

# MINUTES

## FSSAC Quarterly Meeting Minutes

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*Date | time* January 22, 2021, 9:00 – 11:30 | *Meeting called to order by* Chair Person Bonnie Ramage

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### In Attendance

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Council Members: Abby Harris, Bonnie Ramage, Kiera Kirschner, Nicole Goeddel, Daylinda Radley, Karen Thornton, Hollin Buck, David Munson, Dr Christine Lux, Cathy Murphy, Patty Butler, Laura Christiaens, Leslie Lee, Carol Clayton-Bye, Danielle McCarthy, Jeannie Keller, Kathy Rich, Laura McKee, Amber Bell, Brandi Loch

Council Members Absent: Stephanie Davis, Kathy Kelker

Guests: Breanne Main, Kallie Decker, Kari Hoover, Brooke Bartholomew

State Staff: Wendy Studt, Sandy Cade, Sally Tilleman

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### Council

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Chair Bonnie Ramage led introductions of the Council members, guests, State staff. Bonnie introduced Breanne Main who shared her family story, all about a beautiful girl named Chloe. The Council members expressed their gratitude to Breanne for sharing her family story and how her family's story leads us to reflect on our own work in early intervention. Thank you, Breanne.

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### Agenda

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Bonnie reviewed the agenda. Council members were asked to select a workgroup in the Chat Box so that they may be assigned a break-out room. The two work topics come from the FSSAC Strategic Plan:

Goal 2: Workforce: MT has an early intervention workforce that is competent, confident, and has capacity.

- Strategy: Multidisciplinary Teams: how to engage the greater community of early intervention professionals, including pediatricians and family practitioners, to promote early identification and the provision of early intervention services in MT.
- Workgroup members: Laura Christiaens, Hollin Buck, David Munson, Karen Thornton, Brandi Loch, Kari Hoover, Amber Bell, Bonnie Ramage, Christine Lux, Daylinda Radley, Kallie Decker.

Goal 4: Coordination: The early childhood system is coordinated to support effective family assessment, system navigation, care coordination, and use of data.

- Strategy: Collaborate with early childhood programs to improve transitions from Part C by identifying what families need to know (information) as well as supporting the family's emotional needs as they move from one system into different systems.
- Workgroup members: Laura McKee, Nicole Goeddel, Leslie Lee, Dani McCarthy, Jeannie Keller, Carol Clayton-Bye, Kathy Rich, Abby Harris.

A revision was made to the agenda to provide opportunity for Laura McKee to speak about Montana's Parent Training and Information Center, the Montana Empowerment Center, and her role as a Family Outreach Liaison.

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## Montana Empowerment Center

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Laura's presentation slides are attached.

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## Comprehensive System of Professional Development (CSPD)

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Sandy provided an update of Montana's efforts to redesign the CSPD for Family Support Specialists leading to Primary and Comprehensive Certification.

Nine core content areas were developed and are expected to lead to the development of learning modules including outcomes. The first round of participatory planning was completed with input from members of the FSSAC, five regional Part C Program provider teams, higher education representatives, and State staff. The Delphi Process was used as a method to arrive at group opinion or decision by surveying a panel of experts – stakeholders. This group responds to rounds of questionnaires and the responses are then aggregated and shared with the group. The second draft is being finalized with the aggregated data provided through the first Delphi round and will be shared with the Stakeholder groups for additional input in the coming weeks. The final draft will be presented to the FSSAC at the March meeting.

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## FFY 2019 State Performance Plan/Annual Performance Report (SPP/APR)

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States receiving funds to implement the Individuals with Disabilities Education Act (2004) must develop a State Performance Plan (SPP) that describes efforts to meet the requirements and purposes of IDEA: how the State evaluates the implementation of IDEA and efforts to improve implementation of IDEA including baseline and targets for indicators of performance. Improvement activities are based on areas of need identified through analysis of data on the indicators. The Annual Performance Report (APR) is made up of indicators that measure compliance and effectiveness of the State's implementation of IDEA. The data collected are not only for reporting but also to use for continuous program improvement.

The purpose of the State's monitoring is to a) monitor and evaluate compliance with the Part C of the IDEA regulations; b) monitor the contractor's compliance to ensure eligible children and families receive timely, comprehensive, community-based services that enhance the developmental progress from birth to age three; c) monitor and evaluate the contractor's contract activities; d) contribute to ongoing quality improvement of contractors to ensure a baseline of quality services for all families participating in Montana Milestones. There are five components of the State's monitoring system: 1) the contractors' annual report; 2) data verification processes; 3) dispute resolution system; 4) contractors' determinations; and 5) technical assistance and/or professional development.

Wendy reported on Indicators 1-10. The SPP/APR will be submitted by February 1, 2021 through the Office of Special Education Program's data management system, EMAPS. Indicator 11, the State-wide Systematic Improvement Plan (SSIP) will be presented at the FSSAC Quarterly Meeting, March 26, 2021, for submission April 1, 2021 via the same data management system, EMAPS. Findings of non-compliance will be addressed with individual contractors to provide verification that each finding has been corrected and subsequent data reflect the contractor is meeting the regulatory requirements.

The State's SPP/APR will be posted on the Montana Milestones website as soon as possible after February 1, 2021. The individual contractors will receive their reports and letters of determination soon after February 1, 2021.

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## FSSAC Strategic Plan Break-out Groups

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A suggestion from Council members to move the break-out rooms and work to the next meeting in March was made due to time constraints. All agreed. Dr. Lux offered to bring the Goal 2 workgroup together and report out at the March meeting on the following:

- Selection of a recorder who will report out when we reconvene and email notes to Wendy ([wstuddt@mt.gov](mailto:wstuddt@mt.gov)).
- Selection of a facilitator who will continue to act in this role between now and the next meeting, March 26, 2021.
- Develop a work plan with roles of responsibility and timelines to achieve the strategic goal as identified.
- Description of the action steps the workgroup will take to achieve the strategic goal. Make measurable steps that are realistic to achieve between now and March 26. Create a timeline that works for your group.

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## Public Comment

## Next Meeting

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Friday, March 26, 2021, 9:00 – 11:30. The meeting will be held virtually, and invitations will be forthcoming.