

Date: 2.6.08	IPCC Meeting: Oversight
Welcome & Introductions	Members: Jade Palin, Doreen Witte, Sally Gaff, Nancy Winiecki, Patti Higginbotham, Deborah Rodecap Staff: Jackie Garritano, Angie Merryman, Clare Mann, Jillian Condon
Review of Meeting Minutes	November meeting minutes were reviewed. Nancy motioned to accept minutes and Sally 2 nd .
SPOE Reports/SPOE Needs	Clare reviewed SPOE report from 4/1/07 – 12/31/07. The number of intakes to IFSPs is up 6%, average age at referral has remained the same. Clare noted that the number of days from referral to IFSP has increased, likely due to scheduling ED team members to attend initial IFSPs. The SPOE is looking into adding ED team members to allow for more availability for evaluations and IFSP attendance. Medical Diagnosis as primary eligibility has also increased which also may increase reimbursement from insurance. Referrals, intakes, and initial IFSPs have also increased. The number of referrals that go to intake has decreased 4%. Clare noted that the decrease may be due to families not following through when referral is made by a source other than the parent. Clare also discussed the need for providers. Cluster wide there is need for OTs and STs and currently St. Margaret Mercy is the only hospital that has FS providers, hospitals prefer services take place at the clinic rather than have therapists travel.
Committee Reports/Coordinator's Report	Public Awareness/Child Find: Jillian reviewed NWT Times quarterly magazine that is focused on families. The current edition has an article on FS written by a parent. Jillian stated that the magazine went out in Sunday's paper and is also delivered to area businesses such as doctor's offices in order to reach a variety of demographics. Information packets were sent out to area NICUs. The packets included a letter to parents, a brief description of the program, and some resource information. The packets were sent with a letter inviting NICU/hospital staff to contact us for an in-service and/or additional information.
	Transition: MOAs are being reviewed and are due in June. The annual transition event will likely take place in March at Geminus in Merrillville. Jillian stated that the event will take place on a Saturday from 10a-12p for children 24 months and older that are in the FS program. There will be a keynote speaker and vendors such as hospitals, YMCAs, and private agencies. Jillian is also working with local LEAs to attend upcoming events and provide FS information, and has recently attended events at Westlake and the preschool preview in Valparaiso.
	Provider Relations & Recruitment: Jillian stated that regular provider committee meetings are being planned to provide a forum for discussion and to share ideas. ED Teams may also meet quarterly with upcoming dates TBA. The need for providers across the cluster was also discussed.

<p>Fiscal report</p>	<p>Clare stated that amendments are due by 1/31/08. It was also noted that funding has not increased and the budget remains typical. Clare also noted that \$12,500 was moved from personnel to supplies in order to purchase additional computers for the SPOE. Approval needed for amendments and motion was passed. The State has changed the computer payment system to People Soft. During that transition, reimbursement had stopped. Since then, the bank has increased the line of credit which could cover 8weeks/3payrolls in case of a reoccurrence. Jade stated that Healthy Families received notice that their payment from the State may be delayed and suggested looking into the issue. Clare also noted that regarding a line of credit, interest cannot be billed to 1st kids and therefore is not recoverable.</p>
<p>New Business</p>	<p>Holdback Report: The report was submitted to the State on 1/15/08 and will be discussed with the consultants this month. Any concerns/issues are discussed with the consultants who, at that time, may request additional information/documentation.</p>
	<p>Peer Review: The peer review is scheduled for June 26th-27. Provider billing audits will also be conducted throughout the State, with 1st Kids being one of the contractors for the review. Notification was recently mailed out to randomly selected providers. Providers are required to submit all face-face sheets for billed time during a selected time frame which is then compared to EDS billing date. Billing issues that arose during the last audit were typically regarding travel time between appointment times and allowing for time between siblings.</p>
	<p>ED Team: The SPOE is looking at adding members to the ED teams to increase attendance at IFSPs, as well as, allow for more evaluation days and possibly decrease the number of days from intake to IFSP. ED team members have participated in IFSP meetings by phone, however, at this time they are not paid for phone participation. Jillian will do another pull to look at ED team attendance at initial IFSPs.</p>
	<p>REF: 08-09 RFF packet provided. At the last meeting the draft was reviewed. Signatures are needed on the final copy.</p>
	<p>ASK Parent Liaison: The parent liaison position is currently open but may be filled soon. The liaison must be a parent, will work approximately 20 hours a week from home, therefore the liaison will not be housed in the FS office.</p>
	<p>Insurance: In regards to parent questions about billing and private insurance, the State has a process in place to address such concerns. When a parent has questions about FS billing their private insurance, the family's insurance information is first verified in the SPOE computer. Then a form is completed with the parent and insurance information which is then put on a list that is submitted to the State on a weekly basis. The list is reviewed with the bureau consultants and EDS together to resolve issues. One of the main concerns parents have is whether or not their insurance has been billed. Many claims are submitted but do not go through due to the claim typically being of a developmental concern and not medical. Parents are often unaware that the claim was submitted to the insurance. It has been reviewed with coordinators to make sure they thoroughly explain co-pay and the billing process to families.</p>
	<p>Staff updates: Jackie Garritano is the Service Coordinator Supervisor and Dana Jones is Service Coordinator Supervisor Assistant. Dana is also organizing trainings for new staff and ongoing. Two service coordinators and 1 intake coordinator have been hired. A third service coordinator will likely be hired as caseloads continue to grow. The</p>

	<p>new service coordinators will be work out of the office for 6 months to year. Currently, intake and service coordinators have been meeting in smaller combined teams, divided according to tracks, each with a team leader. The teams meet weekly in order to provide an opportunity for increased communication, transfer files, and share ideas. Response has been positive. A new office organizational chart has been provided on page 6 of the RFF.</p>
Old Business	<p>Concerns/Complaints: Copies of the concern/complaint logs for the past quarter were provided and reviewed by Angie. Complaints are logged and sent directly to the State for review. Concerns are logged and sent the bureau consultants on a monthly basis. During the 3rd quarter, there was a total of 13 concerns and complaints submitted to the SPOE; 10 from Lake Co., 2 from La Porte Co., 1 from Porter Co.</p> <p>Eligibility: The Eligibility Tracking report was handed out. Angie reviewed the report: 1 children scored -1 SD in 2 areas, 3 children scored -1.5 SD in 1 area. Therefore 4 children would have been eligible for services under the previous criteria. Re-evaluation was recommended in 3 of those cases.</p>
	<p>Cost Participation: The Cost Participation report was handed out and reviewed by Angie. There were no families that terminated, reduced, or declined services during the 3rd quarter.</p>
Agency Announcements	
Adjourn	<p>Meeting adjourned: Patti Higginbotham 1st, Sally Gaff 2nd</p>
Additional Comments	<p>Jillian has put together an email list for FS families to receive information. The family newsletter, which now includes a new transition piece, will be sent out via email to families.</p> <p>Next meeting: May 7, 2008 @ 9am</p> <p>Early Childhood Conference: October 3-4</p>