

Date: 2.15.08	LPCC Meeting: La Porte
Welcome & Introductions	Members: Paula Early, Patti Higginbotham, Deborah Surface, Mira Gasko Staff: Jillian Condon, Angie Merryman
Review of Meeting Minutes	Meeting called to order by Patti. Minutes were reviewed and accepted.
SPOE Reports/SPOE Needs	SPOE report from 4/1/07 to 12/31/07 for the county was reviewed. Referrals have increased and are at 207. The number of IFSPs has been steady with 97 initial IFSPs and 29 annual IFSPs total. Average number of days from referral to IFSP is 37.6, which has increased with the push for ED Team attendance at initial IFSPs. The SPOE is looking at adding ED Team members to increase attendance and availability for evaluations. Average age at referral is 14.2 months. No IFSPs exceeded 45 days. 71.4 % of referrals have gone to intake; 68% of intakes have gone to IFSP. For the county, primary care physicians are the highest referral source, and parents are second, which is a new trend within the cluster. Typically parents are the highest referral source. Other referral sources have also increased such as NICUs and child care providers. La Porte and Michigan City have the highest number of referrals. Medical Diagnosis as primary eligibility has increased which also may increase reimbursement from insurance.
Committee Reports/Coordinator's Report	Public Awareness/Child Find: Jillian reviewed NWI Times quarterly magazine that is focused on families. The current edition has an article on FS written by a parent. Jillian stated that the magazine went out in Sunday's paper and is also delivered to businesses such as doctor's offices in order to reach a variety of demographics in Lake and Porter Counties. Jillian asked if anyone knows of someone in La Porte County that she can contact that may want to put together something similar. Debra Sedarburg from the News Dispatch was suggested. Information packets were sent out to area NICUs. The packets included a letter to parents, a brief description of the program, and some resource information. The packets were sent with a letter inviting NICU/hospital staff to contact us for an in-service and/or additional information.
	Transition: MOAs are being reviewed and are due in June, no significant revisions expected. The annual transition event will take place in March at Geminus in Merrillville. Jillian stated that the event will take place on Saturday, March 1, from 10a-12p for children 24 months and older that are in the FS program. There will be a keynote speaker and vendors such as hospitals, YMCAs, and private agencies. Copies of the latest FS newsletter were distributed. The newsletter now includes an insert focused on transition. Jillian asked that if anyone has ideas or information for upcoming newsletters to let her know. An email list for FS families has also been created and the newsletters will also be sent out via email.

	<p>Provider Relations & Recruitment Current provider availability for the county: DT=6, OT=2, PT=3, ST=0. Jillian discussed that although there are no ST openings posted, the coordinators do contact the therapists and often the STs let them know of their upcoming availability. Often STs do not post openings because they risk receiving several referrals in one day. Jillian also stated that regular provider committee meetings are being planned to provide a forum for discussion and to share ideas.</p>
New Business	<p>Holdback Report The report was submitted to the State on 1/15/08 and will be discussed with the consultants this month. Any concerns/issues are discussed with the consultants who, at that time, may request additional information/documentation. Paula asked if behavioral services are monitored by the state and if it's known how many children in FS are receiving psychological services. Jillian will look into obtaining more information. Patti suggested having mental health brochures available for families.</p> <p>Peer Review The peer review is scheduled for June 26th-27. Provider billing audits will also be conducted throughout the State, with 1st Kids being one of the contractors for the review. Notification was recently mailed out to randomly selected providers. Providers are required to submit all face-face sheets for billed time during a selected time frame which is then compared to the EDS billing dates. Billing issues that arose during the last audit were typically regarding travel time between appointments and allowing for time between siblings/children in the same household.</p> <p>ED Team The SPOE is looking at adding members to the ED teams to increase attendance at IFSPs, as well as, allow for more evaluation days and possibly decrease the number of days from intake to IFSP. The intake coordinators are attempting to get possible evaluation and IFSP dates from the ED Team scheduler before the intake meeting to try to increase attendance. ED team members have also participated in IFSP meetings by phone, however, at this time they are not paid for phone participation. Jillian will do another pull to look at ED team attendance at initial IFSPs.</p> <p>REF: 08-09 RFF packet provided. At the last meeting the draft was reviewed. Signatures are needed on the final copy.</p> <p>ASK Parent Liaison: The parent liaison position is currently open but may be filled soon. The liaison must be a parent, will work approximately 20 hours a week from home, therefore the liaison will not be housed in the FS office.</p> <p>Insurance: In regards to parent questions about billing and private insurance, the State has a process in place to address such concerns. When a parent has questions about FS billing their private insurance, the family's insurance information is first verified in the SPOE computer. Then a form is completed with the parent and insurance information which is then put on a list that is submitted to the State on a weekly basis. The list is reviewed with the bureau consultants and EDS together to resolve issues. One of the main concerns parents have is whether or not their insurance has been billed. Many claims are submitted but do not go through due to the claim typically being of a developmental concern and not medical. Parents are often unaware that the claim was submitted to the insurance. It has been reviewed with coordinators to make sure they thoroughly explain co-pay and the billing process to families.</p>

	<p>Staff/Office Updates: Jackie Garritano is the Service Coordinator Supervisor and Dana Jones is Service Coordinator Supervisor Assistant. Dana is also organizing trainings for new staff and ongoing. Two service coordinators and one intake coordinator have been hired. A third service coordinator will likely be hired as caseloads continue to grow. The new service coordinators will work out of the office for 6 months to year. Currently, intake and service coordinators have been meeting in smaller combined teams, divided according to tracks, each with a team leader. The teams meet weekly in order to provide an opportunity for increased communication, transfer files, and share ideas.</p>
Old Business	<p>Complaints: Copies of the concern/complaint logs for the past quarter were provided and reviewed by Angie. Complaints are logged and sent directly to the State for review. Concerns are logged and sent the bureau consultants on a monthly basis. During the 3rd quarter, there was a total of 13 concerns and complaints submitted to the SPOE; 10 from Lake Co., 2 from La Porte Co., 1 from Porter Co.</p> <p>Eligibility: The Eligibility Tracking report was handed out. Angie reviewed the report: 1 children scored -1 SD in 2 areas, 3 children scored -1.5 SD in 1 area. Therefore 4 children would have been eligible for services under the previous criteria. Re-evaluation was recommended in 3 of those cases.</p>
	<p>Cost Participation: The Cost Participation report was handed out and reviewed by Angie. There were no families that terminated, reduced, or declined services during the 3rd quarter.</p>
Agency Announcements	
Adjourn	Meeting adjourned
Additional Comments	