

**Birth to Three Interagency Coordinating Council (ICC)**  
**January 22, 2019**  
**Meeting Minutes**

ICC MEMBERS IN ATTENDANCE: Heidi Beck, Paula Broody, Cindy Brown, Dr. Martha Buell, Robin David, Carlos Duran, Pam Green, Alison May, Sarah Milner, Bruce Orr, Pam Reuther, Mary Agnes Rutkowski, Ann Woolfolk

INTERESTED PERSONS IN ATTENDANCE: Michelle Blankenship (Easter Seals), Gaye Council (CDW North), Dr. Judy Gorra (CDW South), Doreen Brown (Easter Seals), Sybil Brown (GACEC), Kathleen Devine (CDW Program Manager), Diane Frentzel (Delaware Readiness Teams), Lisa M.G.Henry (DPH), Erik Hochrein (CDW South), Flo Kinney (Sunny Days), Kim Krzanowski (OEL), Katie Megee (Easter Seals), Suzanne A. Milbourne (UD-CDS), Brittany Powers (UD-CDC, Act Early), Jennifer Pulcinella (GACEC), Jeanette Short (CDW South/DOE), Deb Simon (CDW North), Meedra Surratte (PIC), Jamie Walko (OEL)

STAFF IN ATTENDANCE: Robert Bordley, Sue Campbell, Freda Collins, Shebra Hall, Hope Rose, Pam Weir

*Participated via conference call ~ Dr. Anne Meduri, Haidee Bernstein, Latoya Romeus, Sarah Gentry (sub for Molly Merrill)*

**Introductions: Members & Guests**

**Approval of ICC Minutes:**

We have a quorum! Sarah Milner called the meeting to order at 12:09. Pam Reuther approved October meeting minutes and Ann Woolfolk seconded. Isabel Rivera-Green let Pam Weir know her name was misspelled.

**Housekeeping:**

Pam Weir described the document shared with all ICC attendees: *Request to Fill out Announcements, Public Comments & News*. This form was designed to record the information shared at the end of each ICC meeting to better document, recognize and share information with attendees after the ICC meeting.

**Vice Chair Vote**

**A Brief Description of Duties would include:**

- Collaborating with Chairperson regarding all pertinent information
- Drafting agenda with Executive Committee members
- Not a Governor appointment
- You have to be a member of ICC to become the Vice Chair
- Three parent positions are open on the ICC roster

- Three applications are pending, we have to work out a way to get a better response from the Governor's office

**Bruce Orr was volunteered. (Congratulations Bruce! New Vice Chair)-**

### **Delaware Readiness Teams (DRT)**

*Diane Frentzel, Program Manager, Delaware Readiness Teams*

Double click on presentation below:



DELAWARE READINESS TEAMS

Early learning challenge grant (initiative), strategic planning process, birth to age 8 program. Measuring if children are ready for school. (Early learning survey)

- Want to make sure kids are ready for benchmarks
- Readiness starts at birth, rather than just at Kindergarten.
- Developmental Screening Initiative – connecting parents to resources
- Family empowerment initiative – educating families since they are the child's first teacher.
- 500 volunteers, 19 readiness teams.
- Can review activities and information on their website.
- [Delawarereadinessteams@gmail.com](mailto:Delawarereadinessteams@gmail.com)
- [WWW.Delawarereadinessteams.com](http://WWW.Delawarereadinessteams.com)
- Reach out to Diane if you would like to participate.

Question: Breaking out the challenges for individuals (Spanish speaking concerns etc.) Answer: Some surveys are in English and Spanish. Trying to best identify what supports all children and families.

Question: What is the cause of children not being registered for kindergarten on time? Answer: There are 28 districts and charters with different systems for how children are registered for school. Most of it is families not knowing the what, where, when and how. DRT are trying to assist families with a list of things they need before they register for kindergarten. They are working with the districts to get this information out. The Office of Early Learning (OEL) and the Department of Education (DOE) unleashed a kindergarten registration page. <https://www.doe.k12.de.us/Page/3811> where you can find the information for each school. Coming soon, Early Learner Survey Data: All Kindergarten and charter teachers have to fill out the survey and get it entered into E-School. Survey is based on

teachers observing children in the school environment. This is not an assessment. Delaware is looking for a way to link data between programs. Coming in the next school year look forward to being able to link. Superintendents agreed to add fields on their registration screens to better track and transition into kindergarten.

Question: How do you recruit families to participate in DRT? Answer: They are open to anyone interested. Can join mailing list for flyers of events. Can let them know if you want to be on a team. Can also get survey going out to families.

Question: Are the initiatives on the website for the 19 teams? Answer: They are in the process of

Updating the website and putting more information on the teams. Until then, please let Diane know if you have questions: [dcfrentzel@gmail.com](mailto:dcfrentzel@gmail.com)

### **Parent Information Center (PIC)**

*Meedra Surratte, Executive Director*

- Parent resources and supports to navigate the special education system
- Provide learning opportunities, one-on-one consultations, online resources
- IDEA- mandated Parent Training and Information Center (PTI)
- PIC helps administer The Education Surrogate Parent Program (ESP) with DOE as mandated through IDEA Parts B and C. Both IDEA and state regulation, Title 14 § 926, 19.0 mandate this protection for children with disabilities who are in foster care.
- [www.picofdel.org](http://www.picofdel.org) to sign up from newsletter
- 302-999-7394 – Wilmington
- 302-856-9880 – Closed Georgetown location – but can still call for appointment only
- Toll free – 888-547-4412
- Materials provided: Most recent printed newsletter, and brochure. Opportunity for volunteers include the Inclusion conference in March. Also hosts parent night which is the night before the Inclusion conference. Signing up for e-newsletter. They can also post events that “we” have so that they can be featured on their website. Their E-newsletter goes out every Thursday. They can certainly showcase for us.

### **Early Childhood Autism Initiatives**

*Brittany Powers, CDC Act Early Ambassador to Delaware Center for Disabilities Studies*

Building Bridges, Autism grant, Health Resources and Service Administration (HRSA) – Timeframe 9/2016 – 8/2019 – Targets: Children <37 months at risk for ASD, - Sussex and Latino families especially.

Goals and initiatives were discussed, see presentation: (double-click on presentation below)



- There are pamphlets available in 9 different languages, currently in print. Interested persons can petition for alternate translations if needed.
- Fellowship with Nemours to provide ASD assessments at CDW South. Continuing once grant initiative is no longer available. Discussions with DPH ongoing.
- Evidence Based Practices – Project Impact – Model to bring to Delaware. Naturalistic, Developmental, Behavioral Intervention (April 10<sup>th</sup>-12<sup>th</sup> training) this initiative is looking to partner with Community EI Providers, Schools, Clinical Providers. If interested, please contact Brittany. Improving Parents as Communication Teachers. Birth – 6 years.
- Goal is to put data collections in place, providers will go through a full certification process so that they can train in their agencies. Collect data from sites that participate – fidelity, sustainable, valid. Is this a good fit for Delaware within each of these settings?
- Can train 40 providers, 24 of spots are filled.
- Grant term- 9/2016 – 8/2019 - New funding announcement has come out. They do plan to write grant proposal to participate. New Grant – Provider education, and learning communities for family. Would like to partner collaboratively with Part C, Part B and alternate discipline trainees.
- Question: does training entail helping providers discuss with the parents the potential of Autism as CDW staff are typically the first to speak with parents about Autism. This was part of the training to give the PCP's to introduce the tool and how to discuss the information with families. PCP's requested an additional training on having difficult conversations with families around Developmental Disability and Autism. Want to include in the tool kit (how to have the difficult conversations with parents.)
- There is more work to do to get to the bedrock of terminology in the Medical vs Educational diagnosis. CDW South has come up with a report template that the school districts are more excepting of for referrals. For School District – need a diagnosis as well as a “need” for educational requirement for classification under the IEP.
- This is a complicated issue. Physicians have had these conversations with families. There isn't a medical text for autism. There are DSM criteria but there is still room for opinion. IT depends

on team judgement based on the tools and observations. There is still a lot of work to do. We are working as a group of stakeholders to establish guidelines.

- Act Early, Read Daily Program (New research grant for Delaware) – within the WIC program – developmental monitoring and getting families connected to resources for developmental screening.
- Brittany will come back in April for a deeper conversation on the WIC program.

### **Delaware Early Childhood Assistive Technology Model Demonstration**

*Suzanne A. Milbourne, University of Delaware, Center for Disabilities Studies*

- Project is ending in March. Hoping to help stakeholders adopt the initiative they have been working on for the past 5 years.
- Suzanne handed out pipe cleaners to all in attendance and described the similarities between pipe cleaner and smart device (phones, tablet)
  - Each are tools in assistive technology
  - Pipe cleaner can be wrapped around a pencil to use a grip, a fidget tool
- Assistive tech especially with children is everyone's responsibility. Best practice tips on flip side of book mark (can get more bookmarks for distribution if we would like.)
- Information can be found at: <http://www.cds.udel.edu/at/>
- Culmination of highlights and useful and practical mechanisms that were used and put into practice. Inform energize and for everyone who touches a child contributing in tools in working with kids.
- Peat's Suite (<https://www.dec-sped.org/peats-suite>) – companion to Cara's kit more specific to Assistive Technology – to the process of decision making. – Came directly out of the work AT did with providers in Delaware.
- CARA's Kit  
[https://inclusioninstitute.fpg.unc.edu/sites/inclusioninstitute.fpg.unc.edu/files/handouts/Milbourne\\_SA%20CARAs%20Kit%20NECTAC%202012.pdf](https://inclusioninstitute.fpg.unc.edu/sites/inclusioninstitute.fpg.unc.edu/files/handouts/Milbourne_SA%20CARAs%20Kit%20NECTAC%202012.pdf)
- If you are interested putting Peat's Suite into practice, please contact Suzanne at [Suzanne@udel.org](mailto:Suzanne@udel.org) if you have any questions.

### **Birth to Three Updates**

- Update re: emails will be moving from state.de.us to Delaware.gov. State employees will still be able to get emails to the state.de.us for now.
- Summary statements – *sent information via links*
- If you have information to share, please complete the requested form so staff can share with ICC attendees as soon as possible.

### **Birth to Three Annual Performance Report (APR) Presentation**

*Hope Rose, Robert Bordley- Birth to Three*

- Birth to Three presented the data that would be submitted on February 1<sup>st</sup>, 2019. In coming months, the final report will be published on the Birth to Three website. The floor was opened for questions or comments.
- Questions and comments were as follows:
  - In response to the concern of Service Provision within 30 days, a comment was made that the amount of referrals coming in to Child Development Watch were increasing and the available providers were not able to support due to provider staff capacity.
  - Where were more charts pulled? The response was to ensure sample was still representative of the actual population of eligible children. The common practice is 5 charts per service coordinator and since there was an increase in referrals, that standard would not necessarily hold true for accurate reporting.
  - How often is monitoring done? Now, annually. If there is non-compliance, we check again. Two-prong approach.
  - Are charts active at the time? Most with the exception of the additional charts pulled to monitor for transition.
  - Dr. Duran – many factors of data with a relatively small amount of kids – understand how difficult it is to gather data that “means” anything significantly. What can we accurately state is valid data? This year we will be auditing done via desk audit of all charts. Then we address individual challenges.

### **Birth to Three Focus Group Findings**

*Pam Weir, Hope Rose- Birth to Three*

Double click on presentation below:

# Focus Group Findings

Interagency Coordinating Council (ICC) Meeting

JANUARY 22, 2019 – NOON TO 3:00 PM

PAM WEIR, HOPE ROSE

BIRTH TO THREE EARLY INTERVENTION PROGRAM

- Recommendations from Focus groups would be the development of subcommittees on the following:
  - Summer Birthday
  - Eligibility
  - Transition

- Service Provision
- Part C policy
- Prior written notice
- System of payments
- Response to recommendations was to put a hold on the development of subcommittees until Public Health has had the opportunity to address the results of the Quality Improvement process. This will enable a more informed approach on how all stakeholders can make a difference in the development of new procedures.
- Concerns were expressed regarding incorporating the Focus Group findings within quality improvement process or DPH. Would the Interagency agreement for 2017 be reviewed to look at the responsibilities of DPH, DMS and DDOE in relation to the findings?
- System of Payments was addressed. Families are reporting concerns regarding insurance not covering services. Providers are requesting to participate in the system of payments training to ensure standardized communication with families.
- Pam Weir will send completed report to ICC and interested parties.

### **Child Development Watch (CDW) Updates**

#### *CDW Staff*

- COS data doesn't need to be reported at ICC meetings. ICC decided in December to no longer expect reports.
- From Gaye: COS forms which were being emailed to the COS Liaison are now being emailed to a resource mailbox – Unknown implementation date. Gaye will have process sent out in email
  - CDW North-[dhss\\_dph\\_CDW\\_exitcosNorth@state.de.us](mailto:dhss_dph_CDW_exitcosNorth@state.de.us)
  - CDW South-[dhss\\_dph\\_CDW\\_exitcosSouth@state.de.us](mailto:dhss_dph_CDW_exitcosSouth@state.de.us)

**Next Meeting**  
**Tuesday, July 23, 2019**  
**12:00 PM - 3:00 PM**  
**400 A Corporate Training Center**  
**DE Technical and Community College, Terry Campus**  
**Dover, DE**