

## Wisconsin Governor's Birth to 3 Program Interagency Coordinating Council (ICC)

Department of Natural Resources (GEF II building) Conference Room G09  
101 S Webster Street  
Madison, WI 53707-7921

### MEETING MINUTES

Friday, August 14, 2015

9:00 AM to 4:00 PM

**Council Members Present:** Cindy Flauger, (chairperson); Terri Enters; Sharon Fleischfresser; Jennifer Giles; Guiliana Miolo (Non-voting designee, D. Simone DeVore); Rebecca Wigg-Ninham; Rebecca Chown; Kristine Nadoski

**Council Members Absent:** *William Barreau; Terri Wixom; Dr. Simone DeVore; Julie Walsh; Carla Witkowski;*

**DHS Staff:** Laurice Lincoln; Dana Romary; Lori Wittemann; Kate Johnson; Gary Roth- DHS video technician

**Workgroup Members/ Invited Guest:** Emilie Braunel; Sara Tortomasi; Sara Van Deurzan; John Shaw; Michelle Davies; Elizabeth Wahl

**General Public Guest:** Brad Christensen, Xerox Government Health Care

#### Meet and Greet (8:30am to 9:00am)

This is time allotted to allow for members, guest and general public to network and reconnect as well as opportunity for web cast locations to test and connect with primary meeting locations prior to the official start of the meeting.

The meeting commenced at 9:00 AM.

#### 1. Welcome and Introductions

- Terri Enters, council member welcomed Council members, invited guests and members of the public. Terri explained that Cindy Flauger, Chairperson was here but left the meeting to attend to a personal issue and requested that Terri conduct the meeting. Terri conducted a role call for web-cast attendance and requested that the members and guest in attendance introduced themselves.

#### 2. Public Comments:

- John Shaw spoke to the council and invited guest about Wisconsin Partners in Policymaking application process for a six-session advocacy and systems change training program designed to develop future leaders across the state. John provided handouts of the application and process as well as his contact information, P: 608-266-7707 and [John1.shaw@wisconsin.gov](mailto:John1.shaw@wisconsin.gov). John also expressed a desire to have a member from his group participate on the ICC Council.

#### 3. Operational/ Members updates

- Council reviewed and accepted the agenda without change and agreed that Terri Enters will lead the meeting in place of Cindy Flauger until she returned to the meeting. The minutes for the May 1, 2015 meeting were reviewed and approved by the council members – Sharon F. made the motion and Jenny G. second - the motion was carried.
- The date(s) for next ICC meetings were reviewed and a tentative schedule proposed:
  - November 9, 2015 – same location as today's meeting.
  - January 11, 2016 (week of, for scheduled date and time) – Members will participate in a 2-hour phone conference to approve the Annual Program Report (APR).

- February 9, 2016
- April 22, 2016 – during Circles of life conference in Pewaukee, WI at the Country Springs Hotel
- July 22, 2016

#### 4. DHS State Updates

Terri Enters provided ICC members with the following DHS updates:

- Camille Rodriguez has left her role as Bureau Director for Children Long Term Care the Bureau has an interim director, Deborah Rathermel.
- Wisconsin Birth to 3 Program Determination Status – Terri E. discussed the error in reporting that resulted in a needs assistance determination.
- Terri reviewed the Part C Matrix from Grad 360. Information reviewed is available to the general public under the state’s name at the Grads 360 website.
- Terri E. discussed the matrix and child outcomes reporting. Terri E. explained the process used by the Birth to 3 Program to 3 reset the baseline for child outcomes related to Indicator 4 data. Currently, outcomes data is only collected for children who are eligible and participate in the Birth to 3 Program for 6 months or more, Wisconsin Birth to 3 Program would like to change this and collect data on all children participating in the program. We have a high % of children that come in our program after age 2 which results in about 30% of children in the program participating for less than 6 months. OSEP is considering this information. Terri E. stated that this has raised questions regarding child find activities across the state. Sara T. noted that families come specifically for assistants with transition to school so they come to the Birth to 3 Program later then they should especially for speech concerns. Sharon F. suggested continued work with early screening and training to give parents a chance to make an informed decision. Terri E. suggested that the Quality Assurance work group look at this practice and the 30% related to children entering later. Sharon F. agreed that we needed to collect additional data to guide our decision making, assumptions are made without data. Jenny G. said it would be good if we could be able to track the child’s progress and movement through the system.
- Terri compared the importance of developing a clear picture for our indicator 4 data to the work completed in reviewing and collecting data for WE-TRAC and the Sound Beginnings program for children who are deaf and hard of hearing. Sharon F. stated that now in WE-TRAC we can actually monitor who has been screened and served etc. data guides our efforts and work.
- Terri noted that DHS will continue to work with counties to review and evaluate their outcomes data.
- Leadership Conference Overview:
  - Every other year the Office of Special Education Programs (OSEP) holds a conference and invites Parts B and C coordinators, staff and stakeholders.
  - Parents Partnership Workgroup members Sara T. and Emilie B. attended the meeting with staff from the DHS Birth to 3 Program team. Emilie B. thanked DHS for the opportunity to participate and provided feedback to the ICC Council Members regarding the conference. Emilie B’s comments:
    - The ICC Conference meeting held specifically for ICC members and participants (*the first day of the conference*) provided opportunity for Sara T. and I to meet and talk to other ICC participants in other states. The other state

representatives were also struggling with getting their Governor's office to make appointments to their ICC.

-During the meeting ICC participants discussed the national and state priorities and the work of State Systemic Improvement Plan (SSIP) Phases I and II. Sara T. and I participated in a national legislative update followed by small group discussion (topic): How to keep parents engaged and ideas for recruitment and addressing barriers for parents to participate.

- Sara T. and Emilie B. shared ideas from the discussion:
  - Starting each ICC meeting with a family story.
  - Conduct orientation for new members annually and refresher orientations for all members.
  - Discussed parents feeling as equal partner, consistent attendance and group cohesiveness.
  - Ensure readability of annual report and data for everyone.
  - Provide opportunities for engagement between families and professionals.
  - Plan and address concerns regarding reaching families with linguistic barriers and technology barriers.
  - "Instead of looking at the signer (Governor's Office) to secure appointments, turn and look the other way - let parents know that they are not being represented."
- During the conference the DHS Birth to 3 Program team met with our federal level state leads to address four different content areas. The DHS team participated in uniformed guidance in use of our federal funding dollars. The federal budget proposed is 34 million dollars. If it passes, that is about \$900,000 for Wisconsin, but it can be sequestered.

### **Workgroup Activity Reports**

- Parent Partnership Workgroup – State Survey of Local ICC's or related Groups -  
Most current version of the survey was presented by the work group members:
  - Goal of survey – to provide access and accessibility to parents of children with a diagnosed or developmental delay to participate on decision making groups related to the availability, services and care provided for children and families.
  - The objective would be communicated as part of the survey distribution.
  - Distribution options for the survey included county Birth to 3 Program coordinators and that CESA 5 Resource partners taking the survey out into the field.
  - Emails containing a survey link sent to the collaborating partner's group list and to other known early childhood groups.
  - Review of the questions. The council made suggestions for updates to the survey.

Next steps for the survey – Members suggested that the survey is piloted.

Sharon F motion that the PPW proceed with the survey and send it out after it has been updated with the revisions and edits discussed today and that the progress is reported back to the ICC at the next meeting.- Second by Rebecca Wigg-Ninham. Motion passed

- Quality Assurance Workgroup -
  - Strategies - recruiting members for participation
  - Process for monitoring ICC Focus Area Progress
- Fiscal Workgroup – Recruit Members starting in the 2016 –

- Terri E. discussed the fiscal workgroup activities and recruitment needs. Terri E. noted that Kate Johnson is the state lead supporting the fiscal workgroup. For years DHS has consistently allocated funding based on previous guidelines. DHS is currently completing a more in-depth fiscal analysis to restructure the decision for allocations and based it more on data collected. DHS will be pulling in county administration and coordinators to look at that work. About 6,000 of Birth to 3 Program children have access to MA.
- Maintenance of Effort (MOE) is a responsibility by the state Birth to 3 Program to demonstrate that we are spending the same amount of money every year to provide early intervention services. The DHS Birth to 3 Program had counties in 2014 that received funding reductions because of not meeting their maintenance of effort. Part of the analysis is to look at the DHS allocations to the counties. Looking at cost per child as one of the parameters. Sharon F. asked if this would be a resetting of the base and Terri E. said yes. Terri E. noted that DHS will look at the Federal formula for distribution of the grant.
- Terri started to talk about the timeline – related to the ICC Retreat Focus Area Recruitment and Orientation of New Members.
- Quality Assurance Workgroup is working to find ways to communicate with families via email. Quality Assurance workgroup members identified - Lori Wittemann is the state lead supporting the quality assurance group. Rebecca Wigg-Ninham, Jenny Giles, Dr. Simone DeVore.
- DHS has this new system - Delivery.gov – this email will provide information and engagement opportunities to families. Sharon F suggested text messages and including links.

### **SSIP Phase II Progress**

- Terri E. reviewed the timeline for Phase II of the SSIP – Social emotional development discussion around children that are involved in families and are referred because of the Child Abuse Prevention and Treatment Act (CAPTA). Terri E. noted that only 15% of CAPTA referrals enroll in the Birth to 3 Program. The DHS Birth to 3 Program focus in the SSIP on social emotional development is not moving the program focus away from all areas of development only providing a more robust intent in the use of tools to identify and address social development. Terri mentioned the CAP stone project for Infant Mental Health – Early Childhood Comprehensive system work. Sarah T. state that her Birth to 3 Program is looking for better assessment tools to measure social emotional development.
- SSIP PHASE II is due April 1, 2016 – Terri E. reviewed the guidance tool for OSEP for Phase II. Jenny G. noted that the plan must be sustaining. Members requested a copy of the guidance form – Terri E. stated she would send it out to the members.
- Terri E. discussed the guidance and the use of evidence based practices to provider early intervention services.
- Stakeholder involvement is a major component of this plan – three small implementation teams working to develop the plan.

### **DHS Staff Updates**

5. ECO Family Outcomes Survey – review of the ECHO Family Outcomes Survey process and timelines was presented by Laurice L. state lead
- Terri E. discussed contracts for the FFY 2015-2016 – Directions from DHS administration to provide lean government required the Birth to 3 Program to streamline our contracts. The contract with the Waisman center ended as of July 1, 2016 and the professional development work was placed into a single contract with RESource CESA 5

- Lori W. spoke to her work at promoting mediation for families and developing strategies on a national team to be used by other states.
  - Kate J. spoke to the Circles of Life Conference – call for proposals going out via email to DHS list serve.
  - Terri E. discussed the work of the state Birth to 3 Program to improve its branding and develop a unified vision –DHS also wants to work closely with the ICC members to word smite the guiding principles.
6. Motion to adjourn Cindy F. Sharon F second. Motion carried