

Date: 3.31.09	LPCC Subcommittee Meeting: Data Review and Planning
Attendance	Mira Gasko, Sally Gaff, Angie Miller, Clare Mann, Angie Merryman
Review of Meeting Minutes	NA (first meeting)
Review of Committee & Responsibilities	Copies of Cluster Performance Plan (CPP) provided and reviewed by Clare: CPP is modeled after the State Performance Plan and each cluster develops a CPP. An update is due tomorrow; since the last peer review we have met compliance for 10 day notice, timely 6month reviews, family income documentation, documentation of insurance, and timely data entry of entry/exit interviews. The goal of this subcommittee is to look at some of these areas and what additional data can be reviewed to focus on areas for improvement.
Review of current CPP	<p>Review of CPP Indicators that were not met</p> <p>1.) Services start within 30 days: Focus on documenting that services have started within 30 days. The 30 day start form is now included in each packet and working at training SCs to better track the start date. Mira asked about the online page to electronically complete 30 day start. SPOE is waiting to see if the current form will remain unchanged before funding changes to the local website. The federal guideline is 100% compliance; there are "exceptional family circumstances" that are considered but that is determined Quality Review not the SPOE.</p> <p>3. & 4.) Relate to Indicator 20, see below.</p> <p>7.) Eligible children will have IFSP in place within 45 days of referral: Tracking tools are in place but errors do occur occasionally be error. Will continue to monitor IFSP pending reports and tracking tools for coordinators.</p> <p>16.) Timely 6 month reviews: Have since met compliance indicator based on most recent QR data</p> <p>17.) 10 day written prior notice: Have since met compliance indicator based on most recent QR data</p> <p>18.) Documentation of family income: Have since met compliance indicator based on most recent QR data</p> <p>19.) Documentation of insurance: Have since met compliance indicator based on most recent QR data</p> <p>20.) Timely data entry of entrance/exit interviews: Have since met compliance indicator based on most recent QR data and continue to improve (new system that interviews are entered into and have on person that enters data and an Supervisor that assists with this)</p> <p>Please let Jillian know of additional data that the subcommittee would like to review.</p> <p>Mira noted that she has had difficulty receiving emails with attachments from FS coordinators and has gone to faxing notices the notices instead.</p>
Review list of non-compliance	(Handout provided and reviewed-see above) Additional data needed to report on compliance for indicators 1, 7, and 20.

<p>Prioritize non-compliance</p>	<p>Based on CPP, indicators 1 and 7 should be main areas of focus at this time. Regarding indicator 20 (for timely data entry for entrance/exit interview) system in place requires that the data is entered within 30 days of the child exiting the FS program.</p> <p>Mira mentioned that information and data for indicator 3 appears to be similar to ISTAR. Currently the assessment tool used by the FS program is the AEPS. Mira noted that all students have STN numbers regardless of whether or not they have been in special education. The first four digits indicate where services originated or where the child entered school for regular education students.</p> <p>Handout of cluster wide SPOE report provided and discussed. The Public Relations and Child Find subcommittee received the referral source data and will focus on that. Regarding referrals that do not go to intake (where, why,) the SPOE has an Administrative Assistant makes follow up calls to those that decline. Can perhaps look at that data to see why these families decline and if any trends in zip code breakdown.</p>
<p>Brainstorm ideas for improvement</p>	<p>The committee will request additional data to be reviewed.</p> <p>Who else would the committee like to see represented- Sally suggested an independent provider. Additional suggestions should be emailed to Jillian.</p> <p>Clare recently spoke with mom of child that went through program and had a very positive experience, family is interested in donating in some way to the program</p>
<p>Future meeting dates</p>	<p>June 23 @ 1pm, September 22 @ 3:30, December 15 @ 3:30</p>
<p>Develop meeting date schedule</p>	<p>Tentatively Fourth Tuesday of each quarterly 3:30 (except June and December)</p>