

**NORTHWEST INDIANA FIRST STEPS**

**Public Relations & Child Find Committee**

June 18<sup>th</sup>, 2009

Agenda



1. Welcome & Introductions
  2. Review of March Meeting Notes
  3. Review Referral Data
  4. Review Developmental Information from other Clusters
  5. To Do List
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Next Meetings:

**Oversight Council** – August 12<sup>th</sup> at 9:00am @ the First Steps office

**Public Relations & Child Find** – September 17<sup>th</sup> at 9:30am @ the First Steps office

**\*All meeting dates can be found on the local website at [www.nwifs.org](http://www.nwifs.org) on the Events page.**

<b>Date: 3.19.09</b>	<b>LPCC Subcommittee Meeting: Public Relations &amp; Child Find</b>
<b>Attendance</b>	Clara Mann, Jillian Condon, Angie Merryman, Michelle Hagle, Wendy Kaplan, Melissa Maj, Patti Higginbotham
<b>Review of Meeting Minutes</b>	NA (first meeting)
<b>Review of RFF Outcomes Requirements</b>	<p>Jillian reviewed each outcome and noted that the cluster is currently meeting the standards and the goal of this committee is to develop ideas to continue meeting the standards. Suggestions:</p> <ul style="list-style-type: none"> <li>➤ Outreach to physicians: Jillian noted that it is typically difficult to meet with physicians however she continues to provide information by mail and by visiting offices to drop off FS information.</li> <li>➤ DCFS offices: Jillian has attempted to contact the offices to do presentations, but it has been difficult to get in to these offices.</li> <li>➤ In addition, Jillian also does mailings of FS information to area agencies, the agencies often call for additional brochures.</li> </ul> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> <li>➤ Tracking: Primary and Secondary referral sources are tracked and a handout was provided with the referral sources for each county was provided.</li> <li>➤ Training: Jillian does trainings/presentations in the community, most recently at the women's health center in La Porte. They have requested Jillian for additional presentations.</li> <li>➤ Distribute information materials: This is done on a continual basis, the committee can will look into additional agencies to contact and ideas for new materials to hand out</li> <li>➤ Develop MOAs: the cluster does have current MOAs with area agencies but would like to develop more with other area agencies</li> <li>➤ Work in collaboration with CPS: continue to provide current materials to area offices, and informing staff CPS staff of the FS program</li> <li>➤ Plan to reach children under age 1: continue with current activities, open for suggestions of new activities</li> </ul>
<b>Brainstorm of Activities</b>	(see below)
<b>SPOE needs/ideas</b>	<p>Family Survey: Currently families receive a survey after the initial IFSP to complete and mail back to the FS office. The SPOE does not receive most of these surveys back from families, resulting in little feedback. Wendy noted that her staff has had better results in getting surveys returned when the family can actually give it to a worker. Phone surveys were also suggested, perhaps calling a percentage of families for the survey, and use a rating scale for the questions.</p> <p>Jillian would like to change some of the questions and the format as well. The committee will also look into developing a survey for families at the annual IFSP to obtain feedback from families that have been in the program for some time. Jillian will contact other SPOE's for ideas and would like committee input.</p>

	<p>Data Review: SPOE Report provided with referral data. The committee will target referral sources that are remain low with First Steps by providing promotional materials in addition to the FS brochure, mailings, phone calls, etc.. Jillian noted that First Steps recently placed an ad in <i>The Times parent magazine</i> and that transition packets are given to families. Wend asked about how to reach families that may not have access to the typical outreach activities and materials.</p> <ul style="list-style-type: none"> <li>➤ Currently FS does provide brochures and materials to many area agencies such as doctor's offices and WIC.</li> <li>➤ Developmental screenings were suggested, possibly pairing with the schools for this activity. Patti suggested contacting the Early Learning Center in La Porte. May look into providing flyers to the schools</li> <li>➤ Provide FS information to daycares, CCR&amp;R, Jillian has done this in the past and many daycares ask for additional information. Kimberly was suggested as a contact at CCR&amp;R to get listing of daycares.</li> <li>➤ Health fairs-Jillian does attend and uses these events for networking with other agencies that work with families.</li> <li>➤ Patti suggested contacting Milka Sanders at the Dept. of Family Services.</li> <li>➤ Information is also provided to families when Jillian presents at IN Source trainings.</li> </ul>
<p><b>Prioritize activities/ideas</b></p>	<p>Primary focus at this time:</p> <ul style="list-style-type: none"> <li>➤ Referral sources</li> <li>➤ promotional materials</li> <li>➤ family surveys</li> <li>➤ will also look into health fairs, screenings, creating developmental checklist</li> </ul> <p>Jillian also requested suggestions for the newsletter and would like to have more local articles and information included and possible a family spotlight section. Wendy will send CP Center calendar, she also provided camp information. Melissa Maj and Michelle Higle may submit a parent article.</p> <p>*Jillian will look ask other SPOEs about developmental checklists and referral sources.</p> <p>*Jillian will contact WIC offices in order to a representative on this committee.</p>
<p><b>Develop meeting date schedule</b></p>	<p>June 18<sup>th</sup>, September 17<sup>th</sup>, and December 10<sup>th</sup> @ 9:30am</p>
<p><b>Announcements</b></p>	<p>Child Abuse Prevention Forum – IJN on April 3<sup>rd</sup>  Childhood Trauma Conference – Avalon Manor on April 15<sup>th</sup></p>

Lake Referral Sources		
Code	Primary	Secondary Source
0	1	3 Advertising
1	46	18 OFC
2	17	14 EI Program
3	1	4 Education Agency
4	1	2 Head Start
5	19	10 Healthy Families
6	30	28 Hospital Diagnostic Program
8	0	0 Multi Service Mental Health Agency
9	750	106 Parent
12	0	1 Public
14	14	1 Shelter
15	17	3 Social Service Agency
16	29	7 State Operated Facility
17	5	10 WIC
18	2	3 Mental Health Practitioner
19	32	9 Other
20	39	5 Relative
21	7	19 Friend
22	102	8 NICU
24	0	1123 Blank
25	460	475 Primary Care Physician
26	31	26 Physician other than Primary
27	275	6 UNHS 2 Failed Screens
28	1	0 UNHS High Risk Family History
29	1	0 UNHS High Risk Congenital Infection
31	19	18 Child Care

Porter Referral Sources		
Code	Primary	Secondary Source
0	0	0 Advertising
1	12	7 OFC
2	4	4 EI Program
3	1	2 Education Agency
4	0	0 Head Start
5	3	2 Healthy Families
6	3	0 Hospital Diagnostic Program
8	0	0 Multi Service Mental Health Agency
9	211	17 Parent
12	0	0 Public
14	0	0 Shelter
15	2	0 Social Service Agency
16	0	2 State Operated Facility
17	2	0 WIC
18	1	0 Mental Health Practitioner
19	8	4 Other
20	11	0 Relative
21	2	2 Friend
22	24	6 NICU
24	0	328 Blank
25	157	127 Primary Care Physician
26	10	10 Physician other than Primary
27	54	3 UNHS 2 Failed Screens
28	0	0 UNHS High Risk Family History
29	0	0 UNHS High Risk Congenital Infection
31	2	4 Child Care

Laporte Referral Sources		
Code	Primary	Secondary Source
0	0	0 Advertising
1	25	1 OFC
2	9	9 EI Program
3	1	0 Education Agency
4	0	1 Head Start
5	11	3 Healthy Families
6	4	3 Hospital Diagnostic Program
8	0	0 Multi Service Mental Health Agency
9	98	17 Parent
12	2	0 Public
14	0	0 Shelter
15	2	3 Social Service Agency
16	1	1 State Operated Facility
17	15	2 WIC
18	1	0 Mental Health Practitioner
19	2	0 Other
20	4	3 Relative
21	2	5 Friend
22	50	0 NICU
24	0	254 Blank
25	104	40 Primary Care Physician
26	5	10 Physician other than Primary
27	20	2 UNHS 2 Failed Screens
28	0	0 UNHS High Risk Family History
29	0	0 UNHS High Risk Congenital Infection
31	3	5 Child Care

Newton Referral Sources		
Code	Primary	Secondary Source
0	0	0 Advertising
1	2	0 OFC
2	0	0 EI Program
3	0	0 Education Agency
4	0	0 Head Start
5	0	0 Healthy Families
6	0	0 Hospital Diagnostic Program
8	0	0 Multi Service Mental Health Agency
9	20	0 Parent
12	0	0 Public
14	0	0 Shelter
15	0	0 Social Service Agency
16	0	0 State Operated Facility
17	0	0 WIC
18	0	0 Mental Health Practitioner
19	1	1 Other
20	0	0 Relative
21	1	0 Friend
22	3	0 NICU
24	0	34 Blank
25	14	9 Primary Care Physician
26	1	1 Physician other than Primary
27	3	0 UNHS 2 Failed Screens
28	0	0 UNHS High Risk Family History
29	0	0 UNHS High Risk Congenital Infection
31	0	0 Child Care

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Referral Sources

Code	Primary	Secondary Source
0	0	0 Advertising
1	6	0 OFC
2	0	0 EI Program
3	2	0 Education Agency
4	0	0 Head Start
5	4	2 Healthy Families
6	0	0 Hospital Diagnostic Program
8	0	0 Multi Service Mental Health Agency
9	36	6 Parent
12	1	0 Public
14	1	0 Shelter
15	2	0 Social Service Agency
16	2	0 State Operated Facility
17	0	0 WIC
18	0	0 Mental Health Practitioner
19	1	0 Other
20	2	0 Relative
21	0	0 Friend
22	5	1 NICU
24	1	103 Blank
25	41	15 Primary Care Physician
26	11	2 Physician other than Primary
27	15	1 UNHS 2 Failed Screens
28	0	0 UNHS High Risk Family History
29	0	0 UNHS High Risk Congenital Infection
31	0	0 Child Care