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DIRECTOR'S OFFICE
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MINUTES

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

Date and Time of Meeting: October 13, 2016

Meeting was held via video conference at the following locations:

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

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

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

I. Call to Order, Roll Call and Introductions

Co-Chair Dr. Ann Bingham called the meeting to order at 9:33 a.m. A quorum of the members was present; the meeting proceeded as scheduled.

Members Present: Dr. Ann Bingham, Sherry Bingham, Yasodara Cabrera, Lisa Cridland, Aimee Hadleigh, Sandra LaPalm, Jana Khoury, Robin Kincaid, Sherry Manning, Yvonne Moore, Christine Riggi, Shannon Sprout, Michael Walker, Sherry Waugh, Jenna Weglarz-Ward, Megan Wickland, Tricia Woodliff, Claribel Zecena

Members Absent: Janina Easley, Kimberly Everett, Senator Ben Kieckhefer, Alisa Koot, Lorraine O'Leary, Reesha Powell, Karen Shaw, Jack Zenteno

Public Attendees: Brenda Bledsoe, Division of Health Care Finance and Policy (DHCFP); Robert Burns, Therapy Management Group (TMG); Margot Chappel, Aging and Disability Services Division (ADSD); Sarah Horsman, The Continuum; Joyce Larsen, Division of Child and Family Services (DCFS); Janice Lee, Nevada TACSEI/UNR/NCED; Lisa O'Malley, ISS-Baby Steps; Julie Ortiz, Advanced Pediatric Therapies (APT); Perry Smith, Early Hearing Detection and Intervention

Program (EHDI), Division of Public and Behavioral Health (DPBH); Fatima Taylor, Nevada Early Intervention Services (NEIS) - South(SO)

Part C Staff Present: Susie DeVere, Dan Dinnell, Shari Fyfe, Mary Knight, Iandia Morgan, Lisa Morgan

II. Public Comment

Joyce Larsen announced her retirement from state service and introduced Tricia Woodliff who would be taking her place on the ICC.

III. Approval of the Minutes from the July 14, 2016 Meeting

Dr. Bingham asked for any comments or corrections to the minutes. The following corrections were noted:

- On page 3 under agenda item 6, seventh sentence from the bottom of the page, the word “thru” should be “through”.
- The first sentence at the top of page 4, the word “meet” should be “met”.
- In the first sentence at the top of page 5, the word “for” should be “from”.

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

BY: Claribel Zecena

SECOND: Megan Wickland

VOTE: **PASSED**

IV. Featured Program Overview - The Technical Assistance Center on Social Emotional Interventions (TACSEI) Pyramid Model Partnership

Janice Lee from the Nevada TACSEI Pyramid Model Partnership explained TACSEI stands for the Technical Assistance Center on Social Emotional Interventions for Young Children. She provided a brief history of the TACSEI project and its beginnings in Nevada in November of 2010. She explained Nevada received a grant from the Federal Training and Technical Assistance Center to establish a statewide leadership team and begin a systematic way to teach and promote the social emotional competence for young children. This framework is intended to support young children, birth through five. It is a collaborative, cross agency partnership with the goal of having children with disabilities, developmental delays or those that may be at risk to work with programs and centers to increase inclusive opportunities and to increase access to high quality early childhood education settings. Major areas of work are around the elimination of suspension and expulsion in preschool and early childhood settings, to address disproportionality for children who are of minority status, and to work with specific sites who are interested in program wide implementation.

Ms. Lee stated at the state level there is a state leadership team, which includes representatives from the Nevada Department of Education (NDE) Special Education and General Education, Nevada Parents Encouraging Parent (NV PEP), early childhood mental health, Washoe, Clark, and Elko county school districts, Maternal and Child Health (MCH), and the University system. There is also a Master Cadre of trainers and coaches across the state to provide training, coaching and technical assistance to a variety of programs. They also work with implementation sites to get them to a level of implementation fidelity where they can become model demonstration sites. The demonstration sites are open to the public so anyone can see what a high quality model looks like and how it works. The curriculum being used is called the Pyramid Model. It was created by a national technical assistance center and has been around since 2005.

It was originally funded by the Office of Head Start at the federal level and essentially it is a multi-tiered system.

Ms. Lee related emotional and social development is the foundation children need to be successful in school; and so with this program we are trying to provide providers, families and whoever works with young children with the skills and resources to give them that foundation. Free resources are available from the national faculty and are easily accessible. The materials can be found on the following websites: scefel.vanderbilt.edu and challengingbehavior.org. There is training and technical assistance provided not just for program sites, but also for the community at large. These trainings include three full modules of content which includes information specific to administrators. The trainings aligns with all of the national and state quality indicators and standards around high quality supportive environments and nurturing responsive and effective relationships. Topics include social emotional skills relating to taking turns, anger management, impulse control, positive behavior support and functional assessment. Ms. Lee added these do align with all the other quality initiatives happening in Nevada and are approved by the Nevada Registry.

Ms. Lee then spoke of the contract she and Brenda Bledsoe worked on to formalize a way to bring TACSEI training to the early intervention home visiting level. It is in the early stages of the planning process to determine how to build regional expertise within the early intervention system. She then described the current implementation sites throughout the state where trainings take place. It was noted most trainings are marketed to people providing early childhood services, but are generally open to the public. Ms. Lee stated there is a series called The Backpack Series which are one page suggestions written in a parent friendly language which are quick and easy ideas for families to do at home which will supplement what is happening in the classroom setting for their child. Aimee Hadleigh asked Robin Kincaid, who is the family engagement coordinator for Nevada TACSEI, if this series was available as a webinar or seminar that could be shared with parents on the Parent Initiative Facebook page. Ms. Kincaid replied the training is available and she would provide her with the information following the meeting.

V. Discussion of U.S. Department of Education, Office of Special Education and Rehabilitative Services Response Letter to Regina Skyer Regarding Multidisciplinary Evaluations, Eligibility and Screening Procedures under Part C of IDEA and What Advisement or Action the ICC, if any, Should Provide

Ms. Kincaid stated the letter referred to in this agenda item was written in response to questions raised nationally and issued as guidance regarding screenings and evaluations under Part C of IDEA. She explained she wanted to bring it to the attention of the ICC so members would be informed and to make sure the letter is distributed at the program level. One of the main points in the letter is that regardless of whether a screening is done or not, if a parent asks for an evaluation it needs to be done. Ms. Kincaid mentioned historically there have been barriers to families getting evaluations and this letter clearly states it is the program's responsibility to provide an evaluation, not just track the child using screeners. Landia Morgan conferred and added it has always been the guidance from the IDEA Part C Office that programs are allowed to use screeners but even if the screen does not show the child has any delay, the family still has the right to a full comprehensive evaluation. Ms. Kincaid stated the concern is families are continually being mailed screeners and remaining in a tracking system when they have expressed an interest in having an evaluation. Families should be aware or reminded if they or their pediatrician have continuing concerns it is their right to ask for an evaluation rather than staying in the program's tracking system. She said she would like a review to be done by the IDEA Part C Office to ensure practices are being implemented and suggested a report be

presented at the next meeting reflecting how many children are in a screening and monitoring (SAM) tracking system and for what length of time. Ms. Kincaid indicated this data may show whether programs are following the guidance in this letter. Dr. Bingham said she knows screeners go out to families at different intervals based upon the age of the child and suggested a statement be included. The statement to parents/guardians could possibly read “if you have continuing concerns for your child’s development that do not appear to be evident as part of this screen, it is your right to ask for an evaluation”. Dr. Bingham added we would just need to ensure the statement is included across all programs. Ms. Kincaid remarked the statement is a good idea but to make sure families received their full procedural safeguards also.

MOTION: Review of the data on the number of children who are in the SAM process, to determine the length of time they have been in SAM, and when the screen goes out to families it includes the procedural safeguards as well as a short statement informing families they can request a full evaluation at any time.

BY: Robin Kincaid

SECOND: Lisa Cridland

VOTE: PASSED

Claribel Zecena asked for clarification on what programs would be required to do to fulfill this (ex. Prior written notice to families, provide handbooks again). Dr. Bingham stated rather than sending parent handbooks out again that a summary sheet of parent’s right be included with the screen along with the statement discussed earlier. Ms. Morgan made clear, that after the screening, if the family is going to do a full evaluation, a prior written notice is required at that point. Susie DeVere asked for clarification on what timeframe the data for the SAM report should include. Dr. Bingham said it should be a month prior to the next meeting to provide a snap shot in time.

VI. 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

Ms. Kincaid stated she recently attended a meeting to review proposals to do alternative certifications to the endorsement requirement because 2% of early intervention staff were either struggling to keep their endorsement and allowing it to lapse or had difficulty in obtaining it. She suggested writing a letter to speak to the concern the ICC has for eliminating the requirement for endorsement and eliminating the ongoing professional development to keep a license. Currently, staff have three years from the date of hire to get the endorsement. Ms. Kincaid suggested the letter would express concerns that in eliminating the requirement the overall quality level of the individuals serving children ages zero to three would be impacted, changes to the requirements for acquiring the necessary semester credits, the infrastructure to support the changing of the certification process is lacking. She added making sure that standards are met to have highly qualified personnel is of utmost importance. On the job training is significantly different than obtaining semester credits in a formalized manner. Ms. Kincaid then related one thing that did come out of the meeting she attended was an interest in developing a more structured mentoring and orientation process for personnel. She remarked the letter should also mention the strengths that could come out of the process as well as the concerns.

The members discussed other issues related to retaining personnel especially the pay differentials, the difficulties in determining what courses are accepted by the Licensing Office of

the NDE for the endorsement, obtaining the needed CEUs to maintain the endorsement and program management's struggle to stay informed of the changes in requirements. It was suggested that a collaboration of the IDEA Part C Office and NDE ICC members meet with the NDE Licensing Office to get clarification on the certification and obtain a list of required courses from them so a crosswalk of what courses meet those requirements are offered by the university system. It was noted the Council would need to have more substantiated facts relating to the issues staff are having prior to voting on this agenda item. The ICC membership agreed to table this agenda item until data could be gathered from programs regarding the number of people having issues with their licensures and what those specific issues are. Dr. Bingham stated this could also be addressed at the next ICC Initial Training and On-Going Professional Development for Early Intervention Providers subcommittee she chairs.

VII. Report on The Center for IDEA Early Childhood Data Systems (DaSy) Improving Data, Improving Outcomes Conference Held in New Orleans, Louisiana on August 15 to August 17, 2016

Ms. Hadleigh said prior to talking about the conference she wanted to suggest an agenda item for the next meeting related to sending two ICC parents to this conference next year. She then proceeded to share what she found informative and concerning at the conference this year. First, she related how, as a parent, these conferences are hugely important to her because of the information obtained, the personal connections made, and the motivation she gains. However, in many sessions she found the speakers and professionals in attendance forget who their audience is and speak inappropriately of parents or their system which she found disconcerting. Ms. Hadleigh stated the discussions she found very informative were around two issues she is extremely interested in which are the family survey and parent/mentor partnerships. She shared how Vermont succeeded in increasing their return rate by sending pre-survey post cards to families in seven different languages, enlisted staff to personally deliver the survey to families, and provided many ways in which to return the survey. Besides mailing the survey, the family could give it to their service provider in a sealed envelope, use a smart application on their phone to complete it or do it online. The state set a return rate goal and created a competition between regions. Survey results were available online so families and regions could see where the results were in relation to the goal. The region with the highest return rate was awarded a monetary prize that went to the development of their program. As for the parent mentor partnership, she related the State of Georgia, for example, uses this partnership to help with their family survey, send them to conferences, and provide a retreat with different activities to reinforce the relationship. They believe investing in parents increases family involvement and the return in family surveys. Ms. Hadleigh remarked she felt no investment until she became an ICC parent and feels there is a need in Nevada to build the community of parents and parent mentors. She would like to see a parent mentorship program at NEIS as well as family leadership programs.

Ms. Hadleigh stated transition from early intervention to child find occurring in the natural environment was talked about a lot at the conference. She remarked she is not sure if this is even a possibility in Nevada but would like to start having a discussion about it. Ms. Bingham commented there is no regulation stating transition has to be in a natural environment but it does not say it cannot either. It seems this is a collaboration and team building issue where families and both Part B and Part C providers work together to offer it to families. It was noted that Washoe County School District has specifically stated child find will only occur in their offices. Ms. Bingham interjected that is most likely due to staffing issues but is something that can be worked on.

The last item Ms. Hadleigh spoke about was providing families a list of things to ask for from their service providers. Many of the parents at the conference, herself included, was not aware of the definition of natural environments, as an example. She stated she had brought this up at a previous ICC meeting that parents cannot ask for what they do not know. This list could include services, materials, definitions, acronyms to name just a few.

VIII. Early Intervention Services Report

a. Early Intervention Program Certification Update

Margot Chappel stated she would be presenting on behalf of Candice McDaniel. Ms. Chappel related two programs have been certified; one in the north and one in the south. Both programs had good scores. Julie Ortiz from APT stated they were the northern program that was certified. She related the process was collaborative and flexible. Overall, she felt the process went well and was different from the monitoring process. Ms. Chappel added APT was the first program certified and her staff learned more about pulling random charts to make sure they reflect the populations consistently. Also, she elaborated there is no specific timeframe in which to complete the certification because they need time to review all the evidence to discern whether the program is meeting the required standards. Dr. Bingham inquired about reviewing the materials used to do the certification and a copy of the final report. She also asked how this process is different than what the IDEA Part C Office does. Ms. Chappel replied all the materials related to certification had been provided at an earlier ICC meeting and reiterated this process is for programs to improve their quality of services which is different than the monitoring the IDEA Part C Office does. Julie Ortiz stated that the provider certification process was very different from the Part C monitoring process.

b. Early Intervention Program Highlights/Updates – Informational Only

The program highlights were included in the meeting packet from those programs who submitted them to the IDEA Part C Office. This is an informational item only.

IX. Update on the Nevada Parent Advocacy Initiative

Ms. Hadleigh stated little progress had been made over the last few months but did provide information on what she is currently working on or proposing.

- She and Alisa Koot would like to suggest the creation of a parent panel where families could share their stories with the Council at the annual face-to-face meeting in Reno. Ms. Hadleigh explained this idea came from conversations they had with ICC parents from other states at conferences. These parents stated at the beginning of every ICC meeting, during public comment, a family would be invited to come and share their story. They felt it made a big difference and set the tone for their ICC meeting.
- The proposed event for children ages zero to 21 with disabilities is progressing well.
- She is reevaluating the American Sign Language (ASL) playgroup being held at RAVE. She would like to discuss with Megan Wickland the possibility of holding these at NEIS-NW since many of the participating families and service coordinators are from NEIS.
- She spoke about the parent training model of services being provided in early intervention. Ms. Hadleigh related in her situation she would like to see providers spend more time working directly with the children rather than teaching parents what to do.

The Council discussed the parent training model and how providers should be providing services to the child during their sessions especially if Medicaid is being billed. However, parents should be taught strategies to assist in their child's development since they are the experts on what their child needs and the strategies should be specific to the each child and the family. A suggestion was made to include a parent presentation during new employee orientation.

X. ICC Committees – Reports on Activities

a. Family Support Resource Subcommittee

Christine Riggi reported the subcommittee has been challenged with meeting due to the lack of quorum over the last year. The subcommittee was just recently able to meet officially and to approve their minutes from last year which is included in the meeting packet for today. The results of this recent meeting will be reported on at the next ICC meeting in January. Ms. Riggi did indicate the participation was excellent; the best they have had in quite some time.

b. Child Find Subcommittee

• Review of Child Find Subcommittee New Membership Roster

Shari Fyfe stated a proposed list of members for this subcommittee has been provided for the ICC members review. Sherry Waugh, subcommittee chair, remarked the subcommittee did meet recently but has been challenged with obtaining quorum which is reflected in the irregular meetings. She added one of the suggestions was perhaps to narrow the membership of the subcommittee to have a better likelihood of attaining and keeping quorum. Dr. Bingham indicated the roster reflects a big team but added child find is a big challenge. It was acknowledged that all those listed as members have a vested interest in child find and should be represented.

Ms. Waugh stated that at the last meeting Dr. Debra Vigil reported the Milestone Booklets had been printed and were currently being distributed across the state. The booklets will also be included in all new parent packets hospitals provide to new parents.

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

Dr. Bingham reported the subcommittee met on September 1, 2016 and indicated some of the discussion on the ICC agenda today was based on concerns regarding personnel development from that meeting. She stated a telephone conference meeting was scheduled for October 29, but has had to be cancelled. The members are looking forward to meeting again in the near future.

XI. Part C Information Reports

a. Introduction of Lisa Morgan New Management Analyst for the IDEA Part C Office

Ms. Fyfe introduced Lisa Morgan and reported she has been working on the State Systemic Improvement Plan (SSIP) and has participated in focused monitoring since joining the IDEA Part C Office. Ms. Morgan stated she comes from the Nevada Bureau of Disability, Social Security Program where the medical determination pieces for disability cases were adjudicated. She explained she dealt with data and budgets in her former position. Ms. Morgan added it is a real pleasure to meet the members of the ICC and she is enjoying her work with the IDEA Part C Office.

b. Complaint Matrix Review

Ms. Fyfe referred to the complaint matrix stating one complaint has been closed with a report issued and the second complaint has the investigation and report being completed.

c. ICC Budget Update

Ms. Fyfe stated the budget report was included in the meeting packet for review and reflects the expenses incurred during the first quarter of SFY 2017.

d. Training and Technical Assistance

- **Early Childhood System of Learning (ECSOL) Update**
- **SEAM and ASQ-SE2 Assessment Training Review**

Due to the absence of Edie King, an update on the Early Childhood System of Learning technical assistance was not provided. Ms. Fyfe indicated a training report was provided to members in their meeting packet regarding the details of the SEAM and ASQ-SE2 training the IDEA Part C Office hosted on September 19, 2016 in Reno.

e. Review and Discuss Data Reports

- **Wait List for September**
- **State Fiscal Year (SFY) 2016 4th Quarter Data**

Susie DeVere reported the wait list for September was provided in the meeting packet. This list reflects those children in TRAC who are shown as waiting for services on the IFSP. She noted two programs, Positively Kids and ISS-Baby Steps, are shown on the report as having high numbers. She remarked the services were still shown as waiting as of October 11. Ms. DeVere explained each program is given 10 days to enter their data into TRAC from the date of service and half of the services listed on the report fall into this timeframe. The IDEA Part C Office personnel have been in contact with both programs regarding these high numbers and both programs have acknowledged their tardiness. Positively Kids has put into place new procedures to ensure more timely data input into TRAC and ISS has had a significant turnover in staff but they have recently hired personnel who are in the process of being trained. Ms. DeVere indicated the next report the ICC received should reflect these corrections.

Ms. DeVere presented the fourth quarter data and stated she is working on completing year-end data.

XII. Consider Agenda Items for the Next Meeting

- Presentation and approval of the Annual Performance Report (APR)
- Discuss and review data on how many children statewide are in the Screening and Monitoring (SAM) tracking system and how long they have been in the system
- Review information on what other states are doing regarding licensing and Endorsements for their personnel in early intervention
- Discuss sending two ICC parents to the annual Office of Special Education and Programs (OSEP) conference in July 17-19, 2017
- Perry Smith request to do a presentation on the Nevada Early Hearing Detection and Intervention (EHDI) program

XIII. Schedule Future Meetings

- **January 12, 2017**
- **April 27, 2017 – Annual Face-to-Face Meeting in Reno**

After a brief discussion, the Council settled on July 27, 2017 as the date for their third quarter meeting.

XIV. Public Comment

Brenda Bledsoe stated she had accepted another position within the state but had enjoyed working with the ICC over the years. She thanked the Council for their support and work with early intervention.

XV. Adjournment

A motion was entered by Claribel Zecena to adjourn the meeting at 11:57 a.m. with a second provided by Ms. Bingham. The motion was unanimously passed.