

**Redesign Staff Meeting**  
**Wednesday, September 7, 2005**  
**MDE, Runkel Room, 4<sup>th</sup> Floor**  
**9:00 a.m.-4:00 p.m.**

**Minutes**

**Participants:** Joan Blough, Lindy Buch, Jan Cheeney, Michael Gillespie, Lori Goike, Maureen Greer, Teresa Marvin, Mischele McManus, Cheryl Najm, Nancy Peeler, Dawn Ritter, Barb Schinderle, Vanessa Winborne

**Results Team Meeting (Day 3)**

The agendas for the next two meetings have been sent to staff and facilitators. It was suggested that staff resend the research review form to their groups. Everyone should also be reminded to RSVP for the next meeting. The group requested a list of people who have registered for the next meeting (9/16).

Prior to the next meeting staff will have reviewed all data sources, identified what data is relevant for their results group, and will have worked to make sure the information is conveyed to all participants. Staff will make sure there is a full set of all data in their room. Mischele asked for a full list of the data such as a table of contents, which Joan was typing during the meeting. It was asked that Barb put together a master file of all data.

**Facilitator and Chair Conference Call**

Amy Mason, Ruth Andrews, Becky Davis, Bryn Fortune, and Sheryl Goldberg participated in the conference call. All staff and facilitators should have received a copy of the process agenda for the September 16 meeting via email last week. At the August meeting, participants were asked to bring back one piece of research relevant to their outcome to share with their group at the September meeting.

The program will start with a speaker, Gloria Harbin, who will talk about family outcomes and research related to the family outcomes. The group will then break into the Results Groups. There is no expectation that work will be completed next week. The process will be described to the large group in the morning. Staff is working on sorting the pieces of data out that are relevant to each Results Group. Staff will send out all of this information by September 8, 2005.

Staff will play a more critical role on September 16<sup>th</sup>. Facilitators will need to keep the discussion moving and participants focused on relevant data. Once the group does the scan to determine strengths and weaknesses, step two will be review of applicable research. Step three is to generate strategies related to the outcome, based on the data and the research reviewed. Staff is asked to call or email facilitators to answer any questions they still may have. Staff and facilitators will meet prior to the meeting from 8:30-9:00 a.m. to go over any last minute questions.

It was suggested that facilitators get through as many sections as they can since finalization of recommended strategies will take place on day four. Facilitators should keep track of references for research pieces that were used. Use “purple sheets” to record the information. Make sure strength/weakness/research/strategies are noted for all components listed in the environmental scan chart. Build on strengths identified in the data using evidence-based practices identified in the research to create strategies. How is this strategy going to help *Early On* achieve the outcomes for children and families?

**Updates:**

**Fiscal Study**

The proposal from Karleen Goldhammer was shared with the group. The studies will take five months to complete. Completion of redesign work will be pushed back until the studies are done. Maureen stressed that the Redesign work cannot be completed without these studies happening.

Next steps:

Vanessa will check with Gary Schafer to find out if there are any funds left over from last year to fund this work. Maureen will call Ann at NECTAC to find out if help with funding this project is possible. If yes, Vanessa will call Linda and formally request assistance.

**Eligibility/Prevalence Task Force:**

The group brainstormed on who should be invited to participate on this task force. The work of this task force needs to be completed and have a recommendation of a prevalence indicator for the SICC in November. Redesign staff will work on a calendar at their September 15, 2005 meeting. Part of their work will involve indicators from the results meetings.

**GSEG Grant:**

Mike Sharpe from the North Central Regional Resource Center (NCRRC) joined the meeting by phone. Allan Knapp also joined the meeting. Vanessa and Lindy met last week with DIT, CEPI, and people from the Grants office. The group was encouraging to move forward with applying for the grant. OSE-EIS is also going to apply for the grant under a different section.

Currently:

- EETRK, mostly used by ISDs, captures data twice a year for infants and toddlers.
- A larger tracking system is in place for Special Education, with eight-ten daily tracking systems around the state. This keeps up with federal and state data changes quickly and it's free. As part of this system, annual data is collected for Special Education which ties into the single records student database. CEPI collects this for all children in the state three times a year.
- A recent project was started to link identifiers within the three data systems. By the fall of 2006, the system won't accept children that don't have a unique identifier.
- EETRK will soon be moving into the same data system as used by Special Education.
- It is a web-based application.

- DHS has a contract with DCH to create a data warehouse, and it's a 5-year plan.
- Infant and toddler standards are being developed.
- The ECO Center outcomes have been adopted by Michigan.

The two main tasks are:

- To develop technology, using a single common identifier so that systems across agencies communicate with each other, and also to be able to generate reports using real time data.
- Once integrated, the system needs to be able to collect outcome data for children and families and build the system to fit in with the larger early childhood movement within the state.

Other highlights:

- ~ Develop a plan to plan what the outcome of the 12 month time frame is, keeping it reasonable. Create a plan to get a long-term plan.
- ~ Outcomes and indicators will drive the process and the data collected.
- ~ DIT and CEPI would like to be involved. Start with something that exists and build on it.
- ~ In the short term, adopt the NCSEAM family survey to collect the data needed.
- ~ Also in the short term, add a field into EETRK associated with each child so that if we are able to obtain real time data, it will allow us to see what children have come into the system and who has exited.

Next steps:

- Nancy will develop bullet points for the grant.
- Joan will look through what they sent us to see if anything can be lifted or reframed.
- Identify the technical people who can help come in and connect the data systems. Vanessa will start putting names together.
- Learn more about the DHS/DCH 5-year data plan and talk to people on the task force.
- Figure out how outcome data can be collected.
- Mike Sharpe and Vanessa will determine a meeting date to review a draft he has put together, which will align with the State Performance Plan. Mike's email address is [sharp004@umn.edu](mailto:sharp004@umn.edu)
- Vanessa will send Mike work completed, so far, with outcomes.
- Ask Mike to do a literature review of suggested research.
- After the draft is complete, letters of support will be requested from DIT, CEPI, WSU, and EETRK.
- Maureen will email Redesign staff data that other states are collecting.
- Identify a project manager, the who's and the what's.

**Data for Environmental Scan:**

Redesign staff discussed the scan questions and available data sources for the IDEA Part C Components. Joan made notes and will send Redesign staff the data sources that correspond to their outcome. Some of the components have no data.

Vanessa is responsible for sending Redesign staff:

- EOT&TA data

(A request was made to see if data shows how much technical assistance is given to a local area who has undergone system review.)

- A synopsis of the WSU family interviews.
- Vanessa will review the Wayne State University data report to see if it contains demographics for the family survey. If so, she'll send that to staff as well.

Michael will send the sampling procedure to staff.

Mischele will send staff the local memorandum of understanding data and the new CIMS policy about sanctions.

Staff will send an email to their groups with the data needed for their outcome and remind them to bring back their packets.

**Other:**

Additional thick markers and 8 boxes of large Flipcharts will be ordered.

The EOT&TA kick off, scheduled for September 19 has been cancelled. They will host something at the Early Childhood Collaborative conference in January.

Copies of the agenda, evaluation, and Gloria Harbin's presentation will be made. Barb will have a complete copy of all data.