

## **ED Team Committee Meeting**

### **12.9.09**

In Attendance: Sally Gaff, Kamie Cermak, Nancy Bonhivert, Nancy Ostertag, Kathryn Sanders, Jackie Garritano, Jo Ellen Clarkson, Jillian Condon, Clare Mann

Review meeting minutes from September.

Review of ED Team attendance. The cluster as a whole is at 83% for the last quarter. Kathryn asked that it be reviewed with Intake Coordinators the importance of ED team participation including phone in. ED team members asked for a new phone list including interpreter phone numbers.

Discussed proposed policy change regarding cost participation. Clare discussed email that Jillian sent out regarding this proposed change. We are trying to make sure we are looking at all deductions that families have to ensure we have the most up to date income. Currently, there are 700 families with outstanding balance with a total of \$190,000.

Clare was at and ICC meeting where they discussed ways to be financially responsible. All contracts will be cut 10% and the State is looking at ways to be looking at ways and areas to cut. Clare stated they are looking at Eligibility changes, cutting assistive technology. Kathryn asked about looking at the number of services a child gets and limiting them. Clare stated that is one thing that is being looked at.

Nancy O. asked about what they are going to do for those children that are not coming out as eligible due to the age range and the AEPS not capturing it. Clare stated they may be looking at using a different tool for those specific children.

Kamie stated sometimes it seems that some referrals are just not good doctor referrals. Some doctors are making speech referrals too early.

Clare stated she does expect that there will be an eligibility review, the SPOE budget will be cut, number of kids reduced in program. But until then some things we can do are;  
When using ICO – make sure it is clearly documented  
Medical diagnosis is primary no matter the type of service they will be receiving. We need to ensure that we are getting those medical diagnosis to show that we are providing services to these children with medical needs. Kathryn asked if a child gets a diagnosis after the initial plan is written do we need to make sure that the SPOE is getting those codes. Clare stated we will make sure that the Coordinators are checking with the family quarterly to ensure that we have the most up to date diagnosis.

Sally stated that she has not gotten an email from ARC regarding questions that they are asking about these proposed changes.

Clare stated we will keep the EDT updates on any new information. And just to make sure that we are being very responsible with evaluations and eligibility.

## **Family Interactions**

Clare stated that we are looking to come up with some type of document that lays out the evaluation process. Making sure that we are speaking to the families about what is happening, not going into other rooms of their house for toys, introduce your self when coming into the house. We just need to keep in mind that we are guests in people's homes and are handling their child.

Sally suggested that we come up with a set of EDT professional guidelines, Kathryn suggested a possible checklist to make sure that there are things that are done.

### **Introduction**

Say hello to the child / state their name

Explain that one is doing paperwork while one is

Required to do writing to make sure we don't forget things

Explain test procedures

Letting them know before leaving home if the child be a candidate for services

Name Tags – try and have the EDT at the office to take photos and then have Jeanne make the name tags.

Respect confidentiality

Possibly have two documents;

1. professional guidelines
2. home checklist

The SPOE is hosting a Provider meeting January 14<sup>th</sup> and 15<sup>th</sup>. The meeting will be a training and provider meeting. Al Plietner will present a manual to setting up a small business. Mr. Plietner is willing to provide all new providers with a binder. The training will be 1-2 hours and be followed by a 1 hour provider meeting. These meetings will not fulfill the Core training obligation. The meetings will be held at the Portage YMCA.

Ideas for provider meetings:

- ✓ Cover procedures regarding sending information to service coordinators and not directly to ED Team.
- ✓ Submitting progress notes and using the standardized form.
- ✓ Face to face forms need to include suggestions and ideas for families
- ✓ Exit scores process and checklist need to be completed by ongoing providers.  
Need to cover all areas not just your area.
- ✓ Opening up on matrix
- ✓ Availability of OT's
- ✓ Opening up spaces for ongoing therapy
- ✓ Keeping kids on caseload that no longer need therapy
- ✓ Ongoing provider suggestions for new spaces for therapy

ED Team Agenda Items:

- ✓ Annual IFSP meetings being cancelled and re-scheduled
  - ✓ Discussion regarding evaluations of kids referred close to three
  - ✓ Discussion regarding getting information out to ED team prior to evaluation. Is child a foster child, extenuating family circumstances etc. Add on referrals send IFSP.
  - ✓ Lack of OT. Recommended emailing all OTs in cluster asking them to open up more availability. Discuss consultative model for needed therapies.
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**Next Meetings: 3/10/10 & 6/9/10**



First Steps

## ED TEAM Committee Meeting

12.9.09

### Agenda

1. Welcome
  2. Review September Meeting Minutes
    - *Handout of Sept. minutes*
  3. SPOE INFORMATION:
    - EDT attendance at IFSP meetings
      - *Handout of current IFSP attendance*
    - Proposed Changes – cost participation
    - Eligibility
      - ICO
      - Medical eligibility - primary
    - Family Interactions
      - Document for EDT members
    - Provider Meeting Jan. 14 & 15
  3. ED Team Agenda Items:
    - Cancellations / No-shows – Kathryn
    - Concerns with evaluation children close to age three - Kathryn
    - Confidentiality - Jeanne
  4. Comments
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#### **Next Meeting:**

Meetings are held once a quarter on the 2<sup>nd</sup> Wednesday at 3:00pm at the First Steps Office

**March 10<sup>th</sup>**

**June 9<sup>th</sup>**

**ED Team Initial IFSP Attendance –  
September – November 2009**

**STATE STANDARD:** 80% of Initial IFSP meetings will have ED Team representation.

**Cluster A** total Initial IFSP attendance

Total # of IFSP: 250

# of Meetings attended: 207

**TOTAL Average Attendance: 83%**

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**Track 1** total Initial IFSP attendance

Total # of IFSP: 62

# of Meetings attended: 47

**TOTAL Average Attendance: 76%**

**Track 2** total Initial IFSP attendance

Total # of IFSP: 41

# of Meetings attended: 38

**TOTAL Average Attendance: 93%**

**Track 3** total Initial IFSP attendance

Total # of IFSP: 46

# of Meetings attended: 40

**TOTAL Average Attendance: 87%**

**Track 4 / Porter West** total Initial IFSP attendance

Total # of IFSP: 35

# of Meetings attended: 28

**TOTAL Average Attendance: 80%**

**Porter East** total Initial IFSP attendance

Total # of IFSP: 23

# of Meetings attended: 19

**TOTAL Average Attendance: 83%**

**LaPorte** total Initial IFSP attendance

Total # of IFSP: 30

# of Meetings attended: 24

**TOTAL Average Attendance: 80%**

**Newton & Jasper** total Initial IFSP attendance

Total # of IFSP: 13

# of Meetings attended: 11

**TOTAL Average Attendance: 80%**