

## **LPCC Oversight Council – Cluster C**

2/16/2016

Hand in Hand Agency, Fort Wayne, IN

Time: 9:30am – 10:20am

*Meeting participants:* Kaeleigh Porter (LPCC Coordinator), Mary Ellen Schreck (SPOE Coordinator Supervisor), Breanne Yoder (WIC Coordinator), Michele Dixon (Adams Co. Head Start), Sarah Wolfe (Adams Co. Healthy Families), Natalie Owsley (SPOE Intern), Brittnee Smith (Bona Vista Director), Theresa Sell (AWSSC LEA), Jon Rochell (EPIC Healthcare Services), Erica Walker (Family Voices – Parent), Amy Ellis (Homefront), Paula Fox (Turnstone), Lily Osborn (SPOE Director), Candace Lisinicchia (HCCSC LEA), David Goetz (IN\*SOURCE), Donna Driscoll (Hand in Hand), Stephanie Furnas (Hand in Hand), Nancy Moore (Possibilities Northeast), Tammy Pifer (Brightpoint Early Head Start), Clare Mann (1<sup>st</sup> Kids)

Nancy Moore – Chair

Donna Driscoll – Vice Chair

Introductions were made.

November meeting minutes were reviewed by the council and there were no changes made. Theresa Sell made a motion to approve the meeting minutes and Paula Fox seconded approval.

**SPOE Report:** Clare Mann reported on general information pertaining to the State, County, and Cluster reports and the information that they contained. Clare reported that it is interesting to see how the information is distributed throughout the different counties and clusters. Clare stated that it appears that First Steps will not be able to run customized reports. We will be relying on ISPOE reports.

**Fiscal Report:** Clare Mann reported on the primary expenses, which are personnel and travel. Clare stated that 1<sup>st</sup> Kids is a little above where they should be due to the process in which they purchase items. Purchases are processed through Cluster A's funds and then distributed to the corresponding cluster. 1<sup>st</sup> Kids plans to finish the current within the budget. Mary Ellen Schreck asked if the fiscal year ended in April. Clare reported that the contract has been extended and that the budget hasn't changed.

**HR Report:** Clare Mann reviewed the HR Report. Clare commented on how we have had a few service coordinators reduce their hours. Lily Osborn reported that they are currently hiring an intake coordinator for Allen County.

**Assessment Team:** Lily Osborn reported that Cluster C was in need of a full time Speech Therapist on the Assessment Team but now they have one full time Speech Therapist and two

part-time Physical Therapists. The cluster is doing well with obtaining Assessment Team members.

**Data Review:** Clare Mann stated that there was a Peer Review audit completed in September 2015 and that each cluster has to complete a Quality Improvement Plan for indicators that the cluster is out of compliance for. Clare reported that clusters are encouraged to be in compliance by December of that year. A plan is created to help the cluster address their weaknesses and what they can do to address these issues. Clare reported that she was pleased with Cluster C's review and that the Cluster is doing an excellent job.

**Transition/Child Find Committee:** Kaeleigh Porter reported on the Transition/Child Find Committee meetings thus far. All of the Preschool Coordinators (LEA's) reported that things are going smoothly and have no issues. There were new members present at the Transition/Child Find Committee meeting this morning. Donna Driscoll asked how community outreach was going. Mary Ellen reported that our office location is a huge help because we get many walk-in referrals due to the location. The new Marion office is also a good location because it is located near the Department of Child Services office in Grant County. Mary Ellen also reported that we now have an IN\*SOURCE representative, David Goetz, who has an office next door to the First Steps office. He is located in the BDDS and Vocational Rehabilitation office.

**Coordinator Report/LPCC Events:** Kaeleigh reported that she has been staying busy with Resource Fairs. She attended one last weekend at Northrop High School. It was the first time having this specific Resource Fair so there was not a big crowd but Kaeleigh was able to network with other community agents that she was not familiar with before. Kaeleigh reported that our LPCC Oversight Council is in need of nominating an Executive Committee. Clare reported that it is required to have voting members to act on behalf of the council and each county needs representation. Nancy Moore will be representing Allen County, Brittnee Smith will be representing Miami County, Amy Ellis will be representing Wabash County, Robyn Culley will be representing Grant County, Theresa Sell will be representing Wells County, Candace Lisinicchia will be representing Huntington County, and Stephanie Furnas will be representing Adams County.

**New Business:** Kaeleigh reported that the by-laws were in need of review. After reviewing these by-laws, all council representatives approved.

**Concern Log:** Kaeleigh reported on the Concern Log and there were no questions from the council members.

**Announcements:** Kaeleigh had many new community representatives present at this council meeting. She asked them to share information on what they did and their role in First Steps.

- David Goetz with IN\*SOURCE reported that he has been with IN\*SOURCE for three and a half years. FSSA decided to have an IN\*SOURCE representative in the BDDS and

Vocational Rehabilitation offices so he now has his own office at this location. David reported that his main goal within the organization is to help families write strong transition goals and to be at his new location as much as possible throughout the day. David stated that he is or can be present during case conferences if families are requesting his presence. David stated that if anyone has questions to please call him; he is very flexible for families or whoever needs his assistance.

- Jon Rochell with EPIC Health Services reported that they work with the pediatric population in home health services. Jon stated that EPIC Health Services provides home based nurses and they serve the north half of the state of Indiana. Jon reported that their offices are in Fort Wayne, Valparaiso, South Bend, and Indianapolis. Breanne Yoder asked how people get in contact with EPIC Health Services. Jon stated through the home health network and Aging and In-Home Services. Jon reported that his role is Client Relations Director and he meets with families and is the community liaison. Jon stated that they can provide services under the Aged and Disabled waiver through Medicaid, traditional Medicaid, and most private insurances. Nancy Moore asked what typical issues they treated or assisted with. Jon stated that their nurses work with children who have feeding tubes, developmental delays, medications, blood sugar checks, seizures, and children who are on a tracheostomy tube. Nancy asked if they assisted with feeding in the school system and Jon reported that it depends on the school system. Jon stated that their nurses could come to their home and accompany them throughout the day, if needed. Jon reported that nurses can also help with ordering supplies that the child may need but that they do not supply the equipment.
- Erica Walker is with Family Voices and also a parent on the council. Erica reported that Family Voices is a non-profit program that helps navigate resources for families. This includes and is not limited to Social Security Income (SSI), Children's Special Health Care Services (CSHCS), Medicaid Waiver, etc. Erica reported that they receive their referrals from physician offices, parents, and other community organizations. Erica reported that they typically get newly diagnosed children and are able to help families in applying for these programs. Breanne asked if she can work with Family Voices through First Steps. Erica stated that she could. Erica reported that she has referral forms and that all of their services are of no cost to the family. Erica stated that families will hear from her within 48 hours of a referral and she will attempt to contact 3 times. Erica reported that they have Spanish speaking staff and that their staff is located all over the State. Erica stated that if a family calls in to the main line for Family Voices, it is answered in Indianapolis but will be transferred to the appropriate person in the area that the family lives. Erica stated that all staff has had personal experience in completing these applications because a requirement for their employment is that they have a child with a disability. Erica reported that she communicates mostly by phone, mail, and/or

email. Nancy asked if they helped with CSHCS applications. Erica stated that they do help with those. Theresa Sell questioned if Jan Labas was still working for Family Voices and Erica stated that she was not and that she took over her caseload/position.

**Announcements:** Kaeleigh reported that there is a Transition Event at the Downtown Allen County Library on March 10<sup>th</sup>. There are 2 sessions; 11am-1pm and 5pm-7pm. Brittnee Smith announced that on March 15<sup>th</sup> there is a developmental screening day and Autism Awareness in April in Kokomo, Indiana. Kaeleigh will get more information from Brittnee on this event.

Motion was made to adjourn meeting. Donna Driscoll was first and Paula Fox second.

Meeting adjourned.