

Date: 8.6.08	LPCC Meeting: Oversight
Welcome & Introductions	Present: Sally Gaff, Jade Palin, Joyce Butler, Nancy Winecki, Doreen Witte, Susana Mota, Angie Merryman, JoEllen Clarkson, Jillian Condon, Clare Mann
Review of Meeting Minutes	Minutes reviewed and accepted.
SPOE Reports/SPOE Needs	<p>Jillian reviewed the SPOE report for the cluster- 4/1/08-6/30/08. Referrals have increased 11% and were at 705. The average days from referral to IFSP was 35.3 days. Average age at referral was 14.6 months and no IFSP were written past the 45 day timeline. 72% of referrals went to intake (6% increase from '07) and 57% of intakes went to IFSP. Parent remains number one referrals source with primary care physicians as the second highest referral source.</p> <p>Regarding eligibility, we are seeing an increase in the category of 20% because this category must be selected if a child demonstrates a delay of 20% or greater in two or more areas. We anticipate seeing an increase in the number of children eligible by medical diagnosis as we are focusing on entering a qualifying diagnosis if one is provided over the percent delay. The SPOE is always looking for new providers.</p>
LPCC Report	<p>Public Awareness/Child Find: Recent child find activities include the Geminus Social Service Fair, Healthy Start Fair, and Railcats Immunization Fair. Upcoming events: presentation at Kidspace and the Lake Co. DFC with new caseworkers, and La Porte Co. Moms Club.</p>
	<p>Transition: The transition committees are still meeting quarterly. 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. 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 will also be putting together a provider survey which will be sent to providers via email in an effort to gain insight into provider concerns. 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.</p>
Fiscal Report	<p>Clare reviewed the current fiscal report, copies provided. Clare noted that the current report shows that 71% of the budget has been used, however, expenses for Cluster B are currently being covered by the Cluster A contract due to the State's request that 1st Kids, Inc. acquire the contract for Cluster B. The new contract has been received which includes cluster B funds. In future months the amount billed to cluster A for cluster B will be reconciled.</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, the data is not available to analyze at this time. This year the report was submitted electronically rather than Clare and Jillian going to Indianapolis to submit and discuss the report with the consultants. So far the state has not requested a face to face meeting regarding any items on the report and release of all funds is anticipated.</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. Jillian gave an 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 cluster performance plans. 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 proposed 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. Jillian will meet with the web designer in the near future to see if this feature is possible for the local website.</p> <p>LPCC Structure Change: Jillian noted that throughout the past year, attendance has declined at LPCC meetings. She also stated that by having individual county LPCC meetings, there is a great amount of repetition in disseminating of SPOE information. Jillian presented three structure options for the LPCC including handouts outlining each option. Each option was discussed as well as reasons for declining attendance. Concerns brought up included rotating the committee meeting location of one oversight LPCC committee may result in only members near that location attending. There was also concern that if there is only the cluster oversight LPCC, members of the county LPCCs may feel that their county needs will not be discussed or addressed regularly. The information will be emailed to all members to review and provide input and will also be discussed at each count LPCC meeting.</p> <p>Website Changes: (See proposed change under above section re: IT KIT Training)</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.</p> <p>ED Teams: Jillian noted that the ED Teams continue to meet quarterly and last met in July. One of the main concerns discussed was provider availability. Jillian stated that we are looking into possibly implementing a consultative model for ongoing services in an effort to address the issue of provider availability. 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: We have hired one new Service Coordinator, Susy Mota, who will likely cover areas in Lake Co. Clare also noted that we will be hiring an administrative assistant for data entry and other office duties. Clare also discussed that there will be some shifting of personnel positions to address HR management. In addition, it was also noted that as of 8/1/08, 1st Kids, Inc. has recently acquired new office space adjacent to current office.</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 the cluster there were 14 total concerns and complaints (13 concerns, 1 complaint). LakeCo.-7, La Porte Co.-6, PorterCo.-1, Jasper Co./Newton Co.-0</p>
	<p>Eligibility: Angie reviewed the eligibility tracking for 1st 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.</p>
	<p>Cost Participation: Angie reviewed the cost participation tracking for 1st quarter 2008-2009. One family terminated services due to cost participation.</p>
<p>Agency Announcements</p>	
<p>Adjourn</p>	<p>Meeting adjourned.</p>
<p>Additional Comments</p>	<p>Next meeting pending LPCC restructuring.</p>