

January 9, 2015

Attendees:

Heather Racicot, Christine Lux, Jean Price, Paula Black, Laura McKee, Lucy Hart Paulson, Tim Plaska, Wendy Studt, Lori Gaustad, Patty Butler, Zoe Barnard, Danielle McCarthy, Teri Lilletvedt, Amber Bell

WebEx Attendees:

Norma Zelzer, Sandi Hursh, Ryane Holzwarth, Laura M. Copp, Angela Thompson, David Munson, Priscilla Halcro, Sylvia Danforth, Sue Holmstrom, Jenn Banna, Sheila Doll

Excused:

Ron Herman, Jody Jones, Rebecca Richards

Agenda:

- **MT Early Intervention Position Statement - Wendy**

Using the attached documents, a committee was formed to write the Montana Milestones Part C/Early Intervention Program intent and requirements. This group will connect via telephone conferencing to determine meeting dates, assignment of duties, and guidelines of the document to be created. Timeline: a draft to be presented at our next FSSAC meeting, May 8, 2015. As time is limited, if a representative or parent has not been identified, the work group may convene without those roles filled.

Members:

Catherine Hafliger, Chairperson, CDC
Mandie Clark, ECI
Laura McKee, Parent & FSSAC Chairperson
Paula Black, Family Outreach
Lucy Hart Paulson, Therapist Representative
Norma Zelzer, QLC

To be determined:

- Representative from STEP
- Representative from DEAP
- Representative from Hi-Line Home Programs

- **Professional Development Initiative – David**

David shared information about the ability to utilize the Montana Digital Academy as our platform for professional development. The Professional Development Committee will meet via conference call to determine what specific modules to include immediately. Family Support Specialists will be required to participate. Their feedback will be instrumental in any improvements, glitches, successes prior to including additional modules. The timeline for this is brief with at least two modules available on the website prior to Summer 2015.

- **Quality Monitoring – Ryane**

Ryane shared the draft monitoring tool. A work group of Regional Office staff members met and utilized the monitoring documents from other states and the Office of Special Education Programs to develop the tool. The actual document was created by Alexis Marthaller.

Discussion was held regarding several points throughout the document. The work group will reconvene sometime in February to complete the document and pilot its use with the Part C and FES providers.

- **Referral System - Teri**

Teri shared information about an improved online referral system available in four counties. This is a collaborative effort amongst many agencies and health care systems leading to a streamlined referral process and an ability to determine if referrals have been made or acted upon. Family Outreach staff will continue to report on this system as they begin to utilize it.

- **Procedural Safeguards – Laura M.**

Laura reported on the work group studying the best way to share Procedural Safeguards with families. Her work group was made up of Part C providers, parents, and PLUK representatives. The group looked at documents from Maryland, Connecticut, Ohio, Utah, and Iowa. Their recommendation was to utilize a summary sheet with a parent's signature noting they have received the Procedural Safeguards or know where to obtain the Procedural Safeguards such as in the back of each agency's handbook. Laura will share some examples of the summary document with Wendy and Wendy will determine if such a method would be acceptable to the Office of Special Education Programs.

- **Master Coaches – Sue**

Sue shared her experiences as a Master Coach these past few months and how the original professional development has changed her practices. The continued learning via WebEx for the past few months (the final WebEx is January 14, 2014) has greatly enhanced her practice. This was affirmed by Angela Thompson of STEP who indicated similar outcomes at her agency.

- **APR/SSIP/SIMR - Wendy**

Wendy reported the APR is a work in progress. A few agencies have not yet completed their self-assessment. As soon as they are complete, Wendy will share the APR with stakeholders prior to its submission to OSEP February 2, 2015.

Wendy shared the first two components of the State Systemic Improvement Plan (SSIP), an overview of Montana's improvement plan and the initial data analysis. Montana's theory of action will include professional development around Outcomes measurement, improved processes, and continuing cycles of improvement via monitoring of Outcomes quarterly. The State Identified Measureable Result (SIMR) is Outcome 3: Positive social-emotional skills (including social relationships), children who entered or exited the Program below expectations, the increased target percentage who substantially increased their rate of growth by the time they turned 3 years of age or exited the Program. All improvement strategies will be targeted toward that Outcome. DEAP and CDC will be the pilot sites in year 1 of the project with increased Outcome Monitoring and the pilot for professional development. All other providers will be participating; however, increased focus will be upon DEAP and CDC. The Outcomes process, policy, and procedures will be forthcoming in 2015 along with the specific professional development determined to be needed. Additional assistance in this vein will be provided to

Wendy by Carolee Eislinger from Westat, the new technical assistance center for Part C funded by OSEP. Upon completion of all components of the SSIP, a WebEx will be held for stakeholders review in conjunction with the APR review.

- **Summer 2015 Professional Development Institute - Wendy**

July 20 and 21, 2015 will be expanded professional development around *Roadmaps* and *Using a Coaching Interaction Style with Families* presented by M'Lisa Shelden and Dathan Rush. They have offered to train an additional Master Coach class. If you are interested in having specific staff attend Master Coaching training, please let Wendy know by February 28, 2015.

July 22, 2015 will be Sharing Wisdom and Power with one hour presentations by each individual provider agency. Many FSSs participated in the DEC conference in St. Louis, Missouri October 6-10, 2014 and this is their opportunity to share lessons learned and strategies implemented with their peers. All agencies are required to participate.

- **Fostering Partnerships with Head Start and IDEA Providers - Danni**

Danni shared the history of the Fostering Partnerships with Head Start and IDEA Providers document along with its contents. Discussion was held regarding the document which included some ideas for improvement. Danni and Wendy will be working towards training staff on the document in the spring of 2015.

Housekeeping:

- Please review the Governor's Montana Appointee Handbook.
- Next Meeting date will be in conjunction with the Special Education Advisory Panel on May 8, 2015.

Meeting adjourned at 1:30.