

<b>Date: 5.20.08</b>	<b>Porter LPCC</b>
<b>Welcome &amp; Introductions</b>	Doreen Witte, Nichole Matuszak, Sally Gaff, Jillian Condon and Angie Merryman
<b>Review of Meeting Minutes</b>	Minutes reviewed and accepted with no corrections. Motion to accept-Nichole 1 <sup>st</sup> , Sally 2 <sup>nd</sup> .
<b>SPOE Reports/SPOE Needs</b>	Jillian reviewed the SPOE Report for 4/1/07-3/31/08. Average number of days from referral to IFSP is 35.4 days and average age at referral is 14.7 months. There were no IFSPs exceeding 45 days. Referrals were 359, intakes were 284, IFSPs were 184, and Annals were 71. For the year, 81% of referrals went to intake and 63% of intakes went to IFSP. We are looking into tracking families that decline at referral to see if any trends appear. Jillian discussed what happens during the initial contact with family. She explained that a brief overview of the First Steps program is discussed with the family, however, the co-pay schedule is explained to the family at the intake meeting with the Intake Coordinator. Primary Care Physician remains the highest referral source and parent is second highest referral source. Portage and Valparaiso remain the highest in referrals, and Porter County has been increasing in referrals during recent months. The primary form of eligibility was 20% delay in two or more areas. Medical diagnosis had the lowest number as primary eligibility, but we now trying to make sure that if a qualifying medical diagnosis is provided by the physician, that it is being data entered correctly as primary reason for eligibility.
<b>Committee Reports/Coordinator's Report</b>	<b>Child Screening:</b> Overall referrals have increased. There has been an increase in referrals from Primary Care Physicians. When Jillian is notified of a new doctor, she sends or takes a packet of FS information to the office. We have recently participated in health fairs across the cluster and INSourcetrainings. Please notify Jillian of any upcoming events, in-service requests, or of anyone in need of FS information. Jillian noted that Elaine Merkel from Porter NICU requested additional FS packets. Elaine is unable to attend LPCC meetings but will participate via email. It was also noted that Porter will no longer be involved with future screenings. A possible option is to rotate locations and screeners with All About Kids and Healthy Families. Sally suggested looking into Portage Adult Ed and the Healthy Families office in Portage as possible locations. Jillian will also discuss potential options with Ann Barone. Nichole Matuszak will also ask Kidworks in Chesterton to see if they would like to host a screening.
	<b>Transition:</b> The transition committees continue to meet. March 1st was the second annual transition event with about 25 families attending. We plan to continue this event annually and are also planning on county specific events as well. Jillian has recently attended screenings at Westlake, and has also provided transition information at screenings held at the Hammond schools. The MOAs with the LEAs and Head Start are in final draft and are out for signatures, due June 1 <sup>st</sup> . Jillian stated that the committees are planning on putting together a FAQ flyer for families regarding transition. The next Porter Co. Transition Meeting is scheduled for 8/13 @ 1:30 at SELF.

	<p><b>Provider Relations &amp; Recruitment:</b> Jillian continues to follow up with providers that go through orientation in an effort to provide support with the enrollment process. Jillian discussed the provider enrollment process and explained that it can be rather time consuming if the packet is not completed correctly. However the new process seems to be better. ED team meetings are being held quarterly to discuss questions and concerns, the last meeting was April 23<sup>rd</sup>. Information from the recent state meeting and ED Team attendance was discussed. The next meeting will likely take place in July. Nichole noted that a new provider at Kidswork had difficulty enrolling as a FS provider and although it was completed, it took longer than expected.</p>
<b>New Business</b>	<p><b>Peer review:</b> The peer review for Cluster A is scheduled for June 26-27<sup>th</sup>. At that time, initial IFSPs, annual IFSPs, 6 mo. reviews, transition, and LPCC items will be reviewed. Provider audits were also completed; any discrepancies or items that were unclear were submitted to the State for further review.</p> <p><b>Ed teams:</b> At the ED Team meeting on April 23<sup>rd</sup>, ED Team attendance cluster wide and by track was reviewed. Five out of the seven tracks did see an increase in attendance at initial IFSPs. Porte Co. West team increased to 64% and Porter Co. East team decreased to 14%. Although phone participation by the ED Team is an option, it was not included in the pull because ED Team members are rarely participating by phone. The ICC and State are also interested in tracking attendance at initial IFSPs. The SPOE is still looking at adding ED Team members with referrals going up which results in more evaluations. In addition, there is an increase in IFSP meetings scheduled which also affects attendance. ED Team members have been asked to update their availability and provide more consistent schedules. Some subs have been available for the teams as well. Attendance will continue to be tracked. We are also focusing on trying to send out the ED Team Lead with another team member for annual evaluations since the Lead receives all the ongoing information on that child. The next ED Team meeting is scheduled for July 16<sup>th</sup>.</p> <p><b>Staff/office updates:</b> We have recently hired 2 service coordinators that will start in June, and my hire an intake coordinator. One service coordinator, Toni Modglin, will be leaving at the end of May. We will have our annual staff picnic on June 13<sup>th</sup> with cluster B.</p> <p><b>CRO Bid:</b> The Central Reimbursement Office processes all enrollment and billing for FS and the contract for the CRO is currently held by EDS until June 09. The contract will likely not renew with EDS, and the State is currently accepting bids for the contract. Although EDS holds the contract until June '09, changes are anticipated sooner.</p> <p><b>Cluster B:</b> During March '08, the State contacted 1<sup>st</sup> Kids to be the fiscal agent for Cluster B for current fiscal year. The change was made quickly and smoothly with the State covering the additional costs of the transition.</p> <p><b>Complaints:</b> Copies of the concerns and complaints for the past quarter were provided. There were 12 concerns/complaints from Lake Co. and 4 from La Porte Co. There were 50 total concerns and/or complaints received cluster wide during the past fiscal year ('07-'08).</p> <p><b>Eligibility:</b> During the past quarter, there were 7 children that scored -1 SD in two areas, and 5 children that scored -1.5 SD in one area. In three of those cases a re-evaluation was recommended. During the past fiscal year, there were 32 children that would have qualified under the previous eligibility criteria and 13 re-evaluations were recommended.</p>
<b>Old Business</b>	

	<p><b>Cost Participation:</b> One family declined services during the past quarter. Throughout the past fiscal year, 2 families terminated services, 2 families reduced services, and 6 declined services.</p>
<p><b>Agency Announcements</b></p>	<p>Abate Ride-June 14<sup>th</sup> @ Harley Davidson in Valparaiso</p>
<p><b>Adjourn</b></p>	<p>Motion to adjourn-Doreen 1<sup>st</sup>, Nichole 2<sup>nd</sup></p>
<p><b>Additional Comments</b></p>	<p>Next meeting scheduled for August 19<sup>th</sup> @ 8:30am. (Also discussed contacting area agencies to see if representatives are interested in attending future LPCC meetings YMCAs, Head Start, Health Dept., therapy agencies.)</p>