

ICC MISSION STATEMENT

"The mission of the Utah Interagency Coordinating Council for Infants and Toddlers with Special Needs and Their Families (ICC) is to assure that each infant and young child with special needs will have the opportunity to achieve optimal health and development within the context of the family."



**MINUTES OF THE UTAH INTERAGENCY COORDINATING COUNCIL (ICC)
FOR INFANTS AND TODDLERS WITH SPECIAL NEEDS AND THEIR FAMILIES**

Utah Department of Health, Division of Family Health and Preparedness

4431 S. 2700 W., Taylorsville, UT, Main Conference Rooms

January 27, 2016 // 9:30 AM – 12:00 PM

Present: Debbie Ballard, Janet Wade, Susan Ord, Simon Bolivar, Ginger West, Christine Evans (for Gina Pola-Money), Pam Nicholson (for Karen Borg), Tiffany Jo Evans, Nicole Brown, Barbara Fiechtl, Teresa Whiting, Esperanza Reyes, Gina Troop, Betsy Sutherland, and Coreen Anderson.

Via Telephone: Jennifer Kelsey, Diane Lawson, Cassie Selim, and Lynne Macleod.

Excused: Stephanie Roach, Gina Pola-Money, Eric Tadehara, Michelle White, and Kristina Shock.

Absent: Paula Pittman.

BWEIP Staff: Lisa Davenport, Meredith Mannebach, Adrienne Butterwick, Catherine Hoelscher, Carma Modecai, Joseph Peterson, and Austin Roy.

Other Attendees: Heather Waters, Tom Hogan, Orvil Stokes, Marsha Johnson, Mary James, Mandy Zeschke, Carolyn Christensen, Kelsey Lewis, Marla Nef, Diane Lawson, and Sue Olsen.

Minutes for this meeting list comments made by ICC members with their first name and last name initial. Audience member comments are designated with their full name.

I. Welcome and Introductions

The meeting commenced at 9:35 AM. Debbie B. conducted the meeting. Members and guests introduced and welcomed.

- II. Minutes** – Motion to approve September 23, 2015 minutes by Simon B., motion seconded by Tiffany E., motion passed unanimously with the following changes: updated the wording of the cost study discussion summary between the Teresa W. and Linda Goetze.

Motion to approve November 18, 2015 minutes by Tiffany E., motion seconded by Ginger W., and motion passed unanimously.

III. Public Comment Period

Early Childhood Conference – to be held March 5, 2016 at Murray High School; all are welcome to attend.

Child Care Licensing – new federal rule changes will be submitted for public comment at the end of January. Among the rule changes being submitted is a new requirement for childcare facilities to include in their policy and procedures an emergency/disaster plan provisions for children with special health care needs.

Baby Watch Early Intervention – Austin Roy, the new ICC Coordinator, was introduced and is replacing Lorna Ward as the facilitator for the ICC.

IV. Discussion on Evidence Based Practice – Sue Olsen and Marla Neff, Up to 3 Early Intervention Program, provided a presentation.

Sue Olsen spoke on the difficulty in doing evidence based practice. “If evidence based practice was easy, we would all do it”. There are several barriers to doing evidence based practice, including: lack of funding, being understaffed, undertrained staff, and time limitations. Sue mentioned that the salaries in her program are lower and not competitive with school district programs. They hire people knowing that they have to train them, and rarely do they train them to advanced levels because of the high turnover rate that is a result of the uncompetitive salaries. Sue said that training costs money, and they just hope employees stay long enough so that they can get a return on their investment. Sue’s program has an ever revolving door with its staff. Some of the costs associated with early intervention include: training (either online for \$400 or in person for \$1,500 per person), personnel costs, monitoring, and coaching. Evidence based practice requires considerable time commitment from administration, which is spent on interdisciplinary staffing and coordination. Grants are awarded from State and Federal sources. Federal funds are payer of last resort funds to be used after all other funds have been exhausted. Programs (Medicaid, CHIP, and Family Fees) generate soft funds, but this money can only be used after a series of requirements are met. Grant money is one-time money, and thus, it is difficult to make hiring decisions with this money because it cannot be counted on for the future. Also, because pay is not competitive, the benefits package becomes an important factor in helping to slow down turnover and is one of the main reasons why an employee will continue to work in early intervention. As part of the benefits package there is 50% tuition reimbursement, and so there is a lot of younger staff including expecting mothers who may or may not come back after their maternity leave (six babies were born in the last year). Sue reiterated that they are always hiring and training new staff. Sue said that one of the requirements of those that they hire is that they have a bachelor’s degree, and that they don’t have experience requirements a lot of the time because they can’t afford to hire more experienced staff, and thus they end up training everyone they hire. Sue pointed out that her programs revenue as slowly climbed every year, not a lot but it has gone up over time. Revenue comes primarily from: State, federal, and Medicaid; and that revenue is spent mostly on personnel (63%), benefits (27%), and travel (5%). Sue said that they try to invest in services to children and families.

Marla Neff spoke about how the total number of cumulative children has remained steady, but that the number of eligible children has increased. Child eligibility is based on three things: 1) Qualifying diagnoses, 2) clinical opinion, and 3) standardizing scores. Marla explained that the program increasingly has to do more with less since the number of children with needs is on the rise, high turnover of employee personnel is on ongoing obstacle, and overall funding has not increased in years. The number of referrals has gone up over the past three years; this means that more resources are required for those that are eligible, but also to screen out the non-eligible referrals as well. There are increased costs with a child who takes over 45 days to be processed, such as sending staff to the child’s home (if they don’t answer or are not there then there will be follow-up visits, phone calls, and emails). Orvil Stokes asked about funding, and whether or not it has gone up. Marla replied that Medicaid funding has gone up, and they have made some progress in certain funding sources each year, but overall funding has been mostly constant. Orvil Stokes commented that the funding in his program has gone down, and Janet W. also commented that her funding has gone down too. Marla then spoke on how the majority of funding goes to personnel and staff, and, as a result, when funding goes down they are forced to cut staff because that is the one area in which they are most flexible with their funds. Thus, as funding goes down, so do services.

- V. **Membership** – Currently, there are two provider spots to be filled on the ICC, with another spot soon opening (Debbie Ballard’s term ends May, 2016).
- Thanks to Orvil Stokes for his service to the committee.
 - Welcome to Tim Hogan from Head Start, new to the ICC.
 - Legislative Representative Edward Redd has agreed to join the ICC committee.
 - There are currently 3 parent applicants under consideration.
 - Asking for more parent referrals and in particular a father would be a welcome addition.
 - Reminder: in the by-laws it states that in order to be considered for the ICC an applicant must have experience with early intervention.

VI. **Part B, 619 Report – Betsy Sutherland**

Betsy S. talked about the Early Childhood program and the focus on children with disabilities in a classroom with traditional peers. One priority is assistive technology for language and communication (a comment was made that this is difficult to find on the Baby Watch website). Assistive technology covers a wide range of things, from computers, tablets, and electronics to things as simple as a pencil grip. There is currently a major need and concern by parents of children with disabilities for assisted technology. The Washington, Sevier, Jordan, and Ogden school districts are currently participating, and the plan is to grow slowly over time and eventually spread throughout the state. Also, the Parent Support Center is involved.

A recent press release on the RP2 project has helped to draw positive media attention, the press release focused on the story of a preschool in the Jordan School District, and several news agencies reported on it.

VII. **Baby Watch Report**

Introduction of New Baby Watch Operations Manager – Meredith Mannebach was introduced as the new Baby Watch Operations Manager. Questions were asked from ICC members about the hiring committee for this position. A request was made to have a member of the ICC board be a part of the hiring committee for the Baby Watch Early Intervention Program, and that motion was denied.

Building Block Request – Teresa W. gave an update on the building block request. Members of the legislator have requested more complete data for any new consideration of a building block request; thus we did a cost study of the BWEIP. Now there are additional requirements from the Governor’s Office of Management and Budget (GOMB) in order for the governor to place a request in his budget. Teresa reviewed the handout with information on GOMB requirements. She has had many discussions with Staci Ghneim, staff person at GOMB. They do not question the need of funding for Baby Watch, but they have gotten more stringent in their requirements. The new stipulations are not specific to Baby Watch but are being required of other state programs as well. Feedback from GOMB: cost per child is not enough to calculate a building block request. We need further detail on where costs are going to and/or coming from (needs to be accounted for at the end of the year, and cannot do that through cost per child). We need to improve our contracting formula. Orvil Stokes expressed his frustration with not getting the request in the governor’s budget. Teresa concurred.

Question from the Committee – What do the other 49 states do with their funding formulas? Meredith Mannebach has reached out to other states (Colorado, Idaho, and Connecticut) to ask about funding formulas. A parent asked if Meredith and Susan have experience working with funding formulas; Susan has done this for the last 16 years. Nicole B. asked why Susan will not be managing the contracting formula process. Teresa W. did not feel it was appropriate to discuss internal staffing issues at this

meeting. Orvil Stokes made comments and had questions regarding what the requirements and expectations were from the governor's office and when the breakdown occurred between them and the Department of Health. Janet W. commented that under her other contract with Medicaid for OT services, they can only afford one child since the reimbursement is very low - \$20 per visit. Debbie B. commented that emotions for many members and providers are very strong because of the funding issue. She said that whatever we need to do...we will...we need to work hard and fight to get funding.

Part C Application for Funds – Susan O. reviewed several sections of the federal application for funds. Federal funding makes-up approximately a 3rd of the revenue for the program. This is a pre-review of the application which will go out for public comment at a later date. Section III Description of Use of funds: the total amount for allocation is based on last year's grant award since the grant amount for FFY16 is not yet available. Congress recently passed a \$20 million increase in federal funds for Part C. Susan O. is estimating close to \$300,000 for Utah with this increase. This section should not be considered a budget but rather the amounts allocated to various functions. The allocated amounts in the application are only related to the federal grant funds. In some cases, the allocations are 100% funded with federal funds. In others, they represent 50% of the amount budgeted such as the allocation of \$447,566 for salaries. The \$447,566 does not include the state costs for financial accounting. Funding for bureau finance staff is coming out of state funds, therefore, not included here. Susan O. also covered Section III B (maintenance and implementation activities), Section III C (money budgeted to the ICC Coordinators salary), and Section III E (Funds allocated to Direct Services funded by federal monies, \$76,000 less than last year).

Annual Performance Report – Catherine Hoelscher reported on compliance indicators from FY14. States determined their targets in 2005 (Last meeting it was discussed to reevaluate the targets). Data outlined in grey includes this year's data that is to be reported. Catherine also spoke on the Theory of Action.

Baby Watch Name Change – Nicole B. spoke about how we are the last state still using the name from 1974. She gave a breakdown of all the various states and the names that they use. One recommended name is the "Utah Infant and Toddler Program" (a name recommended by friend who works for a marketing agency). The least invasive sounding name is best. Baby Watch, when googled, brings up results for watching babies or for babysitting, which is not ideal. Susan O. commented that Baby Watch agrees that a name change is needed, and that we need something that communicates that we deal with children with delays. Susan O. also recommended we form a committee that can help formulate names. Debbie B. recommended that Nicole B. coordinate the committee, and contact those who are interested.

VIII. Committee Reports

Janet W. had an opportunity to speak with Dr. Marc Babitz about having a member of the tri-chair on the hiring committee, and it is currently under consideration.

Janet W. has also sent a letter to the Governor's Office asking for clarification as to why the building-block request was rejected. In particular, the letter highlights the fact that there is data on hand that supports the need for the grant, and asks why they never inquired for the data while the grant was under consideration. A meeting is scheduled with the Governor's Office to follow-up on this and to clearly communicate needs. Representative Redd has helped to craft a fact sheet, and suggestions on how we can best approach the legislature.

Janet W. briefly mentioned the Legislative Coalition and that she will be sending information out to parents. The goal is to have a group of parents in the audience who can express their voice to the legislature.

Debbie B. closed the meeting by encouraging the members of the ICC to reach out to the Social Services Appropriations Committee, and that through a combined effort we can help make a difference.

IX. Next ICC Meeting – March 23, 2016, at the State Lab 4431 S. 2700 W., Taylorsville, UT, 84119, from 9:30 AM – 2:00 PM

X. Adjournment- The meeting adjourned at 12:12 PM

APPROVED AS TO FORM:

MINUTES SUBMITTED BY:

Debbie Ballard, for the ICC Tri-Chair

Austin Roy, ICC Administrative Assistant