



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: October 18, 2018

Place of Meeting: Nevada Early Intervention Services-Carson City
3427 Goni Rd., Suite 103
Carson City, NV 89706

Aging and Disability Services-South Reno
9670 Gateway Dr., Suite 200
Reno, NV 89521

Nevada Early Intervention Services-Elko
1020 Ruby Vista #102
Elko, NV 89801

Nevada Early Intervention Services-Las Vegas
1161 South Valley View Blvd.
Las Vegas, NV 89102

I. Call to Order, Roll Call and Introductions

A quorum of members was established, and co-chair Sherry Waugh called the meeting to order at 9:15 AM. Introductions were made.

Members Present: Lisa Cridland, Janina Easley, Candace Emerson, Karen Gordon, Ashley Greenwald, Aimee Hadleigh, Robin Kincaid, Sandra LaPalm. Rhonda Lawrence, Daina Loeffler, Kate Osti, Christine Riggi, Karen Shaw, Sherry Waugh, Jenna Weglarz-Ward, Megan Wickland, Claribel Zecena

Members Absent: Christell Askew, Dawn Brooks, Kari Horn, Yvonne Moore, Reesha Powell, Keana Sullivan, Heaven Wright, Jack Zenteno

Public Present: Sarah Horsman-Ploeger; the Continuum, Jennifer Kellogg; Nevada Early Intervention Services-Elko, Janice Lee; UNR/Nevada TACSEI, Jennifer Loiacano; Therapy

Management Group, Julie Ortiz, Advanced Pediatric Therapies, Karen Frisk; Nevada Early Intervention Services-Elko, Jessica Roew; Nevada Early Intervention Services – Carson, Barbara Stoll; Nevada Early Intervention Services – North East, Fatima Taylor; Nevada Early Intervention Services – South

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

II. Public Comment

No comments were made.

III. Approval of the Minutes from the July 19, 2018 Meeting

The minutes for the July 19, 2018 meeting were reviewed, and it was noted that Robin Kincaid's last name was spelled incorrectly. The changes were noted, and the minutes were approved.

MOTION: Approve minutes from July 19, 2018 meeting with correction of Robin Kincaid's name.

FIRST: Claribel Zecena

SECOND: Ashley Greenwald

ABSTAIN: Janina Easley

IV. New Member Biographies

- **Candace Emerson:** Candace Emerson introduced herself as the new parent representative from the south. Ms. Emerson is a mother of two children that have received early intervention services in Nevada.
- **Kate Osti:** Kate Osti introduced herself and shared that she works for the Nevada Disability Advocacy and Law Center. Prior to working for the Nevada Disability Advocacy and Law Center, Ms. Osti worked as an intensive case worker with the state of Nevada.

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

Ms. Waugh asked if there were discussions prior to the meeting with any potential new chair persons for the Professional Development Subcommittee. Iandia Morgan shared that Edie King had a discussion with Megan Wickland from Quality Assurance, and Ms. Wickland had volunteered to be a chair. The group discussed having Claribel Zecena and Megan Wickland co-chair the subcommittee going forward.

MOTION: Elect Claribel Zecena and Megan Wickland as co-chairs for the Interagency Coordinating Council (ICC) Professional Development Subcommittee.

FIRST: Christine Riggi

SECOND: Ashley Greenwald and Karen Gordon

VI. ICC Subcommittees – Reports on Activities

a. Family Support Resource Subcommittee

i. Report and request approval for the ICC Poster and printing costs

The committee reviewed the samples of the ICC Poster and Aimee Hadleigh explained that the subcommittee would be meeting again to review before finalizing. Ms. Hadleigh explained that changes had not been made to the poster as they were waiting on the subcommittee to meet and discuss further.

Ms. Hadleigh explained that the subcommittee had discussed reviewing the brochure as well to have it match the new posters. Ms. Hadleigh asked if there were any parent representative seats open for the ICC. Mary Garrison explained that Candace Emerson filled the last available position. Ms. Hadleigh asked if the council would review the printing cost for the poster to possibly approve in today's meeting. Ms. Greenwald asked if the poster sample would be emailed to the council. Ms. Osti asked that the background be adjusted for those that are visually impaired. Ms. Hadleigh confirmed that the changes had been noted and would be completed. Ms. Zecena asked if there were suggestions for the background color. Ms. Hadleigh stated that there would be several examples to review in the next meeting. Ms. Osti explained that for those that are visually impaired, red is illegible. Ms. Osti also explained that certain colors are difficult for screen readers to pick up. Ms. Zecena asked if there are specific colors that should be used. Ms. Hadleigh stated that her husband would make several examples that can be reviewed in the next meeting. Ms. Osti suggested that the background be white with black text, as this is the easiest for the visually impaired and screen readers to translate. Ms. Zecena said that she would like to see an English and Spanish version, with two different designs. It was suggested that the options can be sent out in a Survey Monkey and voted on prior to the January ICC meeting.

i. Report and request approval of the "What is the ICC?"

Ms. Zecena shared that several subcommittees would be meeting to draft options for the ICC to review.

b. Child Find Subcommittee

Sherry Waugh stated the Child Find Subcommittee has been moving forward with their child find activities and are looking for ways to reach underserved children. Ms. Waugh also shared that they were reviewing the quarterly data reports to see where there is potential for reaching the underserved population.

c. Professional Development Subcommittee

No updates were provided regarding the Professional Development Subcommittee.

VII. Review, Discuss, and Approve the ICC Strategic Plan

The changes to the strategic plan were noted and the final version is shown below.

Public Awareness Subcommittee

Chair: Claribel Zecena

State Support Staff: Iandia Morgan

Goal #1: Accessible public information for parents and providers

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status (pending, in progress, completed)	Evidence of Completion
Investigate what is needed for a Facebook page	Investigate what is needed for approval	Mary G/Part C		July 2019		A completed Facebook page
	Establish interest in development and management	Claribel (Chair)		2019		
	Look at other states' Facebook pages	Mary G/Part C		July 2019		
	Verify approval process through IT/division	Mary G/Part C		July 2019		
Develop a brochure and poster	Get approval by ICC	Claribel (Chair)		July 2018	Pending	Printed material
	Get printing quote	Mary G/Part C				
	Distribution	Dan/Part C		Oct 2018		
	Share with community partners and hospitals	Part C				
Calendar Printing	Reduce amount printed/remove data charts	Dan/Part C		July 2018	Completed	Printed material
	Get quotes and print calendar	Mary G/Part C			Completed	
	Distribute in early December	Irma G/Part C/Printing Company			Completed	
Link calendar and brochure to website		Dan			Completed	January 2018

MOTION: Approve the ICC Public Awareness Subcommittee strategic plan with changes discussed in today's meeting.

FIRST: Christine Riggi

SECOND: Megan Wickland

Child Find Subcommittee

Chair: Sherry Waugh

State Support Staff: Shari Fyfe

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

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status (pending, in progress, completed)	Evidence of Completion
Look at Community Partners (ex. Children's Cabinet, Child Haven, Kids Cottage) trainings for opportunities to collaborate at conferences for ECE/ECSE Professionals	<p>Look at data from the Children's Cabinet survey for progress to inform possible sessions for submission.</p> <p>Use currently existing mechanisms to increase referrals</p> <p>Provide registry approved trainings with CEU's</p>	<p>Child Find Subcommittee</p> <p>Janic at Carson City</p>	<p>Children's Cabinet</p> <p>UNR, UNLV, community colleges</p> <p>Early Intervention Providers</p>	1 x year		<p>Proposals to present would be submitted.</p> <p>Training provided to ECE and ECSE professionals with evidence of participation in trainings.</p> <p>Child Find information embedded in classes and trainings including TACSEI-EI, QRIS</p>
Equity in referrals to EI from Medical Professionals and Hospitals throughout the State	<p>Review and analyze quarterly Child Find reports for people who are already involved with the hospitals and medical professionals</p> <p>Reach out to early intervention providers to identify a list of Point of Contacts to share with the</p>	Child Find Subcommittee	<p>Early Intervention programs</p> <p>Public Awareness Subcommittee</p> <p>Medical professionals and community hospitals</p>	Quarterly		<p>List of Point of Contacts will be shared with medical professionals and hospitals</p> <p>Develop relationships in areas of need</p> <p>Quarterly Child Find reports will show an increase in referrals from medical professionals and hospitals</p>

	medical professionals and hospitals to increase referrals to early intervention services					
Outreach to underserved areas	<p>Compare demographic numbers to percentage of referrals across the state</p> <p>Review and Establish relationships with entities across the regions to increase services to children in underserved areas</p> <p>Look for resources for Early Childhood meetings, community events for opportunities to share EI information</p>	<p>Child Find Subcommittee</p> <p>Early Intervention Providers</p>	<p>Tribal members, Agencies, Inter-Tribal Council, community health clinics, DCFS, CAPTA, Foster care agencies, Asian Community Development Council (ACDC, for Asians and Pacific Islanders), Rural: Nye County Social Services, peds/clinics per rural city, SAFE House, Shade Tree, HELP of Southern NV</p>	July		<p>Identify opportunities in underserved areas</p> <p>% of referrals increase in rural, underserved areas</p> <p>Quarterly analysis given to ICC Subcommittee for review and discussion to analyze data to assess where Child Find is occurring and areas needing more activities.</p>
PSA (Look at brochures, posters, PSA for consistency)	<p>Discuss with NEIS NW RE: Use theirs with Project Assist</p> <p>Discuss options with Public Information Office for the State (PIO)</p>	Child Find Subcommittee	Part C Coordinator	July		Published PSA or in talks with PBS
Develop a more specific tracking	When building the new EI data system	Part C and ADSD	ICC Child Find Subcommittee, Part C, ADSD	Next 6 months	Pending Develop of	When the new EI data system is developed

system for EI referral s. Gathering information regarding where they heard about EI or handouts that were given.	specifically adding: "How did you hear about early intervention?" on referral form additional referral sources, CDC handouts etc.				PCG data system	and can provide the subcommittee quarterly data reports.
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MOTION: Approve the ICC Child Find Subcommittee strategic plan with changes discussed in today's meeting.

FIRST: Claribel Zecena

SECOND: Rhonda Lawrence

Professional Development Subcommittee

Chair: Claribel Zecena and Megan Wickland

State Support Staff: Edie King

Goal #1: Accessible ongoing professional development

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status (pending, in progress, completed)	Evidence of Completion
Available online training module	Collect information on existing modules and training	Part C Office	Jenna-UNLV Ann-UNR	10/18/18 ICC meeting	Pending 10/18/18 meeting	Team is re-established, and new Chair is in place
	A training calendar will be available for information regarding current training available to practitioners and/or parents.	Program Managers Part C Office	Program Managers, Registry, PEP training calendar	TBD	On-going updates needed after development	When a current training calendar will be posted on Part C website
	Components of the New Employee training will be revised and available online <ul style="list-style-type: none"> • All components of the New Employee Orientation • Assessment and Evaluation • Special Instruction 	Part C Office and national TA resources	Expertise in the community	SE module developed 10/18	TBD	SE module developed and disseminated 10/18.

	<ul style="list-style-type: none"> Functional outcomes and strategies 					
	<p>A needs assessment will be developed and disseminated to practitioners and parents.</p> <p>Parent Training for and by parents will be developed and available</p>	Part C Office ICC PD team, Program Managers	Program Managers, PBS, Children's Cabinet, Registry, ECAC, QRIS, Part C and program newsletters	TBD	TBD	When a parent training for and by parents are available and listed on the training calendar
	Add additional members	Participants at the ICC Retreat	National TA resource and the Part C Office	9/2/18	Completed	New members have been added and two volunteers for the new Chair

Goal #2: Consistent Licensure for Early Intervention Developmental Specialists

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status (pending, in progress, completed)	Evidence of Completion
Licensure for Developmental Specialists providing early interventions services to ensure highly qualified staff	Meet with the Director of Educator Licensure to explore educational license specifically for DSs in EI	IC PD subcommittee, Jason Dietrich, Part C Office	NDE, Part C Office, Program Managers	10/11/17, 12/15/17	Completed	Not available due to the number of DSs vs the number of teachers in the school district
	Develop alternative certification by Part C Office for DSs in EI if all university classes are completed and PRAXIS is not passed	Part C Office	Part C Office, EI stakeholders, ICC, Program Managers, ADSD	9/18	Completed	Part C certification for DSs who completed university classes available
	Verification that information submitted by DSs for certification is	Part C Office, QA Office	Applicants, Part C Office, QA team	ongoing	TBD	TBD

	correct and aligned with NDE requirements					
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MOTION: Approve the ICC Professional Development Subcommittee strategic plan with changes discussed in today's meeting.

FIRST: Claribel Zecena

SECOND: Christine Riggi

Family Support Resource Subcommittee Membership

Chair: Christine Riggi

State Support Staff: Dan Dinnell

Goal #1: Get more parents participating with the ICC

Strategies	Action Steps	Person(s) Responsible for Initiating	Resources and Partners	Timeline	Status (pending, in progress, completed)	Evidence of Completion
Posters/Brochure (Brochure being handled by the PAS)	Get on agenda for approval to print. Post at all EI Programs. Respite Information	Aimee	Dan/Mary G (Part C)	May 15		1) Posters posted in all EI Program waiting rooms 2) ICC Parents manning tables at all EI sponsored events to share ICC info
Educate Developmental Specialists/Therapists to be better prepared to work with families	ICC sends letter of recommendation to EI programs to encourage and engage with more families to be involved in sharing their knowledge and experiences with program staff.	Christine/Lisa	Dan (Part C)	July 12		1) One ICC Parent Presentation at all EI programs Staff meetings annually 2) Parent presents at all New EI Employee Orientations
Encourage EI Staff to invite parents to staff trainings <u>when</u> appropriate	Early Intervention Staff engage with families by	Christine/Lisa	Dan (Part C)	Ongoing		At least 1 Parent Panel presentation at all EI

	inviting them to appropriate EI trainings for EI programs.					programs Staff meetings annually
Improve Parent to Parent outreach by encouraging EI staff to come to ICC and invite a parent to come with them.	Staff and Supervisors engage with families and encourage them to participate in leadership activities	Christine/Lisa	Dan (Part C)	Ongoing		Staff and non-ICC parents attend ICC meetings
Parent Portal in new Early Intervention Data System	Cost Advocate How can the ICC assist with making this possible	Subcommittee	Part C/ADSD	Ongoing		1) Parent Portal live in new data system

MOTION: Approve the ICC Family Support Resource Subcommittee strategic plan with changes discussed in today's meeting.

FIRST: Christine Riggi

SECOND: Megan Wickland

MOTION: Approve the ICC strategic plan with changes discussed in today's meeting.

FIRST: Megan Wickland

SECOND: Claribel Zecena

VIII. **Early Intervention Program Highlights/Updates**

The quarterly program highlights were reviewed, and it was shared that on October 23, 2018, NEIS-NW would be having their Halloween event from 4 pm-6 pm.

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

a. The Center for IDEA Early Childhood Data Systems (DaSy) National Conference

Candace McDaniel and Melissa Slayden reported on the conference, which was mostly data oriented.

b. 20th Annual Family Café

Dan Dinnell shared that the Family Café is one of the largest conferences in the world with two hundred presentations/workshops. Mr. Dinnell stated there were over twelve thousand attendees.

c. Division for Early Childhood's (DEC) 33rd Annual International Conference on Young Children with Special Needs and their Families

Dan reported on the conference.

X. **Part C Information Reports**

a. Complaint Matrix

The complaint matrix was provided in the handouts and reviewed.

b. ICC Budget Report – Calendars should go out before thanksgiving

The ICC budget was provided in the handouts and reviewed. Dan Dinnell informed the committee that the 2019 ICC Calendar would be distributed around Thanksgiving this year.

c. Update on Data System Project

Melissa Slayden shared that the project has been moving forward and that the training of 600 employees was scheduled to begin in January 2019. Ms. Kincaid asked if there were discussions regarding a parent portal. Ms. Slayden stated that a parent portal was not part of the first phase of this project, but the project team can discuss if there is a possibility for it in the future.

d. State Fiscal Year (SFY) 2018 Program Monitoring Summary

Iandia Morgan stated that the 2018 Program Monitoring went very smooth and has been completed.

e. Review and Discuss Data Reports

i. Delayed Services Report for September

The Delayed Services Report for September was provided in the handouts and reviewed.

ii. State Fiscal Year (SFY) 2018 4th Quarter Data and Year End

The State Fiscal Year (SFY) 2018 4th Quarter Data and Year End reporting was distributed and reviewed. Ms. Hadleigh asked if there was data available regarding the transition to Part C, and if there can be an agenda item added to the January 2019 meeting to review and discuss. Sherry Waugh requested reporting from each program showing the number of children exiting, and would like data from Daina Loeffler regarding the waiting time for children transitioning to Part B. Ms. Waugh asked that this information be available for review and discussion for the January 2019 meeting.

XI. Consider Agenda Items for the Next Meeting

- Review and Approve posters and brochures designed by the subcommittees
- Transition Process: Reports from programs showing the number of children transitioning; Reports from Daina Loeffler with the number and wait times for children transitioning to Part C; Procedure and data regarding the process for transitions/Autism testing, and Laws about transitions; barriers that families are having; example of a survey for families that have gone through the transition process
- Copy of completed and approved strategic plan
- Medical Lactation Centers
- Review Annual Performance Review (APR)

XII. Schedule Future Meetings

- January 17, 2019

XIII. Public Comment

No comment was made.

XIV. Adjournment

Ms. Waugh thanked all that were able to attend, and the meeting was adjourned at 11:51 am.