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DIRECTOR'S OFFICE
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MINUTES

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

Date of Meeting: July 10, 2014

Meeting was held via video conference at the following locations:

Las Vegas: Nevada Early Intervention Services, Northwestern Region
1161 South Valley View Blvd., Conference Room
Las Vegas, Nevada

Reno: Nevada Early Intervention Services, Southern Region
2667 Enterprise, Conference Room
Reno, Nevada

Elko: Nevada Early Intervention Services, Northeastern Region
1020 Ruby Vista Drive, Conference Room
Elko, Nevada

I. Call to Order and Roll Call

Co-Chair Lisa Cridland called the meeting to order at 9:40 am. A quorum of the members was present; the meeting proceeded as scheduled.

Members Present: Dr. Ann Bingham, Lisa Cridland, Janina Easley, Michele Ferrall, Maynard Florence, Aimee Hadleigh, Sherry Halley, Robin Kincaid, Joyce Larsen, Lorraine O'Leary, Dr. Catherine Lyons, Christine Riggi, Karen Stephens, Fatima Taylor, Sherry Waugh, Jack Zenteno

Members Absent: Michelle Canning, Kimberly Everett, Sherry Manning, Johnette Oman, Caroline Taylor, Assemblywoman Melissa Woodbury

Public Attendees:

Nicole Atwell, Therapy Management Group (TMG); Margot Chappel, Aging and Disability Services Division (ADSD); Amber Joiner, Department of Health and Human Services, Director's Office (DHHS); Jana Khoury, Nevada Early Intervention Services – South; Julie Kotchevar, ADSD; Erica Lozoya, Nevada PEP; Janelle Mulvenon, Nevada Early Intervention Services (NEIS)-

Northwest(NW); Julie Ortiz, Advanced Pediatric Therapies; Diane Ross, The Continuum; Martha Schott-Bernius, NEIS-Northeast (NE); Karen Shaw, Pyramid Lake Tribe

Part C Staff Present: Brenda Bledsoe, Susie DeVere, Dan Dinnell, Thomas Kapp, Edie King, landia Morgan

II. Public Comment

Maynard Florence reported he received a promotion from the Director of the Childhood Development Center at Nellis Air Force Base to the Chief of Airmen and Family Services. He explained he would now oversee all of the childhood development programs, youth programs, family child care, and the Airmen and Family Readiness Center.

III. Approval of the Minutes from the April 24, 2014 Meeting

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

- The word “complaint” should be “compliant” in the third sentence from the bottom on Page 8.
- On Page 10, in the first sentence under public comment the word “now” should be removed.

MOTION: Move to approve the minutes as corrected.

BY: Sherry Waugh

SECOND: Maynard Florence

VOTE: PASSED unanimously

IV. Final Review and Approval of the ICC Bylaws

Daniel Dinnell stated the bylaws presented reflect the changes discussed over the last few meetings. He highlighted the three changes made since the April meeting. The first change is on Page 4 which now reflects the new NRS 241.025 disallowing the use of a proxy for a meeting unless the proxy has been approved by the Governor’s office prior to the meeting. The next change, he noted, was made for consistency between the terms of the co-chairs. Both sections of the bylaws now state the terms for each co-chair will be for three years. The last change which is on page 7, was a clarification on the rotating of the ICC private provider of early intervention services representative position to a three year rotation so each private provider could have an opportunity to serve.

MOTION: A motion was made to approve the ICC bylaws with the new amendments.

BY: Dr. Ann Bingham

SECOND: Joyce Larsen

VOTE: PASSED unanimously

V. State Systemic Improvement Plan (SSIP) Phase I Status Report

• Child Outcome Summary Form (COSF) Task Force Report

Thomas Kapp reported Nevada is currently on target for Phase I of the new SSIP. Data analysis is in process with in-depth analysis forth coming. The analysis so far shows the two areas that Nevada could improve in compared to the national averages are social/emotional and the acquiring skills and needs. The COSF task force is leaning towards the social/emotional area. When the in-depth analysis begins, a comparison of Nevada to other states that have similar eligibility will be done and will also look at social economic status, the region, time in service and primary language of the family.

Mr. Kapp indicated the U.S. Office of Special Education Programs representative will be visiting Nevada in August to assist with the SSIP process as the Phase I completion date is April of 2015.

Iandia Morgan stated the last COSF task force meeting was on June 24. The group went over a lot of data, including the ENHANCE Study results that were developed by SRI International and DaSy Center. The study looked at the validity and reliability of the state's child outcomes data in comparison to the national averages. The study did not show any red flags in the quality of our child outcomes data. The task force also reviewed a three year comparison which showed Nevada has been steady in relation to meeting targets that have been established. Ms. Morgan explained the task force also went over summary statements, which includes children in the OSEP categories a-e related to child outcomes. After reviewing this information the task force at this time is recommending focusing on the areas of social/emotional and acquiring and using knowledge and skills. She also indicated more in-depth data analysis would be done.

Robin Kincaid asked how stakeholders could be involved in the SSIP process. Mr. Kapp replied a strategic planning meeting is being scheduled for August which stakeholders will be invited to participate in. Ms. Kincaid suggested connecting with Nevada's Technical Assistance Center for Social Emotional Intervention for Young Children (TACSEI) leadership to obtain support in moving forward with the SSIP.

VI. Annual Self-Assessment Reports of Early Intervention Providers

- **Report of compliance and noncompliance by program**

Brenda Bledsoe stated that all programs have responses with the exception of Nevada Early Intervention Services (NEIS) Northeast (NE) whose report won't be issued until September. She then explained the format of the responses had been changed this year to make it easier to read and provided an overview of the verification process.

Ms. Bledsoe, Ms. Morgan and Edie King went over each of the reports for the programs they are liaisons to. It was noted that because the State Performance Plan (SPP) six year timeline had ended last year and we are in the process of adding a new indicator through the SSIP process all state targets for this year will remain at the same level as they were at the closing year of the SPP. Also the child and family outcomes data was not available at the time these reports were prepared.

During the report presentation, Ms. Kincaid voiced her concerns regarding compensatory services and her feeling that the whole picture is not being reported on. She requested an agenda item be added for the next meeting and a report of how many hours are still owed to children, and what those services are. Fatima Taylor explained to Ms. Kincaid that compensatory services are calculated in minutes owing and based on each individual record. She further explained NEIS South uses a matrix of weighted caseloads for their service providers and compensatory services are weighted just as other services are. Supervisors review each matrix monthly. Supervisors also provide the calculations on time owed to children and their families for service providers so owed services can be appropriately provided. TRAC is then updated. Ms. Kincaid inquired if that data is available and she was told it is. Ms. Morgan stated she is aware of a spreadsheet kept by NEIS South that identifies what service is owed for compensatory services, the number of hours, and the time frame that was missed. She and Ms. King indicated they would pull the information together for the next meeting.

- **Presentation of Program Report Cards for SFY2013**

Ms. Bledsoe stated these report cards meet the federal requirement to report publicly on all programs annually. The report cards reflect how each of the early intervention programs

performed in relation to each of the indicators of the APR. As per federal requirements these are posted on the website and OSEP verifies the posting. In going over these reports, it was indicated each report identifies which specific counties the program serves which is different than how it was previously reported. Information regarding which programs currently served which counties was pulled directly from TRAC to more accurately represent service coverage across the state.

- **Nevada's Determination Status by OSEP**

Mr. Kapp reported Nevada had received its determination status letter from OSEP recently. The letter indicated the state's determination is "needs assistance" which means we are between 75% and 90% on indicators reported in the APR. Specifically, Nevada's noncompliance is in timely services and timely correction. The noncompliance in these areas has been an ongoing issue for Nevada over the last three years. Mr. Kapp reported the determination will not affect our grant funding this year but the IDEA Part C Office will have to provide quarterly updates to OSEP. He also indicated that Priscilla Irvin, our OSEP Representative, will be making a visit to Nevada on August 26 and 27 along with our national technical assistance person, Anne Lucas. Mr. Kapp stated Nevada has been slowly improving in this area and believes that the timely service provision can be met within this year.

Ms. Kincaid stated in reviewing the handouts it appears that Nevada's status is closer to the "needs intervention" category than "needs assistance" and inquired as to exactly how close this really is. Mr. Kapp explained we are very close to being in that category but because the issue is in only one area and there has been continued improvement, OSEP is not as concerned.

Ms. Kincaid requested that stakeholders, if possible, be part of the meeting in August and the ongoing effort to bring the State out of the "needs assistance" determination.

VII. Early Intervention Services Report

- **Early Intervention Program Certification Update**

Margot Chappell introduced Julie Kotchevar and announced her appointment to the Deputy Administer position for ADSD. Ms. Kotchevar reported they are amending the NEIS contract with the school of medicine, which does the genetics clinics, to increase the number of clinics being offered so every child within the early intervention system can have access to genetic counseling. They are also working with the school of medicine in the north through two psychiatric fellowships where in exchange for sponsoring part of their fellowship services will be provided to early intervention families. Ms. Kotchevar added they are working with the Center for Autism Spectrum Disorders at UNLV. She explained in exchange for their behavioral analysts to gain experience for their certification they will be doing behavior plans and work with our children on behavioral therapy.

Ms. Chappel reported the process around provider certification has gone differently than originally planned. She explained there were some standards previously set for developmental services within ADSD so instead of starting from scratch these would be used for the first part in order to maintain consistency throughout the division and the second part would be specific to early intervention services. She added there is small workgroup assembled to review these standards and the next meeting in on July 24. The workgroup will be looking to ensure these are not duplicative of compliance standards from Part C and that they are qualitative in nature. The standards will be based on best practices as defined by the early childhood technical assistance center at the national level, the Department of Defense early intervention services, the office of special education programs and the seven key principles for providing EI services in the natural environment. She indicated they are still working on the standards for providing services to medical fragile children because they found those do not exist. Ms. Chappel indicated these

standards would be going out for public comment but had not yet decided on what process they would use to seek those comments. Once the standards are set, we will create the mechanism by which to do the first pilot which is anticipated to be before the end of the year.

Dr. Bingham asked for clarification on the term of program certification and whether this means all programs or individual programs. Ms. Chappel responded they are not looking at certifying therapy providers because they are licensed through their own boards. This is to ensure community providers are of equivalent quality as state sponsored services.

Ms. Kincaid inquired if the state programs would have to meet this standard too and if these standards represent any kind of model of delivery of services. She explained the second part of her inquiry was because she had heard several references at different meetings to a parent consultation model being developed. She stated she is confused and concerned that programs are going to be using such a model. Ms. Chappel answered that at this time all programs will have to meet the standards. As for the parent consultation model, she reported she has no knowledge of that. She explained the focus is on best practices and the programs will be accountable to demonstrate through an observable method which will be finalized after the standards drafts have been approved. Ms. Kincaid asked if anyone has information about this new model or term to contact her.

VIII. Report on Information Obtained Through the Early Intervention Family Alliance (EIFA) Membership and Possibly Approve Renewal of Annual Membership

This item was tabled.

IX. Improving Data, Improving Outcomes, Early Childhood National Conference

- **DaSy Sponsorship for Two Part C and Two Part B Representatives**
- **Conference Attendance by an ICC Parent Representative**

Mr. Kapp reported this conference would be held in New Orleans the first week of September and DaSy is sponsoring two Part C and two Part B representatives to attend. For the IDEA Part C Office, he and Susie DeVere would be attending as well as Landia and an ICC Parent representative. He explained this conference would be covering two of main topics of data collection and the new SSIP. Sherry Halley stated she and Marva Clevon would be representing Part B at the conference.

Mr. Kapp added in October the annual DEC conference would be held in St. Louis and another ICC parent would be invited to attend. Any ICC parent interested in attending either conference was encouraged to contact him for further details. He noted the same parent could not attend both conferences.

X. Updates and Highlights from Early Intervention Programs

No verbal highlights were given although written updates were provided in the meeting packet.

XI. ICC Committees – Reports on Activities

- **Family Support Resource Subcommittee (FSRS)**

Daniel Dinnell indicated the main discussion was around whether or not EI programs were connecting with families while their child was in a NICU or recently in or released from a medical/hospital system. Ms. Kincaid explained the subcommittee was interested in finding out if any of the programs had developed a good relationship with their local hospitals and if there were parent mentorships within those. She indicated at one time when there were parent family specialists this was a prevalent practice but because now there are more programs and more hospitals the concern is the need is not being met which leaves families wondering what

to do and where to go at a time when they are overwhelmed. Ms. Kincaid reported the subcommittee would like to know what each program is doing in this area or if this needs to be rekindled with a more formalized process or if providing brochures or written materials to hospitals would be helpful.

Ms. King suggested putting this as an agenda item for the next ICC meeting so that all the programs could present what their relationships are with their local hospitals and how they address parent mentoring in these situations.

- **Child Find Subcommittee**

Sherry Waugh reported minutes were provided and the subcommittee last met in May. She indicated the subcommittee went over their strategic plan which is outdated and spent the bulk of their meeting discussing how they could coordinate with other existing committees and task forces that have common tasks. Ms. Waugh stated their next tasks are to update their strategic plan and to put together a matrix showing the various groups and their goals to better define links and common goals so systemic issues can be addressed as a community rather than isolated groups.

- **Developmental Specialist Certification/Endorsement Subcommittee**

Dr. Catherine Lyons reported the subcommittee has had several meetings and have looked at the data from surveys that were completed. Based on the surveys, it was discussed if looking at an alternate endorsement was the direction the subcommittee should be going. It was decided a strategic planning meeting has been set for August 8 which will be a face-to-face meeting in Las Vegas with Dr. Pribble and Dr. Squires from the Early Childhood Personnel Center (ECPC). One of the main discussion points will be around the effectiveness of extensions. For more information regarding ECPC, Dr. Lyons stated their website address is ECPCTa.org.

Ms. Kincaid reported Dr. Mary Beth Bruder did speak with group and indicated that if we were attempting to solve a shortage of personnel by looking at this avenue we are probably going in the wrong direction and we should look at putting a plan in place so everyone is getting the same training based on standards. She added when the group looked at the data it revealed that over an eight year period only four developmental specialists had to be terminated and a total of 13 had left the program on their own due to not completing the requirements for the license. This is very important to be aware of and should we be investing our time in pursuing an alternate path that is not going to solve the problem initially identified. Ms. Kincaid cautioned the Council that they can only make recommendations to changing the licensure because it belongs to the Nevada Department of Education (NDE). Ms. King provided an overview of the history related to the endorsement and conditional license.

Ms. Kincaid indicated the subcommittee will rethink the alternative to an endorsement and use the strategic planning meeting to help further define a process to provide our staff with professional development to be able to meet certain standards and become highly qualified.

- **Discuss and Possibly Approve the Reconvening of the Finance Subcommittee**

Mr. Kapp stated he requested this item because of new information that will be provided at the DaSy conference in September regarding how early intervention services are billed in relation to Medicaid and the Affordable Healthcare Act. Dr. Bingham said this is timely in that we are heading into a legislative year and anything we can do from a financial perspective to be able to advocate would be a good idea.

MOTION: A motion was made to reinstate the finance subcommittee.
BY: Sherry Waugh
SECOND: Dr. Ann Bingham
VOTE: PASSED unanimously

The following people volunteered to be on the committee: Lorraine O'Leary, Marnie Lancz, Julie Ortiz, and Diane Ross.

Dr. Bingham asked that the ICC Medicaid and Insurance representatives be asked to be involved in this subcommittee.

XII. Part C Information Reports

- **Complaint Matrix Review**
 - **Complaint Summary**

Mr. Kapp went over the complaint matrix and summary. He was asked to check on 2010 and 2011 complaints as there were none shown. Ms. Kincaid asked for an update on the 2009 system complaint. Ms. Bledsoe replied all child records were closed but until there is system correction for timely initiation of services the complaint will remain open. It is hoped there will be full compliance in all programs within this year.

- **Review and Discuss Data Reports**
 - **Wait List for June and SFY2014 Wait List Compilation**
 - **SFY14 3rd Quarter Data Report**

Susie DeVere reported the year-end wait list report shows a substantial drop from 415 needed services to 31. She explained there is still clean up needed in some of these 31 records. A question arose regarding the long wait list for audiology services. Ms. DeVere indicated those are accurate as most children do have a long wait for those services. Martha Schott-Bernius explained in the Northeast region it is up to the parents to make the appointment and take their child because the services are not readily available in the rural areas so the parents have to travel to a large city such as Reno or Salt Lake City.

Ms. DeVere presented the third quarter data. She stated the fourth quarter, which just ended and the year-end data would be reported at the next ICC meeting. Ms. Morgan noted a few percentages were missing or needed correction on page 22.

Ms. Kincaid asked if a child has more than one service and not all services are being provided is that captured in the data. Ms. DeVere replied the data is captured by child and by service not by how many times they should be receiving or received the service. Ms. Kincaid asked if the services are stopped does that show on the waitlist. Ms. Bledsoe stated this wait list is reflective of initiation of services so it is when the services are added to the IFSP and are we meeting the frontend timelines. So if there was a suspension of the service that would not show on the wait list. Ms. King added that during a focused monitoring each record is reviewed and the hours and visits are noted and checked against the IFSP to verify services are actually provided.

XIII. Consider Agenda Items for the Next Meeting

- Report of Total number of children receiving comp services plus the hours those services represent
- OSEP visit recap
- Additional information for EIFA
- Recap of DaSy and Division of Early Childhood conferences

- Presentation on how programs are connecting with families within the hospital
- Subcommittee reports
- SSIP process update
- Face to face Strategic Planning meeting

XIV. Schedule Future Meetings

- October 16
- January 15
- April 2015 Strategic Planning Meeting

XV. Public Comment

No public comment was given.

XVI. Adjournment

The meeting was adjourned at 2:00 pm.