



## State Interagency Coordinating Council for Tennessee's Early Intervention System

March 17, 2015  
9:00 am – 3:00 pm (CT)

### Meeting Minutes

#### **ICC Members in Attendance:**

Ned Solomon -Tennessee Council on Developmental Disabilities  
Karen Pryor-Health Sphere Wellness Center  
Amy Jenkins-Siskin Children's Institute Home and Community Based Early Intervention Program  
Jessica Beaver-Therapy and Learning Center  
Vickie Trice-Tennessee Department of Commerce and Insurance  
Louise Barnes-Tennessee Department of Mental Health and Substance Abuse  
Rachel Saine-Developmental Skills of Dickson  
Pablo Juarez-Vanderbilt Kennedy Center/TRIAD  
Amy Ayer-Parent  
Gail Crawford-Tennessee Department of Human Services  
Jacqueline Johnson-Tennessee Department of Health

#### **ICC Guests in Attendance:**

Linda Hartbarger-Tennessee Early Intervention System  
Catherine Goodwin-Tennessee Early Intervention System  
Jill Rigsby-Tennessee Early Intervention System  
Margaret Headrick-Tennessee Early Intervention System  
Jill Rogers-Lebonheur Early Intervention and Development-LEAD  
Anita Teague-Community Development Centers  
Elizabeth Hailey-Tennessee Early Intervention System  
Karen Willis-Tennessee Early Intervention System  
Emily Harding-Tennessee Early Intervention System  
Jeanna McCloud-Tennessee Early Intervention System  
Georgia Garrett- Tennessee Early Intervention System  
Gary Smith- Tennessee Early Intervention System  
Susan Rollyson-Tennessee Chapter of the American Academy of Pediatrics  
Diane Kuhlman-Tennessee Early Intervention System  
Regina Bowman-Tennessee Early Intervention System  
Shannon Pargin-Tennessee Early Intervention System  
Rene Bard-Tennessee Early Intervention System  
Joan Kennedy-Tennessee Early Intervention System  
Claudia Weber-Tennessee Early Intervention System  
Barbara Thomas-Tennessee Early Intervention System  
Anne Johns-Tennessee Early Intervention System  
Teresa Winnette-Community Development Centers  
Carolyn Boyd-Signal Centers  
Heather Higgins-First Steps  
Michelle Wyatt-Susan Gray School  
Ruthe Threet-Tennessee Early Intervention System  
Kendra Wurm-Tennessee Early Intervention System

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Shmeka Gray-Porter Leath  
Charmaine Segó-Project Memphis  
Serena White-Tennessee Early Intervention System  
Jenny Patterson-Tennessee Early Intervention System  
Mike Hinricher- Tennessee Early Intervention System  
Diane Kuhlman- Tennessee Early Intervention System  
Kerry Kaufman- Lebonheur Early Intervention and Development-LEAD  
Lise Earwood-Tennessee Early Intervention System  
Vickie Olds- Tennessee Early Intervention System  
John Hall- Tennessee Early Intervention System  
Pam Bouchard- Tennessee Early Intervention System  
Martine Twist-Healthsphere Wellness Clinic  
Michelle Valadie-Signal Centers  
Amanda Fuller-Middle Tennessee State University  
Amanda Dunlap-Middle Tennessee State University  
Sara Hargis-Family Voices  
Alacia Stainbrook-Vanderbilt Kennedy Center/TRIAD  
Katie Gentry-Tennessee Early Intervention System  
Serena Blanton-Tennessee Early Intervention System  
JoAnn Hinkle- Tennessee Early Intervention System  
Lisa Manis-Physical Therapy Services

### **MEETING:**

SICC Co-Chair Kimberly Wingate opened the meeting with introductions of SICC members, guests and Lead Agency staff. Minutes from the October SICC meeting were approved by Janet Coscarelli and seconded by Karen Pryor. Motion was made by Co-Chair Kimberly Wingate and seconded by Amy Jenkins to suspend regular meeting format due to Annual Performance Report review and continued work on State Systemic Improvement Plan (SSIP).

### **Meeting**

Part C Monitoring Coordinator Catherine Goodwin opened the meeting explaining the purpose of the day:

1. Present FFY 2013-14 State Performance Plan (SPP)/Annual Performance Report (APR)
2. Present SPP/APR proposed targets for FFY 2013-18 on Indicators 3 (Early Childhood Outcomes) and 4 (family survey)
3. Present State Systemic Improvement Plan (SSIP) coherent improvement strategies
4. Present SSIP draft Theory of Action
5. Gather feedback on APR targets and SSIP work

### **FFY 2013-14 Annual Performance Report (APR)**

Catherine reviewed with SICC membership and visitors that this APR begins a new six-year reporting cycle, FFY 2013-14 through FFY 2018-19. Report will be submitted on Feb. 2. The report will be posted on the State's website after the federal Office of Special Education's (OSEP) period of clarification. Notification will be sent to ICC membership and other stakeholders when report has been posted. An APR summary document was provided to all present as report information was reviewed. Catherine highlighted information contained within the APR Introduction: General Supervision System, Professional Development, Technical Assistance, Stakeholder Input, and Public Reporting. The measurement and compliance status of all federal compliance indicators was reviewed:

- Indicator 1: Timely Individual Family Service Plan (IFSP) service delivery
- Indicator 7: Timely eligibility determination and initial IFSP development
- Indicator 8: Transition
  - 8A: Transition plan with steps and services

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- 8B: Local Education Agency (LEA) notification
- 8C: Timely LEA transition planning conferences
- Indicator 9: Dispute resolution, Resolution Sessions
- Indicator 10: Dispute resolution, Mediation

Detailed Information was shared specific to Indicator 8B and the analysis of both process and data conducted as a part of a General Supervision System review. It was found that the central office process for notifying the State Education Agency (SEA) and Local Education Agency (LEA) of potentially eligible toddlers for Part B preschool services was deficient. Some late entry toddlers (ages 2 years 6 months and older) were missed based on the way data were pulled from Tennessee Early Intervention Data System (TEIDS). Corrective actions were underway at the central office to revise the method in which data are pulled from TEIDS. To facilitate this correction plan, the Lead Agency contacted and utilized technical assistance from Early Childhood Technical Assistance (ECTA) Center and IDEA Data Center (IDC). Technical Assistance was also provided by the federal Office of Special Education Programs (OSEP) Part C State Contact. The central office will begin monthly notifications replacing the formerly quarterly notifications. It is expected that this corrective measure will assure all toddlers potentially eligible for Part B preschool services have notification at least 90 days prior to their third birthday.

Program Monitor, Shannon Pargin shared measurement, FFY 2013-14 year status, and proposed six-year targets for APR result indicators:

- Indicator 2: Natural environments settings
- Indicator 3: Early Childhood Outcomes (ECO)
- Indicator 4: Family survey
- Indicator 5: Child find: birth to one year
- Indicator 6: Child find: birth through two years

Detailed information was revisited specific to Indicators 3 and 4 to finalize target setting which was postponed from the July meeting until additional data and information were available. After discussion on proposed targets, written feedback was collected from both SICC membership and visitors.

### **State Systemic Improvement Plan (SSIP)**

State Contractor Bruce Bull reviewed SSIP Phase I components. All previous analyses have been updated with FFY 2013-14 Early Childhood Outcomes (ECO) data. Currently the following data analyses are underway, results of which will be shared at the March SICC meeting:

- Social economic status (SES) compared with settings data (results indicator 2)
- Service Coordination Survey to gather feedback for improvement areas

Catherine reviewed that Tennessee's SSIP State Identified Measurable Result (SIMR) is ECO Indicator C3B: *knowledge and skills, Summary Statement 2: children exiting TEIS at the same developmental age peers or preschool ready*. Seven improvement strategy areas were identified through stakeholder work related to SSIP infrastructure analysis, regional forums, and SICC meetings. These seven areas were reviewed by ECIP leadership for the selection of four improvement strategies for the State's SIMR. The four improvement strategies selected:

- ECO data
- Child find
- Service delivery model
- IFSP team function

These four improvement strategies will become the foundation for Tennessee's SSIP Theory Action. Katy McCullough with Early Childhood Technical Assistance (ECTA) Center introduced the theory of action – what it is and its purpose relative to SSIP. A draft theory of action was provided based on the four improvement strategies. This graphic illustration will connect improvement strategies to the SIMR providing the base for development of actual improvement activities, SSIP Phase II work. Feedback was solicited from SICC membership and visitors related to the draft theory of action presented. There was

much discussion around the four improvement strategies selected. Particular concern was expressed that theory of action language did not clearly communicate the incorporation of family involvement. Family involvement was one of the seven improvement areas identified but was not selected as a separate improvement strategy. Written and verbal feedback were collected for ongoing SSIP work and consideration.

Katy reviewed SSIP Phase II components which will be the focus in 2015. The next SICC meeting will review SSIP Phase I report to be submitted April 1 and Phase II work.

**Adjournment**

The meeting was adjourned at 12 p.m.

**Next ICC Meeting**

Tuesday, July 21, 2015. This will be another full day meeting, location to be determined.