore stated she has worked for the Foundation for Positively Kids for about four and a half years. She moved to Las Vegas from San Jose, California where she was raised. She explained she has 20 years of experience with child welfare services in the positions she held within that time frame. Ms. Moore spoke about moving to Las Vegas and wanting to use her skills within the medical environment which brought her to Positively Kids. She shared her work achievements since joining the agency and how she became involved in early intervention. She stated she wanted to be a part of this Council so she could contribute her skills and learn all facets of the early intervention system in Nevada.

- **Keana Sullivan**

Keana Sullivan spoke about her current position as the director of two of the programs at Nellis Air Force Base located in Las Vegas. She indicated she had been in the early childhood field for 21 years, attended and graduated from the University of Nevada Las Vegas (UNLV) for her undergraduate degree, and earned her master’s degree in human studies, human relations and human growth development from the University of Oklahoma. She is the current president of the Southern Nevada Association for the Education of Young Children (SNAEYC), which is an organization that promotes quality early childhood care in southern Nevada. Ms. Sullivan added

she is a foster parent and learning about the processes and services. She indicated all of the children placed in her care have had some type of special need. She stated she is excited to be a part of the Council and contribute in any way she can.

- **Jenna Weglarz-Ward**

Jenna Weglarz-Ward stated she is an assistant professor at UNLV and recently relocated from Illinois where she was doing early childhood education for the past 20 years including working in inclusive child care. She stated she has four children who have received services. One son has a hearing loss and sensory integration and tactile defensiveness and another child received early intervention services for speech and hearing delays. Ms. Weglarz-Ward spoke about her research which looks at including children with disabilities in community settings and is active in working on translating research and recommended practices into practices for practitioners and students. She is currently working on the recommended practices for dual language learners and how to best get these into the hands of teachers.

**V. Review, Discuss, and Approve the State Performance Plan (SPP)/Annual Performance Report (APR) that is Due to Office of Special Education Programs (OSEP) February 1, 2017**

Margot Chappel stated the draft Annual Performance Report (APR) had been provided in the meeting packet. She gave kudos to the IDEA Part C Office personnel for the team effort in getting the report ready for presentation at this meeting. Ms. Chappel reiterated the report is in draft form and some edits may be needed to the narrative but all data should be accurate. The submittal date for the report to OSEP is February 1, 2017 and certification that the ICC approved the APR must be included.

Robin Kincaid asked if a summary of how many targets were met or not met was available and the definition of “no slippage” as used in the APR. Ms. Chappel stated a summary was not done and explained no slippage indicates the percentages within the indicator were maintained from last year. Landia Morgan clarified that the indicator data from last year is compared to the current reporting year data and if the target was maintained or it increased it is considered to have no slippage. If the percentage was less than last year and performance was decreased, then it is considered to have slippage. Ms. Morgan added within each indicator there is a table reflecting what was reported previously in APRs as well as what was reported this year, which will provide a quick data comparison. Edie King reminded members that the data for this APR report is for federal fiscal year (FFY) 2015 and each indicator shows the source of where the data was obtained whether it was either from statewide monitoring or data collection. She also noted an APR comment sheet was provided and requested any comment, corrections or questions be submitted on this form to the IDEA Part C Office by January 20 or at the end of this meeting.

Christine Riggi commented about the family survey low return rate numbers and noted this data should be used as a reminder that a different way to reach families is needed especially when looking at different cultures. Ms. Chappel stated the response rate had increased over last year but is looking for ways to increase those numbers next year. One of those ways is to have the survey available electronically. Aimee Hadleigh remarked part of the concern with the low rate of return is the comprehensiveness of the questions and the use of the data. She stated the questions could be rephrased to be more parent friendly, which would then provide more useful data. Ms. Chappel said Nevada will be receiving technical assistance on February 7, 2017, related to this subject and invited Council members to attend to assist with revising the family survey. She indicated more details will be provided regarding this meeting.

**MOTION:** Move forward with giving members a week to provide comments on the APR to the IDEA Part C Office and approve the ICC chair to sign off on the APR certification.  
**BY:** Christine Riggi  
**SECOND:** Claribel Zecena  
**VOTE:** PASSED

**VI. Featured Program Overview – Early Hearing Detection and Intervention (EHDI)**

Perry Smith, Coordinator of the Early Hearing Detection and Intervention (EHDI) program introduced himself and Dr. Diane Miller, who is an audiologist that serves as a consultant for EHDI and works with the NEIS-NW program. Mr. Smith reported the EHDI program is funded by two federal grants from the CDC and the Health Resources and Services Administration (HRSA). The program receives no state general funds. He stated the overview he would be providing is based on the handout included in the meeting packet. Mr. Smith indicated the purpose of the program is to ensure all children in Nevada are screened for hearing loss at birth and those identified with hearing loss receive timely and appropriate audiological education and medical intervention. Although services are not directly provided by the program, they work with a number of state entities, nonprofit organizations and other community programs to ensure screenings and follow ups are taking place. He explained the program follows the national guidelines of promoting the national EHDI goals and timelines developed by the joint committee on infant hearing as well as those of the Center for Disease Control and Prevention (CDC). The most important guideline has to do with what is termed as the one, three, and six. This stands for having infants screened before one month of age, if there is a positive screening have their evaluation by an audiologist before three months of age, and if a hearing loss is confirmed, have the infant enrolled in early intervention before six months of age.

Mr. Smith reported the statistics provided are for year 2014 and indicated numbers are submitted to CDC every year. The 2015 data will be finalized and submitted in a few months. In 2015, Nevada had over 35,000 births in the state and this number has been consistent for the last few years. Of those births, 95 to 97 percent of those infants were documented as being screened. There are approximately 1,500 births for which we do not have documentation. So this is where the EHDI program is putting their focus. It is known that about 500 of these 1,500 are considered home births. Historically, these infants were not consistently screened. However, we currently have a pilot project in place where screeners are made available to midwives. This pilot will be evaluated in less than a year and a decision will be made on how to proceed. Many of the remaining 1,500 births are coming from the Michael O Callahan Federal Medical Center in Las Vegas who are not good at providing our program with the information. The screens are being done at the facility but the EHDI program does not have access to those results. This is something we are working on. Mr. Smith related the infants with failed screens need to be seen by a pediatric audiologist as soon as possible to have a diagnostic evaluation done. This is an area where Nevada has improved but is still a weakness. The issue is getting a referral from the hospital to a pediatric audiologist. But due to the lack of qualified pediatric audiologists in the state, the infant is sent to an ear, nose and throat (ENT) doctor or to their primary care physician. In these cases, appropriate follow up is not always taking place. Once the appropriate follow up is provided and a diagnostic evaluation is done, the infant needs to be referred to early intervention services. Nevada does a good job at this compared to national numbers. He reiterated this whole process from birth to referral to early intervention should be done within six months.

Mr. Smith was asked if the program works with the UNR Speech and Language Department. He stated they are aware of the entity but do not have a working relationship with them at this

time. Yasodara Cabrera asked what the term nonresident means and if parents can opt out of the screening. Mr. Smith answered that parents do have the right to not have their child screened. However, hospitals and birthing centers provide parents with hearing screening information to try to mitigate those declines as much as possible. He then explained the term “nonresident” is defined by the CDC and is related to how data is collected. Due to the complexity of data collection terms he would contact Ms. Cabrera after the meeting to provide her with the explanation. Ms. Hadleigh commented there needs to be a push for American Sign Language (ASL) services at NEIS-NW. Ms. Kincaid thanked Mr. Smith for the presentation and commented about the importance of this program due to the complexity of the issue for families. She added more training for DSs is needed to help them know more about the needs and variations of services that families with this issue are facing.

Dr. Miller stated EHDI, in partnership with the IDEA Part C Office, just participated in a study sponsored by the National Centers for Hearing Assessment and Management at Utah State University. Seventeen states participated in this parent and professional survey relating to children ages two through eight. For parents, it looked at what their early intervention experience was like and what information they received from their early intervention providers. For providers, it looked at what type of information was routinely given to parents. The surveys were designed to ascertain the quality of early intervention services. Results including state specific data will be provided to each state and can be shared with the ICC when it is available. Dr. Miller stated this leads into the need for continued support and education. She elaborated that the Joint Committee on Infant Hearing issued guidelines for provision of early intervention services after confirmation that a child is deaf or hard of hearing in 2013. Those guidelines were not put in to use well and there is now a resurgence to get them into the appropriate hands; professionals as well as parents. Many of the state EHDI programs, through federal grant opportunities (particularly the HRSA grants), are being asked to participate in quality assurance activities to help early intervention programs become aware of the guidelines, to assess where they are in meeting these various guidelines, and targeting activities to start looking at the quality of services for these children.

Ms. Kincaid noted that OSEP had issued a communication memo stating services to children with hearing loss must be provided at an equal level to that of a child without hearing loss. She indicated she would be happy to provide the memo. Ms. Hadleigh requested for a future ICC meeting that either Hands and Voices or Deaf Centers of Nevada be contacted to do a presentation on their relationship with early intervention and how to strengthen that as well as services families need and are getting.

## **VII. Presentation on the Screening and Monitoring (SAM) System**

Megan Wickland stated the Screening and Monitoring (SaM) program is for children who are 18 months of age or younger and have gone through the Multidisciplinary Team (MDT) process where they were found to be ineligible for Part C services but the team still has concerns due to the child’s history. The family is then offered the option to participate in this program. While in SaM, the family will receive Ages and Stages Questionnaires (ASQs), the screening person will meet with the family initially and work with them to provide community resources and information that will be helpful to them. The length of the SAM program is for six months unless the family wishes to exit sooner. However, if concerns arise as a result of screening or if the family still has concerns, they can go back through the Part C referral process to have another MDT to see if the child now qualifies.

Ms. Kincaid inquired if there was a timeline for when a child could be reevaluated and at what juncture were families receiving their procedural safeguards information. Ms. Wickland answered reevaluations could be done at any point and procedural safeguards are provided at the MDT and again at the initial home visit the screener does with the family. Claribel Zecena added parents in the north receive a report which includes information about contacting the program at any time if they have concerns so another evaluation can be done. Fatima Taylor, program manager for NEIS – South, said with their program there is a 90 day wait period between screenings and procedural safeguards are provided only at the MDT. She added NEIS-South uses SaM for a very small population of children due to the lack of workforce. It is kept small and manageable for those children who are born premature and do not meet the auto eligible criteria but may have issues identified when they are a couple of months older and a valid assessment can be done.

Julie Ortiz from Advanced Pediatric Therapies (APT) stated she was not aware of the SaM program as described and wondered if community partners should be contacting NEIS-NW regarding the children they see. Ms. Wickland replied SaM needs to be streamlined to include community partners and would be contacting programs regarding this.

Ms. Kincaid voiced her concerns regarding the 18 month or younger guidelines. She referred to the OSEP letter to Regina Skyer, which was presented and discussed at a previous ICC meeting, where guidance was given about providing screenings up to age three. She feels if programs are going to follow the guidance issued in this letter then all the guidance should be followed not just portions of it. Ms. Kincaid asked for the resource lists provided to families in SaM be presented at the next ICC meeting for review.

**VIII. Status of Including a Procedural Safeguards Summary Sheet which includes a Statement Regarding the Parent’s Right to Request an Evaluation at Any Time**

Ms. Chappel presented the summary sheet with the proposed changes highlighted regarding a parent’s ability to request an evaluation at any time. She indicated if there were no objections to this change, the IDEA Part C Office would move forward with distributing the revised document to all programs. Ms. Kincaid indicated she would like to briefly discuss the wording of the first sentence under the service coordination section which says a service coordinator is assigned at referral. She was interested to know if this is actually being implemented and if so, is it the same service coordinator the family would have on an ongoing basis. Ms. Taylor, from NEIS-South, reported she is not sure what happens when a child is referred to a community partner but at the NEIS-South program after the referral call is taken it is transferred to the scheduling team who will then schedule the evaluation with a developmental specialist (DS) and therapist. She explained this is all in one call unless the family requests otherwise and then a service coordinator or DS would not be assigned until scheduling takes place. Ms. Wickland and Ms. Taylor both stated the family has a service coordinator assigned at referral and following the MDT another service coordinator is assigned to the family for all other supports, services and obtaining information. Ms. Kincaid asked for the verbiage in the form to be adjusted to reflect that at referral a temporary service coordinator will be assigned. Ms. Chappel suggested the proposed language of “as soon as your MDT is completed you have the right to have assistance organizing the services you need through a service coordinator.” Ms. Kincaid remarked she was not sure if that wording would be in accordance with the law and would like the regulations reviewed for verification. She offered to send Ms. Chappel suggestions and provide information regarding the requirement. It was agreed the two of them would work on the rewording together after the meeting.

**IX. Discuss the Writing of a Letter to the Director of the Department of Health and Human Services and to the Aging and Disability Services Division Expressing the Concerns the ICC has about Removing the Requirement for Endorsement and the Process for When Personnel Do Not Achieve Endorsement or Allow Their Credentials to Expire**

- **Status of Meeting with Nevada Department of Education Licensure Office, 619 Coordinator and the IDEA Part C Office Regarding Licensure Requirements for Early Intervention Personnel**
- **Update on Program Responses Related to the Number of Personnel who have had Licensure Issues and What Those Specific Issues Were**
- **Presentation of Endorsement Process in Other States**

Ms. Chappel reported a meeting with the Nevada Department of Education (NDE) Licensing office did not take place. She indicated the gathering of information about endorsement processes in other states has been started but is not complete. She also reported not all programs had responded to the request for information regarding the number of staff and their specific issues with obtaining their licensure from NDE. The information she did receive was not in a format that could be put together in a way for the data to be analyzed and presented to the Council. She noted there were several comments and concerns and suggested this issue be addressed by the professional development subcommittee since they are working on the alternative to the endorsement. Their next meeting is scheduled for late January and they could possibly do a formal presentation on their findings and recommendations to the ICC at the April or July meeting. At that time, the ICC can decide whether or not to accept the subcommittee's recommendation or write the letter of concern.

Ms. Sherry Bingham interjected she did have a conversation with the NDE Licensure office and was told in the south there is a cross walk regarding what classes they will and will not accept. For the north, they go by UNR booklets for classes. The bottom line is there is a lot of other licensing boards and universities so they rely on the class syllabi to determine whether or not a course counts towards a license. It is their strong recommendation, if a person is trying to use a class not listed in the cross walk or booklets, the syllabi be included with the application because it is the only way to determine if the course fills the necessary requirement for a specific license. Ms. Chappel stated this could present its own challenges if the class syllabus was not kept by the individual. She added there are also the comments from staff regarding the differing of opinions received from NDE Licensure when two people with the same qualifications will apply and one will receive the certification while the other does not. Ms. Sherry Bingham stated for these instances where there is a concern about differing results there needs to be a mechanism in place for tracking who is having the problem, who they spoke to at NDE Licensure, and the specific issue.

**X. Recommendation of ICC Parent(s) to Attend Annual US Office of Special Education Programs (OSEP) Leadership Conference in July 2017**

Ms. Cridland asked if any ICC parent representatives would be interested in attending this conference. All parents in attendance voiced their interest in attending. Ms. Chappel noted how much the average cost of the trip to the OSEP conference had been over the last few years and which parents had attended this conference previously. Sherry Manning mentioned limited funding is available for families to attend conferences through the Governor's Council on Developmental Disabilities (DD Council). She noted the funding is available per individual every two years and is in the amount of \$500 for in-state conferences or \$750 for out-of-state conferences. The request for this funding must be received 60 days prior to the conference in order to be approved by their board. There was further discussion by the Council on whether two or three parents could be supported by the ICC to attend this conference.

**MOTION:** Move that the ICC approve three parents, one from the rural area, one from the north and one from the south, to attend the 2017 OSEP conference based on funding availability.

**BY:** Sherry Manning

**SECOND:** Sherry Waugh

**VOTE:** PASSED

**XI. Discuss Timeline for 2017 IDEA Part C Grant and Policies**

Ms. Chappel stated the policy document will not be changed this year. However, the budget within the Annual State Federal application probably will change but the content will not. She explained the application will be out for public review shortly after February 1 and some public hearings will probably be held in March. She mentioned the possibility of scheduling the ICC meeting regarding the proposed changes to the early intervention system in combination with the public hearing and the application. However, she is not sure if everything will be ready by February 8 or 9, 2017. Ms. Chappel related the hard copy of the Annual State Federal application is due to OSEP by April 21, 2017 for FFY 2017 and the APR clarification period is also in April with a due date prior to the end of the month.

**XII. Report on Conferences Attended Since Last Meeting**

- **National Center for Systemic Improvement (NSC) Conference Held in Dallas, Texas on November 15 and November 16, 2016**
- **Division of Early Childhood (DEC) Conference Held in Louisville, Kentucky on October 18 through October 20, 2016**
- **Zero to Three Conference Held in New Orleans, Louisiana on December 7 through December 9, 2016**

Ms. Iandia Morgan reported she had attended the NCSI conference. She explained this is a collaborative effort that is centered on state accountability. It began in August of 2016 and includes five other states. This was the first conference and both she and Lisa Morgan, the IDEA Part C Office Management Analyst, attended the conference. Monthly meetings of this group just began and a second conference is tentatively set for late spring. Lisa Morgan added she is currently working with the State of Montana representative, who she met at this conference, to look at our monitoring processes and possibly change how it is done in Nevada.

Mr. Dinnell stated he attended the DEC conference in Louisville. He related it is a very good conference that tends to focus on families and children and suggested ICC parents consider attending future conferences. He briefly discussed the sessions he attended.

Ms. King reported she and Ms. Fyfe attended the Zero to Three conference that was held in December. There were a variety of session topics so they tried to attend separate sessions in order to obtain more information. She thought one of the most beneficial sessions was on critical competencies for early intervention providers. Ms. Fyfe stated it seemed the focus of many of the sessions was related to social emotional and there were programs that have online modules managed by a learning management system, which takes care of the background work including pre and post tests. We will be looking into the cost of using this type of system in Nevada.

**XIII. Early Intervention Services Report**

- **Early Intervention Program Certification Update**
- **Early Intervention Program Highlights/Updates – Informational Only**



Candice McDaniel was not in attendance so Ms. Chappel stated she would provide the program certification update. She reported a majority of the programs have now completed their certification or are near completion. The Continuum, Positively Kids and ISS are nearing completion, Therapy Management Group north was just started and in either February or March Easter Seals Nevada north will start the certification process. Once these programs are completed, all the community providers will be finished with their certification for this year.

Ms. Hadleigh stated she has heard there are proposed changes to the early intervention system and inquired if there is any basis to this information and, if so, at what point will the changes be made public to families and the ICC. She indicated she would like to know how the system would look as a whole based on the proposed changes. Ms. Chappel replied this will be covered at the extra ICC meeting that was discussed earlier. The ICC will have the opportunity to hear about the proposed structure and why the Governor is recommending it. There will also be time made available to provide input or ask questions. She indicated she will need to talk with Dr. Eddie Ableser, ADSD Administrator and Julie Kotchevar, ADSD Deputy Administrator, to confirm dates and about releasing information. Once she has their recommendations, based on available funding, it will be determined whether an ICC face-to-face meeting can be scheduled.

Ms. Chappel stated the program highlights that were included in the meeting packet are an informational item only.

#### **XIV. Update on the Nevada Parent Advocacy Initiative**

Ms. Hadleigh reported on the upcoming Spring Fling event that is to be held from 9:00 am to 1:00 pm on May 20, 2017 at the Boys and Girls Club. It is being planned as a mini conference where all the rooms at the facility will have some type of activity in them and families can sign up for sessions or drop in times. The planning committee is also trying to make connections with vendors and local programs so families can have the opportunity to interact with them. She and her husband are working on a flyer for the event, which should be done by March so it can be distributed no sooner than two months prior to the event. Ms. Hadleigh stated the event does have a little funding at this point which she received from her children's doctor. She explained she wanted to make an effort to bridge the gap with medical offices and started with Pediatric Associates that her family uses. The doctor offered his assistance in any way that is needed including financial support and his own time. She plans to move forward with talking with other medical offices to try to make connections there as well.

Ms. Hadleigh spoke about an event she shared on the Facebook page about Target offering a Christmas shopping time for families with children with Autism sensory processing disorders. The store made accommodations for these children and families by having the lights turned down and promoting a quieter shopping environment. She took this information and approached her local Target and Whole Foods store personnel who transferred her to their human resources staff or store managers. She is working with them to have a similar annual or maybe monthly event in these locations. She explained this all stemmed from a TED talk episode she saw about rejection and having the power to just ask.

Since the last ICC meeting she has become a member of the DD Council. She stated she is hopeful with this opportunity to be able to bring together family advocates so they can work together more cohesively within the community and to have some of them present their family stories to this Council at future meetings.

Ms. Kincaid stated Nevada PEP would certainly want to support the Spring Fling event by providing classes. She added an upcoming IEP clinic workshop will be held on Monday, January

30 at NEIS-NW starting at 9:00 am and will also be broadcast to the NEIS-Elko site. Ms. Hadleigh remarked the workshop information is on the Facebook page.

**XV. ICC Committees – Reports on Activities**

**a. Family Support Resource Subcommittee**

Christine Riggi stated the meeting was not held due to lack of quorum and the next meeting is scheduled for April 20, 2017.

**b. Child Find Subcommittee**

Sherry Waugh reported this subcommittee also has difficulty in obtaining quorum but was able to do so. The minutes for the September 29, 2016 meeting have been provided in the meeting packet and the next meeting is scheduled for April 13, 2017.

**c. Initial Training and On-Going Professional Development for Early Intervention Providers Subcommittee**

**• Review of Membership Roster**

Ms. King stated this is the subcommittee that is looking at personnel development as it pertains to the licensure and certification process for early intervention developmental specialists. The next meeting is scheduled for January 23, 2017. Ms. King provided a brief history of this subcommittee and explained that due to the length of time between its beginnings and the reconvening of the subcommittee the members have changed. Therefore, a current updated membership roster was provided to the Council for their review and approval. It was also noted that if anyone else would like to be a member, to contact Ms. King. Dr. Bingham, who is the subcommittee chair, stated at the next meeting the subcommittee will be reviewing what other states do for licensure and certification. She added, with the help of the national technical assistance people, the subcommittee will be looking at how other states, who are demographically similar to Nevada and are also in meets requirements status with OSEP, are incorporating competencies, coaching, mentoring and the use of personnel standards and training and personnel development according DEC and Zero to Three best practices.

**MOTION: Move to approve the roster as presented**

**BY: Sherry Bingham**

**SECOND: Claribel Zecena**

**VOTE: PASSED**

**XVI. Part C Information Reports**

**• Complaint Matrix Review**

Ms. King reported ISS –Baby Steps had a focused monitoring and the results have not been verified yet. Once the results have been reviewed and if correction has been verified the complaint will be closed. Ms. Landia Morgan reported the Kideology final report was issued on December 27, 2016 but is still open awaiting resolution of the child correction. She noted Kideology also had another complaint filed and the final report for this complaint would be issued within the next few days.

**• ICC Budget Update**

Ms. Chappel indicated the budget was provided in the meeting packet. Ms. Kincaid inquired as to why there was no out-of-state travel funds shown and if the cost of the calendar was consistent with previous years. She also asked about whether or not any effort was put into getting donations to support the production of the calendar. Ms. Chappel explained this is an expenditure report and no funds had been spent on out-of-state travel so far this fiscal year.

Mr. Dinnell stated the cost of the calendar has changed little over of the last few years and is not sure as a state entity, donations could be pursued. Ms. Chappel suggested putting on the next agenda the discussion of whether or not to continue the calendar or if there are other avenues the ICC want to focus their funding on that is less expensive each year to better raise awareness. Ms. Kincaid agreed and remarked it had been a long time since the ICC had a conversation about it. She also noted there is a lot of value to the calendar in the information and awareness it has provided.

- **Training and Technical Assistance**
  - **Early Childhood System of Learning (ECSOL) Update**
  - **TRAC Training**
  - **New Employee Orientation**

Ms. King reported the next meeting of the ECSOL is scheduled for Thursday, February 2, 2017. She also stated TRAC training for programs was held at both NEIS-NW and NEIS-NE sites since the last ICC meeting and the new employee orientation training for the programs in the south is scheduled for late spring. Ms. Riggi asked if parent representatives could attend the new employee training. Ms. Chappel explained the training is specific for new early intervention providers or staff coming into the system.

- **Review and Discuss Data Reports**
  - **Wait List for December**
  - **State Fiscal Year (SFY) 2016 Year End and SFY2017 First Quarter Data**

Ms. Chappel explained the timelines for programs to clean-up their wait list data has been changed recently which has lowered the numbers being reported this month. She explained this report is now due to the Director's Office by the 10<sup>th</sup> of each month. This provides the program with the first five days of the month to do any corrections needed. The change was put into effect after she and Susie DeVere reviewed the November data and found that by giving the programs the extra five days it was eliminating reporting inaccurate data on the wait list. It was noted the bottom of the report states the data was pulled on the first day of the month. Ms. Chappel stated that is correct but will look at a better way to reflect what is reported on the next report.

Ms. Chappel noted the SFY 2016 year end data and the SFY 2017 first quarter data was provided. No questions or comments were given so Ms. Chappel remarked the IDEA Part C Office could be contacted after the meeting if any questions regarding either report arose.

#### **XVII. Consider Agenda Items for the Next Meeting**

- Contact Hands and Voices or the Deaf Center of Nevada to request them to do a presentation at a future ICC meeting
- The writing of a letter to the NDE regarding the requirements for endorsement
- Presentation on the proposed new Assessment Centers and IDEA Part C Office Coordination
- Having a family panel at the face-to-face meeting in April
- Ask a parent or family member to share their story at the beginning of every ICC meeting
- Update on the SSIP
- Discuss the resource lists provided to families when they enter the SaM system

#### **XVIII. Schedule Future Meetings**

- **April 27, 2017 – Annual Face-to-Face Meeting in Reno**

- **July 27, 2017**

Ms. Chappel remarked a possible February 8 or February 9, 2017 meeting regarding the proposed new assessment centers and the IDEA Part C Office coordination following the SSIP workgroup meeting is being considered. She recommends this be a face-to-face meeting of all ICC members contingent on the availability of funds.

**XIX. Public Comment**

Ms. Bingham commented on finding other locations for the video conferencing of these meetings because of the poor connectivity between sites over the last few meetings. Ms. Chappel indicated that would be looked into but hopefully this is a temporary situation as new conferencing equipment for ADSD has been requested in the proposed Governor's recommended budget.

**XX. Adjournment**

A motion was entered to adjourn the meeting at 12:30 p.m. with a second by Lorraine O'Leary. The motion was unanimously passed.