

**Birth to Three Interagency Coordinating Council (ICC)**  
**April 24, 2018**  
**Meeting Minutes**

ICC MEMBERS: Paula Broody, Cindy Brown, Carlos Duran, Susan Mateja, Alison May, Molly Merrill, Sarah Milner, Bruce Orr, Pam Reuther, Mary Agnes Rutkowski, Dr. Mary Stephens, Ann Woolfolk

INTERESTED PERSONS: Haidee Bernstein (TA), Gaye Council (CDW/North), Daphne Warner (DSCYF), Dr. Judy Gorra (CDW/South), Kristen Harvey (DDC), Erik Hochrein (CDW/South), Flo Kinney (Sunny Days), Patrice Linehan (TA), Patty Miller (EBS), Mary Moor, (DPBHS), Lisa Savino (Bayada), Crystal Sherman (DPH), Jamie Walko (OEL).

STAFF: Robert Bordley, Sue Campbell, Freda Collins, Shebra Hall, Peggy Miller, Hope Rose

*Participated via conference call ~ Heather Alford, Heidi Beck, Dr. Anne Meduri, Kathleen Devine*

**Introductions: Members & Guests**

**Approval of ICC Minutes**

Carlos called the meeting to order 12:15 and let council know that Andrew Mensack had resigned from the Council. He mentioned that we are currently looking for a new chair and to let staff know if interested. Introductions were done. Minutes were reviewed and approved by Pam Reuther and seconded by Susan Mateja.

The Birth to Three Office continues to look for a Chair. Some people expressed interest through the sign-up sheets. Members serve for three years and the Chair serves for 2 years. The process is directed by the Governor's office. Birth to Three is hoping to identify a parent lead as a strong family presence works well for states. There are some additional parents who have expressed interest in joining ICC. Peggy is reaching out to them to encourage them to apply, and the application will then go to the Governor's office for review and approval.

**SSIP Update**

Sue Campbell reviewed Indicator 11 – Delaware State Systemic Improvement Plan (SSIP) Phase III Year 2.

- Discussed Involvement Plans for Phase III Year 2 (P2Y2)
- Plans to update publications to be more family friendly
- No longer incorporating RBI (Routines Based Initiative) into IFSP process as the process was not consistently practiced with fidelity; Delaware is working on a Family Functional Outcomes process in its place
- Proposed Child Development Watch (CDW) conducts self-audits. The question was raised if on-site providers could assist and if this is a HIPPA compliance with their contracts.
- Working to reintroduce the quarterly provider meetings– Hope Rose will approach providers to see when these can be scheduled
- The child outcomes manual has been updated and should be ready to share soon. This was a collaborative effort between DOE/619 Program, CDW and Birth to Three.
- Birth to Three proposed to create and distribute a Parent Newsletter; Shebra Hall will begin to reach out to others and begin this activity this fall.

- Reconnect with those individuals who participated on the SSIP teams continue to move forward with proposed activities.
- Data Process Toolkits: Federally funded technical assistance staff will visit Delaware and work with Birth to Three and Child Development Watch staff to document data process for a consistent understanding of how state data is collected and reported.

In addition, some of the data that is reported in the Annual Performance Report (APR) should be ready for the October meeting. Birth to Three has begun analyzing the monitoring data to identify compliance to report in the upcoming APR.

### Healthcare Provider Outreach

Dr. Judith Gorra presented on Provider Outreach. Handout was provided. Participants offered to make follow-up connections on ways to reach physicians at existing meetings to benefit both groups.

### ICC Overview

Patrice Linehan and Haidee Bernstein, from DaSY and IDC, provided technical assistance during the ICC meeting discussing the role of members of the Interagency Coordinating Council (ICC). Handouts were provided.

Topics included:

- Discuss the Roles and Responsibilities of the ICC
  - Purpose of the ICC
    - To Advise: *to give advice, to counsel, to recommend, to suggest, to guide*
    - To Assist: *to help, to support, to attend, to aid*
  - The focus is always *Infants and Toddlers and their Families*
  - Reflecting & Making Connections
  - IDEA Part C SICC Regulations
  - Summary of SICC Activities: *Self-monitoring over a year; monitor progress; spent 5 mins each meeting to update and review activities*
  - Establishment of Council – *34 CFR 303.600*
  - Membership Summary: *The Council shall be composed of 23 members who are appointed for 3 year terms. Membership will reasonably represent geographical diversity of the state and meet the federal requirements for compositions.*
  - Represents a constituency group
  - Activities that can involve ICC members and interested persons: *social media; creation of an ICC Facebook page; live chats; key message with successful resources; listening to family stories; improving outcomes each year; physicians outreach*
  - Ultimate Authority: *The ultimate authority regarding the policy and procedures lies with the Lead Agency. Vote is taken at ICC to incorporate stakeholder input.*
  - Create Two-Way Communication and Interaction across levels
  - Importance of Communication
  - Developing SICC Statements & Recommendations

Four oversized post-it notes hung on the wall during this presentation for sign up:

1. *I want more information about the nation SICC work*
2. *I'm interested in hearing more about stakeholder engagement in the State Systemic Improvement Plan (SSIP) (social emotional outcomes)*
3. *I'm interested in sharing my value story to help tell the story of how the ICC is making a difference*

4. *I'm interested in learning about/working on outreach materials. (e.g. brochures, social media, infographics, etc.)*

#### **CDW North Update**

Gaye Council, Child Development Watch, shared some data from the Chopin Clinic located at University Plaza, Newark:

- 5 vacant positions – 2 APN's, 1 RN, 1 Administrative Support Specialist, 1 medical tech support
- 86% completed COSF, 14% outstanding COSFs

#### **CDW South Update**

Erik Hochrein, Child Development Watch, shared some data from the Walnut Street Clinic located in Milford:

- One vacant position – Administrative Support Specialist
- 253 COSFs collected; one missing

#### **Final Thoughts: Announcements, Comments & News**

Peggy asked if any of the new parents would be interested in sharing their story at the July or October meeting and will follow up.

The new center working on SEO is offering state TA on the pyramid model and it will depend on the ability of states to customize the work to Delaware processes. If there can be a menu of options, there is potential but Birth to Three will find out more about the TA to see if it would be appropriate for Delaware.

The Data Governance and Data Toolkits can be pursued with Haidee's support. The processes are not outlined by role. Right now, they are organized around indicators (e.g., IFSP process, Child Find, 619) and the various people involved hash out their roles in the process. Everyone has input with final authority residing with the Part C Coordinator, and there is a handbook available as a product. Roles, responsibilities, timelines, etc. ... require an extra set of eyes to ensure efficiency. The goal is to formalize expectations so everyone understands what to be mindful of at different points in the process. Patrice is also willing to help structure the work of engaging practitioners and other stakeholder groups in the work above if additional help is needed facilitating or planning with the people below.

Robin Nelson and Bruce coming in May to work on transition notification. Cindy Brown (619) and the two Part B liaisons are meeting to work on smoother transitions between Part C and school districts. Tony Ruggiero is in Delaware and could be a part of this work. Haidee will talk with Tony, who also works closely with Robin and Bruce, so he will be a good resource familiar with the Delaware data, etc.

Patrice can follow-up with Sue, Shebra, Freda or Peggy to work on any of the other priorities. Family Guides (previously worked on by Nancy, Pam, Robert, and Freda) and the Family Rights document will be updated. Child Development Watch is in need of some updated material that help get key messages across to important groups. Birth to Three is also revising the Central Directory. The last version is outdated and the system has been relying on 211-Help Me Grow for such referral information. Birth to Three will reach out to 211-Help Me Grow to see what documentation has already been created.

Another activity is to ensure the program is using recommended best practice in Delaware. Other states have created service coordination manuals to incorporate best practice with research on the various pieces that support the practices. There are training modules currently in place that need updating. Birth to Three staff would like to involve others in reviewing the current modules and determine content for training and determining competency. There is also work underway to share what others states and organizations (e.g., DEC

and Zero to Three) have available already. We could engage DE stakeholders in reviewing, selecting and customizing the materials already out there instead of “recreating the wheel.” It can be easier to react and adapt then create new materials from scratch.

Next Meeting: Tuesday, July 24, 2018  
12:00 PM - 3:00 PM  
400 A Corporate Training Center  
DE Technical and Community College, Terry Campus  
Dover, DE