

**Meeting:** Family Support Services Advisory Council (FSSAC)  
**Date:** December 13, 2012 – Wednesday  
**Time:** 1:00 – 3:00 pm.  
**Location:** 111 N Sanders Rm 107  
Helena, MT 59604

## **Family Support Services Advisory Council (FSSAC) Meeting Minutes**

**Phone Attendees:** Laura McKee (Chair Person) – Parent  
Lucy Hart-Paulson – Therapist Representative  
Rick Thompson – Provider/Part C  
Denise Herman – Provider/Part C  
David Munson – Provider/Part C  
Verne Beffert – Special Education  
Elizabeth Cummings - Parent

**Attendees:** Beverly Herweck – Agency Representative  
Jean Price – Legislator  
Norma Zelzer – Family Support Specialist  
Novelene Martin – Parent Representative  
Ted Maloney – Part C Rep/Contracted (part time)  
Leigh Ann Holmes – Nurse  
Paula Black – Family Support Specialist  
Mike Mahoney – Agency Representative  
Jeff Sturm – Developmental Disabilities Program (DDP) Director  
Tim Plaska – Community Services Bureau Chief  
Karen Cech – DDP Admin. Asst. Recorder

Tim Plaska is the Community Services Bureau Chief for the Developmental Disabilities Program (DDP). Tim is coordinating the Part C activities until the position is filled.

### ***Agenda:***

- 1. Attendees were welcomed and introductions were made.***
  
- 2. Status of the Part C Coordinator Position*** – Tim Plaska reported that an e-mail was sent out to the FSSAC members and providers that Wendy Studt has been hired as the new Part C Coordinator. Wendy has over 14 years of experience as an educator, family advocate and administrative team member at the Rocky Mountain Development Council Head Start program in Helena. In addition to her Head Start experience she also has 6 years of classroom experience with young children as a teacher in Helena and Bozeman. Wendy has provided direct services to children and families, has developed programs to meet performance standards and outcomes and has experience collecting, analyzing and reporting

various types of data. I believe she will be a valuable asset to our Part C Early Intervention Program and to the children and families receiving services. Wendy's first day of work will be December 24<sup>th</sup> and her contact information in the DDP Central Office in Helena will be 444-5647 or e-mail at [WStudt@mt.gov](mailto:WStudt@mt.gov) .

3. **Through 7.** - Novelene Martin conducted a WebEx presentation covering agenda items 3 through 7. The presentation demonstrated where members can find information on the FSSAC, the purpose and role of the council, the State Ethic Law Requirements to be followed by the council members, and the FSSAC Bi-Laws. The website can be found at <http://www.dphhs.mt.gov/fssac/index.shtml> . We ask the council members to review these portions of the web site. DDP will be working to update this website and keep it current.
  
9. **Update on the Annual Performance Report and Child Count Activities** – Ted Maloney has been contracted to follow up with on-going programs, Annual Performance Report (APR) and Child Count Data, until the Part C Coordinator has been hired.

**The Annual Performance Report** has 14 indicators to report on. Eight indicators are completed. We are waiting on Office of Special Education Programs (OSEP) to see what changes they will be making in requirements for individual to complete indicators 9 – 14. DDP foresees no problem getting the report finished before the June deadline. A draft of the APR will be sent out to FSSAC and Child and Family Providers. A follow up conference call will be scheduled to go over the draft before finalized.

**Child Count Data** is divided into two parts.

- Part one –
  - a) June 30, 2012 providers sent in information,
  - b) data collected/presented to EMAPS – reviewed for errors and corrections were made, and
  - c) data was submitted to OSEP.
  
- Part two –
  - a) tables one and two completed middle of November,
  - b) waiting for instructions to send to OSEP.

### **8. Routines-Based Early Interview (RBI) and Implementation Plans –**

The Individuals with Disabilities Education Act (IDEA) was established at federal level and opened a window of opportunity through which states could access substantial federal dollars to develop and support services which would help families raise their child within their own family context. This program ranges from infant to age 18 (or in some instances 2). The Part C Program (Infant & Toddler Program) includes individuals 0 to 3 years of age and the Part B Program encompasses individual's age 3 through 18 or in some instances 21.

Part C services are research based, tested, implemented, and proven to be effective. These services are implemented at the home in the child's natural environment and community.

The Developmental Disabilities Program contracted with Dr. Robin McWilliam, to conduct training on Routine-Based Interview. An implementation plan was then developed.

The first phase was to train Child and Family providers and FSS's to go into the family's home, understand the family dynamics, and utilize the RBI tools to train the family members on how to work with their child. The Child and Family providers will then develop a plan and outline how they plan on implementing this style of training into their programs.

Phase two is providing the services using Routines-Based Early Intervention (RBEI) strategies to the individuals through the Family Support Specialist, identifying programs for the child in home and group settings. The FSS will be building a program for families to conduct the training in their home and the FSS will consult in all other environments the child is in.

Lucy Hart-Paulson commented that a group at the U of M Rural Institute has a group of students doing their graduate studies to become speech and pathologists. Some of the students have been exposed to the RBI training have comments on the delivery model. Is it an evidentiary based practice? What will this do to speech and pathologists practice? Clinicians are not able to go into homes.

Elizabeth Jones, parent from Kalispell, commented that she has gone through the RBI training and found it a good positive experience. The training is less clinical and the emphasis is on the needs of the individual and family members. This may be an agenda item for the next FSSAC meeting.

Novelene participated as a parent in the training sessions and also thought the training was a good experience.

Tim commented that a variety of providers have attended the trainings.

**FSS Certification** – There have been discussions that the FSS certification should be divided into three categories:

- (1) FSS – Part C – RBI Endorsed (portfolios)
- (2) FSS – Caregiver Training/Support (on line training)
- (3) FSS – Autism Endorsement (Ann Garfinkle will be asked for ideas for Autism endorsement).

Novelene will be getting a workgroup put together to determine how to proceed with the certification development. This will be a six month project to develop a draft and then send out for comment.

Rick Thompson and Mike Maloney have asked to participate on the workgroup.

The goal is to have the draft out by March 1<sup>st</sup> for comment.

**Other topics** – Norma Zelzer (FSS) commented that the IFSP will need to be looked at to follow the RBI training. If changes are made to the IFSP, the IFSP will still have to meet Waiver requirements.

Where is the progress on the IFSP going on line? There is a meeting coming up with the on line system people for IFSP to go on line.

**Schedule of FSSAC meetings during 2013 and topics for discussion** – A WebEx call will be set up in January to introduce the new Part C coordinator (Wendy Studt) and to give an update on the Annual Performance Review (APR). Wendy will get with Laura (FSSAC chairperson) and set dates for the FSSAC meetings for the 2013 year.

Meeting adjourned at 2:32 pm.