

<b>Date: 3.25.10</b>	<b>LPCC Subcommittee Meeting: Public Relations &amp; Child Find</b>
<b>Attendance</b>	Jillian Condon, Wendy Kaplan - Community, Melissa Maj - Community, Michele Piskol -EI, Christine Cangiano - Community
<b>Review of Meeting Minutes</b>	Minutes reviewed.
<b>Policy Change</b>	Jillian reviewed the FS Proposed Policy Change regarding Cost Participation. Jillian stated that at the last public hearing in February, the State ICC did read a statement in support of the change. She stated that we believe the change will go through, but at this point we have not heard any further information. As soon as the SPOE is notified of any changes we will let all councils and committees know.
<b>LPCC Assistant</b>	<p>Jillian mentioned that Candy Forsythe is still doing child find activities and assisting with LPCC activities. She will be meeting with Jillian on a monthly basis to review what has occurred over the past month. Jillian will then share this information with the committee.</p> <p>Jillian also stated that we are currently having one of our staff translate the Red Flag Checklist to Spanish. She discussed the fact that the SPOE has worked very hard to make a Spanish intake folder for new parents enrolling in the system. However, we do not have a lot of general information on the program available in Spanish for health fairs and mailers. Therefore, this checklist will be able to be used for that purpose. We have gotten positive feedback now that we have started using it so we believe it will be very helpful to have in Spanish.</p> <p>Jillian reviewed the current Child Find under 1 plan. Handouts of the current plan were provided</p>
<b>Review child find under 1 plan</b>	
<b>Child Find Plan 2010-2011</b>	<p>The committee discussed ideas and ways to locate and target the under one populations. We currently do a lot of child find to doctors offices, and they are our second highest referral source. Therefore, the committee brainstormed on what other locations see the population we need on a regular basis. The local county Health Departments were discussed. Health Departments seem to be doing a large amount of the immunizations for the children in our community. It was decided that it would be a good idea to target the local Health Dept next quarter. Jillian will develop a letter talking about first steps and our efforts to find child in need of our services as early as possible. Jillian will work with Candy to develop an individual packet for the offices and send them out.</p> <p>It was also brought up that many babies and children under one are placed in the Carmelite Home as well as the Nazarene Home. It was suggested that we speak with those two locations for referrals. Jillian stated that we currently work very closely with both community foster homes. We are consistently receiving referrals from them since we have children in FS that are currently getting services with them so there is always an Intake or Service Coordinator there to provide information.</p>
<b>Announcements</b>	<p>Wendy - Healthy Families</p> <ul style="list-style-type: none"> <li>▪ Child Sexual Abuse Conference will be held on April 21<sup>st</sup> at Avalon Manor. It will be hosted by Geminus and Community Partners and is \$25 to attend.</li> </ul>

- Child Abuse Forum will be held on April 30<sup>th</sup> at IUN. Jim Hmurovich, President and CEO, Prevent Child Abuse America, will present at the event.
- Healthy Families will be doing a Cherish the Children Event. Funding through Community Partners purchased unfinished chairs that will be decorated and finished by local High Schools and Middle Schools. They will then auction off the finished chairs on May 5<sup>th</sup> at Andora. There is a \$5 donation for the event.

Melissa – ASK

- There is a support group meeting and vendor fair on May 1<sup>st</sup> at the Kouts Library for Moms of children with special needs. Melissa and Christine will provide FS brochures.

## NORTHWEST INDIANA FIRST STEPS

### Public Relations & Child Find Committee

May 10<sup>th</sup>, 2010

Agenda



1. Welcome & Introductions
  2. Review of March Meeting Notes
  3. Follow-up: Proposed Policy Change
  4. Candy / Child Find Information – Excel Spreadsheet
  5. Target Locations:
    - Health Departments
    - County Trustee offices

\* Packets sent to each office including letter, brochures, referral forms, growth charts
  6. Updated Resource Library
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Next Meetings:

**Oversight Council** – August 18<sup>th</sup> at 9:00am @ the First Steps office

**Public Relations & Child Find** – September 9<sup>th</sup> at 9:30am @ the First Steps office

**\*All meeting dates can be found on the local website at [www.nwifs.org](http://www.nwifs.org) on the Events page.**



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June 8, 2010

Dear Lake County Health Department:

My name is Jillian Condon. I am the Council Coordinator for Northwest Indiana First Steps. I wanted to take a moment of your time to make you aware of the First Steps program. As you may know, First Steps is a family centered, community based, coordinated system, which provides early intervention services to children birth to three years of age, who have developmental delays or are at risk for developmental delays. The goals of this program are to enhance development of infant and toddlers with disabilities, reduce the need for special education, enhance families' capacities to meet their child's special needs and increase identification of children at risk for developmental delays.

State wide last year, First Steps counted a total 19,252 infants and toddlers who received services through the system. Northwest Indiana First Steps accounted for 2,101 of the children served in the state during that time frame.

**We are currently working to improve our child find efforts by identifying children as early as possible, especially prior to their first birthday. We understand that the local Health Departments play a large role in our family's health. We hope with your help we can better serve the children and families in our community.**

Without the community's awareness of First Steps, children would not receive the necessary services. We hope that you will pass this information on to the families you have contact with that you feel may benefit from First Steps.

Enclosed in this packet you will find program brochures, growth charts, as well as referral forms that can be completed and submitted to our office.

I would be more than happy to meet with you, or your staff, to discuss First Steps. If you would like to further discuss the First Steps program or if you have any questions or concerns, please feel free to contact me at (219) 662-7790 (ext 24) or by email at [jcondon@nwifs.org](mailto:jcondon@nwifs.org).

Sincerely,

Jillian Condon  
Council Coordinator

Enclosures

## **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.

## March LPCC Activities/ Child Find and PR

### First Steps Materials Provided to Medical Providers

Dr. Parikh  
Dr. Alsakaji  
Dr. Christie  
Dr. Walker  
North Shore Health Centers

### First Steps Materials Provided to Social Service Agencies

Bella Boo's – Lake Station  
Parents as Teachers – Hobart  
Accurate Hearing - NWI  
Children's Dental Clinic - NWI

### Meetings, In-services, and Social Service/Health Fairs

Porter County Step Ahead - 3/2/10 – Adoption Presentation  
Jasper County Step Ahead – 3/9/10 – H1N1 results of immunization effort  
Hobart Healthy Kids Day – 3/13/10 – provided 1<sup>st</sup> Steps info to public  
Fight Hunger-Feed Change Conf. – vendor-3/23/10 – provided 1<sup>st</sup> Steps info

### Community Resource Info Provided to First Steps Staff

Bella Boo's – Lake Station  
Parents as Teachers – Hobart  
Accurate Hearing - NWI  
Children's Dental Clinic – NWI  
North Shore Health Centers  
Caring Hearts, Child Care – Hobart  
Autism booklet for Parents  
ASK hand-out – Individual Health Plans

## February

### LPCC Activities/ Child Find and PR

#### First Steps Materials Provided to Medical Providers

Dr. Rao	Dr. Ames (Hilltop clinic)
Dr. Stroman	Dr. Lin/Gatz/Pi
Methodist Hospital	Riley Children's Hospital

#### First Steps Materials Provided to Social Service Agencies

Catholic Charities (Gary)	Kids Peace (Merrillville)
Valparaiso DFC	Kid Works (Chesterton)

#### Meetings, In-services, and Social Service/Health Fairs

Porter County Step Ahead - 2/2/10 – Rebuilding together Presentation  
Fun with Foundations work shop (CCRR) – 2/3/10

#### Community Resource Info Provided to First Steps Staff

Rebuilding together brochures for assistance.

List of Porter County Child Care sights seeking approval for foundations from CCRR.