

**NORTH DAKOTA INTERAGENCY COORDINATING COUNCIL
MEETING MINUTES
Thursday, December 14, 2023
Virtua via Microsoft Teams**

PRESENT

Shannon Grave
Jill Staudinger
Missi Baranko
Mariah Hill
Michelle Ragan
Shantelle Petroff
Danielle Hoff
Jennifer Withers
Janakate Walker

Tina Bay
Louise Greff
Jodi Hulm
Matt Nelson
Karri Morris
Angela McSweyn
Jennifer Grabar
Jill Staudinger
Kelli Ulberg

STAFF:

Jackie Adusumilli
Colette Perkins

GUESTS:

Roxane Romanick
Jordan Anderson

TOPIC: WELCOME & INTRODUCTIONS

All members introduced themselves and where they worked.

TOPIC: OVERVIEW OF AGENDA

Review data from the APR and the 2024 meeting schedule, elections, and parent support updates.

TOPIC: FAMILY STORY

There was no Family Story today.

TOPIC: NEW BUSINESS

Federal Fiscal Year (FFY) 2022 Annual Performance Report (APR) Data Review

APR annual performance report

Submit to OSEP every year in February.

Data looks back looking at FFY 2022 – 7/1/22 to 6/30/23.

Process majority of data comes out of Therap; pull data for each indicator, send to field and to complete spreadsheets; working on improving this process; they look at every indicator and they report back to us; we review and compile and then we send to OSEP. In between we bring this to the ICC. OSEP will bring any questions back to us and in April Jordan will work with the team and respond to questions and then OSEP sends us our determination.

We will review the first 10 Indicators.

Indicator 1 – Timely Services

The date indicates if the service start on the date listed.

1,268 services start on time and 240 services did not start on time.

Weather and family reason are not considered noncompliance.

Target is 100% and we were at 96.62%.

Not in compliance what is the plan for moving forward – have slippage your % decreases by a significant amount and don't meet target required to report in your plan how to remedy it. No slippage this year even though we didn't meet it.

What is done to follow up for those that didn't start timely. We take ind cases that rec services timely, send letter to program and say these children didn't receive ser on time, examine IFSP, then program creates a plan to figure out why they have these ind not receiving services and depending on severity, they will receive technical assistance from MTAC, and they work with the program to improve their practices and policies and procedures.

Indicator 2 – Natural Environments

1,703 received the majority of their early intervention services in a natural environment.

Target was 99.82%. We are at 99.94% of children were served in home or community-based setting.

Indicator 3 – Child Outcomes.

3.A.1 Social Emotional – met significant progress did not exist with same age peers.

3.A.2 Social Emotional

3.B.1. Knowledge and Skills-existed as same age peers

3.B.2. knowledge and Skills

3.C.1 Use of Appropriate Behaviors

3.C.2. Use of Appropriate Behaviors

If you decrease targets, there has to be significant documentation for this submitted to OSEP. Targets can be changed annually. When it comes time to revise our goals, would be interesting to see nationally if there is a reduction in behavior issues.

Indicator 4 – Family Outcomes

Survey sent out to families who had children in services for 3 months. 398 families responded to the survey.

4.A. Families Know Rights

97.74% of families indicated that they know their rights.

Target is 97.7%.

4.B. Families Communicate

97.74% of families indicated that they are able to communicate their child's needs.

Target is 98.3%

4.C. Families Help Children Learn

97.49% of families indicated they know how to help child learn and develop.

Target is 97.7%.

1,734 families were eligible to receive the family outcomes survey and only 398 families completed and returned the survey. We need to have a way to ensure follow up with families in regard to the response rate. Family Survey Committee will meet and discuss changes and/or follow up with families to complete the survey.

Representative didn't change – is it representative of all races.

Does in-take form have these categories on there. Is the conversation had to complete it consistently – yes it is on there and self-reported.

Is this based on the parent's race or the child's race – it should be based on the child's race. Hispanic has the best response rate but highest No.

Are Parent's Right provided in Spanish – currently no but we are working on this.

Indicator 5 – Child Find Birth – One - who have an IFSP.

2.96% of children birth to age 1 have an IFSP.

Target is 2.32%.

Indicator 6 – Child Find Birth – Three - who have an IFSP.

6.18% of children birth to age 3 who have an IFSP.

Target is 4.65%.

These 2 Indicators are based on regions not programs. Every program receives the same percentage.

Indicator 7 – 45 Day Timeline

Time child referred for services until the IFSP is in place.

FFY 2022 1356 children referred and found eligible and of these 1123 had an IFSP in place. 233 children did not have an IFSP completed with 45 days. Of the 233, 202 of delays were due to family reason, 13 due to weather and 8 due to agency oversight, and 5 due to agency shortage and 5 due to agency illness.

98.67% of initial IFSP were in compliance.

Target is 100%.

Indicator 8 – Transition

8A. IFSP w/ Timely Transition Steps

126 files were reviewed.

126 cases reviewed and 100% contained evidence of transition steps and services.

Target is 100%

8B. SEA and LEA Notification Timely

126 files were reviewed.

120 children SEA Notification were sent timely – 95.24%.

Target is 100%.

8C. Timely Transition Conference

125 children the transition conference was held timely – 100%.

Target is 100%.

Most cases if not sent to SEA not sent to LEA also.

Indicators 9 & 10 – Dispute Resolution

North Dakota has not had requests for mediation or dispute resolution.

A motion was made by Shannon Grave and seconded by Missi Baranko that the ICC accept what Jackie Adusumilli has shared as the ICCs report.

Motion carried unanimously.

ICC Leadership Position Elections

Jackie, Matt, and Carolyn discussed some restructuring of the chairs.

Carolyn will stay on to assist the new chair.

Have parent co-chair nomination also.

Does this need to be documented in the by-laws for changing the chair positions? By-laws were reviewed, came out of ICC was to try for a year and Jackie will confirm if we need to change the bylaws or have something in the notes that it is a trial.

Matt – recommend that we review the by-laws and update them over the next year, and this is something we can fold in if we decide to do this . We want a parent involved in the leadership.

Jackie stated that it is a commitment of 1 additional off month meeting to plan the agenda – ½ hr. to 1 hr. to plan in between meetings.

Chair Nomination – Missi nominated Michelle Ragan and Amy Casavant. Michelle said she appreciated the nomination but would have to clear it before she could accept. Amy Casavant accepted the nomination.

A motion was made by Missi Baranko and seconded by Jill Staudinger to nominate Amy Casavant as chair. Motion carried unanimously.

Incoming Chair Nomination – **A motion was made by Missi Baranko and seconded by Matt Nelson for Michelle Ragan to be the Incoming Chair. Motion carried unanimously.** Michelle will need to talk to her supervisor and report back to the ICC.

Parent Co-Chair – would be allow parent co-chair to serve for 2 years. Matt has done 2 terms and then we elected Kim and she left, and Matt filled her remaining term. Matt would do this again for another year. **A motion was made by Janakate Walker and seconded by Louise Greff to nominate Matt Nelson as parent co-chair. Motion carried unanimously.**

2024 Meeting Schedule

Feb 8, 2024

April 11, 2024

June 13, 2024 - all day in person

Sept 12, 2024 - joint with IDEA and needs to be determined. We can set a date and inform the IDEA chair and see if they can meet at that time.

Oct 24, 2024

Dec 12, 2024

Discussion on every other month – Missi stated she sees more engagement and loves the shorter meeting time. Jackie stated it is more beneficial and keeps everyone engaged and no issues in accomplishing things. We need to be more transparent and make sure people can access the links.

A motion was made by Matt Nelson and seconded by Missi Baranko to accept the dates in the chat: Feb 8, 2024; April 11, 2024; June 13, 2024; Sept 12, 2023; Oct 24, 2024; and Dec 12, 2024. Motion carried unanimously.

Parent Support Update

Last meeting talked about parent support and stated need to provide some updates.

Questions that arose are:

Look at fed regs – parents provided stipend if they forfeit wages and reach out to financial ta. Take unpaid leave and ask for time off or self employed or unemployed you will be eligible for stipend. Responded with yes that we are understanding this correctly.

Another question – any states paying parent stipends for attendance; along with that another state emailed what states are reimbursing members for attendance at ICC meetings. Response to states paying stipends, 4 states pay ga mi WY new Mexico – one state paying out in lieu of any other compensation; pd \$100 for full day and \$75 for half a day; another state is paying but did list amount and they pay out out of state funds and pay \$50/hour with state funds; another state contracts with non-profit for organization and reimbursement and they include a stipend; and one state just said yes to my question.

How many states are reimbursing members – majority are reimbursing for lodging for in-person meetings and not paying for anything else. This will probably come up at our next Infant Toddler Coordinator meeting and conducting a survey.

Angela – IDEA is meeting today, and they have this topic on their agenda also. Can we check to see what they are doing? Jackie said yes.

Unpaid time off and requesting time off.

Paid time off is not an option to obtain a stipend.

Matt suggested moving the meetings to a time when everyone is off.

Jackie stated an interesting thing that came up was the straight payment to parent members, is low, if parent member attending we assume they need these things and as long as you have justification on how you calculated you don't need proof or documentation back. This could be paid out of Part C funding and seemed like something we could explore – set a reasonable rate that allows for reimbursement without any burden on a parent.

Another consideration was contracting with a nonprofit but requires more work.

We need a group existing or new group to talk about the financial component and prove to OSEP that this is what we believe and then update our standard operating procedure. Tina – have in-person can we do miles lodging and meals or say for virtual this is dollar amount and in person would be this because of more expenses. Set a rate for in-person and someone drives farther there is no adjustment. Have the subcommittee weigh out all options and make all needs inclusive. Pick an amount for every meeting and then look at other things that could be included. Is there an existing subcommittee or create a new committee? Matt stated they presented at the DEC and the family committee has an invited session and it was on ripple effects and finding problems/barriers to getting more family participation on DEC activities; we presented problems and they had to come back with solutions. One suggestion was to have the roles defined and tell parents what their job is on the ICC but be able to tell everyone what their role is on the ICC.

Matt form a committee to review bylaws/standard operating procedures and include parent reimbursement.

Michelle feels it slides into the parent involvement committee.

Matt this would be around the written operating procedures themselves.

A motion was made by Matt Nelson and seconded by Angela McSweyn to start a new committee with the purpose of reviewing the Standard Operating Procedures and come back to ICC with recommendations and forward to Developmental Disabilities. Motion carried unanimously.

Volunteers for the new Committee are: Matt Nelson, Amy Casavant, Jackie Adusumilli, Michelle Ragan, and Janakate Walker,

TOPIC: ICC MINUTES

Conversations about the next upcoming meeting, we should be doing an approval of the minutes. Meeting minutes will go out to the Executive Committee and then to members in a draft format and when we meet in February 2024 it will go from draft to final.

Executive Committee – chairs now, new chair, parent co-chair and Angela. Need to have join is another parent. Executive Committee has met once or twice; they review the agenda before it goes out. If an emergency comes up, the Executive Committee would have to meet. Need a Part B representative and that is currently Angela.

Carolyn, Matt, Michelle, Sarah, and Angela currently on the Executive Committee. We would like to have an additional parent. Janakate agreed to be on the Executive Committee.

Executive Committee gets agenda earlier to review and then to meet on anything that would come up.

TOPIC: STANDING ICC AGENDA ITEMS

Committee Reports

Membership Committee has not met.

ICC Member Updates

Jackie said she just received a notice from IDEA, and they are good with Sept 12. Usually there is a ½ day training and ½ joint meeting. In the past the Sept meeting has been a day and a half. The ICC only would meet for a ½ day, then IDEA/ICC would have ½ day training and other ½ day was shared business between both. The 1/2 training is focused on both the ICC and IDEA advisory groups to meet together. We could decide at the Sept meeting whether or not we as the ICC would need to meet in Oct and if not attended cancel the Oct meeting.

A motion was made by Matt Nelson and seconded by Amy Casavant to move the Sept ICC meeting to Sept 11 from 3pm to 6pm and then follow with the joint IDEA/ICC meeting on Sept 12. Motion carried unanimously.

Matt stated at the DEC meet other people from ND not associated with the ICC and ND had presenters at the DEC. Also got a Dickinson parent to complete an application.

Meeting Adjourned.