

Date: 2.19.08	LPCC Meeting: Porter
Welcome & Introductions	Members Present: Nichole Matuszak, Jade Palin, Sally Gaff Staff Present: Jillian Condon, Angie Merryman
Review of Meeting Minutes	Minutes reviewed and accepted with no corrections.
SPOE Reports/SPOE Needs	SPOE report reviewed for 4/1/07 to 12/31/07. Referrals: 271, intakes: 219, initial IFSPs: 138, annual IFSPs: 60. The number of IFSPs written had decreased when AEPs was implemented but has since steadied. Referrals to Intake: 81%, Intake to IFSP: 63%. Average days from referral to IFSP: 35.8 days, which has been increasing as ED Team members are being scheduled to attend IFSP meetings. Average age at referral: 14.3 months, no IFSPs exceeded 45 days. Parent remains as top referral source, Primary Care Physician is second highest referrals source. Medical Diagnosis as primary eligibility has increased, which may also increase reimbursement from insurance. Valparaiso and Portage had highest number of referrals; however referrals in rural areas are increasing. Provider availability was reviewed for the county; there is a need for providers clusterwide.
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 area businesses such as doctor's offices in order to reach a variety of demographics. 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. The annual transition event will likely take place March 1st at Geminus in Merrillville. Jillian stated that the event will take place on a Saturday 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.
	Provider Relations & Recruitment: Jillian discussed the need for providers in rural areas. She also noted that many times providers do not list their availability on the matrix, but do notify coordinators of their availability. Providers may be hesitant to post openings when they are limited in order to avoid receiving more referrals than they have openings for. Discussed need for trained individuals to conduct screenings. Jillian stated that she has emailed providers to conduct screenings but has not received much response. She is looking into whether providers can receive credits for conducting screenings. She will also email providers again to see if anyone is interested. Jade stated that she knows people who can train providers and/or coordinators to do screenings but there is a fee for the training. Jade will look into the cost for training as well as loaning the training materials to those already trained need to review. Upcoming screening is scheduled for March 11 in Hebron. Jillian will contact Ann Barone about scheduling some upcoming screenings. Sally and Jade stated that it is easier for the screenings to be done at their offices rather than on location.

<p>New Business</p>	<p>Holdback Report: Copies of the report were provided. The report was submitted to the State on 1/15/08. Clare and Jillian reviewed the report with the bureau consultants on February 18th, they do not foresee any concerns and expect all funds to be released.</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 EDS billing date. Billing issues that arose during the last audit were typically regarding travel time between appointment times and allowing for time between siblings.</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. ED team members have 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>RF# 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: Melissa Maj is the new ASK parent liaison and will start March 3rd. She will work approximately 20 hours a week from home and plans to speak to SPOE staff at an upcoming staff meeting.</p>
	<p>Insurance Billing Questions: 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 has remained as 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 1 intake coordinator have been hired, Kristi Armstrong, intake coordinator serve Newton and Jasper Counties and Porter West. A third service coordinator will likely be hired as caseloads continue to grow. The new service coordinators will be 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>Concerns/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>
Agency Announcements	<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> <p>AAK will likely schedule a date for developmental screenings within the next few months.</p>
Adjourn	Meeting adjourned.
Additional Comments	<p>Next meeting May 20th. Jillian will email Ann Barone regarding scheduling upcoming screenings and will also contact the LEA about attending future LPCC meetings.</p>