

<p>Date: 8.19.08</p>	<p>LPCC Meeting: Porter Co.</p>
<p>Welcome & Introductions</p>	<p>Present: Jillian Condon, Angie Merryman, Sally Gaff, Jade Palin, Doreen Witte, Nichole Matuszak</p>
<p>Review of Meeting Minutes</p>	<p>Minutes from May meeting reviewed and accepted with no corrections.</p>
<p>SPOE Reports/SPOE Needs</p>	<p>Jillian reviewed SPOE report for porter Co 4/1/08-6/30/08. There were 129 referrals, 107 intakes completed and 60 initial IFSPs written. Therefore, 83% of referrals went to intake and 56% of intakes went to IFSP. Average days from referral to IFSP was 38.6 days and average age at referral was 14.1 months. There were no IFSPs that exceeded the 45 day timeline. Regarding referral sources, primary care physicians remain the highest for referral source and parent is second highest referral source. Zip code breakdown remains consistent. Jillian also discussed the push for data entering medical diagnosis as the primary reason for eligibility of a qualify diagnosis is provided by the physician. Previously, the focus was on percentage of delay. Regarding NICU referrals, Jillian noted that referrals from local hospitals have been low and the majority of NICU referrals come from Chicago area. Jillian stated that she will talk with Elaine Merkel from Porter Hospital to see if she needs more FS information and/or packets is needed.</p>
<p>Committee Reports/Coordinator's Report</p>	<p>Public Awareness/Child Find: Jillian stated that she has not spoken with Ann Barone recently regarding scheduling screenings. Jillian stated that she would like to set up screenings possible once a quarter each at a different location within the county. Sally stated that All About Kids will host a screening in August and Jade said that perhaps the Family & Youth Services Bureau in Portage will host one in November. Nicole stated that Kidworks does not have anyone trained to do the screenings but can look into hosting in February. Also, let Jillian know of any agencies that may need FS information.</p>
	<p>Transition: Committee recently met and is working on a FAQ flyer. A draft is currently being developed and when complete it will given to parents to answer common questions regarding transition and include questions parents can ask at their case conference meeting. The draft will likely be emailed out in early September. Sally discussed that SELF will be conducting arena assessments to determine eligibility for special education services for children 3 years and older. The child is assessed for 1-2 days in the regular classroom. FS info will still be considered for children transitioning from FS into special education services in Porter Co.. SELF has requested that transition information be emailed.</p>
	<p>Provider Relations & Recruitment: Jillian will 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>

New Business

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, there is not yet data to analyze. This year the report was submitted electronically rather than Clare and Jillian going to Indianapolis to submit and discuss the report with the consultants. As of 8/7/08 all funds were released. Nicole asked that regarding provider availability, what the two different number stood for Jillian explained that the first number is the number of providers that showed availability and the second number is the number of providers enrolled for that discipline in that county.

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 improvement plans. Two 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 discussed 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.

LPCC Structure Change: Jillian discussed options for restructuring the LPCC. She noted that throughout the past year, attendance has declined at LPCC meetings and that by having individual county LPCC meetings, there is a great amount of repetition in disseminating of SPOE information. Jillian provided handouts with overviews of the three structure options for the LPCC. Each option was discussed and will be discussed at each of the county LPCC meetings. The November meetings will remain same, and the new structure will likely be implemented in February. Sally suggested that on the cluster wide committees we should have at least one representative from each committee. Jillian suggested that the oversight will constantly look at membership on the oversight and the individual committees. Sally also suggested that there should be a lead on each committee to report to the oversight committee. Jillian stated that overall she has received good feedback regarding the structure change. She will send out a draft of the structures in early September so that all members can review.

Website Changes: In an effort to make it easier for providers to submit information to the SPOE and Services Coordinators, Jillian explained that we are looking at creating page on our local website to allow providers to submit progress notes, ED team responses, 30 day start, etc. and will look into funding and whether the web creator can make that functional component on our website. Nicole stated that she feels this would be helpful and make things easier for providers to submit paperwork.

Old Business	<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. Jillian also discussed LEA attendance at transition meetings and noted that we have had good participation from the LEAs and since FS focuses on natural environment, transition meetings are typically held in the home, however some families request having the meeting at the school.</p>
	<p>ED Teams: Still meeting quarterly, trying to address need for therapists, looking at working towards a consultative model with a main therapist in the home but if a concern in another area arises, that discipline can do consultation with the family and the ongoing therapist to set up a home program on monthly or quarterly basis or as the child needs. The goal is to maximize our providers' services.</p>
	<p>Staff/office updates: At this time are looking to hire a new intake coordinator due to the resignation of an intake coordinator in July. We have hired one new Service Coordinator that will likely cover areas in Lake Co.. Jillian reviewed the orientation process for new services coordinators. Jillian also stated that 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>
Agency Announcements	<p>Aug 29th AAK screening. AAK has also recently hired a Physical Therapist and Speech Therapist. Step Ahead meeting: Sept. 7th</p>
Adjourn	<p>Motion to adjourn: 1st -Doreen, 2nd -Nicole</p>
Additional Comments	

