

Date: 8.15.08	LPCC Meeting: La Porte Co.
Welcome & Introductions	Patti Higginbotham, Deb Surface, Tobi Small, Mira Gasko, Jillian Condon, Clara Mann & Angie Merryman Meeting called to order 12:05pm.
Review of Meeting Minutes	Minutes reviewed and accepted. Motion to accept: Deb 1 st , Mira 2 nd .
SPOE Reports/SPOE Needs	<p>Clare reviewed the SPOE report for 4/1/08-6/30/08. Across the cluster, referrals and intakes have increased, IFSPs have been steady. During the past quarter in La Porte Co. there were 79 referrals and 50 intakes (correction on report). The average days from referral to IFSP was 39.5, average age at referral was 14.9 months, and no IFSPs were written past the 45 day timeline. 67% of referrals went to intake, and 80% of intakes went to IFSP. Regarding the referral source breakdown, primary care physicians remain the highest referral source, and there has been an increase of referrals from the OFC. Regarding eligibility, we are trying to better track medical diagnosis as the primary reason for eligibility if a diagnosis is provided by the physician. The state is asking that if a qualifying medical diagnosis is provided for a child, that the diagnosis be correctly data entered. In addition the state is also asking that if a child has multiple delays and no medical diagnosis, that the child is determined eligible by 20% in one or greater in two or more areas.</p> <p>Regarding SPOE needs, Clare stated that currently one service coordinator is on maternity leave and she is anticipated to return in November as part time. We have recently hired two services coordinators and have also expanded the office. Clare also discussed that 1st Kids is the fiscal agent for Cluster B as of 4/1/08. The transition went smoothly. Since the organization is larger, around 60 employees, the agency has an improved benefits package to offer employees. Cluster B has the same director that continues to run that office and therefore Clare is not required to travel often between the two clusters. Clare also noted that we currently have 2 spanish speaking service coordinators and that all new service coordinators will work out of the office for a year. It was also noted that that Rebekah Satterblom's cases are currently being managed by Casha Arzola, Shannon Berrisford, and Kari Jablonski, until Rebekah returns in November.</p>
Committee Reports/Coordinator's Report	<p><u>Public Awareness/Child Find</u>: Recent child find activities throughout the cluster include the Geminus Social Service Fair, Healthy Start Fair, and Railcats Immunization Fair; also presentations at Kidspace and the Lake Co. DFC with new caseworkers. Jillian noted that yesterday she did a presentation for the La Porte Mom's Club. Jillian provided the attendees with FS packets to share with others families. Jillian was also able to network individuals involved in planning upcoming events that FS may participate in.</p>

	<p>Transition: Jillian stated that the committee still meets quarterly and next meeting will be on October 1st. Cluster wide the committees are looking into creating a cluster wide FAQ flyer to give to families and for service coordinators to utilize as talking points during quarterly meetings with families. The flyer may also be given to providers because often families ask the providers questions regarding transition. Jillian has received feedback from parents and service coordinators about common questions families have and the information will be discussed at the transition committee meetings.</p>
	<p>Provider Relations & Recruitment: Jillian is still receiving a list of providers that have attended FS orientation on a quarterly basis. Jillian then contacts them to answer any questions they may have and offer assistance with the enrollment process. The new orientation is an at home study program and requires the one of the activities requires the provider to contact the LPCC coordinator. Jillian noticed and increase in calls from potential providers. Jillian will also be putting together a provider survey through <i>Survey Monkey</i> which will be sent to providers via email in an effort to gain insight into provider concerns and to address provider retention concerns. Current provider availability as of 8/15/08 for La Porte Co.: DT=5, PT=1, OT=0, ST=2</p>
<p>New Business</p>	<p>Holdback Report: A copy of the report was provided. The report was submitted to the state consultants on July 15. It lists the outcomes for LPCC, SPOE, and service coordinators along with how the outcomes are being met and a plan to achieve outcomes that have not been met. The new RFF started 4/1/08, so there is some overlap from previous the RFF and therefore data from January '08 to June '08 has been included. For some of the new outcomes, there is not yet data to analyze. This year the report was submitted electronically rather than Clare and Jillian going to Indianapolis to submit and discuss the report with the consultants. As of 8/7/08 all funds were released.</p>
	<p>IT Kit Training: During June and July, a training was held with the technical consultants for the state's part C program that assist with utilizing data from peer reviews to develop effective improvement plans to meet state requirements. The training was attended by members of other clusters and state consultants. Jillian gave and overview of the data from the peer review completed in June, which identified areas for improvement. The data from the review was utilized during the training to give a hands on approach to the IT KIT methods and to begin developing improvement plans. Two areas of concern were start of services within 30 days and obtaining provider progress notes. During the training sessions, different ideas were discussed as to how to address these areas. One idea discussed was to look into creating a way for providers to submit start dates, progress notes, etc. through the SPOE website in an effort to make it easier for providers to provide this documentation.</p>
	<p>LPCC Structure Change: Jillian discussed options for restructuring the LPCC. She explained that throughout the past year, attendance has declined at LPCC meetings, and by having individual county LPCC meetings, there is a great amount of repetition in disseminating of SPOE information. Jillian provided handouts with overviews of the three structure options for the LPCC. Each option was discussed and will be discussed at each of the county LPCC meetings. The information will also be emailed to all members to review and provide input. Mira asked that in</p>

	<p>regards to the proposed cluster wide committees, can members opt to participate on all committees. Jillian explained that members can participate on one or more committees if s/she is interested in doing so. It was also noted that with a cluster wide oversight committee, meetings may be held at SPOE, but there is also the option of rotating locations around the cluster. Clare explained that although each county, they still have similar concerns regarding the program, and instead of repeating information at individual county meetings, the cluster wide LPCC may maximize members' input and time. Deb suggested using an online service to allow for virtual/online meetings to ease time and travel. Mira also mentioned that lunch time meetings are not optimal for school personnel and that maybe before or after the school day would work better. Clare stated that the online meeting option will be explored further and that Prokids may be able to assist with executing this idea. Clare also suggested that perhaps the committee could hold face to face meetings 2 times a year and online meetings 2 times a year. Ivy Tech in Valparaiso was also suggested as a possible meeting location. Jillian will email members in early September to see what they prefer as the structure so that the new structure will be in place by February '09.</p>
	<p>Website Changes: During the IT Kit training different ideas were discussed as to how to address these obtaining progress reports and the 30 day start dates form providers as well as other forms and information that providers are to submit to the SPOE. One idea discussed was to look into creating a way for providers to submit start dates, progress notes, etc. through the SPOE website in an effort to make it easier for providers to provide this documentation. We are planning to meet with the web creator for the current cluster FS website to see if this is a feature that can be added to the website easily and affordably. Deb mentioned that IL utilizes a similar format for providers.</p>
<p>Old Business</p>	<p>Peer review: The review in June went well and improvement was seen in most areas. Jillian explained that there was an issue with the 30 month notices being sent to the LEA in a timely manner. The notices were being held and sent in bulk to the LEAs which resulted in the notices being late, the issue has since been resolved. Handout with the data form the peer review was provided.</p>
	<p>ED Teams: Jillian stated that we are looking into possibly implementing a consultative model for ongoing services. The model utilizes one primary therapist in the home and bringing in other disciplines to do consultation with the main therapist and family in order to set up a home program on a monthly or quarterly basis or as needed. The goal of using the consultative model is to maximize our provider's services.</p>
	<p>Staff/office updates: At this time are looking to hire a new intake coordinator due to the resignation of an intake coordinator in July. We have hired one new Service Coordinator that will likely cover areas in Lake Co.. Jillian reviewed the orientation process for new services coordinators.</p>
	<p>CRO Bid: The CRO is currently through EDS to handle provider enrollment and billing. However the State is in the final process of selecting a new CRO and hope to change by end of the year.</p>
	<p>Complaints: Angie reviewed the concerns and complaints for 1st quarter 2008-2009, for La Porte Co. there were 6 concerns/complaints. For the cluster there were 14 total concerns and complaints (13 concerns, 1 complaint). Clare explained that the reporting process is directed by the state and complaints are addressed at the state level and the</p>

	state notifies the SPOE of any further action.
	Eligibility: Angie reviewed the eligibility tracking for 1 st quarter 2008-2009. There were 2 children that scored -1 SD in two or more areas. There was 1 child that scored -1.5 SD in one area. No re-evaluations were recommended.
	Cost Participation: Angie reviewed the cluster wide cost participation tracking for 1 st quarter 2008-2009. One family terminated services due to cost participation.
Agency Announcements	NA
Adjourned	Motion to adjourn: Deb 1 st , Mira 2nd
Additional Comments	Next meeting pending LPCC restructuring.