

Date: 1.19.10	LPCC Subcommittee Meeting: Data Review and Planning
Attendance	Sally Gaff, Mira Gasko, Angie Miller, Barb Gustin, Clare Mann, Jillian Condon, Angie Merryman
Review of Meeting Minutes	Minute reviewed.
Holdback/PPP	Copies of letters provided, all funds for September and December reporting were released. For the December report, the SPOE only had to report the items that needed clarification from the September report.
Under 1 yr referrals	<p>Copies of the plan for child find activities for children under 1 provided. Jillian reviewed the activities: NICU packets, developmental milestones checklist for families (created by Child Find/Public Awareness committee).</p> <p>Data packets provided for review: terminated files for children under 1 yr. old. 1264 were under 1 yr. old, however 455 actually went to intake, 36%</p> <p>Second packet is list of intakes completed for children under 1 yr. old that were then terminated. Discussed the various reasons for termination/term codes in the data report, numerous newborn hearing screening referrals, also many foster children</p> <p>The overall data for the cluster is in compliance with the State.</p> <p>Reviewed NBHS referral numbers (184), No longer eligible, and child ineligible numbers</p> <p>Did not see a lot of whereabouts unknown (7)</p> <p>Withdrawn by parent (58)</p> <p>-However some duplicates are in the data reports that were provided, Clare will review data reports to clean up duplicates and will review information again.</p> <p>-2670 referrals received, 1264 of the referrals were under 1 year of age. The terminated file data will be reviewed again at next meeting to get correct numbers/data</p> <p>-Reports will be pulled again for 11/1/08 to 11/30/09</p> <p>-The SPOE also has an administrative assistant working on follow up calls to families that decline at referral. Since that has been in place, the number of terms due to decline at referral has declined.</p>
Review of Indicators	<p>PPP/RFF Performance Report for 2009-2010 –Sample provided to review some of the indicators. For the each indicator there are several items to be reported on including providing the cluster status and quality improvement plan for each indicator.</p>

<p>Identify Areas of Interest</p>	<ul style="list-style-type: none"> -Based on indicators, committee can look at additional data and submit requests for data to review -Will continue to review the children under age 1 data -Jillian will send out email to see what data the committee would like to see at the next meeting
<p>Comments</p>	<p>Public hearings regarding cost participation are 1/20/10 and 2/15/10</p>



First Steps

Data Review & Planning Committee

1.19.10

AGENDA

1. Welcome
2. Review of September Meeting Notes
 - * *Meeting Minutes*
3. Holdback / CPP
 - * *State response letters (2)*
4. Under 1 year referrals
 - * *Data*
5. Review of Indicators
 - * *Holdback report 2009-2010*
6. Identify areas of interest / what data do we need to research

Next Meeting – March 16th @ TBA

Action Plan Cluster A

Child Find Activities for Children under the Age of 1

The LPCC Coordinator will begin to arrange visits with hospital pediatric units and or birthing units within the Cluster. The purpose of these visits will be to determine which hospital personnel are responsible for making referrals to First Steps and establishing a relationship with that person. The LPCC Coordinator will also share referral information brochures and general child development information which could be added to new baby packets given at the hospital to new parents.

The Child Find/Public Relations Committee will continue to work on projects and distribute Child Find materials to increase awareness of First Steps in the Cluster.

The SPOE will continue to work with NICU units to establish a referral process to ensure that we are accessible to all families who need First Steps services.

The Data Committee and Child Find Committees will continue to review and analyze the data being collected on referral sources, average age at initial IFSP and the number of infants not being identified through the evaluation process. The committee will use this information to determine if additional activities are required to ensure that we are serving an appropriate number of children birth-12 month.