

Meeting Notes

**Florida Interagency Coordinating Council
for Infants and Toddlers (FICCIT)
Quarterly Meeting
June 12 – 13, 2012
12:00 noon - 5:00 p.m. – Orlando, Florida**

Members Present: Jeannie Carr, Kim Carr, Susan Donovan, Angela Finch, Lynn Marie Firehammer, Cynthia Fuller, Patricia Grosz, Johana Hatcher, Sharon Paul, Amanda Moore for Dr. Melody Jurado, Lourdes Quintana, Debbie Russo, Gail Underwood, Carole West for Dr. Monica Verra-Tirado, Kathleen Vergara

Members Absent: Katherine Dagenais, Ilene Wilkins

Members Absent with Notification: Lorraine Allen, Jeanne Boggs

Non-members Present: Paula Kendig, Catherine Moore Duncan, Harry Fogle, April Katine, Cindy Van Klink, Paula McVey, Latricia Smith, Andrea McCarter, Annalise Campisi, Brenda Ham, Haylie Smith, Rose Mary Lumm, Kathy Riley, Shirlien Nacarro, Glomans, Bev Manda, Jennifer Cronk, Gonzalez, Danielle Hyke, Kathy Riley and Tameka Footman

Conference Call Attendees: LouAnn Long

Tuesday, June 12, 2012:

Call to Order and Introductions: Patricia Grosz, Chair

Welcome and Introduction to all members and guests

FICCIT Business:

Review of agenda, program packet information, and committee meetings: Patricia Grosz

Approval of Meeting Notes: Patricia Grosz, Chair

Discussion: Patricia Grosz called for a vote to approve the notes from the April 2012 meeting.

Conclusion: Motion was made and passed to approve the April 2012 Meeting Notes with modifications.

Action	Person(s) Responsible	Date Due
Post April Meeting Notes to the web	Tameka /Catherine	ASAP

Update On Membership Applications: Catherine Duncan

Discussion: FICCIT membership applications and vacancies were discussed with the council.

Conclusion: The Council will continue to solicit for new members.

Lynn Marie Firehammer – Application Submitted

Cynthia Fuller – Application Submitted

Nathan Forbes – Application Submitted
Sen. Jeremy Ring – Pending Application

Travel Process – Tameka Footman

Discussion – The council reviewed the handout regarding travel and had an opportunity to ask questions and get clarification on the material.

Conclusion: Tameka will send the travel procedures to members prior to quarterly meetings.

Status of Action Steps:

Discussion: Deferred to committees to review and update their action items.

Conclusion: Action Status report updates pending

4C/Early Head Start – Jennifer Cronk and Bev Manda.

DISCUSSION: Early Head Start presented a PowerPoint Overview of their facility and services, and how they integrate with Early Steps. 12.7% of their enrollment has disabilities and an active IFSP.

State Office Update: - Lynn Marie Firehammer written report attached at the end of summary notes

Florida Developmental Disabilities Council– April Katine

Early Steps evaluator credentialing is working with Early Steps State Office to figure out what should go in the RFP. Slowing the progress down to make sure it has everything that we want in it. Survey will solicit stakeholders getting feedback from people and parents regarding screening information as part of Florida SHOTS.

Public Comment:

April Katine - The Disability Language Arts & Literacy publication is scheduled to be distributed this fall and will also be on the Florida Developmental Disabilities Council (FDDC) website.

Debby Russo – Department of Children and Families (DCF) does a mass mail out that is distributed to providers electronically and hard copies. DCF has agreed to assist the FDDC in distributing their publication if they need assistance.

Patricia Grosz – BlueCross/BlueShield Care Centrex are now paying the providers for all of the services, then billing the families for reimbursements that were distributed. Cynthia Fuller will work with Early Steps to give a resolution that will be distributed to the Local Early Steps Offices. Cynthia will bring the report back to the council.

COMMITTEE MEETINGS BREAKOUT:

Committees were asked by Chair to decide on final committee names and to provide to Cynthia an updated version of their committee descriptions for the policy document.

They were also asked to review and revise their action plans.

See committee notes attached at end.

Action	Person(s) Responsible	Date Due
Email Cynthia Fuller the newly created committee descriptions.	Committee chairs	
Update the FICCIT Policy document with new committee descriptions	Cynthia	
Distribute updated policy document via the web	Catherine	

EXECUTIVE COMMITTEE:

Members in attendance: Pat, Cynthia, Lynn Marie, Johana, Lourdes, and Catherine.

Listened to reports from committees.

Decided it would not be a conflict of interest for FDDC to appoint a member, and that they were an appropriate replacement for a vacant position targeted at Agency for Persons with Disabilities. Move this vote forward to council.

Decided the designation of FICCIT as a CAPTA Citizen's Review Panel is a valuable opportunity and should also be moved forward to council for vote.

Wednesday, June 13, 2012:

Central Florida Early Steps – Lourdes Quintana – Presented overview of the Orlando area office and then introduced her three Family Resource Specialist's, who each spoke of their background and the Early Steps activities and supports that are important within their area.

Committee Reports:

Partnership & Development -

Proposed to council that FICCIT pursue an appointment from FDDC instead of APD. Motion made, seconded, and council voted yes.

Proposed to council that FICCIT add the "Partner" presentation, with an option of a field trip, as a permanent agenda item to council meetings. This was further discussed in terms of Sarasota meeting, and a motion was made to place this on the agenda, seconded and council voted yes. Council additionally agreed to inviting the Florida Center for Child and Family Development to October meeting.

Action	Person(s) Responsible	Date Due
Member request letter to be sent to FDDC	Pat	
Invitation to be extended to Katherine Shea to speak at next FICCIT meeting	Pat	

Marketing -

Proposed to council that FICCIT become a CAPTA Citizen's Review Panel for DCF. Johana explained the particulars and a motion was made. After discussion, Cynthia made an amendment to the vote that DCF would provide the full definition of the expectations which could be reviewed and finalized in October. Amendment was second and council voted yes to move forward on this designation.

Action	Person(s) Responsible	Date Due
Email DCF's CAPTA Citizen's Review Panel descriptions and materials.	Johana	August
Review material/descriptions	Council	October

Professional Development and Training Supports -

Action	Person(s) Responsible	Date Due
Email Haylie to re-advertise the "Internship" feedback via the ESSO Weekly Memo	Lourdes	ASAP

Public Comment:

Cynthia Fuller – in follow-up to Dept. of Education (DOE) Report, a question and discussion about what alternative tests are available in lieu of the standard FCAT.

Jeannie Carr – In addition to FCAT concerns, she expressed concern over too early tracking of students into specialized certificates rather than standard high school diplomas. She hears of kids being tracked in elementary schools.

Angie Nathaniel – recommends connecting with the Florida Disabilities Network for more information and advocacy help.

AGENCY UPDATES

DEPARTMENT OF EDUCATION: Carole West – reported out DOE written report from packet and answered questions relating to alternate FCAT testing.

HOMELESS EDUCATION: Absent.

DEPARTMENT OF INSURANCE REGULATION: Cynthia Fuller – written reports attached at end of summary notes.

OFFICE OF EARLY LEARNING (FOEL) – Amanda Moore – Highlighted from FOEL's Newsletter and reports the ELIS system by HP is still in the works.

DEPARTMENT OF CHILDREN AND FAMILIES: Johana (Debby) - reported out DCF written report from packet.

AGENCY FOR PERSONS WITH DISABILITIES: - No Representation

AGENCY FOR HEALTH CARE ADMINISTRATION: Gail – distributed written report and highlighted items, such as Targeted Case Management Handbook and the appeal of ABA as Medicaid covered service.

STATE LEGISLATURE: No Representative

HEAD START AND EARLY HEAD START: No Representation

MEMBER UPDATES: none

MEETING ADJOURNED

FICCIT QUARTERLY MEETINGS 2012

October 16 & 17, Sarasota, Florida

Partnership and Development Committee

June 12, 2012 1:45 pm

Cynthia Fuller, Debby Russo, Amanda Moore, Catherine Duncan, Lou Ann Long, Kathy Vergara, Latricia Smith, Andrea McCarter

Purpose Statement: The Partnership and Development Committee is designated to assist the Council in leveraging partner resources to support Early Steps in the public & private sectors.

Primary Responsibilities: (adapted and amended from former Outreach and Collab roles)

1. Advise the Council on collaborative activity with other local, state, and federal agencies
2. Recruitment, application review and recommendation of candidates for appointment to FICCIT.
3. Participate in and/or initiate activity that can facilitate family involvement in Early Steps including review and recommendations regarding Part C service delivery system changes as they affect families served by Part C programs
4. Periodically review and recommend policies to ensure and increase and assure broad participation in Council meetings.
5. Maintain collaborative activity with primary partnerships such as DD Council, Central Directory state agencies, parent groups, and existing related initiatives.

FICCIT Internal Composition Tracking (Matrix of Membership)

- Need to ensure parent recruits have young children (younger than 3)
- Local program offices are main source to recruit parents to meet federal regulation requirement
- FICCIT representation at Early Steps meeting on Friday Recruiting Goal – one family attending 1:30- 4:00 session Friday to promote FICCIT and recruit parents of eligible children; Lou Ann and Angela to share with families?
- If no applications come from Family Café, parent support groups and FRS are other avenues to recruit parent members ; schedule Interim conference call for outreach to FRS in southern Florida consisting of cover letter and interest sheet if needed?

****Prepare cover letter and application to send out if not enough response at Family Café**

Senator Jeremy Ring application being submitted within month to fill legislative seat.

Debby will ask for representation for DCF Children's Mental Health to replace Laurie Blades seat.

****Need someone to reach out to APD to fill vacancy – identify who on FICCIT will reach out to director to APD and identify how to get staff involved. –

Could FDDC serve on Council without conflict of interest? Identify potential FDDC Advisory Council member to recruit for membership.

Need Early Head Start representation. Amanda contact Lilli to ask for Early Head Start representation from Orlando/Tampa or south. Lou Ann can share list of EHS sites statewide if needed.

Confirm Ilene Wilkins email and alternate communication efforts.

Develop policy to ensure committee intentionally captures gender, ethnicity and location information to have diverse Council.

Continue looking for ways to use technology to expand FICCIT meeting access. Periodically review accessibility and audio/visual options for meetings. Adobe Connect was suggested.

Challenge is having high quality sound for call-in participants.

Ilene has contacted Katherine Dagenais, who was appointed by Governor, to see if she can actively participate.

Open future meetings with presentation from Partners and highlight local programs.

For October 2012 FICCIT meeting in Sarasota:

Group discussed if Mental Health presentation should be focus for meeting:

Child and Family Institute 941-379-9110

***Florida Center for Child and Family Development 941-371-8820 Kathryn Shea Can she provide presentation on early childhood mental health services, and specifically how services are delivered in Sarasota?

***Can committee make recommendations for possible "field trip" locations to see local service providers when setting 2013 calendar dates. Potential locations UCP of Central Florida site if Orlando meeting, FL School for Deaf and Blind in St. Augustine area.

Meeting adjourned at 3:20 pm.

Respectfully submitted by Amanda Moore

Professional Development and Training Supports Committee

Participants: Lourdes Quintana, Annalise Campisi, Carole West, Sue Donovan, Paula Kendig, Haylie Smith, Kim Carr, Lynn Marie Firehammer, Pat Grosz, Harry Fogle, April Katine, Brenda Ham

Review of minutes from 4-17-12- motion by Sue to approve, seconded by Paula; approved with corrections

Discussion of name change- should it remain Provider Development and Training, add Support to the end, new name Team Recruitment Training and Support; review of committee requirements from FICCIT meeting policies; agree to Professional Development and Training Supports. Motion by Paula, seconded by Carole; approved.

ESSO training update (see handout)

- Autism Navigator- units 1 & 2 have been piloted; 3 will be piloted in June, 4 in August, and 5 in the fall; units 1-4 will roll out statewide in September
- Service Coordinator Apprenticeship training- available in web-based format by mid-July
- Early Steps Orientation Modules- working with FSU to decrease repetition and increase engagement; should be available by the end of September
- Expanding Opportunities initiative- see handout
- Inclusion tool kit (Count Me In) is on Children's Forum Expanding Opportunities webpage, as well as TATS website
- Statewide meeting- no specific tracks because 3 agencies collaborating; room for directors/ coordinators available to meet; Terry Hoover has informed Pat that FSU CEIP has some dollars available for social emotional training for ES only (Haylie to follow up with Liza); \$35 registration fee includes closing luncheon during last keynote; begins midmorning on 14th
- Primary Coach Approach to Teaming Needs Assessment Checklist (FIPP.org)- will be sent out prior to (for completion by Director & Training Coordinator) and discussed on the next Training Coordinator call, and also for discussion at SIWG meeting on 7-17-12; tool will be used broadly for a LES and not specific to individual provider teams; inviting Rush & Sheldon to participate at SW meeting; ESSO has invited Betsy Ayonkoya for a directors/ coordinator training at the SW meeting
- Evaluator Credential- April is working with Liza and Sally and it became evident that the process may need to slow down a little; outreach to other states with credentialing has indicated those states are not completely satisfied; FDDC has moved funding back to 10-1-13, identifying what ESSO wants over the next 6 months; Sue agreed to assist with small group to identify and discuss needs
- Early Steps website- high priority

Review of Sustainability Tasks- develop survey on internships

- 23.2- university accreditation issues; was related to how it is determined a university is accredited; Carole will locate previous email; status- completed
- 24.x- survey
 - UCF has students looking for internship placements

- Lourdes to request a copy of Penny's survey, discuss on Directors call on 7-11-12, and follow up with a survey to the directors/ coordinators for discussion at 7-17-12 SIWG meeting
 - Who has done internships?
 - Who supervised? What disciplines?
 - Did it assist the professional with learning more about ES and "what they are getting into"?
 - Did this assist with engaging them into the ES program and approach?
 - What were the successes/ barriers to recruit them into ES
 - What would you suggest to bridge the gap and grow the expertise?
 - What are the gaps in service needs (by discipline) in your local program?
- How can we re-engage with new graduates? Should we revisit a paraprofessional designation? Would this be a possibility through Medicaid (similar to PTA/ OTA/ SLPAs)? What would be the impact on the TBSPSP approach because a paraprofessional cannot serve as the primary? What is the impact of no one year experience on this?

ABA as Medicaid covered service

- updated Medicaid Alert this week, which stands as policy on this issue; send Gail any issues immediately
- Medicaid has approved 7 children in June, of which 6 are ES children with EIIF authorized; Lynn Marie will contact those LES to see if ESSO should pay the Medicaid match on the ABA services
- ESSO will be reviewing the list for all Medicaid children to ensure they are paying the Medicaid match on appropriate children; primary physician must make the referral

Targeted Case Management handbook- in last routing steps and should be posted within the next few weeks

One year experience- continue with the 1600 hours requirement

Marketing for Early Steps Committee

Participants: Johana-co-chair, Jeanie Carr, Sharon Paul and Angela Finch

Review of action steps and plan from 4-17-12- prepared by Sharon Paul-
Discussion of name change- Marketing for Early Steps Committee (AKA Marketing) (adopted as formal committee name)

Prepared the following for inclusion in Policy Document:

The Marketing for Early Steps Committee is designated to assist the Council in the design, development, and recommended implementation of strategies to promote the agency's outreach services.

The Committee's primary responsibilities are to:

- Assist with the preparation of educational and awareness materials;
- Advise the Council on collaborative activity with other local, state and federal agencies as it pertains to promoting Council activities;
- Participate in and/or initiate activity that can facilitate family involvement in Early Steps, including review and recommendations regarding Part C service Delivery system changes as they affect families served by the Part C Program;
- Develop, promote and maintain a framework for marketing Early Steps;
- Assist in the preparation and review of an annual Council report as required pursuant to Federal Regulation.

The Committee respectfully understands that some of the committee's work will be of benefit to other committees. Upon receipt of any information regarding parent or family support groups will be shared with the committee working on parent involvement and membership to the Council. Work to date remains ambitious but the committee has decided to develop its own strategic planning complete with an action plan to define priorities and track progress of attempted actions items as to its success and/or barriers.

Progress to date include:

- A draft survey to LES staff (Strategy 2 action step of the Strategic Plan for Sustainability). The survey will be used to seek information on LES' capacity to identify family members of Early Steps-served children who are interested in being more active in communications, financial support, and other volunteer activities and also to identify best practices, which will be compiled into a Best Practices Manual.
- Developed a draft template for soliciting info from local Early Steps to use for Best Practices Manual/Guide- to encourage networking and replication of best practices **Circulate** Sample returned from Space Coast
 - Seek Council Pleasure:
 - Template
 - Display all submissions and supplement with the marketing, parent involvement, fundraising strategies, etc.
- 4/26 Weekly memo included request of Local Early Steps Directors, Coordinators, and Family Resource Specialists requesting list of local resources that might be approached to

assist with funding or in-kind support for the Early Steps program. Sharon Paul update????

- Reminder to send any updates for web page to Jeannie. Will send the request form, electronically.
- Initial thoughts for **Strategic plan Item: Early Steps Alumni** Association is to minimally include a section on Facebook Page. Other suggestions are welcomed- Please submit to committee
- Requesting technical assistance from agency Communications staff to guide us in marketing strategies [organized approach] for promoting Early Steps.
- Preparations for Annual report are underway. At the **Family Café/Early Wishes** family stories for the annual report along with FICCIT membership application will be solicited.
- Seek Council Pleasure: Citizen review panel designation -
 - Report may need to be reformatted to include accomplishments and recommendations to improve services
- Please find the rough draft of an action plan.

<p>Strategic plan: Best Practices Manual/Guide</p> <ul style="list-style-type: none"> • Email committee members example of “Tour de Florida” • Solicit Council Pleasure: Display all submissions and supplement with the marketing, parent involvement, fundraising strategies, etc. • Host an alumni page/group • Include Providers • Annual get together • Brand via Pintrest, use the butterfly 	Lorraine	4/17/12
<p>Held Conference call-5/16/12 @ 10:00</p> <ul style="list-style-type: none"> • best practice to engage parents in LES programs • a draft survey to LES staff (Strategy 2 action step of the Strategic Plan for Sustainability). The survey will be used to seek information on LES’ capacity to identify family members of Early Steps-served children who are interested in being more active in communications, financial support, and other volunteer activities and also to identify best practices, which will be compiled into a Best Practices Manual. • Developed a draft template for soliciting info from local Early Steps- Circulate Sample returned from Space Coast • NETWORKING-replicate best practice • Sustainability/Benchmark: improve family involvement 	Marketing	5/16/12
<p>Conference call-scheduling- Next work session July 18, 10am</p>	Tameka	
<p>Full council approval of survey @ FICCIT meeting</p>	Jeanie/Johann	June mtg

	a	
Email template to service coordinators, FRS	Sue Cannon	When approved
Compile results and develop best practices Manuel.	Sue Cannon	October mtg
DD council-Fund development <ul style="list-style-type: none"> • Recommendation: “Letter of support” (signed by Mrs. Scott) to agencies, children services council, in kind services, rotary, Kiwanis • Email to FICCIT members/LES requesting agencies suggestions to Sharon Paul • 4/20 Email to Central office to Local Early Steps Directors, Coordinators, and Family Resource Specialists request list of local resources that might be approached to assist with funding or in-kind support for the Early Steps program. 4/26 weekly memo- • Email to FICCIT members/LES requesting agencies suggestions to Lynne Marie instead 	Pat Grosz	Complete
FICCIT WEB page <ul style="list-style-type: none"> • Updates from council members, send to ESSO • Reminder to send any updates for web page to Jeannie. Will send the request form, electronically. 	Jeannie Boggs	May 15
Strategic plan Item: Early Steps Alumni Association <i>“Develop a framework for ES alumni association to promote success stories for value of service and importance of community involvement in support activities”.</i> Update: Initial thoughts are to include on Facebook page.	Marketing	June meeting
Social networking <ul style="list-style-type: none"> • Facebook “Save early steps”, family stories, collaboration, links, legislators, FL events, EI info, ES-alumni association • Twitter • Parent presenter-Big Bend ES 	Jeannie Boggs	Complete
Marketing local media/clear channel, Lamar billboards High profile marketing: celebrity endorsements, <ul style="list-style-type: none"> • To include FICCIT members – personal known • Facebook • New members • Use of Butterfly in branding • Will request assistance from DOH Communications staff to guide us in marketing strategies [organized approach] for promoting Early Steps. Conference call scheduled for July 18, 10 AM. Johana will schedule. 	Marketing	June meeting
Family Café/Early Wishes <ul style="list-style-type: none"> • annual report, FICCIT membership application, family stories • Angela Finch, Susan Donovan, Lorurdes Quintana, Lynn Marie Firehammer • Family story template, photos, give away’s 	Sue Cannon	June 15

<ul style="list-style-type: none"> • Butterfly photos 		
<p>High profile marketing</p> <ul style="list-style-type: none"> • Watch for Email - to solicit names of candidates as “known” celebrity to endorse ES. Discussion regarding at local or state level 	Marketing	June meeting
<p>Annual report</p> <ul style="list-style-type: none"> • Success stories, length, design, content, distribution. • Solicit timeline for report writing. (due dates) • Citizen review panel designation - Need VOTE • Report may need to be reformatted to include accomplishments and recommendations to improve services 	Marketing	June meeting