

NORTHWEST INDIANA FIRST STEPS

OVERSIGHT COUNCIL

May 13th, 2009

Agenda



1. **Call to Order/Introductions**
2. **Review February 2009 Meeting Minutes**
** Meeting minutes – Feb.*
3. **SPOE Report / SPOE Needs**
** 4/1/08 – 3/31/09 Cluster SPOE report*
4. **LPCC / Committee Reports**
 - A. Public Awareness & Child Find
 - B. Provider Relation & Recruitment
 - C. Data Review & Planning
 - D. ED Team
 - E. Local Transition
5. **Fiscal Report**
** 4/1/08 – 3/31/09 Financial report*
6. **New Business**
 - A. SPOE Personnel Changes
 - B. Peer Review
 - C. Meeting Date Change
 - D. Supervisor Meeting Update
 1. Billing/Insurance
 2. Poverty Guidelines – Cost Participation
 3. Standardize Surveys
 4. Concern / Complaint Clarification
** Concern and Complaint overview*
 5. RMS Data Survey
** Activity, Program, Funding Source data breakout*
 - E.
8. **Old Business**
 - A. Complaints
** Monthly complaint log*
 - B. Eligibility
** Eligibility tracking sheet*
 - C. Cost Participation
** Cost participation tracking sheet*
9. **Agency Announcements**
10. **Adjournment**

NEXT MEETING – Wednesday, August 12th, 2009, 9:00 a.m. @ NWI First Steps Conference Room

** Indicates handout has been provided*

Date: 2.10.2009	LPCC Meeting: Oversight Council
Call to Order & Introductions	Called to order 8:38am. Jillian reviewed council materials-binder provided for all members, contents reviewed. Present: Clare Mann, Jillian Condon, Angie Merryman, Wendy Kaplan, Sue Swindeman, Penny Allen, Jade Palin, Sally Gaff, Deb Surface, Patti Higginbotham, Zagorka James
Review of Meeting Minutes	Minutes from November '08 meeting reviewed and accepted. Motion to accept: Jade 1 st , Patti 2 nd
SPOE Reports/SPOE Needs	Clare explained that SPOE data will continue to be reviewed as before as well as an overview of the data for each county. More specific data will be reviewed with the PR /Child find Committee. Handout provided with SPOE data provided. Clare reviewed the report: referrals have increased 8%, Intakes are up 7%, initial IFSPs have increased 12% and Annuals have increased 14%. Referrals went to intake are at 72% (a 3% increase), and 60% of intakes went to IFSP (a 3% increase). Medical eligibility has increased in part by property data entering qualifying diagnoses for eligibility. One IFSP exceeded 45 days.
State/Program Updates	The CRO is currently undergoing the system change to Covansys. The system has been scheduled to be down from 1/30/09 to 2/15/09. The new online billing system was reviewed at the last SPOE Supervisor meeting on 2/5/09 and it appears to be very user friendly and will allow providers to search for authorization and bill more easily. It is anticipated that communication between the SPOEs and the CRO (Covansys) will improve as well. Authorizations are still being entered and providers should be able to bill on Feb 17 th . It was also noted at the SPOE Supervisor meeting that the state has submitted the APR the feds.
Committee Reports/Coordinator's Report	<p><i>Standard Operating Procedures</i> will be reviewed at the next meeting to see what revisions are needed (copy provided). Please review and email Jillian any suggestions. Jillian is also looking for a representative from each committee to attend the oversight meeting and report on what that committee has done or is working on; notify Jillian any suggestions. A copy of the current roster for each committee was provided and reviewed by Jillian. An email will be sent out with possible meeting dates and times for the each of the committees.</p> <p>A copy of the Cluster Performance Plan (CPP) was provided. Jillian noted that the Data Review committee will review and analyze cluster data for the CPP. CPP has been submitted to state.</p> <p>Sue asked for an updated list of ED Team contacts. Jillian will review list on web and revise as needed. Jillian also noted that she and Clare will look into updating the council section of the web to include information for each committee. Jade asked about the Executive Committee, Jillian explained that it will be discussed and will involve a review of the by-laws as to how it will be structured. Jillian will look into by-laws from other LPCCs and will email draft out for review.</p>
Fiscal Report	Budget amendment for clusters A and B were submitted to the FSSA on 12/31/08. The amendment was reviewed by the oversight committee, approved unanimously and signed by the committee chair person. It was previously approved by the 1 st Kids Board of Directors. The quarterly fiscal report for cluster A will be made available to committee members. It is anticipated that the organization will run very close to the budget this fiscal year. It is not expected that there will be funds remaining at the end of this fiscal year. The proposed for budget for 09-10 was

	<p>distributed and discussed. The proposed allocation will allow the agency to maintain the current level of benefits for all staff. Clare also noted that the agency has been able to go forward with implementing 403 B with the agency 2% contribution for retirement for all employees that work 20 hours or more.</p>
New Business	<p><i>Incentive Progress Report:</i> Jillian explained that the Report is submitted 2 times year, it was last submitted on January 15th, with a new format. Each outcome is reported on with the relevant data with comparison to the previous reporting period, and plan to improve for those outcomes that are out of compliance. Clarification was requested on 3 outcomes by the state yesterday and will be submitted today. Some of the outcomes listed in report will be utilized to help focus and develop activities for some of the committees.</p> <p><i>Peer Review:</i> Clare reviewed some the changes with the Quality Review, the schedule for reviews has shifted Jan.- Feb., cluster A's review was completed on Jan. 28 and went well. Clare noted that there were some meetings that were held outside of time required time frame, however the reviewers did note that the files were well put together and had good clinical notes. Clare explained that electronic tracking tools are in place for coordinators to track deadlines for meetings and most coordinators also develop their own tracking tool to help themselves track deadlines. Service Coordinators are still required to be in the office for at least ½ day and data entry needs to be in within 10 days.</p>
Old Business	<p><i>RFF:</i> Clare stated that the budget amounts were received on Jan 10th and that cluster had to submit a budget a few days later. The budgets are still out for review with the possibility for reductions. Jillian reviewed the few changes in RFF under Child find, SPOE, and SC Outcomes</p> <p>Staff/Office Updates –At this time the SPOE is fully staffed. One IC will be leaving in May, and one SC just completed training and will begin to take on a caseload.</p> <p>Complaints: Handouts were provided of the Monthly Concern/Complaint Logs for the past quarter and Tracking by County for the past quarter. Jillian reviewed the information: 15 Concerns, 0 Complaints. Lake County = 14, Porter County = 1, Jasper, Newton, and La Porte Counties = 0</p> <p>Eligibility: Handout provided and reviewed by Jillian: 4 children scored -1 in two areas, 1 re-evaluation was recommended</p> <p>Cost Participation: Handout provided and reviewed by Jillian: there were no families that reduced, terminated, or declined services due to co-pay. Service Coordinators are following up with families at each visit regarding co-participation and asking families if there have been changes in household income.</p> <p>Wendy-child abuse prevention month–forum at IUN april 3rd feb 20th sally screening Wed may 6th @ 9am next meeting, sub committee in march</p>
Agency Announcements	

Adjourn	Meeting adjourned.
Additional Comments	NA

Referrals	Intakes	Initial IJSP	Annual IJSP
4/1/08-4/30/08	255	4/1/08-4/30/08	4/1/08-4/30/08
5/1/08-5/31/08	224	5/1/08-5/31/08	5/1/08-5/31/08
6/1/08-6/30/08	231	6/1/08-6/30/08	6/1/08-6/30/08
7/1/08-7/31/08	198	7/1/08-7/31/08	7/1/08-7/31/08
8/1/08-8/31/08	180	8/1/08-8/31/08	8/1/08-8/31/08
9/1/08-9/30/08	203	9/1/08-9/30/08	9/1/08-9/30/08
10/1/08-10/31/08	210	10/1/08-10/31/08	10/1/08-10/31/08
11/1/08-11/30/08	190	11/1/08-11/30/08	11/1/08-11/30/08
12/1/08-12/31/08	172	12/1/08-12/31/08	12/1/08-12/31/08
1/1/09-1/31/09	223	1/1/09-1/31/09	1/1/09-1/31/09
2/1/09-2/28/09	197	2/1/09-2/28/09	2/1/09-2/28/09
3/1/09-3/31/09	230	3/1/09-3/31/09	3/1/09-3/31/09
	<u>2513</u> ^8%	<u>1811</u> ^9%	<u>1067</u> ^13%
			<u>393</u> ^15%

Approximately 72% of all referrals are moving to intake Same as '08

Approximately 59% of intakes are moving to IJSP ^4% from '07

Referral Sources	since 4/1/08	IFSP Eligibility 4/1/2008-3/31/2009
1 Number	81 OFC	20%
2	28 EI Program	25%
3	5 Education Agency	
4	1 Head Start	
5	25 Healthy Families	
6	28 Hospital Diagnostic Program	
9	948 Parent	
11	0 Psychiatrist	
12	3 Public	
13	0 Self (include w/ parent)	
14	15 Shelter	
15	21 Social Service Agency	
16	19 State Operated Facility	
17	20 WIC	
18	3 Mental Health Practitioner	
19	41 Other	
20	51 Relative	
21	10 Friend	
22	161 NICU	
24	6 Blank	
25	656 Primary Care Physician	
26	53 Physician Other than Primary	
27	315 UNHS Failed Screen	
28	1 UNHS High Risk Family History	
29	1 UNHS High Risk Congenital Infection	
31	20 Child Care	
	<u>2512</u>	

Race Summary	Cluster	Census
White	65%	65.14%
African American	15%	16.42%
Hispanic	13%	10.88%
Asian	0.08%	1.08%
Multi Racial	6%	6.21%
	100%	