



# State Interagency Coordinating Council (SICC)

Hawaii Early Intervention Coordinating  
Council (HEICC)

# Orientation

October 22, 2018

8:30 AM – 11:30 PM

**ECTA Center**  
The Early Childhood Technical Assistance Center



# Orientation Materials

- Hawaii Administrative Rules (2013)
- By-Laws (2014)
- Council Priority Areas
- Council Member Roster
- Acronyms

# Orientation Materials

- Early Intervention Brochure
- Family Rights
- Early Intervention Recruitment Flyer

# Federal and State Laws

Federal - <http://ectacenter.org/idea/idea.asp>

State - <http://health.hawaii.gov/eis/>

# History and Overview of IDEA

- 1975 - PL 94-142 (*Education of All Handicapped Children Act*)
- 1986 - PL 99-457 (*The Education for All Handicapped Children Act Amendments*)
  - Section 619 (added preschool)
  - Part H (became Part C)
- 1990 - IDEA (*The Individuals with Disabilities Education Act*)
- 1997 - Focus was on natural environments for Part C
- 2004 - IDEA (*Individuals with Disabilities Education Improvement Act*)

# Part C/Part B

Part C = Birth→2 years



Interagency Coordinating Council (ICC)

Establish a membership link between the...

**ICC**      *and*      **Panel**

Section 619 = 3–5 years/Preschool

Part B = School-age Children



State Special Education Advisory Panel

# ICC Establishment

- (1) In general.--A State that desires to receive financial assistance under this part shall establish a State interagency coordinating council.
- (2) Appointment.--The council shall be appointed by the Governor. In making appointments to the council, the Governor shall ensure that the membership of the council reasonably represents the population of the State.
- (3) Chairperson.--The Governor shall designate a member of the council to serve as the chairperson of the council, or shall require the council to so designate such a member. Any member of the council who is a representative of the lead agency designated under section 635(a)(10) may not serve as the chairperson of the council.

# State of Hawaii - Part C

The Purpose of Part C is to develop and implement

- > statewide
- > comprehensive,
- > coordinated,
- > multidisciplinary
- > system of support and services
- > for infants and toddlers with disabilities and their Families.



# HEICC Vision Statement:

Every child special needs is identified and effectively provided services through the following guiding principles:

- In partnership with families
- In communities where they live
- In respect to their culture and values; and
- In the spirit of aloha

Services are delivered consistently to every child and family regardless of where they live incorporating the following criteria:

- Accessibility
- Comprehensiveness
- Flexibility
- Quality
- Timeliness

# Hawaii By Laws 10/2014

- Purpose
- Membership
  - Composition
  - Ex-Officio Members
  - Compensation
  - Service
- Officers, Terms of Office and Elections
  - Officers
  - Chairs
  - Vice-Chair
  - Election of Officers
  - Removal from Office
- Committees and Committee Chairs
  - Executive Committee
  - Committee
  - Committee Chairpersons
- Meetings
  - Council Meetings
  - Executive Committee Meetings
  - Other Committee Meetings
  - Quorum and Voting
  - Order of Business
- Amendments

# Hawaii Sunshine Law

All Hawaii state and county boards that are subject to the Sunshine Law must:

- provide timely notice of all regular, special, or rescheduled meetings, and of executive meetings that are anticipated in advance, in accordance with section 92-7, HRS.

# Hawaii Sunshine Law

- Please note that meetings held by interactive conference technology (section 92-3.5, HRS), and limited meetings (section 92-3.1, HRS) are subject to the following provisions on notice as well as other conditions set forth in the applicable sections of the Sunshine Law.
- Emergency meetings (section 92-8, HRS) must also be noticed, but notice may be filed within a shorter time period than the normal six days, and there are additional conditions.

# Hawaii Sunshine Law

Contents: Notice shall include the following:

- Agenda listing all items to be considered at the meeting,
- Date of the meeting,
- Time of the meeting,
- Location of the meeting,
- And if applicable, the purpose of an executive meeting.

# Hawaii Sunshine Law

- Filing/posting/mailing: At least six calendar days before non-emergency meetings, notice shall be:
- Filed at the Office of the Lt. Governor (state boards), or the county clerk's office (county boards),
- Filed at the board's office for public inspection,
- Posted at the meeting site (when feasible), and
- Mailed to persons requesting notification by mail.

# Hawaii Sunshine Law

- Boards are not required by the Sunshine Law to file a notice when cancelling a meeting. A board's mere failure to be present at a noticed meeting automatically cancels the meeting.
- The Sunshine Law allows a board to continue a meeting when it is unable to complete an agenda by announcing a reasonable date and time for the continued meeting to those in attendance at the meeting. At the continued meeting, the discussion may only be a continuation from the original meeting, taking up discussions where the board left off. A board does not need to re-hear or accept new testimony for completed agenda items at the continued meeting.

# Hawaii Sunshine Law

- Boards wishing to change the date or time of a meeting should cancel the original meeting and file a new notice at least six days in advance of the new date and time.
- If a board must change the location of a meeting on the day of the meeting (for example, the room loses air conditioning), it may start the meeting at the noticed location, and, if the location must be changed, the board may announce a continuance of the meeting shortly thereafter in the new location in accordance with section 92-7(d), HRS. A written notification of the new meeting location should be posted at the originally noticed location.



# Hawaii Sunshine Law

- Failure to follow the Sunshine Law's notice requirements may necessitate cancelling the meeting. If the meeting nevertheless proceeds, a court may void any final action taken in violation of the Sunshine Law's notice requirements. A suit to void any final action must be commenced within 90 days of the action.

# HEICC Purpose

- The Council is hereby established for the purpose of (Authority: PL 108-446, HRS §321- 353 and §321-357):
  - Advising and assisting the Department in the development and implementation of policies that constitute the statewide system, including identification of sources or fiscal and other support for services for early intervention programs and preparation of applications and amendments;
  - Assisting the Department in achieving the full participation, coordination, and cooperation of all appropriate public agencies in the State, including facilitating resolution of intra- and interagency disputes;

# HEICC Purpose

- Assisting the Department in the effective implementation of the statewide system by establishing a process that includes:
  - Seeking information from service providers, care coordinators, parents, and others about any Federal, State, or local policies that impede timely service delivery; and
  - Taking steps to ensure that any policy problems identified are resolved.
- Preparing and submitting an annual report to the Governor and to the Secretary of the U.S. Department of Education on the status of early intervention programs for infants and toddlers with disabilities and their families operated within Hawaii;

# HEICC Purpose

- Advising and assisting the Hawaii Department of Education regarding the transition of toddlers with disabilities to preschool and other appropriate services; and
- Making recommendations to the Department for expenditure of funds from the Early Intervention Special Fund and the Early Intervention Trust Fund.

# HEICC Purpose

- The Council shall work closely with the Early Intervention Section staff to provide:
  - counsel and consultation regarding the planning, implementation, monitoring, and evaluating the early intervention system,
  - to make recommendations to the Director of Health regarding early intervention services.

# Council Meetings

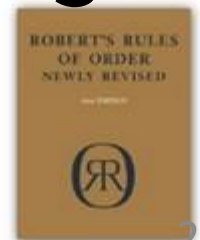
Meetings are:

- held quarterly
- open and accessible to the general public
- scheduled at the beginning of each fiscal year and publically announced
- shall be conducted subject to Chapter 92, HRS, and Robert's Rules of Order
- related to issues in early intervention services
- Interpreters for persons who are deaf or hard of hearing and other necessary services must be provided at council meetings, both for council members and participants. The council may use funds under this part to pay for these *services*.

# Robert's Rule of Order

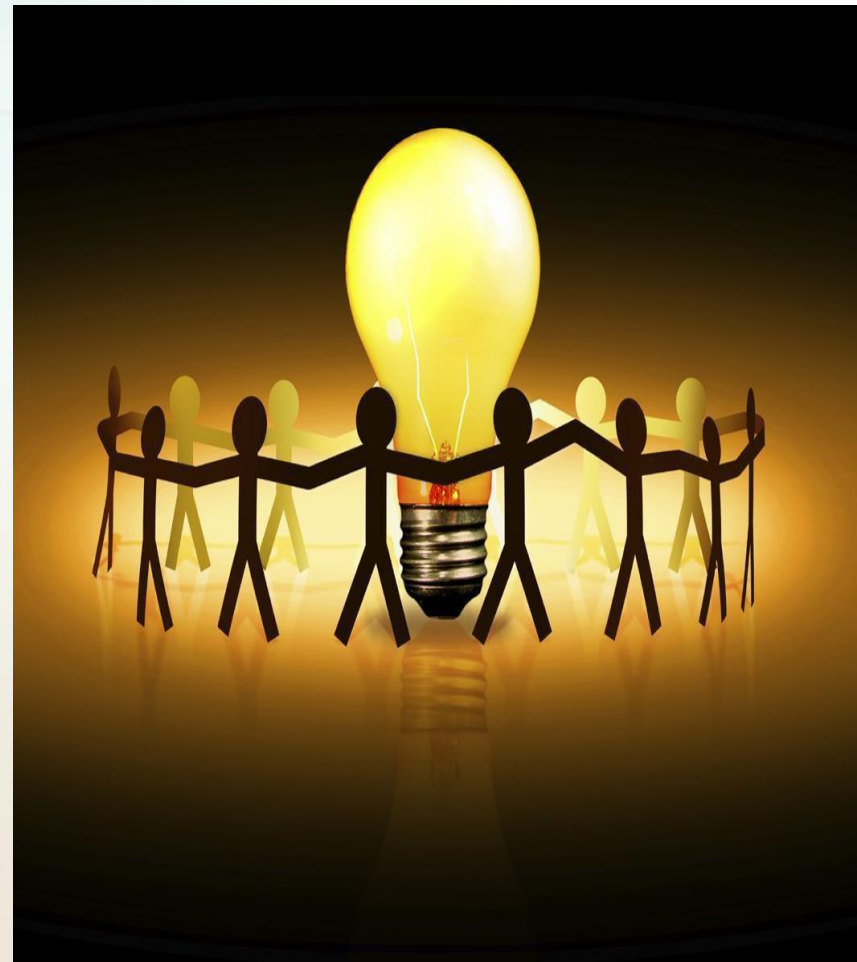


- *Robert's 'Rules of Order' are the rules that are intended to prevent unfair advantage.*
- Make meetings fair by allowing everyone's voice to be heard.
- Make meetings efficient by setting structure and time to the meetings.



# LEAD AGENCIES NEED SICC SUPPORT AND PARTNERSHIP MORE THAN EVER

Challenge to maintain an appropriate *balance* between *quality* and *compliance* in context of *major fiscal crisis*





# Council Members

## HEICC Members - appointed by the Governor:

- Parents of children with special needs under age 12 years, with at least one with a child under the age of 3 years (20% members)
- Public or private providers of early intervention services (20% members)
- Representatives from:
  - State Legislature
  - Personnel preparation
  - DOH - provision or payment for early intervention services, children's mental health
  - DOE - preschool services to children with disabilities, education of homeless children
  - Department of Human Services - Medicaid, child care, foster care
  - Department of Commerce and Consumer Affairs - regulation of health insurance
  - Head Start or Early Head Start agency or program
- Others members selected by the Governor

# Role of the Council

The Council functions as a systems level planner and advocates for eligible children and their families. The Council assumes three major roles:

- **ADVISOR:** Advising the lead agency and the state legislature on issues related to the implementation of a coordinated system of early intervention services for children with or at-risk for a developmental disability and their families.
- **NEGOTIATOR:** Working as an advocate to encourage a particular course of action by the state. Major activities of the Council are to “review and comment on the annual state plan for services for children birth to three years: and to participate in the public hearing on it. This is part of its overall responsibility to assess the service system, as it exists in the state. This information as well as the cultivation of interagency coordination puts the Council in a position to be effective in making changes in the provision of services in the state. With agency and provider representatives on the Council, communication is enhanced.
- **CAPACITY BUILDER:** Enhancing the ability of the overall service system to address service needs. In this role, the Council advocates for supports and services from the public and private sectors to ensure that all eligible children and families will be provided early intervention services.

# Role of State Representative Members

- Attends the meetings to serve as a resource and to provide expertise in particular areas.
- Participates fully in all meeting discussions and planning.

# Role of the Parents

- Parents are encouraged to share their views and their opinions.
- Parents have the opportunity to “sit at the table” and voice their opinions with other key advisors to the Department of Health, lead agency for the Early Intervention program.

# Council Responsibilities

To support the values of the Interagency Coordinating Council:

- To monitor the state of Hawaii's compliance with the components of Part C
- To maintain a commitment to represent the agency, organization or constituency group with information to and from the Council and by providing appropriate input from these groups at Council meetings
- To conduct oneself as a “special state employee”, avoiding even the appearance of conflict of interest (i.e. using your committee appointment for personal gain or the benefit of any agency or person with which you may be affiliated).

# Council Member Duties

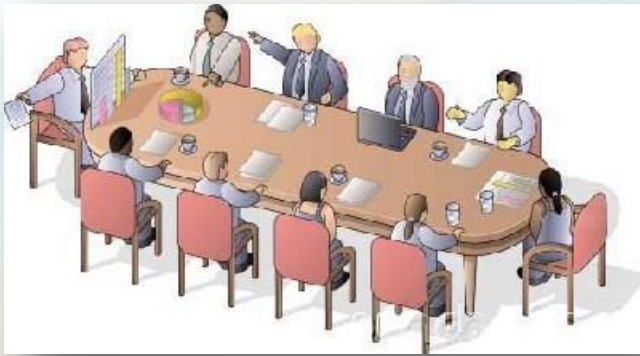
- Attend scheduled Council meetings and events. If you are unable to attend, please contact the coordinator or Chair in advance.
- Familiarize yourself with the federal statute, the state statute, and the ICC By-Laws and any other related information.
- Become an active member of at least one standing committee or task group. The Council's real planning, policy development, and advocacy work is done primarily by and through its committees.
- Review/comment on materials in advance of meetings or as requested for Council, share your perspective as a parent, agency representative, provider, advocate, or organization representative on issues discussed at Council meetings with Co-Chairs and ICC staff person.
- Contact state and federal legislators as requested on matters pertaining to Early Intervention services and the needs of eligible children and families. (Political contact is not expected by members if it is inconsistent with law, their work or their personal views.)
- Share information with Council staff person and other members relevant to Early Intervention services and the population served and share information from other groups and committees.

# What makes an ICC work?

## Characteristics of Effective Council

- ▶ Dual focus - policies and services
- ▶ Problem-solving or action group
- ▶ Includes:
  - Family members
  - Primary service providers
  - Management representatives
- ▶ Consistent attendance/representation
- ▶ Equal partnership among *all* members
- ▶ Consistent leadership
- ▶ Well-defined goals
- ▶ Group cohesiveness
- ▶ Established meeting procedures and times
- ▶ Set agenda

# Purpose of Members



- To give advice
- To inform
- To counsel
- To recommend
- To suggest
- To guide

**A MEMBER'S ROLE**



# The Role of the Council

Yes	Yes	No
To Advise	To Assist	Not demand
<ul style="list-style-type: none"><li>• To give advice</li><li>• To inform</li><li>• To counsel</li><li>• To recommend</li><li>• To suggest</li><li>• To guide</li></ul>	<ul style="list-style-type: none"><li>• To help</li><li>• To support</li><li>• To second</li><li>• To attend</li><li>• To aid</li></ul>	<ul style="list-style-type: none"><li>• To plead your case or position</li><li>• To argue</li><li>• To “wear” only the “hat” of your family/agency/constituency group</li></ul>

# Functions of the State Interagency Coordinating Council

Advise and Assist the LA in:

- Identification of fiscal and other support
- Assignment of financial responsibility
- Promotion of methods for collaboration
- Preparation of applications
- The transition of toddlers to preschool and
- Other services (both the SEA and LA)

Assist in:

Policy development, Policy approval, Policy implementation

# Working towards collaboration...



# Potential Roles of the Part C Coordinator/Lead Agency Administrator

- Supports the SICC in carrying out their functions and responsibilities
- Serves in an ad hoc capacity – non-voting member
- Assists with developing the agenda
- Reports on topical issues and priorities
- Provides a State-of-State/LA report at SICC meetings
- Reports on and seeks input for State Performance Plan and Annual Performance Report
- Reports on Level of Determination for State and local programs
- Reviews and comments on the SICC annual report
- Updates the SICC on State, regional, and Federal issues
- Assists in identifying SICC priorities and goals
- Provides administrative support and/or funds for the SICC

Interagency Collaboration  
**CAN** be achieved –  
through strong leadership  
and active member  
participation

# Possible Council Activities

- Information exchange
- Referral and transition delivery
- Public awareness
- Screening and Program
- Parent involvement
- Identification
- Staff development
- Case management
- Program evaluation

# Two stakeholder perspectives

- SICC as a stakeholder group *providing* feedback to the Lead Agency on a specific issue or concern, such as the State Performance Plan/Annual Performance Report.
- SICC as a *recipient* of feedback from other stakeholders or stakeholder groups, such as a state physical therapy association or a state chapter of Hands & Voices.

# **Strategic Planning for Councils –**

- What does that look like?



# Example - Strategic Plan

Six priorities currently identified in the plan:

1. Update By-Laws
2. Define Structure of Meetings
3. Orientation of New Members
4. Solidify Responsibilities of the ICC Role in assisting and advising the Department
5. Collaboration
6. Family Engagement

# Strategic Plan Template

- Sample page:
- Priority 1: Update By-Laws
- Milestone: have draft ready by November ICC meeting



Action Plan	Measurable Output	Who	By When	Status
Update By-Laws	Have a draft prepared by November ICC meeting	John, Sarah and Jane	November meeting	Nov. 5, 2017 - 1 <sup>st</sup> teleconference call to begin drafting by-laws
	Within 2 ICC meeting cycle have approved, finalized by-laws		Within 2 meeting cycles	
	Committee structure will be defined			

# **Strategic Planning for HEICC**

## **Priority Focus Areas:**

- **Sustained Funding & Staffing**
- **Early Intervention Web Based Data System**
- **State Strategic Improvement Plan (SSIP)**

**Department of Health**  
**Hawaii Early Intervention Coordinating Council**  
**REVISED Crosswalk HEICC Priorities and Initiatives/Actions Updates**

HEICC Priorities	HEICC Action Items	EIS Initiatives/Actions
<p><b>Sustainable Funding and Staffing for EI Services</b></p> <ul style="list-style-type: none"> <li>• Recruitment</li> <li>• Retention</li> <li>• Salaries</li> <li>• Program operating costs</li> <li>• Workload</li> </ul>	<p><b>August 2018:</b>  Participation in State Systemic Improvement Plan Staffing and Professional Development workgroups.</p> <p>The \$2.7 million increase for FY2019 was based on a salary study that moved Hawaii from the lowest salaries of 11 states to the 10<sup>th</sup> lowest. Recommend the study to be analyzed further to see how Hawaii can get to a higher level (6<sup>th</sup> or 7<sup>th</sup>).</p> <p>Develop a plan to have more frequent budget increase (annually, biennial, etc.), to ensure the sustainability of programs/staffing.</p> <p>In EI related documentation, continue to remind the Governor &amp; Legislature that EI services are federally mandated, and explain what that means.</p>	<p><b>July 2017:</b>  EIS conducting salary/rate study. Form A budget request submitted to increase funding to support purchase of service.</p> <p><b>Oct. 2017:</b>  EIS revised Form A budget request to support purchase of services based on draft report received from the salary and rate study by Western Interstate Commission for Higher Education (WICHE).</p> <p><b>Feb. 2018:</b> FY 2019 Supplemental budget request submitted for \$2.7M. Currently, in Governor's Budget for \$2.0M. Final amount is pending Budget Act.</p> <p><b>May 2018:</b> EI Staffing Survey results highlighted low salaries and excessive workload were two major reasons for leaving.</p> <p><b>August 2018:</b> Supplement Budget request of \$2,716,006 approved and added to EIS General Fund base budget.</p>
<p><b>EI Web-based data system for the whole system</b></p> <ul style="list-style-type: none"> <li>• Information entered in the BDI-2</li> <li>• Information entered in HEIDS</li> <li>• Program data</li> <li>• Individual data</li> <li>• Develop a system for parent input and notification</li> </ul>	<p><b>August 2018:</b></p>	<p><b>July 2017:</b>  EIS submitted Form A budget request for web-based data system. The ETS 205 form is required when funds are designated. EIS completed ETS 205 form for submission.</p> <p><b>Oct. 2017:</b> No updates.</p> <p><b>Feb. 2018:</b> There are bills HB918 HD1SD1 and SB405 carried over to 2018 Regular Session. Budget request did not move forward to</p>

**Department of Health  
Hawaii Early Intervention Coordinating Council  
REVISED Crosswalk HEICC Priorities and Initiatives/Actions Updates**

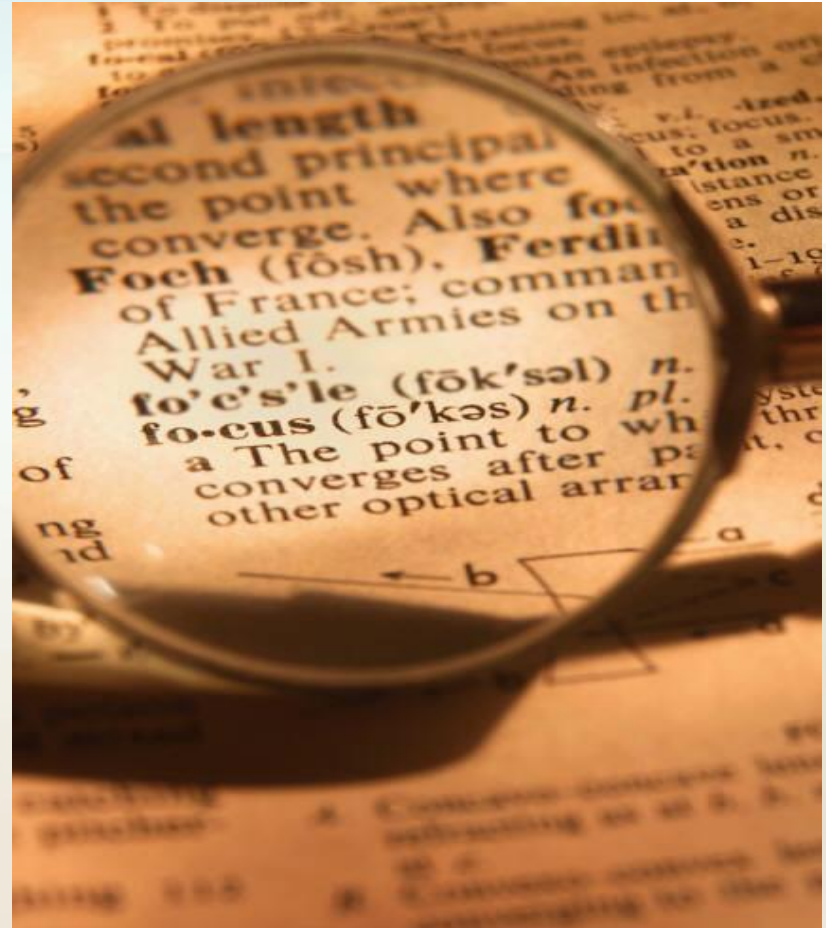
		<p>Governor’s budget. EIS released a solicitation for a Project Management vendor to assist with Request for Proposal (RFP) as well acquiring and implementing a data system (based on availability of funds).</p> <p>May 2018: Released RFP. Funding not secured.</p> <p>August 2018: Contract Awarded to Harris Public Health Solutions. In the process of executing contract for Data System.</p>
<p><b>State Strategic Improvement Plan (SSIP) support</b></p> <ul style="list-style-type: none"> <li>• Professional Development</li> <li>• Data for Program Improvement</li> <li>• Tele-health</li> <li>• Fiscal/Staffing</li> </ul>	<p>August 2018: Participation in State Systemic Improvement Plan Staffing and Professional Development workgroups.</p>	<p>August 2018:</p> <ul style="list-style-type: none"> <li>• <u>Professional Development</u> – Implementing Primary Service Provider (PSP) Training Module for Demo sites; developed a training and mentoring plan (new hire through maintenance).</li> <li>• <u>Fiscal</u> <ul style="list-style-type: none"> <li>○ <u>Staffing</u> – Working toward identifying strategies that can be implemented.</li> <li>○ <u>Tele-Practice</u> – Training completed; Working reports to measure use.</li> </ul> </li> <li>• <u>Data for Program Improvement</u> – Working on specific plan to use data for improvement.</li> </ul>
<p><b>Unmet Needs: Children not eligible for EI services who need services, resources, and opportunities</b></p> <ul style="list-style-type: none"> <li>• Children who aged out from EI but do not meet DOE eligibility – how can they get support? There is still a need for support.</li> <li>• Children who are not eligible for EI services</li> </ul>	<p>August 2018:</p>	<p>July 2017: Data from Hi’ilei indicates that referrals significantly declined from 67 in 2014 to 2 at end of May 2017. EI Programs reported Hi’ilei has not been consistently offered by programs.</p> <p><u>Other Data:</u></p> <ul style="list-style-type: none"> <li>• Of 166 cases, 30 are active</li> <li>• Of 166 cases, 8 were referred back to EIS.</li> </ul>

**Department of Health  
Hawaii Early Intervention Coordinating Council  
REVISED Crosswalk HEICC Priorities and Initiatives/Actions Updates**

		<p><b>Oct. 2017:</b> Hi'ilei presented at the Sept. Statewide EI Program Manager Meeting. Program Managers reminded to refer families to Hi'ilei. EI Program Managers reported referring families to other community agencies/programs that conduct developmental screens.</p> <p><b>Feb. 2018:</b> No Update</p> <p><b>May 2018:</b> EI Programs reminded to make referrals to Hiilei.</p> <p><b>August 2018:</b> EIS is a member of the Early Childhood Action Strategy Access Workgroup created Keiki Central 211 (virtual hub for community resources)</p> <p>Dr. Patricia Heu and Charlene developed a Sharing our 'Ulu, a resource list of State programs and resources for children ages 0 – 5 and their families. This was as project through the One Shared Future Cohort 3, partnership between Dept. of Health and Dept. of Human Services and based on the 'Ohana Nui concept that is supported by both departments. 'Ohana Nui is a whole family approach in addressing basic needs: Housing, Food &amp; nutrition, Health &amp; wellness, Economic supports &amp; education, and Social capital). Sharing our 'Ulu link: <a href="http://health.hawaii.gov/cshcn/ulu/">http://health.hawaii.gov/cshcn/ulu/</a></p>
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# Summary

The focus should always be on advising and assisting the Lead Agency.



# Additional Resources:

- **Early Childhood Technical Assistance Center:** <http://ectacenter.org/>
- **US Department of Education website:** [www.ed.gov](http://www.ed.gov)

## State ICC Overview

- <http://www.nectac.org/~pdfs/pubs/SICCoverview.pdf>

## Interagency Coordination

*(Includes laws and Memorandums of Agreements)*

- <http://ectacenter.org/topics/intercoord/intercoord.asp>

## Part C State Profiles and Determinations

- <https://osep.grads360.org/#program/idea-part-c-profiles>



# **Keep The Main Thing The Main Thing**



**Early Intervention Children with  
Disabilities**