

FSSAC Quarterly Meeting

AGENDA AND NOTES

MAY 8, 2015 9:00 AM TO 3:30 PM

MT COUNCIL FOR
DEVELOPMENTAL DISABILITIES
CONFERENCE ROOM
2712 BILLINGS AVENUE
HELENA, MT 59601

TYPE OF MEETING	FSSAC Quarterly Meeting
FACILITATOR	Wendy Studt
NOTE TAKER	Karen Cech
FSSAC MEMBERS:	Laura McKee, Jenn Banna, Sylvia Danforth, Marilyn Davis, David Munson, Ron Herman, Megan Kolar,
	Laura Simonsen, Norma Zelzer, Jody Jones, Honorable Jean Price, Ryane Holzworth, Laura Copp,
	Dr. Christine Lux, Wendy Studt
PHONE ATTENDEES:	Lucy Hart-Paulson, Lori Gaustad
OTHER ATTENDEES:	Sandi Hursh, Amber Bell, Lisa Warrington, Cathy Murphy, Teri Lilletvedt, Rebecca Richards, Paula Black
	Alexis Marthaller, Linda Zermeno, Kathy Rich, Roger Holt

Agenda topics

- **WELCOME, INTRODUCTIONS, FSSAC PURPOSE, BY-LAWS**
 - **INTRODUCTION OF THE FAMILY STORY BY JILL SHAVER**
- CO-CHAIRS:
JENN BANNA AND LAURA MCKEE**

DISCUSSION	Wendy Studt welcomed all participants at the FSSAC meeting.
Introductions:	The FSSAC meeting attendees made introductions and phone attendees followed with their introductions. Handouts pertaining to the agenda were passed out for members to view through the meeting.
FSSAC Purpose:	The Montana's Family Support Services Advisory Council (FSSAC) Bylaws were reviewed and it was explained to participating parent representatives what the purpose of the Montana FSSAC. (Taken from the bylaws) - The purpose of the FSSAC Council is to advise and assist the lead agency to plan, develop, and implement Montana's comprehensive, state-wide, interagency system of early intervention and family support services to infants and toddlers with disabilities and their families. Additionally, the Council may advise appropriate agencies in the state with respect to the integration of services for infants and toddlers and their families, regardless of whether the infants and toddlers are eligible for Montana's Part C services or for other services in the state.
Membership:	Membership for the Council requires many affiliations from across the state that is appointed by the Governor. One key position of the FSSAC Council is the Chairperson/Chairpersons. These position/positions must be a parent representative. Members or participants attending the meeting that are not appointed to the Council are not voting members. The Council members should read over the bylaws for the bylaw guide the Council.
Story:	<p>Jill Shaver - was unable to attend the meeting and was unable to provide a family story.</p> <p>Jenn Banna - FSSAC Co-Chairman, provided her family story. Jenn has 6 kids, 3 in Part C. She explained how she met Roger Holt with Parents Lets Unite Kids (PLUK) and how she connected with the FSSAC</p> <p>Laura McKee - FSSAC Co-Chairman, is a mother of 2 boys with the youngest in Part C. Laura had just</p>

received the National Mother of the Year Award in April in Washington, D.C. and she will be traveling in July to attend a Part C Leadership Conference in Denver, CO. Wendy announced that the Part C Leadership Conference is looking for parent nominees. Wendy will send out an e-mail to the Council to send in suggestions.

Marilyn Davis - is a parent of an 11 year old son. Her son, at age one, had development issues, is non-verbal and has many other challenges. Marilyn worked with agencies to develop her son's skills. She worked with a Board Certified Behavior Analyst (BCBA) from Seattle, WA in her home to develop an Applied Behavioral Assessment (ABA) program and to help train direct care staff. Her son has gone from a moderate responder to participating in everything. Intensive training work is being done through Family Outreach. This year will be her son's first participation in the Special Olympics.

CONCLUSIONS	Laura McKee and Jenn Banna have not been official nominated to Co-Chairpersons of the FSSAC. Wendy Studt asked if someone from the Council would move to nominate Laura McKee and Jenn Banna.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Marilyn Davis moved to officially nominate Laura McKee and Jenn Banna into office. FSSAC voted - majority so moved to nominate Laura and Jenn into office a Co-Chairpersons.	Marilyn Davis	N/A

• STRATEGIC PLAN INITIATIVES LAURA MCKEE

DISCUSSION	Laura reviewed the strategic initiatives that were created during our strategic planning meeting in September 2013.	
CONCLUSIONS	Most of the strategic initiatives are components of the State-wide Systemic Improvement Plan.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

**• COMMITTEE REPORT: PROFESSIONAL DEVELOPMENT COMMITTEE DR. CHRISTINE LUX
DAVID MUNSON**

DISCUSSION	Since the last FSSAC meeting, Dr. Christine Lux, Wendy Studt and David Munson partnered with Montana Digital Academy in conjunction the Extended University with the Montana State University look at developing modules for trainings that FSS's will need throughout Montana regions. This agency is interested in creating non-credit learning.	
Another meeting has been scheduled to go through demos of different training modules to develop the best forum. When developing the modules trainers will have the ability to insert videos, power points, and other materials. Dynamic presenters will be needed to maintain the audience attention. This process is more cost effective than the virtual learning that was quoted to the council. Next stage of the process is to create the modules utilizing other states information. Child and Family agencies are excited to create non-credit program/modules. High quality training modules will be accessible to anyone in the state, out of state, for FSSs, FSS on-going training direct support staff, and even university students. Agencies may require their staff to take modules for their training requirements. There is a huge potential to keep adding new modules and for families to learn without FSS's training them.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Wendy will bring examples of training modules to the next FSSAS meeting. Next step will be to fund the project and to develop a timeline to complete project.	Wendy Studt and Professional Development Committee	Next FSSAC meeting.

• **COMMITTEE REPORT:
CHILD OUTCOMES WORK
GROUP**

WENDY STUDT

DISCUSSION	The workgroup has been working two years on child outcome progress. Last summer the group was struggling with understanding and being able to explain components of the rating procedure. Montana belongs to a five state child outcome consortium. Abby Weiner and Cathy Wiley will be working with Montana to help with modules and data analysis. Many states are in the same situation with ratings being skewed.
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• **COMMITTEE REPORT:
MONTANA MILESTONES/PART C
POSITION PAPER**

LUCY HART-PAULSON

DISCUSSION	The Montana Milestone 123 handout was passed out and reviewed by the FSSAC. Montana Milestones 123 is the Part C Early Intervention Program for Infants and Toddlers with Disabilities, part of the federal <i>Individuals with Disabilities Education Act (IDEA)</i> . The hand out outlines the intent and requirements of Montana’s Early Intervention (EI) program.	
	Lucy Hart-Paulson led the committee in writing the draft position paper. The group consists of CDC, ????. The paper was developed from recommended practices from Division of Early Childhood (DEC) around the country and combined to create a program for Montana. DEC recommended practices can be found on line.	
CONCLUSIONS	The committee would also like advice from the council on an introduction and a summary. It was suggested that the document be summarize to one page with key points.	
	Next time FSSAC meets the paper will be in a finalized form.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
The workgroup would like the council to review the handout and send their suggestions to Wendy Studt at wstudt@mt.gov .	Wendy Studt Lucy Hart-Paulson	Mid June

• **COMMITTEE REPORT:
MONITORING TOOL**

**ALEXIS MARTHALLER
RYANE HOLZWORTH**

DISCUSSION	Quality Improvement Specialists (QIS), Alexis Marthaler (Butte) and Ryane Holzwarth (Billings), reviewed the Monitoring Tool. The Developmental Disabilities Program QIS's will be responsible for completing the monitoring tool with the providers. Training will be administered to QIS's to use the tool correctly.	
	<p>The Monitoring Tool is an electronic tool that will be used to review providers and random families of children receiving services. Selection of providers and families is done on the computer with a randomizer application. The Monitoring Tool will measure the following areas:</p> <ul style="list-style-type: none"> • <u>Program Management</u> - Management areas are what OSEP lined out for procedural safeguards. • <u>Qualified Personnel</u> • <u>Assessment & Evaluation</u> - Can collaboration of others be included? • <u>IFSP Development</u> - IFSP (Individual Family Service Plan) plan of care is developed by Family Support Specialist (FSS) - is FSS qualified? • <u>Family Services</u> - make sure process is working for the families • <u>Family Interview</u> - like to have this in person if possible - QIS's will ask if the family's needs are being met. Comment - Parent's do not know what needs are, they should be asked "How are their needs being met?" Providers ask this question in this manner. Questions suggested to ask families: <ul style="list-style-type: none"> ○ Does family know what an FSS is? ○ Will the family be notified of visit from QIS? ○ What is goal for child? ○ Is family satisfied? <p>Will FSS be there for questions? If FSS is not present, the family may give a more honest answer. It may be beneficial to send question for meeting family ahead of time. This may result in better feedback and less cancelation of meetings.</p>	
	Each section of the spreadsheets were explained and reviewed for comments from the council.	

CONCLUSIONS	Monitoring Tool was created to get a tool that is consistently being used by everyone across the state.	
<p>Montana's valid statistic samples were significantly off. Due to these results the monitoring was developed. The tool will be done quarterly and the form will be electronic. This is not perfect and bugs are being ironed out. This is a six year, ongoing, process and input is needed from the providers. OSEP is asking for this information.</p> <p>Part C serves a diverse population and 0-3 years of age is tough to diagnose.</p> <p>A summary letter of meeting that hit on key points should be considered to be sent to providers so they would not have to review the whole tool.</p> <p>A thank you was given to the QIS's and individuals involved in developing the tool and all their work they put into it.</p>		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ol style="list-style-type: none"> 1. Make note to check info with E&D system on child. 2. Utilize information for EI modules to gather information on individuals 3. Develop appropriate questions for QIS's to ask families. 	This piece comes from EARPs	
<ul style="list-style-type: none"> • Copies of measures will be sent to the Council to review • Glitches in spreadsheets will be fixed. 	Wendy Studt Alexis Marthaler	

Wendy - ACES training – eco map – don't think we use enough – develop resources that you don't have....visit eco map more often...move toward sources....member- we are starting to use...

- **COMMITTEE REPORT: PARENT COMMITTEE AND ADDITIONAL COMMITTEES NEEDED**

**LAURA MCKEE
JENN BANNA**

CONCLUSIONS	<ul style="list-style-type: none"> • Jenn Banna has been selected to recruit parents for the Parent Committee of the FSSAC. It is FSSAC's goal to have more family involvement with marketing and child find. Funding is available for these projects. Laura McKee has developed a couple of documents to help with these projects. • Definitions for child find need to be created. Definitions need to be universal across Montana. Providers, staff, and other individuals involved interpret definitions in different ways. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Recruit parents.	Jenn Banna	

PRESENTATION:

KATHY RICH – PROJECT LAUNCH is a grant that DPHHS received last October 2014. “*The purpose of Project LAUNCH (Linking Actions for Unmet Needs in Children’s Health) is to promote the wellness of young children ages birth to 8 by addressing the physical, social, emotional, cognitive, and behavioral aspects of their development.*” Kathy explained the project to the FSSAC and that when the grant was written it was written into the grant to have or recruit parents on the group from the FSSAC. This recruitment did not involve input from Wendy Studt. Kathy explained that they are looking for parent involvement and it would be parents on the FSSAC's choice or opportunity to be involved.

Action: The project can be found at the following website, <http://www.healthysafechildren.org/grantee/project-launch>. It was suggested that if respite could be provider for parents attending that more parents may volunteer.

PRESENTATION:

DRENDA NIEMAN – ONLINE RESOURCE AND REFERRAL SYSTEM – Lewis and Clark County Health Department has a consented secure referral system developed by Noble that has recently been connected with 14 agencies in the Helena area. The system encourages coordination of care between multiple agencies to improve service delivery to individuals.

A Referral Coordinator:

1. Adds new agencies and users to the system & assigns appropriate permissions.
2. Assist agencies in developing their unique referral forms in the system.
3. Helps with provider orientation, training, and technical assistance for system users.
4. Monitors data within the system to minimize duplication, insure system is working correctly, and provider reminders to users when referrals are accepted.

The Referral Coordinator for Helena is:

Paula Hunthausen
 Referral Coordination
 Lewis & Clark County Health Dept.
 Helena Middle School
 1025 N Rodney
 Helena, MT 59601
 Phone - (406) 324-2955 office

Drenda and Paula presented a power point of how the system works and the process. Along with Lewis & Clark County (Helena), Hill County (Havre), Cascade County (Great Falls), and Flathead County (Kalispell) have implemented the system. Silver Bow County (Butte) is working to also adopt it. There is hope to have the systems linked in the future. The advantage to the system is have all agencies involved in a person knows what medications and what health care is being delivered.

The system is being paid differently in each county. Some are paid through grants and some counties have been creative by adopting an agency donating a \$100.

Wendy thanked Paula and Drenda on the presentation and that it was a great system.

**• SSIP – PHASE I AND II: WENDY STUDDT
 CONNECTING THE DOTS**

DISCUSSION	<p>State Systemic Improvement Program meeting was May 7, 2015. Wendy gave great presentation to the workgroup. The workgroup discussed:</p> <ul style="list-style-type: none"> • Montana’s funky outcomes • Developing a system to fix outcomes • Improve social emotional outcomes for infants and toddlers • How do we assess, screen, and how do we make/show progress • How do we mix in with professional development group • How do we collect good data • How do we acquire of kids for child find
CONCLUSIONS	<p>May 26 - 29, 2015 there is an OSEP meeting in Chicago that Wendy Studdt, Chet Williams, and Cathy Murphy will attend. Wendy hopes to get feedback from OSEP for evaluation, acquire information on what will be the next steps in the OSEP process, and what the process should look like next year.</p>

• **SUMMER INSTITUTE 2015**

WENDY STUDT

JULY 20 THROUGH JULY 22

DISCUSSION	Wendy will be facilitating the Summer Institute 2015 Training Conference July 20 - 22, 2015. Sheldon and Rush will be presenting coaching and interaction style 2. Every provider will be asked to share something - share wisdom and power. All Family Support Specialists will be invited.		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE	
If Council members are interested in participating contact Wendy Studt at wstudt@mt.gov .			

• **OFFICE OF SPECIAL EDUCATION LEADERSHIP CONFERENCE 2015**

**JENN BANNA
LAURA MCKEE**

DISCUSSION	The Office of Special Education Leadership (OSEP) Conference 2015 will be in Washington DC July 26 - 29, 2015. Jenn Banna and Laura McKee will be going. DDP staff Wendy Studt, Novelene Martin, and Cathy Murphy will also be attending. Last year Montana had few attendees. It will be good to have a large presence this year. Kari Hoover and Kathy Karls will be presenting on RBI.		
Participants include Part B State Directors and their staff, Part C Coordinators and their staff, Parent Training Center staff, Part B and Part C Data Managers and Part D Technical Assistance Providers .			

• **DEC CONFERENCE 2015**

**JENN BANNA
WENDY STUDT**

DISCUSSION	Division of Early Childhood (DEC) Conference will be held in Atlanta GA October 7-9, 2015. Parents will attend three days and providers are scheduled to attend October 8 th and 9 th . DDP will be sending a Regional Manager and a Quality Improvement Specialist (QIS) to attend. They will be asked to bring back screening, assessment, and best practices around social emotional development for infants and toddlers and their families. Three Family Support Specialists (FSS) from Montana will also be sent and they will do a presentation on the Montana Routine Based Invention (RBI) boot camp proposal.		
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• **RECAP**

WENDY STUDT

CONCLUSIONS	Next meeting is scheduled for August 28, 2015.		
SPECIAL NOTES	Next meeting is scheduled for August 28, 2015.		
	Meeting adjourned at 2:38 pm.		