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| **Interagency Coordinating Council (ICC) Meeting:** 12/13/21 from 11:00am-12:30pm |
|   | **Attendance:** | ICC Members: | Guests: |
|  | **Key:**\* = Notetaker  = Absent **Next Meeting:** 03/14/21 @ 11:00am | Erin Frazier, Director of Special Services, DOE Roberta Lucas, CDS State Director/619 Coordinator, DOEJamie Michaud, Parent and State Part C Coordinator, CDS\*Cheryl Hillicoss, Early Intervention Program Manager, CDS YorkDeborah Rooks-Ellis, Associate Professor, University of Maine/ICC ChairCheryl Mercier, Special Education Director, RSU 18Nena Cunningham, Head Start State Collaboration Director, DOECarrie Woodcock, Parent and Executive Director, Maine Parent FederationCrystal Arbour, Child Care Services Program Manager, DHHSDee Madore, Registered Dietician, Contracted ProviderAmy Spencer, Speech/Language Pathologist, MECDHHKari Jenkins, Parent and Service Coordinator, CDS ReachKristi Abraham, ParentMeg Sigovich, Teacher of Children with Disabilities, CDS ReachCarly Lowell, Disabilities/Mental Health Manager, SKCDCJamie Bartlett, Children’s Behavioral Health, DHHSTrista Collins, Office of MaineCare Services, DHHSAmelia Lyons, Migrant Education & Homeless Education, DOELeigh Ann Fish, Assistant Professor of Early Childhood Education, UMFSue Salisbury, District #35 Representative, House of RepresentativesJessica Creedon, Parent/Foster ParentDenise Merrill, Regional Associate Director, DHHSGretel Crockett, Child Welfare Program Manager, DHHSJill Hamm, Service Coordinator, CDS Two RiversSara Butler, Speech/Language Pathologist, CDS Two RiversJessika Frye, Parent and Service Coordinator, CDS Two RiversKelly Christopher, ParentTravis Bryant, Executive Director, AFFM and the Kinship ProgramHibo Omer, Program Director, New Mainers Public Health InitiativeBrenda Drummond, Director, Division for the Blind and Visually ImpairedNatalie Austin, Director of EI & Family Engagement, MECDHHJamie McLeod, ParentNatasha Cannon, ParentAbigail Roy, Parent | Ariana Whiting, Data Manager, CDS |
| **Minutes****Allotted**  | **Topic**  | **Discussion/ Agreements** |  **Action Items** | **Reference Materials** |
| 10-15 | Introductions & Announcements (Deborah Rooks-Ellis) | There were no new ICC members to introduce at today’s meeting. | Reminder: ICC meetings are public, so any additional families and/or providers are welcome to attend. Additionally, the information about upcoming ICC meetings, as well as meeting notes, are available to the public on the ICC page of the CDS website.  | Link to the ICC page of the CDS website: <https://www.maine.gov/doe/learning/cds/icc>  |
| 30-45 | Review of Proposed Targets for Part C Indicators, Preliminary Survey Results, & Strategies for Meeting Targets (Ariana Whiting)  | Ariana presented the historical data (previous baseline and performance percentages) and proposed new baselines and targets for each of the Part C results-based indicators. She also shared the preliminary survey results for each of the indicators that require new targets (e.g., too high, too low, or just right). ICC members discussed improvement strategies that are already planned by CDS, as well as additional suggestions/ideas for helping CDS meet the proposed new targets. Discussion and improvement strategies to help meet the targets included, but are not limited to, the following:Indicator C1:* Some concern for resetting baseline to a number as high as 99%, as this does not provide much “wiggle room” for individualization of services and adherence to family requests for services outside of their homes due to the COVID-19 pandemic
* Performance has been quite a bit higher than the previous baseline, so increasing to a more rigorous target makes sense

Indicator C3:* CDS planning to pilot exit evaluations with the BDI-3 for children to have consistent information to use when completing the ratings for the Child Outcomes Summary (COS) that is used to measure performance with this indicator
* CDS also planning to implement more concrete guidance to help ratings be determined by IFSP Teams in a more consistent way state-wide
* Strict eligibility criteria, isolation during the pandemic with less opportunities for socialization, and quality of intervention, such as a shift to teleintervention during the pandemic, may be factors in the negative trend with historical performance data
* A portion of the Part C ARP funds has been set aside to train all EI providers in Brazelton’s Newborn Behavioral Observation and Touchpoints models beginning in spring/summer of 2022 to add another evidence-based practice to Maine’s EI system and, as a result, improve the quality of services

C4: Family Outcomes* Resumption of in-person services may increase parent satisfaction with services since there was a drop in 2019 when the pandemic started, as services such as PT can be difficult to engage in remotely
* The reason for the historical drop in parent satisfaction from 2015-2016 is unknown but may have been due to a shortage of service providers at the time, resulting possibly from the inability for CDS to hire new staff to provide services under previous state administration/ budget shortfalls

C5 & C6: Child Find* Improvement strategies that have already been implemented:
	+ CDS/EI Program added to the CradleME request form in the fall of 2021 as an added referral pathway
	+ Updated/expanded list of established conditions that make children under age 3 automatically eligible for Part C in April of 2021
	+ Development and implementation of a state-wide outreach plan in January of 2021
* Planned improvement strategies include using a portion of the Part C ARP funds for rebranding and robust marketing campaign to increase community awareness by September of 2023
* Demonstration of significant improvements with Child Find numbers from 10/1/20 to 10/1/21:
	+ 81% increase of infants (birth to age 1) enrolled in Part C
	+ Approximately 20% increase with other age ranges (ages 1 to 2 and birth to age 3) enrolled in Part C

Indicators C9 & C10:* CDS does not need to set targets for these indicators due to so few mediations and hearing requests in Part C (less than the minimum amount that warrants reporting to OSEP)

Indicator C11:* CDS does not need to set a target for this indicator since it is a duplication of one of the C3 targets (acquisition of knowledge and skills)
 | If you have any additional suggestions for improvement strategies that may help Maine’s Part C program meet the proposed targets for FFY20-25, please contact Ariana Whiting at Ariana.Whiting@maine.gov or Jamie Michaud at Jamie.L.Michaud@maine.gov. |  |
| 10-15 | Demographic Analysis of FFY20-FFY25 Target Setting Survey & Ways to Increase Response Rate within Specific Populations (Ariana Whiting) | Ariana presented the data on the responses received from the target setting survey since 12/1/21. Most responses have been from Part C providers, but there has been a fair amount of responses from families too. Since Part C staff and providers have been asked to follow-up with families and offer any assistance they need to complete the survey, CDS expects that responses from families will take a bit longer to come in. For future target setting activities, focus groups and videos that explain the indicators may be helpful to increase the response rate. Timing should also be considered since both Part C and Part B will be required to do target setting at the same time with crossover between stakeholders and families (i.e., plan to seek input earlier in the year, such as over the summer versus during the holiday season in late fall/winter). Additionally, a way for Part C providers to help families provide their input without cutting into the time spent providing intervention should and will be considered. | If you have any additional suggestions for eliciting more input from families, please contact Ariana Whiting at Ariana.Whiting@maine.gov or Jamie Michaud at Jamie.L.Michaud@maine.gov. |  |
| 10-15 | Desired Information/ Topics to Address in Future ICC Meetings (Deborah Rooks-Ellis) | ICC members were asked to provide feedback around any topics that they would like to address or discuss in future ICC meetings.  | If there are any topics you would like to discuss, or information you would like to have presented, at future ICC meetings, please contact Deborah Rooks-Ellis at deborah.l.rooks@maine.edu or Jamie Michaud at Jamie.L.Michaud@maine.gov. |  |
| <5 | Schedule for Upcoming ICC Meetings (Deborah Rooks-Ellis) | With the bulk of the stakeholder work that was needed to complete the target setting process completed, the ICC will plan to resume quarterly meetings. Next year’s tentative schedule will consist of virtual meetings from on 3/14/22, 6/13/22, 9/12/22, and 12/12/22 from 11:00am-12:30pm. In-person meetings may resume sooner based on current health and safety guidelines from the Maine Center for Disease Control (CDC) and Department of Education (DOE), but a Zoom link will continue to be available for those who wish to participate remotely.  | Jamie Michaud will send out Zoom invitations for the 2022 ICC meetings to get them on everyone’s calendars ASAP. |  |