

**ICC Meeting
November 8, 2018**

In Attendance: Liz Fancher, Lindsay Rosenfeld, Julie Hanes, Janine Davies, Ellen Cullen, Melissa McCarthy, Chris Pond, Pam Wildnauer

Non-Voting Committee Chairs in Attendance: Johan de Besche, Helena Liedtke, Michael Hutton-Woodland, Nancy Lunden, Colleen O'Brien, Patti Fougere, Bob Gagnon, Jayme Robertson, Gretchen Rowe, Maura Buglione

Welcome:

Johan De Besche, Helena Liedtke

Group participated in a Meetoo rating of ICC retreat meeting by logging in and choosing a word to represent the retreat. The ICC purpose was reviewed which is to "Advise and assist the DPH in the implementation of EI in MA." This meeting will be to revamp ICC after the retreat in September and to look at the future of the ICC and its committees. A main part of the ICC is the collaboration between ICC members, professionals, and families. Supporting children and families through EI work is an important piece.

Minutes: Approve from June 14, 2018 Meeting- Quorum of 50% of all voting members required for vote. A question of whether the bylaws should be revised based on ICC discussions and voting quorum requirements. Motion to approve June 2018 minutes was made by Liz Fancher with a second by Lindsay Rosenfeld. Review of the bylaws was added to a Parking Lot for future discussions.

Parking Lot: By laws revision

Director's Report – Patti Fougere

The ICC retreat provided some clarity on current and future roles of participants including the DPH role, ICC role and role of committees. ICC steering has decided on what information should be shared in future EI Director Reports. Information on DPH priorities that may have an advisory need will be shared with the ICC.

Development of EI Web-based system client and fiscal. Purpose: replace all paper system, improve program quality, improve data security, and improve fiscal system. DPH has identified a vendor- SSG group. DPH is currently sharing info on EI, improve outcomes for children and families with the vendor. DPH will be holding provider meetings to discuss challenges and questions with all vendors. Opportunities for ongoing stakeholder input could be through ICC or ICC subcommittee as well as other venues. All 31 vendor agencies have scheduled individual meetings. Specialty Services Providers will also have meetings with DPH.

MA is participating in a fiscal initiative with the ECTA. This is an opportunity provided with other states, some states are looking at the challenges of implementing fiscal and fee systems. MA has a diverse group of payer sources and is using this as an opportunity to support and investigate additional funding for activities not currently billable. Craig Andrade, Aaron Beitman, Patti Fougere and Noah Feldman are part of the internal DPH group currently working on this. They participated in a 2 day national conference to begin a self-assessment. After the self-assessment is completed it may be a way for the ICC and/or subcommittees to assist in looking at priority areas. MA main funding sources are currently: State funds \$28 mil., Federal funds \$8 mil., Private and commercial insurance \$50 mil., Medicaid \$18 mil.

The full ICC has historically been a stakeholder group for the MA DPH EI Annual Performance Report (APR) that is a federal requirement and shows progress made on federal indicators. At the February meeting data will be shared for input on progress and improvement made in the past year.

Feedback ICC Retreat: Johan de Besche

Metoo polling was used to share one word about the retreat by all participants. Some words participants chose were: informative, rejuvenating, beginning and inspirational. The ICC Retreat was held in September and had a facilitator lead the group through a process to look at the current ICC functions. She also shared information and gave examples of what other states ICC's do. Handouts of the priorities decided at the retreat were distributed to all members. The focus of the ICC is to "advise and assist the DPH on implementation of EI services". Priorities were identified at the retreat. In this meeting today the group will discuss taking those priorities to focus on and identify tasks that the ICC and committees could do. The ICC as a whole needs to rethink the committee tasks and structure in order to meet the focus of the ICC as a whole.

Committee Updates

Standards – Colleen O'Brien

Historically- review the standards, gather information ex. Risk factors, recommendations for additions to the standards
Currently- Collaboration document with DCF on working with children and families. Discussing the EI process on working with DCF. Still need clarification from DCF to move forward to complete document. DCF staff is involved in this committee and awaiting approvals to document recommendations.

Personnel Prep – Lori Book

Historically- orientation checklist to support staff. This needs to be approved by the full ICC and then distributed to programs.
Currently- working on a survey for training needs of the field. Have been working on reviewing Grab n Go presentations for the EITC website. Committee is looking for next steps.

Program Planning – Gretchen Rowe

Historically- recommendations to support supervision in the field. Vision statement for staff to be supported in reflective supervision practices.
Currently- working on survey on what is happening in supervision. Compiled results and has recommendations for DPH on ways to support supervision in the field and the office. Looking at topics for training supervisors to have similar supervision practices across state.

Specialty Services- Nancy Lunden

Historically- Documents for Service Coordinators with tips on working with children with Autism, Hearing loss, Vision loss, and medical challenges. 1 page front and back "Starting Points" documents.
Currently- working on documents for Service Coordinators on transition for children with Autism, Hearing loss, Vision loss and medical challenges that include options for families and how to support families in this process.

Fiscal – Bob Gagnon

Historically- Fiscal Issues that might concern DPH and the EI community. Some of the topics included "First Dollar", funding initiatives, looking to see how the fiscal system should be structured.
Waiting for direction from the full ICC on next steps. Subcommittee is somewhat unique that it has participation from Agency Executive directors, CFO's, and DPH Senior leadership.

Small group discussion:

Participants split into 4 groups for discussions related to the priorities identified at the ICC Retreat of Fiscal, Personnel, Program Planning, and Family Engagement. How to use these topic areas to advise and assist DPH. Groups should look at topic areas and form actual tasks that the ICC could complete in some way.
Small groups shared their discussions with the larger group.

- Program Planning
 - Reflective Supervision
 - Inclusive of multiple areas
 - Advise and assist on recommendations
 - Training plan
 - Long term implementation and sustainability
 - Recruitment and retention
 - Opportunities to move within the system
 - Use data from employee exit interviews
 - Look at why staff stay in EI
 - EIS/EIFS
 - How to engage families clinically when using technology
 - Use of electronic system
 - Impact of specialty programs
 - Cost- devices, connectivity, data systems

- Personnel
 - Universal recruitment materials- what is EI? What is the role of EI specialists?
 - Universal supports for use of marketing materials
 - Rethinking professional development for staff
 - Other options and methods than face to face trainings
 - Additional CEU options for trainings
 - Research on use of interpretation students
 - Internships to assist EI programs
 - Requirements for support and partnership
 - DPH role: provide information and clarification to committee

- Fiscal
 - Role of the committee to analyze fiscal concerns of EI programs
 - Difference in “A”dvocacy vs “a”dvocay
 - Responsibilities and roles of MEIC Board/DPH/ICC subcommittee/ICC as a whole
 - Does ICC have a role in federal advocacy?
 - Web based electronic system implementation
 - Analysis of data related to:
 - Web based System
 - Interpretation and translation
 - Supervision Rate
 - Focus on compensation rate- what does it entail and include?

- Family Engagement
 - Empowering and acknowledging family input
 - Identifying barriers to engagement
 - Providing education to providers on how to engage families
 - Suggestion of task force, short term, to be focused on Family and provider engagement, include multiple agencies and look at recruitment and retention of the ICC

Large Group Discussion:

Structure of ICC meetings, subcommittees and frequency of meetings

Structure of ICC

Use small group work to prioritize. Information will then be sent to ICC voting members by email for vote. Members ranked the small group items in a 1, 2, 3 method on importance to individuals.

Questions around staff recruitment and retention were asked around how this is integrated with the role of the ICC. Are recruitment and retention two different things? Concerns may be recruitment by discipline or as a whole. This may be dependent on agency or programs. Retaining staff can be a difficult task.

Structure may depend on actual task (short term vs long term)

- Options for what full ICC meetings would look like
 - Committee meetings in the afternoon may help participation
 - Work as a larger body on a smaller task or priority
 - Could be flexible, each meeting dependent on task or priority for information needed
 - Presentations
 - Would participation increase if some want to attend by topic area?
 - If morning is business and afternoon is discussion, will people attend afternoon?
 - Should people bring or order lunch and work through lunch to get out earlier in the day?
 - Should there be discussions on topics in the morning and business in the afternoon?
 - Should the start time be earlier than 10:00?
 - Do people need time to get information and have a meeting at another time to be able to gather information from groups representing to bring back at another time?

- Updating by-laws
 - Should this be worked on by a small group with a definitive end date?
 - Clarity of advising and assisting might increase membership/buy in/reenergize group
 - Would this build membership as a task?
 - Could by-laws be completed by the end of the calendar year?

- Rating of small group topics by priority
 - Task force to look at ICC recruitment and retention
 - Analysis in Fiscal
 - Reflective supervision

Steering will meet in December to make decisions on how to format next steps and make decisions about committees. Want to be flexible to include other areas of interest that could be addressed by the full ICC, by smaller task forces or already existing venues

How should the rest of the ICC weigh in?

All areas will be taken back to steering to think about how they can be addressed in the future.

Able to revisit topic areas in the future and prioritize at another time

- Outstanding questions
 - How to bridge current work of committees with future projects without hindering participation
 - What should the message to current committees be?
 - How to message the ICC as a whole to the EI community? How to message the priorities of ICC vs priorities of the system?
 - Who should send this information and how?

Steering will look at tasks for next meeting and make decisions about agenda, what next meeting will look like and what the time frame will be.

Dates for FY19:

February 14, 2019

April 11, 2019

June 13, 2019

Adjourned: 3:00pm