

Early On @ Redesign Staff Meeting

June 23, 2005

9:00 a.m.-1:00 p.m.

MDCH, 2AB

Minutes

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

Members Absent: Dawn Ritter

Improving Communication for *Early On* Redesign:

The Redesign Staff team discussed the events leading up to the SICC decision to move forward with the redesign process. The need for Redesigning *Early On* was brought up at the SICC retreat, when participants looked at systemic issues. As a follow up to the retreat, SICC members hosted the Pre-day LICC Conference to explore these issues in greater detail with local *Early On* Coordinators. The SICC voted to accept the proposed process for Redesigning the *Early On* System.

Lindy Buch clarified and outlined the decision making process for the redesign products:

- All redesign groups are advisory to SICC.
- SICC is an advisory body to MDE.
- Recommendations that come out of Redesign process go to SICC for approval.
- SICC recommends items to MDE.
- Interagency staff at SICC meetings report to and communicate with their Interagency Directors.
- MDE makes recommendations to the Governor.
- The Governor and her staff review and decide whether or not to have MDE implement.

SICC members clearly expressed interest in greater communication about and participation in redesign activities. In response to the request for additional communication, the minutes from Redesign Staff meetings and Redesign Leadership Team will be posted on the website. A message to the *Early On* Coordinators' yahoo group will go out letting them know the minutes have been posted.

Redesign staff discussed that there is currently no formal mechanism for communication between SICC members and their constituency groups and that communication from SICC members to stakeholders they represent about the redesign and other aspects of *Early On* are critical. Barb and Vanessa will discuss with SICC Executive Committee the following suggestions to see if the SICC would be interested. A template or document could be created that SICC members could use to share information they learn about during SICC meetings, with the constituency they represent on the SICC.

The Redesign Leadership team plays a crucial role in communicating about and promoting the redesign process. In order to increase its connection with the leadership of the SICC, the redesign staff recommended that Tamara Nelson, SICC Co-Chair be added to the Redesign Leadership team. This would make the current members of the Redesign Leadership Team: Mac Miller, SICC Chair, Tamara Nelson, SICC Co-Chair, Lindy Buch, Director, MDE Office of Early Childhood Education and Family Services, Sheri Falvay, SICC Member, Children's Mental Health, Doug Paterson, SICC Member, Children's Physical Health, Kristen McDonald, DHS Great Start system lead staff, and Teresa Marvin, Parent, member of Redesign Staff team. Staff support for the Redesign Leadership team is provided by: Maureen Greer and Barb Schinderle.

Additional suggestions for improved communication from the SICC meeting were discussed, and include:

- Joan will develop a power point that will highlight all the steps in the Redesign process and what step(s) are currently being worked on. It will be important to provide consistent background information about the redesign effort at every meeting where it is discussed, so that everyone has a basic understanding of the purpose and process.
- Various other Redesign power points will be made into a downloadable format from the website. These power points can then be shared with stakeholders.
- The draft indicators will go out for public comment before the July 29, 2005 Results Team meeting.
- Redesign staff agreed that Lori Goike would get comments received by the designated e-mail to Maureen daily. Once Leadership Team approves them, they will be posted on the website so people can read each other's comments.
- Provide a copy of the Redesign Leadership team notes to all SICC members, so that they can keep current with what their representatives are doing in leadership of the redesign process. Include contact information so that SICC members know how to reach their representatives on the leadership team.
- The Key Player Packet from the Family Information Exchange came out this week. For the next publication, there can be additional information about the Redesign.
- Redesign staff who are on the SICC Parent Involvement Committee will be charged with keeping that committee up to date on the redesign process and insuring that its members have the most current information, etc.

Discussion of Redesign Step 6: Results Groups

Redesign staff went through the Draft Process agenda. Maureen incorporated suggestions and will update the agenda. Some action items for Team members are:

→ Final baseline data for each indicator cannot be collected until the indicators are finalized at the 7/29 meeting. Staff can start collecting data for the current draft set of indicators since the final set may be similar.

→ Vanessa will send Kathy Hebbeler, Project Director for the ECO Center and the speaker at the first Results Team meeting, a reimbursement form, so she can be paid through The Arc.

→ During Kathy's presentation, she will be asked to incorporate our draft indicators as well as any public comments received.

→ Staff will have a shared format for recording the work that is accomplished in the workgroups.

→ Staff will obtain laptops and LCD projectors. MDE can provide 4 LCD projectors. Nancy and others offered to bring projectors. Lori needs a laptop.

→ The facilitators will have flip charts and markers.

→ Each staff member will transcribe their notes and the flipcharts and send them to Maureen within 48 hours.

→ Maureen and Barb will discuss the supply list and get it ordered. Each participant will receive upon check-in a binder/folder/or plastic box to keep all supplies in. There will be a master notebook for all groups.

→ Barb will send participants a map to Lansing Community College, West Campus, an agenda, the draft indicators, the public comments received on the draft indicators, and any other materials prior to the July 29 meeting.

→ Barb will let SICC members know that the September 16th Results Team meeting will be held in place of the SICC retreat.

→ Barb will create a master list of all participants, marked out by stakeholder and geographic representation. This will also serve as an attendance sheet.

→ Speakers for Day 2 and 3 were discussed. Maureen will ask Mary Beth Bruder to speak on September 16. Nancy will contact Beth Rauss about speaking on August 26th.

→ Lindy will talk to Laurie Nickson about changing the date for an Early Childhood conference scheduled for September 16th.

→ Vanessa will check to see if an honorarium reimbursement is available to parents who worked in the system as parents, were highly involved at one time, but their child is now older than age 12. This would pertain to approximately 5 people. A suggestion was made that Bryn Fortune may be willing to facilitate a group and could be paid by EOT&TA. Nancy will contact Bryn. If she agrees, Alissa will be moved to Vanessa's group.

Identification of Chairperson and their role:

- Meet prior to each Results Team meeting with designated staff and facilitator.
- Chair workgroup
- Welcome people to the group, open every meeting, review the agenda and charge.
- Know the process and the content.

- Help the facilitator stay with the timeline.
- Ensure that all members have an opportunity to participate in the process.
- Do continuous checks to make sure people understand.
- Facilitate the evaluation process.

The following people were nominated as Chairs for each group. Staff will contact them to see if they are interested.

	Possible Chairs	Additional possibilities
FO 1 & 3	Mark Larson,	(Linda George, Sam Cornelius)
FO 2	Chandra Jones	(Stephanie Peters, Roberta Purcell, Anne Dallaire)
FO 4	Becky Davis	(Stephanie Sheets, Mike Rexin)
FO 5	Laurel Bucci	(Michelle Miller, Denise Gasper)
CO 1	Sheryl Goldberg	(Julie Ribado)
CO 2	Julie Williams	(Johanna Ostwald)
CO 3	Perry Lopucki	(Tamara Nelson, Ruth Kavalhuna)

During the 7/29 meeting, Maureen, Michael and Barb will be visiting each group, checking to see if anything is needed.

Responsibilities of Staff for Results Teams:

- Staff are not participants in the group.
- To ensure participants have materials needed.
- Record transcript of the work.
- Meet before and afterwards with the Facilitator and Chair.
- Seek out recommended information for their group.
- Communicate about comings and goings, problems, issues, concerns and calendar issues. Put them in writing and bring to the State team.
- Review evaluations that day and send on to Maureen. (The evaluations can also be posted.)
- Provide expertise on the Part C of IDEA rules and regulations when necessary. Have copy of Rules and Regs at the meetings. If any staff is unsure about a regulatory point, they will make a list of parking lot issues and/or contact Maureen for assistance.

Communication Goals for the Results Teams:

- One week after the meeting, post information on the website.
- Two weeks after the first meeting have data gathered. Send to participants by August 18th. A bibliography of all data will be developed.

State team will begin putting together materials, and at their July 28 meeting will review all data.

July 15, 2005 at MDCH, room 210 from 9:00-12:00 is the facilitator's training. Staff will attend as well. Staff has already invited the facilitators. After the training, staff will meet with their Chairs individually at a mutually agreed upon date.

Early On Redesign Step 3: Finance Study proposal

As was approved by the Redesign Leadership team, a finance study will be conducted to determine the actual costs associated with providing *Early On* in local service areas as well as the entire cost of the early intervention system. The anticipated start date is fall, 2005.

Early On Redesign Step 2: Prevalence Study

Based on conversation at the SICC meeting, Maureen shared a resource document (OSEP letter about Part C enrollment targets) that will be sent to Leadership Team to approve its posting on the website as Background Information.

The prevalence presentation given at the SICC meeting will be modified slightly to answer questions that came up as a result of the presentation, and sent to Leadership Team for approval, then posted on the website. Along with the presentation, a disclaimer will be added to say that no decisions have been made about eligibility. When they are made, they will be made by MDE following the decision tree listed earlier in this document and with public comment.

Redesign staff discussed variables for the prevalence model, including low birth weight by ethnicity and others suggested by SICC. Pockets of special consideration can also be looked at.

Other Business:

Barb will incorporate changes to the draft Indicator document and send to Maureen who will create a Likert scale. Joan will draft a cover memo to go along with the document and send back to Barb. It will then go to Leadership Team for approval then web posting.