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| **Maine Interagency Coordinating Council (ICC) Meeting**12/12/22 from 11:00am-12:00pm |
|   | **Attendance:** | ICC Members: | Guests: |
|  | **Key:**\* = Notetaker  = Absent **Next Meeting(s):** 03/13/23 @ 11:00am | Erin Frazier, Director of Special Services & Inclusive Education B-22, DOE Roberta Lucas, CDS State Director/619 Coordinator, DOEJacqueline Hersom, Assistant 619 Coordinator, CDSJamie Michaud, Part C State Coordinator, CDS\*Cheryl Hillicoss, Early Intervention Program Manager, CDS YorkBecky Gilman, Regional Site Director, CDS AroostookCheryl Mercier, Special Education Director, RSU 18Carrie Woodcock, Executive Director, Maine Parent FederationCrystal Arbour, Child Care Services Program Manager, DHHSDee Madore, Registered Dietician, Contracted ProviderAmy Spencer, Early Intervention Coordinator/SLP, MECDHHKari Jenkins, Parent and Service Coordinator, CDS ReachKristi Abraham, Parent, CDS ReachCarly Lowell, Quality Assurance & Data Manager, SKCDC/Head StartKathryn Temple, Children’s Behavioral Health Manager, DHHSTrista Collins, Office of MaineCare Services, DHHSAmelia Lyons, Migrant Education & Homeless Education, DOESue Salisbury, District #35 Representative, House of RepresentativesJessica Creedon, Parent/Foster Parent, CDS YorkDenise Merrill, Regional Associate Director, DHHSJill Hamm, Service Coordinator, CDS Two RiversSara Butler, Speech/Language Pathologist, CDS Two RiversJessika Frye, Parent and Service Coordinator, CDS Two RiversKelly Christopher, Parent, CDS DowneastTravis Bryant, Executive Director, AFFM and the Kinship ProgramHibo Omer, Program Director, New Mainers Public Health InitiativeBrenda Drummond, Director, Division for the Blind and Visually ImpairedNancy Moulton, Program Director, Catholic Charities, ESBVICJamie McLeod, Parent, CDS ReachNatasha Cannon, Parent, CDS ReachAbigail Roy, Parent, CDS ReachKaylee Constable, Parent and Home Childcare Provider, CDS PEDSSarah Groom, Child Welfare Program Manager, DHHSMarnie Morneault, Adjunct Faculty Member, University of Maine | Jennifer Hopkins, Executive Assistant, CDSBarbara McGowen, Director of Fiscal Management, DOE |
| **Minutes****Allotted**  | **Topic**  | **Discussion/ Agreements** |  **Action Items** | **Reference Materials** |
| 15 | Introductions & Announcements (Jamie Michaud) | * Welcome to our newest ICC members!
	+ Jacqueline Hersom, Assistant 619 Coordinator, CDS
	+ Becky Gilman, Regional Site Director, CDS Aroostook
	+ Kathryn Temple, Children’s Behavioral Health Manager, DHHS
	+ Marnie Morneault, Adjunct Faculty Member, University of Maine
* Maine’s ICC remains in need of a Chair/Co-Chairs, which must be identified ASAP given the requirement of the Chair to sign a certification form as part of the State Performance Plan/Annual Performance Report (SPP/APR), which must be submitted by 2/1/23!
* Maine’s on-site visit for differentiated monitoring and support (DMS) 2.0 through the Office of Special Education Programs (OSEP) has been scheduled for September of 2024. This process will include monitoring of 3 components of Maine’s general supervision system (fiscal, general supervision, and dispute resolution) for Part C and Part B and will include interviews and/or focus groups with various stakeholders, including ICC members and parent organizations.
 | Contact Jamie Michaud at Jamie.L.Michaud@maine.gov if you are interested in being the Chair or a Co-Chair of the ICC, or if you would like to nominate one of the ICC members for this role ASAP!  | For more info about OSEP’s DMS 2.0, visit <https://ectacenter.org/topics/gensup/dms.asp>. |
| 15-30 | ITCA Fiscal Academy Capstone Project (Barbara McGowen) | Barbara McGowen, Director of Fiscal Management for DOE joined the meeting to present an overview of the capstone project for the Infant and Toddler Coordinators Association (ITCA) Finance Academy that was discussed at the ICC meeting in September:Goal: To increase Part C revenue from private and public insurance by $1.5 million (approximately 61% of covered Part C services) by the end of FFY23Data & Info Collected:* Findings from an internal audit using a sampling of Part C records that showed approximately $1 million in lost revenue from public/private insurance with < 8% of billable Part C services successfully reimbursed in FFY21
* Input from stakeholders, including state- and site-level leadership to help identify current billing challenges & identify suggestions to prevent future problems
* Part C child find data built into process for forecasting revenue targets - 49% increase in child find data (birth to three) from 10/1/20 to 10/1/22

Planned Products & Activities:* Improvements to internal control structure for Maine’s Part C system
	+ Already received $36,000 in back reimbursement
	+ Total of $500,000 in back reimbursement in process
* Focus groups to seek broad stakeholder input on new billing form/process
* Training for SCs on new form/process for obtaining parental consent to bill
* Script for SCs to use when seeking parental consent bill in accordance with:
	+ Procedural Safeguards
	+ System of Payments Policy

Next Steps:* Determine what additional data will be collected and analyzed
* Finalize revisions to billing form based on AAG & stakeholder feedback
* Revise written protocols/ guidance documents for SCs and providers
* Create job description, obtain approval for (already completed), advertise, and hire Pay Source Specialist
* Conduct further investigation of Maine’s Medicaid State Plan rules
 |  | The PowerPoint presentation reviewed by Barbara McGowen will be included with the notes from today’s ICC meeting. |
| 15 | ECPC Leadership Academy Capstone Project (Jamie Michaud) | Jamie Michaud, Part C Coordinator, shared that she will be focusing on developing a Comprehensive System of Personnel Development (CSPD), one of the 16 required components of a Part C system under IDEA, as her Capstone Project for the Early Childhood Personnel Center (ECPC) Leadership Academy. Given intensive technical assistance from ECPC, a core state leadership team (e.g., State Director of Special Services & Inclusive Education, Part C State Coordinator, CDS State Director/619 Coordinator, Assistant 619 Coordinator), with representation from higher education and parent organizations, will help guide and oversee this work. | Contact Jamie Michaud at Jamie.L.Michaud@maine.gov if you are interested in being, or making a recommendation for, the representative from higher education and/or parent organization to assist the core state leadership team with developing a CSPD for Maine.  |  |
| <5 | 2023 ICC Meeting Schedule (Jamie Michaud) | Maine’s ICC meetings will continue to be held on a quarterly basis on the 2nd Monday of the month from 11:00am-12:30pm throughout the upcoming year. ICC meetings will be held on the following dates in 2023:* March 13th
* June 12th
* September 11th
* December 11th
 | Jamie Michaud will create and send new calendar invitations with an updated Zoom link for the 2023 quarterly meetings to all current ICC members.  | ICC meeting dates and notes can be accessed on the CDS website at: <https://www.maine.gov/doe/learning/cds/icc>.  |