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| **Interagency Coordinating Council (ICC) Meeting:** 10/04/21 from 11:00am-12:30pm | | | | |
|  | **Attendance:** | ICC Members: | | Guests: |
|  | **Key:**  \* = Notetaker  = Absent    **Next Meeting(s):** 11/15/21 @ 11:00am 12/13/21 @ 11:00am | Erin Frazier, Director of Special Services, DOE  Roberta Lucas, CDS State Director/619 Coordinator, DOE  Jamie Michaud, State Part C Coordinator, CDS  Robyn Neal, Executive Assistant, CDS\*  Cheryl Hillicoss, Early Intervention Program Manager, CDS York  Deborah Rooks-Ellis, Associate Professor, University of Maine/ICC Chair  Cheryl Mercier, Special Education Director, RSU 18  Nena Cunningham, Head Start State Collaboration Director, DOE  Carrie Woodcock, Parent and Executive Director, Maine Parent Federation  Crystal Arbour, Child Care Services Program Manager, DHHS  Dee Madore, Registered Dietician, Contracted Provider  Amy Spencer, Speech/Language Pathologist, MECDHH  Kari Jenkins, Parent/Service Coordinator, CDS Reach  Kristi Abraham, Parent, CDS Reach  Meg Sigovich, Teacher of Children with Disabilities, CDS Reach  Carly Lowell, Disabilities/Mental Health Manager, SKCDC  Jamie Bartlett, Children’s Behavioral Health, DHHS  Trista Collins, Office of MaineCare Services, DHHS  Amelia Lyons, Migrant Education & Homeless Education, DOE  Leigh Ann Fish, Assistant Professor of Early Childhood Education, UMF  Sue Salisbury, District #35 Representative, House of Representatives  Jessica Creedon, Parent/Foster Parent, CDS York  Denise Merrill, Regional Associate Director, DHHS  Gretel Crockett, Child Welfare Program Manager, DHHS  Jill Hamm, Service Coordinator, CDS Two Rivers  Sara Butler, Speech/Language Pathologist, CDS Two Rivers  Jessika Frye, Parent/Service Coordinator, CDS Two Rivers  Kelly Christopher, Parent, CDS Downeast  Travis Bryant, Executive Director, AFFM and the Kinship Program  Hibo Omer, Program Director, New Mainers Public Health Initiative  Brenda Drummond, Director, Division for the Blind and Visually Impaired  Natalie Austin, Early Intervention Coordinator, MECDHH | | Ariana Whiting, Interim Data Manager, CDS |
| **Minutes**  **Allotted** | **Topic** | **Discussion/ Agreements** | **Action Items** | **Reference Materials** |
| 10-15 | Introductions & Announcements (Jamie Michaud for Deborah Rooks-Ellis) | All attendees introduced themselves and their role as a parent and/or professional on the ICC. |  |  |
| <5 | Required ICC Composition under IDEA (Jamie Michaud for Deborah Rooks-Ellis) | Maine’s ICC currently has all the representatives required under the Individuals with Disabilities Education Act (IDEA) except the following:  “At least one member must be from the agency responsible for the State regulation of private health insurance.” | If you know anyone who fits this criteria and may be interested in filling this role on the ICC, please provide their contact info to Jamie Michaud, Part C State Coordinator, at (207)299-8290 or [Jamie.L.Michaud@maine.gov](mailto:Jamie.L.Michaud@maine.gov). |  |
| <5 | FFY20 Child Find Data (Ariana Whiting) | Ariana shared current Child Find data for infants (birth to one year) that demonstrates an increase from 66 infants on 10/1/20 to 98 infants on 10/1/21. Discussion about the potential reasons that CDS saw an increase in infants with IFSPs, during a global pandemic, included the following:   * Ariana explained that CDS has made targeted efforts in expanding the list of established conditions (i.e., adding Substance Exposed Infants rather than requiring a diagnosis of Neonatal Abstinence Syndrome) that make children under age 3 automatically eligible for Part C *and* increasing community awareness of this list. * Carly Lowell noted the high level of effort from Service Coordinators to contact parents/guardians who are more difficult to contact. * Jamie Michaud shared that, per Jill Hamm’s recommendation during the previous ICC meeting, the EIPMs have reviewed and updated the guidance for using Informed Clinical Opinion to determine infants/toddlers eligible when appropriate. This was a timely activity since there have been concerns noted from multiple sites, as well as other states, about the latest version of the standardized tool used for eligibility (BDI-3) not showing significant delays in the scoring for infants. * Sara Butler addressed the fact that parents of medically fragile children can become overwhelmed by the breadth of services offered to their child/family and, as a result, offering a plan with Service Coordination or monthly check-ins from a Primary Service Provider may be more manageable. Individualizing the services and frequency of visits based on the needs of the child/family (the “I” in IFSP) is crucial. Connecting with discharge coordinators at NICUs may help with referrals being made when babies are still in the hospital, which does not feel like the right time to contact a family to offer Part C services. |  | To build your knowledge about data, check out the self-guided resource at <https://dasycenter.org/stakeholder-knowledge-toolkit/>. |
| 5-10 | Budget for Part C ARPA Funds (Jamie Michaud) | Jamie shared the budget for the American Rescue Plan Act (ARPA) funds that was submitted to the Office of Special Education Programs (OSEP) after stakeholder input was received during and after the last ICC meeting. Feedback from ICC members included:   * Recording audio versions of the translated documents that go out to families for those who cannot read written language (Hibo Omer) * Creating a YouTube video that explains and shows what Part C services look like to augment our “elevator speech” for families (Kari Jenkins) * Explaining why early intervention is so important and how early intervention providers can help families/ using techniques to “sell” the program to families who may not have concerns or do not think they need any support/help (Hibo Omer) * Recognizing that families of children with disabilities are going through a grieving process and knowing how to be considerate of this when working with children and their families (Carrie Woodcock) |  | Jamie Michaud will include the budget for the Part C ARPA funds with the notes from today’s ICC meeting. |
| 15-30 | Overview of Target Setting Process (Jamie Michaud) | Jamie Michaud presented an overview of the target setting process that is required by the Office of Special Education (OSEP) under the Individuals with Disabilities Education Act (IDEA), as well as the broad stakeholder input that will be needed to identify strategies and initiatives to improve the outcomes of Maine’s infants/toddlers and their families for the next 6 years. |  | Jamie Michaud will include the PowerPoint presentation with the notes from today’s ICC meeting. |
| <5 | Survey: How to Seek Diverse Stakeholder Input for the Target Setting Process (Ariana Whiting) | All attendees were asked to provide suggestions about ways that CDS can seek the needed and desired input from a diverse group of stakeholders via a Survey Monkey link before exiting the meeting. | Any ICC members who did not complete the survey during the meeting, or any who were not present, are encouraged to do so using the link under “Reference Materials.” | Survey Link:  <https://www.surveymonkey.com/r/FRTY9VL> |
| <5 | Plan for Next ICC Meetings (Jamie Michaud for Deborah Rooks-Ellis) | CDS will begin seeking stakeholder input from ICC members for the target setting process during the next 2 meetings (4 indicators in November and 4 indicators in December). CDS will also be looking for ways to seek additional stakeholder input, especially from families and providers, and welcomes all ideas from ICC members and/or the community! | Contact Jamie Michaud, Part C Coordinator, at (207)299-8290 or [Jamie.L.Michaud@maine.gov](mailto:Jamie.L.Michaud@maine.gov) with additional recommendations for obtaining stakeholder input with setting new Part C targets from a diverse group of stakeholders, especially families. |  |