

Early On® Redesign Staff Meeting
MDE, Conference Room B
July 14, 2005
1:00 – 4:00 PM

Minutes

Members Present: Lindy Buch, Julie Fitzgerald, Michael Gillespie, Lori Goike, Maureen Greer, Teresa Marvin, Nancy Peeler, Barb Schinderle, Vanessa Winborne

Members Absent: Joan Blough, Michele McManus, Dawn Ritter

Report from Leadership Team:

☼ The Leadership Team approved the Fiscal Study proposal. Vanessa and Lindy will work with the new MDE fiscal consultant to see if any FY 2005-2006 federal Part C funding could be made available for the fiscal study (by looking at sources of unspent funds in past years, etc.); Doug Paterson cited the importance of the fiscal study to the redesign process and promised that Community Health would help assure the costs are covered.

☼ The Leadership Team recommends beginning Karleen Goldhammer's contract and getting started with Step 1 of the Fiscal Study, e.g. the planning session for development/identification of revenue/cost study needs. The proposed date for this work to be done is August 22, 2005. Redesign staff will engage in further planning for the 8/22/05 meeting at their July 28, 2005 meeting. Redesign Staff will consult with Leadership Team regarding the identification of individuals to serve on the Fiscal Study Task Force. Recommended individuals need to have expertise in either the financing of *Early On* at the local level or in the financing of early childhood and early intervention programs at the state-level. Families will also be asked to participate on the Fiscal Study Task Force.

☼ The Leadership Team received an update from the Redesign staff representative and the Redesign Coordinator regarding the planning for the Results Teams. The Leadership Team expressed its support for the Redesign staff efforts and is looking forward to being involved in the Results Teams work.

☼ A recommendation was made by the Leadership Team to convene an Eligibility/ Prevalence Task Force to help determine the number of children Michigan could be serving. See details under Step 2: Determining the Eligible population.

☼ Vanessa Winborne, State *Early On* Coordinator, will be joining the Leadership Team to provide her expertise and knowledge toward the success of the *Early On* Redesign.

Discussion Regarding *Early On* Redesign Step 2: Determine Eligible Population

The prevalence discussion at the SICC requested that data about maternal age, (teens, plus those > 35 year of age), birth defects, infant mortality and low birth weight by ethnicity be considered for use in the prediction model. The data is currently being gathered and formatted.

The results of the prevalence study will help *Early On* manage existing policy, allow for the modification of policy, expand the number of children in service, and support the efforts to do focused child find. The primary focus is NOT on numbers, instead this is a tool to help us understand and redesign the system.

The Prevalence/Eligibility task force will be discussed at next meeting. Team members were asked to think of membership for the task force. (Charge, results we want to see, chairperson, membership from SICC and other stakeholders, timelines, etc.) This also responds to the need for increased participation from the SICC and field.

Early On Redesign Step #6: Convene Results Teams

Discussion of Upcoming Facilitator's Training for Session #1:

Early On Redesign staff reviewed the materials in the folders.

Suggestions were made for the power point presentation. Maureen will incorporate the changes and get them to Barb.

Discussion of Draft Indicators

Only a few public comments have been received on the draft indicators. People are experiencing some technical difficulty in making comments. Since it's a PDF file on the web, it can't be typed on. Maureen offered to have people print from the web and fax their comments to her. Her fax number is (317) 251-1510. Individuals could also go back to the e-mail that was sent and work from the word document to submit their comments.

Discussion of Equipment for Results Team meetings:

LCD Projectors, 7 needed

MDE has 3 projectors, Teresa has 1 (maybe 2), Nancy has 1 (maybe 2)

If needed, Barb will contact EOT&TA to see if one of theirs can be borrowed.

Laptop, 7 needed

There are 6 laptops currently.

Barb will contact EOT&TA to see if one more can be borrowed.

Discussion of Step 6: Convene results teams

An Evaluation form is still needed. Maureen will send samples she has. Cheryl Najm and EOT&TA also have standard forms that can be used.

The supplies are in and will be assembled by Barb and Rose Marie McNeil.

The participant packets will include:

- *Early On* Redesign, Step 6: Review Indicator Status and Recommend strategies, results teams
- Causes and forces document and public comment on the web
- Draft indicators and PC on indicators
- Key consideration worksheet- Joan has it and Lori will make copies of it.
- Power point presentation from ECO Center- Nancy will get it to Barb
- Power Point: *Early On* Michigan Redesign
- ECO Center paper

- Friedman paper

Staff materials:

A set of *Early On* Family Guidebooks for each staff and facilitator.

Family rights book for each member of Teresa's group.

Copies of the Part C regulations.

Laptop

Floppy Disc- Maureen will bring

SMART Indicators Rating Sheet (in file folder to distribute to small groups)

The mornings of the Results Team meetings, Maureen will meet with staff, facilitators and chairpersons from 8:15 -8:30 a.m. At 8:30, staff will meet with their individual facilitator and chairperson.

July 15, Barb will send participants, facilitators and staff an agenda, map and two documents from the ECO Center. The e-mail will ask participants to please take the opportunity to comment on the draft indicators, since no new indicators will be developed during the results team meetings.

Nancy is the contact person for Kathy Hebbeler's arrangements. Her hotel reservation has been made at the Sheraton. Nancy will pick her up from the airport, let staff know about dinner plans, drive Kathy to LCC, and arrange for her transportation back to the airport after the meeting.

Discussion of Speakers for Day 2 and Day 3 of Results Team meetings:

Mary Beth Bruder is not available on Sept. 16.

Maureen will contact Mary Beth to see if she could speak at the Aug. 26 meeting. If she's not available she will try Gloria Harbin, Barbara Popper or Rich Robison.

Nancy will contact Beth Rous and if she's not available, Carol Trivette for the Sept. 16 meeting.

The goal for Day 2 is to review baseline data, as well as review research and best practice information, in preparation for the development of strategies on Day 3.

Discussion of Participation of Invited Results Team Members

- Staff members are in agreement that people unable to attend the first meeting can still attend the 2nd and 3rd meetings. Staff will bring those individuals up to speed. However, if someone is only able to attend one meeting, they will not participate.

- Reimbursement will be offered to Deb Russell and Lisa Cook-Gordon and other parents who have contributed to the system and whose children are now past the age of 12. An honorarium will be offered for each Results Team meeting. They will also be invited to attend the Parent Involvement Committee meetings and will be offered reimbursement for those meetings.

- For the July 28 Redesign staff meeting, members are asked to have identified the research they wish to share with their group. Nancy shared that the librarian at DCH can help them find materials.