

Early Intervention Advisory Council and Stakeholder Meeting

Meeting Minutes

May 15, 2018

I. Call to order

II. Roll Call

Carrie Beier, *Joyce Calland, Kim Christensen, *Jessica Cray, Christine D., Nathan DeDino, *Jessica Dumas, Marilyn Espe-Sjerwindt, Diane Fox, Brenda George, Earnestine Hargett, Taylor Hammond, Arley Hammons, *Kim Hauck, Chadd Hibbs, Bonnie Hubbard-Nicoscia, *Sophie Hubbell, Susan Jones, *Vicki Kelly, Julie Litt, Laura Maddox, *Lori Mago, Karen Mintzer, Caley Norton, *Jennifer Ottley, *Jessica Potts, Erin Simmons, Jessica Smith, Kay Treanor, Melissa Ward-Brown, Susannah Wayland

III. Approval of minutes from last meeting

IV. Open issues

a) Introductions and DODD updates

New Central Intake Vendor: DeDino informed the group that Bright Beginnings of Cuyahoga County would be taking over as the vendor for Central Intake on July 1, 2018. He indicated that DODD and ODH will be working with the current vendor, Cleveland Sight Center, and Bright Beginnings on transitioning the Central Intake work. He also added that Melissa Courts has been involved with training and TA with the current Central Intake vendor, and would continue to be the point person on this going forward, as well as taking the lead with activities related to the transition of vendors.

Referral Data Transfer from Early Track to the Early Intervention Data System (EIDS): DeDino discussed the current process for transferring referral data from Early Track to EIDS, including a description of some of the issues that users have experienced. He informed the group that ODH and DODD have jointly made the decision to discontinue the transfer of data from one system to the other as of July 1. Beginning in July, Central Intake workers will enter contacts and referrals related to Early Intervention into EIDS. He indicated that direct data entry into EIDS will eliminate many of the issues that data system users have been experiencing. DeDino explained that we will be testing and turning the Central Intake functionality back on within the EIDS application, as well as adding a couple additional features, including the ability to upload documents directly into child records and the availability of new Central Intake reports.

User Group for EIDS: DeDino described the newly formed EIDS user group, including that the group has about 14 members who are in a variety of roles within the EI system. He indicated that the group had their first meeting a couple weeks prior, and would have their second meeting the following week. The group's primary focus at this time will be on any needed updates to the data system as a result of the forthcoming new EI rules.

Outreach to Amish families: Nathan informed the group that he is working with a group of Contract Managers and FCFC Council coordinators regarding outreach to Amish families. They have discussed the unique challenges of contacting Amish families and are working to put together some concrete ideas and suggestions for how to do so going forward.

APR Clarification: DeDino described the Office of Special Education Programs' (OSEP) process regarding submission and clarification of states' Annual Performance Reports (APR). He indicated that Ohio typically has a few things to edit and clarify from the original APR submission, but for the first time in several years, OSEP requested no clarifications from Ohio regarding the state's FFY16 APR.

Supporting Ohio's Service Coordinators (SOSC) Process: DeDino informed the group that all of the field work for Phase 1 of the SOSC process has been completed, and that each county's TA and training plans have been updated to reflect information gained through the process.

Help Me Grow Umbrella: DeDino acknowledged that there is still some confusion in the field regarding whether Early Intervention is associated with the Help Me Grow Brand. He explained that Early Intervention is still under the Help Me Grow umbrella, as is the Home Visiting program.

New EI Modules: Diane Fox explained that she had been working with Sarah Sexton and several volunteers from counties (Adams, Brown, Franklin, Hardin, Richland) on capturing video footage for the three upcoming new EI modules. Volunteers came up with common scenarios experienced by Service Coordinators and participated in the videos as actors.

Service Coordinator Course: Fox informed the group that DODD is developing a course for Service Coordinators that will be very different from the way we currently train SCs. She explained that DODD would be inviting approximately 60 Service Coordinators to participate in focus groups regarding the course. She also informed the group that a plan for the course would be presented at the August 2018 EI Advisory Council and Stakeholder meeting.

Documentation Training: Fox informed the group that DODD continues work on a comprehensive documentation training. She mentioned that a few pilots have already been completed and there would be two additional pilots completed via webinar the following Thursday, with approximately 180 participants registered at that time.

Training for Assessing Newborns: Fox explained that DODD will be offering a training through Harvard University that focuses on assessing newborns. Each county will be asked to send one participant to the initial trainings and additional trainings will be rolled out at a later time. Dates for initial trainings have been confirmed: August 16 and 17 in Cuyahoga County, October 22 and 23 in Hamilton County, and October 24 and 25 in Franklin County.

Transition Document: Fox informed the group that DODD and ODE are almost finished with the document outlining requirements around transition from Part C to Part B. The document will be piloted with Clinton County on June 4, including the EI contractor and school districts. ODE and DODD would also like to pilot the document with an urban county before rolling it out

statewide. She explained that ODE would also be contracting with consultants to train on the document, including guidance and developing interagency agreements. Each county will be visited at least twice, so the process is expected to take at least one or two years to complete. Fox asked that anyone who wants to be a part of the first wave let DODD or ODE know.

b) Bright Beginnings presentation on Central Intake

Karen Mintzer gave a presentation to the group explaining why Bright Beginnings (BB) applied for the Central Coordination RFP, as well as their plan for implementing Central Coordination work statewide. She explained that BB has a passion for Central Intake and outreach, and that these functions fit in with their mission. While Central Intake was still done locally, their agency was performing Central Intake functions for 13% of the state's referrals. Additionally, BB wants to ensure children and families are properly getting connected with services.

Mintzer explained that Bright Beginnings will follow similar internal standard procedures for Central Intake as when BB handled central intake locally. In addition, BB divided the state into eight regions for Central Intake with a lead agency in each region that has much experience and knowledge of Central Intake, EI, and HV. Bright Beginnings will staff the statewide phone and fax numbers, complete statewide marketing activities, provide oversight and statewide compliance monitoring, staff the northeast region, and process referrals for other regions when needed. Mintzer explained that based on data regarding staff capacity, 25.5 FTE workers would be handling contacts and referrals and 14.5 FTE would be performing outreach activities.

c) OCALI presentation on the Family section of the EI website and activity

Laura Maddox showed the group the forthcoming additions and changes to the Family page of the EI website, including making a referral, which will be front and center on the updated version of the page, explained the Browse Aloud feature, and mentioned that the "What is EI?" portion will be the same as what has already been on the page. She walked through the portion regarding what to expect in EI and showed the FIPP video that summarizes EI, as well as pointed out a new section of the page that will highlight state and local resources for families.

After the presentation, the group divided into smaller groups for an activity that involved discussing the most common questions families ask about resources, recommendations for the structure of the resources section, and suggestions for specific state and national resources to include. The group suggesting adding a section to the page for commonly asked questions and to add something that explains EI from a family's perspective. They mentioned that the most common resources families ask about include those related to transportation, food, medical care, shelter, insurance, developmental milestones, and connecting with providers outside of the EI system.

d) Rules and forms updates and activity

DeDino provided a brief update on the status of the development of the new EI rules and forms. He acknowledged the collaborative and respectful approach that has been taken by work groups and other stakeholders in developing the new rules. He informed the group that DODD hopes to have rules and forms finalized by sometime in the summer of 2018 with implementation planned for January 2019. He explained that DODD will ensure the data system is updated accordingly

and that all trainings, guidance, and TA will be completed and available prior to implementation of the rules.

Small groups were again formed to discuss which activities have previously worked well in implementing new rules, which have not worked well, and the primary concerns folks have with implementing new rules and forms. The group indicated that what has not worked well includes short timeframes for training and implementation, inconsistent response to questions, and ambiguity with implementation dates. They mentioned that it is helpful to run pilots, to have a crosswalk of old and new rules, to have examples of how new rules will work in practice, to receive implementation follow up, to allow for grandfathering in of forms, and to have a script to explain anything new to families. They also mentioned that it works well to have multiple methods for completing trainings, to have trainings scheduled at least two months in advance, and to have trainings offered at different times of the day.

e) Closing

Attendees were offered the opportunity to provide updates. Sophie Hubbell informed the group that the ODE rule public comment period closed May 4.

V. Adjournment