

**Early On® Redesign Staff Meeting**  
**Wednesday, October 12, 2005**  
**MDCH, Room 210**  
**1:00-4:00 p.m.**

**Minutes**

**Participants:** Joan Blough, Lindy Buch, Lori Goike, Maureen Greer, Michele McManus, Nancy Peeler, Dawn Ritter, Barb Schinderle, Vanessa Winborne

**Maureen shared materials from Florida about parent training. She also shared resources from Indiana's family involvement piece.**

**Eligible Population Task Force:**

Five of twenty-seven people have registered. Resource materials are sent as people register. Next week, a follow up e-mail will be sent to those who have not yet registered.

**Parent Leadership, Education and Support Task Force:**

Invitations went out October 11. The meeting will be held October 25, 2005 from 1:00-3:00 p.m. at MDE, Conference Room UP2.

**October 20, 2005 Results Teams Meeting:**

All materials have been copied with the exception of Carl Dunst's power point presentation.

Carl's hotel reservation will be made and Nancy will follow up with Carl regarding his travel plans and dinner.

Mike Flanagan will attend to thank the participants for attending the Results Team meetings and being part of the *Early On* Redesign process. Lindy will ask him to thank the facilitators publicly for their role in the Results Teams.

Certificates will be given to Results Team participants in appreciation for their contributions to the *Early On* Redesign.

**OSEP Conference:**

The Parent Involvement Committee will be asked to review the regulations once they are released.

Tamara Nelson and Chandra Jones have expressed interest in attending the conference on behalf of the SICC. All SICC members were invited.

Vanessa and Michele aren't sure if they are attending, since MDE will have new *Early On* staff who may wish to attend the conference. Nancy, Joan, Lori, Dawn and Teresa are attending.

**Other announcements:**

Kathy Hebbeler will present at the Pre-Day meeting of the Early Childhood Collaborative conference.

MDE has hired a new *Early On* Secretary named Patricia Lone. A 619 Coordinator will soon be hired along with a consultant to replace Ben's position.

**SICC Meeting Agenda Items:**

Redesign staff suggested items for the November 18<sup>th</sup> SICC meeting, which include:

- A presentation of the recommendations from the Redesign, including the Causes and Forces meeting, The Results Team meetings, other Task Force meetings, and Leadership Team recommendations. The presentation would last approximately 40 minutes.

The SICC participants could then break into small groups to discuss the recommendations and vote on them.

- Michael Gillespie is prepared to give a data presentation on system review findings.
- The State Performance Plan (SPP) will be shared with Council at the meeting.

**State Performance Plan:**

A request for comment will be forwarded to the Redesign website, the *Early On* Coordinator's listserv, and the special education directors listserv to seek their input regarding a proposed definition of the term 'timely services' for an item on the Part C SPP. When people respond, they will also be asked to indicate their role within *Early On* and the county they represent so that we can better document which stakeholders are participating in the redesign work via the 'virtual' table.

Before posting, the question will go to Leadership Team for approval. Once approved, it will be posted on the Redesign website, the *Early On* Coordinator's listserv, and the special education director's listserv. Once approved, Barb will send to Nancy for all postings.

The Parent Involvement Committee has requested that when we put out a request for comments, a hard copy of the materials be sent to all parents who are on LICC's. Nancy will do this for this comment request, and MDE will work on how they will be able to do this in the future.

**Data System:**

In order to collect the data necessary for the SPP, the EETRK data collection system will be enhanced, by adding some data fields. The work of the ECO Center can help states regarding data collection for the child and family outcomes. The recommendations from the Results teams will be looked at to see what strategies were generated relating to data collection and our data system.

Allan Knapp will be invited to attend part of the meeting or join by phone for a portion of the meeting on October 19. If he's not available, we will ask for his data. Mischele will follow up with him.

Questions for Allan:

- Regarding the data field, can we change the definition of when services start and make it a required field?

Currently, the data doesn't show that we know the date the services started.

Currently, we can look at the WSU interviews to see what families have stated about services being timely or soon enough.

**Next meeting:**

- ❖ The Lead staff person will move the SPP document as far as possible by Oct. 19.
- ❖ Maureen will do a crosswalk of the three family surveys (ECO Center, NCSEAM, Family Benefits Inventory-Gloria Harbin's survey).
- ❖ The goal would be to have a solid draft by end of day Oct. 19.
- ❖ Lead staff should bring their laptop with the SPP template downloaded.

A future activity related to the family outcomes could be to ask The Parent Involvement Committee to review the family surveys and give guidance as to what survey will be most likely to be answered by families.