

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Quarterly Meeting
November 20, 2019

O‘ahu	1010 Richards Street, Honolulu, 96813, EIS Basement Conference Room
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MINUTES

Members Present: Kerrie Urosevich (Chair), Douglas Mersberg (Vice-Chair), Ku‘ulei Arceo, Daintry Bartoldus, Kehau Golis, Adam Huillet, Bernadette Lane, Brianna Levy, Nagisa Kimura, Lauren Moriguchi, Sharon Thomas

Members Absent: Bonyen Colunga, Patricia Dong, Senator Jarett Keohokalole, Representative Bertrand Kobayashi, Dayna Luka, Bobbie-Jo Moniz-Tadeo, Leah Muccio, Sandra Pak, Amy Tamashiro, Danette Wong Tomiyasu

Ex-Officio: Charlene Robles, Patricia Heu, Mathew Shim

Guest: Sarah Hardin, Keri Kobayashi, Luke Kusumoto

Staff: Aya Aoki

TOPIC	DISCUSSION	DECISION/ FOLLOW-UP
1. Call to Order	<p>Chair, Dr. Urosevich, called the meeting to order at 9:02 a.m.</p> <p><i>a. Introductions</i></p> <p>What do you want HEICC to accomplish in 2020?</p> <ul style="list-style-type: none"> • Fill EI staff vacancies and increase retention. SSIP staffing workgroup and CSPD (Comprehensive System of Personnel Development) recruitment and retention workgroup to help develop effective strategies for stakeholders to implement. More therapists to provide services for children. – 5 members shared this goal. • EI to gain enough funding to support staffing and programs – 2 members shared this goal. • Early learning funding formula will be changing next year to a weighted student formula. HEICC to collaborate with DOE and help prepare for this change and ensure there are enough teachers for special needs children. 	

	<ul style="list-style-type: none"> • HEICC supporting shared goals (through an active committee) – 2 members shared this goal. • New data system to provide a more accurate picture of EI services, so HEICC can better target its actions. • HEICC ensures that families’ and children’s perspectives and needs are reflected in EI services (e.g. offering after work hours EI services) and the way Council operates (e.g. how to adjust to working parents’ limitations on being able to attend meetings). • More awareness and understanding on child’s developmental screening and other services among social workers, resource caregivers, and medical professionals through EPSDT (Early and Periodic Screening, Diagnostic and Treatment) – is the child health component of Medicaid. Developmental screening tool for pediatricians and a broad array of preventative and treatment services are provided to children under age of 21 enrolled in Medicaid) and other means. • HEICC supports EI to close all the long-standing non-compliances, including Timely Services. <p>b. Review Agenda Agenda reviewed. No additions or comments.</p> <p>c. Review Minutes from August 28, 2019 Quarterly Meeting Minutes were reviewed. The meeting was one member short of the quorum and could not approve the minutes. To be reviewed at the next quarterly meeting.</p>	
<p>2. Early Intervention Section Update</p>	<p>a. Part C Update – Charlene Robles [Refer to Office of Special Education Programs – Hawaii On-site Visit and Early Intervention Section Update handouts]</p> <p>Office of Special Education Programs (OSEP) visited Hawaii Part C for a differential monitoring in January 2019. The purposes of the meeting included: overview of the Part C system; timely provision of services; long-standing non-compliance; and the general</p>	

supervision system, including monitoring and corrective action process.

Timely service provision (services provided within 30 days from date of parental consent for the IFSP): FFY 2016-57.69%, FFY 2015-67.14%

Some of the root causes for not meeting this indicator were staff vacancies and incomplete documentation on the reasons why service provision was late.

OSEP required EIS to submit a corrective action plan within 90 days (October 16, 2019) of the letter, on timely services, general supervision procedures, and updates on the activities to ensure timely service and correction of long-standing noncompliance (e.g. new data system, tele-practice, recruitment and retention strategies).

Based on the discussion, EIS proposed an action plan to meet timely service requirements, which included Timely Service, Late Visit Summary Sheet to address no-documentation on reasons why late. This sheet has been implemented since October 2019.

For FFY 2017 (July 1, 2017- June 30, 2018), timely services increased to 73%.

Robles noted the CSPD, as one of the six workgroups in this collective partnership is recruitment and retention of personnel that provide services to children with special needs.. The kick-off meeting was yesterday and joined by university representatives, parents, and multi-agency representatives.

EI telepractice has been initially introduced to four demonstration sites (IMUA, Kailua Easterseals, PCDC Waipahu, and Windward ECSP). Telepractice is now planned to be expanded to all the neighbor island programs (Hilo Easterseals, Kona/Kau and North Hawaii Child Development Programs, and Kauai Easterseals) by January 2020. Telepractice can be one of the strategies to fill vacancies, by sharing providers among programs and/or utilizing contractors such as Enable My Child.

Robles shared that another area EIS is looking into is to individualize the corrective action process. By analyzing data, program managers can identify where the challenges arise (e.g. specific provider missing documentation) and address individually, rather than through blanket strategies for the entire program. At the state level, national TAs will connect Hawaii to other states how to address timely services and on-going non-compliance.

She reported that there has been progress in closing on-going non-compliance corrective action plans (CAPs). In 2019, a number of programs completed CAPs from 2012, 2013 and other years. There still remains CAPs from 2014 onwards.

Robles reminded the group that all HEICC members are invited to the Stakeholder Meeting on Dec 10, 2019, when the new monitoring data will be discussed.

Urosevich asked a question about the target % for indicators. Robles responded that many of the measurements are compliance indicator therefore, the target is 100% and other indicators are based on state performance which stakeholders review and recommend targets.

She also asked if EIS has a target on reducing vacancies. Robles shared that those are mandated positions and EIS aims for 100%. Addressing vacancies requires engagement with contracted agencies, as they are responsible for recruiting and filling EI program staff positions agreed upon in their contracts. Shim commented that one action item EIS can implement is when EIS receives a list of candidates for DOH positions, to ensure a timely interview process.

b. Budget

No budgetary concerns and no deficit anticipated.

c. Positions

General improvement in vacancies, except for the POS contract EI programs. KMC EIP closed on 9/30/19 and new program Central Oahu Easterseals started on 10/1/19.

d. State Systemic Improvement Plan (SSIP)

Robles provided workgroup updates.

- Professional Development: Developing mentor fidelity criteria and working on a coaching observation tool to be used for fidelity maintenance.
- Fiscal/Staffing: Disseminated a recruitment resource list. Reviewing action plan to determine next steps.
- Fiscal/Tele-practice: Surveyed all programs regarding tele-practice. Working on expanding tele-practice to neighbor islands (Hawaii Island and Kauai).
- Data for Program Improvement: Finalizing fidelity criteria for Child Outcomes Summary.

e. Initiatives and Activities

Data system – continue to build system and holding weekly meetings with the developer, Harris, with additional internal weekly meetings to follow-up. EIS is working to identify a program to test the system. The target for the data system launch would be sometime in 2020.

f. Program Measures Dashboard with Complaint Summary

[Refer to HEICC Program Measures at A Glance Dashboard handout]

Measure #4 Referral agents: Robles reminded that 0% does not mean zero in raw data, while the numbers were not significant to make 1% or higher.

Measure #5b Program reasons for late MDE: Out of ‘Other’ reasons 34%, only 1 (3%) was true ‘other’ which is often a combination of reasons, and the remaining 13 (33%) were blank. Robles shared that EIS is working with programs to choose root causes/reasons (e.g. vacancy) rather than schedule full (e.g. unless all positions are filled, and everyone is meeting billable hours).

Measure #6b Program reasons for late IFSP: All of ‘Other’ reasons were ‘blank’ (i.e. reasons late blank becomes program reason for being late).

Huillet asked a question if Measures 5a and 6a ‘schedule conflict’ as family reason is due to program staff vacancies and schedule full. Robles shared that vacancy could certainly be one of the root causes. EIS recommends programs to offer more than one options to families to accommodate their schedule and not to wait until the last minute to schedule. Hardin (public attendee) shared that accommodating various family schedule limitations is challenging for EI programs, especially for working families and there are only so many providers and time windows available.

Huillet asked a follow-up question related to the ‘schedule conflict’ if any of the families have made or are considering lawsuits against EIS, and if families understand that EI services are federally mandated. Robles shared that EI programs ensure that families understand their rights and EIS has previously received complaints. However there has been no lawsuits and none the Robles is aware of. The Council discussed the recent lawsuit against DOE and that sometimes lawsuits leverage legislature, though that is not an ideal path to follow. The Council speculated that the close family relationships due to home

	<p>visits and short time frame of EI program may be also contributing to not escalating families to lawsuits.</p> <p>Arceo asked a question about EI service availability for working families, as parents' work hours and EI staff work hours are often very similar, leaving the EI families very limited windows for services. Robles shared that DOH employees have limitations due to the union contracts, while POS contract staff may have more flexibility in terms of shifting work hours. Arceo shared that there should be a systematic approach to addressing this issue to reach out to more children and families, rather than leaving it to the individual case-by-case. Shim explained that in order to systematically change and allow state workers to provide services beyond the union agreed work hours, it will be a very large undertaking involving union contracts. If employee and supervisor would agree to make one-time exceptions, that is feasible under the current structure. Arceo shared that the EI service consideration should base on the needs of children and families, rather than operational limitations. Shim shared that this is where EIS rely on the POS contractors for their flexibility. The Council discussed that this may be part of the reasons why families decline EI services and this may also be contributing to burning off and losing EI program staff. The Council pointed out that the HEICC Dashboard data confirms this (e.g. schedule conflicts, family declines). Urosevich and Robles appreciated Arceo's input and emphasized the importance of ensuring EI services are family needs driven. The Council agreed to look into this matter.</p> <p>Arceo shared that the same issue is also affecting parent participation in HEICC. For many of the council members, HEICC meetings are part of their work and held during working hours. Parent members may have to take time off from work to be able to attend meetings and this is why the Council is having difficulty recruiting parents. She emphasized the importance that HEICC strengthen children and families' perspectives.</p> <p>Kusumoto commented that what Arceo shared reflects many parents' views and agreed on the importance of the system to fit the needs, rather than trying to fit the needs into the system, and EI will need to look into un-intended exclusions. Kusumoto suggested that one possibility may be utilizing some of POS staff for the State EI program, to extend hours of services to better respond to family needs. POS program may also be able to explore sub-contracting to extend services on weekends and later hours. Shim added that there are many possible work arrangements including alternate work schedules, telework, flex time and so on. He further shared that what Arceo shared is a priority issue in Family Health Service Division's Title V grant work – how to better involve parents and adjust to their</p>	<p>HEICC Executive Committee to look into family needs in terms of hours of EI services and provide DOH with suggestions and/or recommendations to consider.</p>
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	<p>availability. Arceo suggested that participation in Council meetings should have a similar status to jury duty, so parents do not have to take personal time off from work.</p> <p>Kusumoto shared that the PSP & Coaching model may pose challenges in flexible hours in providing EI services, as it requires a number of team meetings and consultations. Robles shared that EI has always supported teaming approach, which is in line with the current model. She commented that no one model is perfect, and every model has strengths and weaknesses. EI will continue to work on flexibility within the current model.</p>	
<p>3. Council Business</p>	<p><i>a. Legislative Update</i></p> <p>Urosevich will share the nine bills that Early Childhood Action Strategy is supporting for the upcoming legislative session via email. All of the bills that Action Strategy is supporting are related to prenatal to age 8.</p> <p><i>b. Early Learning Board- Lauren Moriguchi</i></p> <p>At the last ELB meeting, there was an update on the current pre-school development grant, which is ending in December 2019. Almost all the States that received the grant are requesting an extension, and since Hawaii’s implementation started later, it is likely that the extension will be until June or July 2020 to complete all the activities. At the end of this grant, there will be a summit to share materials and progress scheduled at the end of the legislative session.</p> <p>One part of the grant activities was a pre-K facility needs assessment. A contracted consulting company visited and reviewed various providers including center-based public and private providers and family childcare providers. Many of the providers responded no to the possibility of expanding their services to infant/toddler age groups. In order to support infant/toddler services, the practitioners are required to have practicum experience. For example, in geographical areas where there is no infant/toddler childcare facility, it is difficult to gain this experience.</p> <p>Another consulting company will be conducting a comprehensive needs assessment, reviewing systems components in December 2019. Once their work is completed, Moriguchi will share the updates at HEICC.</p> <p>The Strategic planning workgroup has drafted a plan, which is to be reviewed by the State Advisory Council, followed by ELB. She emphasized the importance of obtaining input on</p>	<p>Urosevich to share the Early Childhood Action Strategy supported bills with Council members</p> <p>All council members to explore recruitment of potential parents who may be interested in becoming HEICC members.</p>

this plan from various partners and providers in early childhood/early learning services.

There is a new funding available under the pre-school development grant, which was due in November 2019. Hawaii submitted a proposal of approximately \$5 million/year. A large part of this will be implemented through sub-grants. In year one, the Executive Office on Early Learning (EOEL) is planning to process a Request For Proposal (RFP), encompassing three areas identified through the strategic planning process, including service delivery system, early childhood workforce, and transitions to kindergarten. Those who are participating in the development of RFP will not be eligible for submitting proposals. The national process is a competitive process and awardee States will be notified in December 2019 to start implementation in January 2020.

With regard to EOEL public Pre-K program schools, there will be ten new schools next year. There will be renovation of existing school facilities, which limits the time for renovation only to one month during the summer break. EOEL will be developing communication plans, in case there are delays in opening these classrooms in the new school year.

EOEL is proposing a stipend bill for early learning teachers and education assistants to help earn newly introduced additional academic requirements. The bill supports providing a stipend upfront to those who are required to obtain additional education and requires them to stay in the job for three to five years afterwards. In the first year, \$600,000 has been proposed to support this stipend scheme. In addition, EOEL is in discussion with DHS to utilize their federal grants in supporting teachers and education assistants from private providers.

Urosevich asked a question if there is a consideration to accept Masters or Ph.D/Ed.D in lieu of teaching degrees/certificates, to be able to teach in public early education? Currently the Statute and union would not allow this, however this is to be discussed considering the need to expand the potential workforce.

Moriguchi shared that there is a lot of pressure on EOEL to expand the pre-school system much more rapidly in Hawaii, while she discussed that there is not enough workforce to support such rapid expansion and we should not sacrifice the quality of services. She requested support from HEICC members in increasing public awareness on this point, as well as the importance of public-private partnerships in delivering quality pre-K services as well as wider early childhood/early learning services.

c. HEICC Priorities Update - Kerrie Urosevich
[Refer to HEICC Priorities handout]

Urosevich shared that it has been difficult to grasp how various initiatives and workgroups inter-relate to each other and understand where our main concerns are as a Council member. She discussed that by February, the Chairs and Executive Committee plan to draft a document, revising Council priorities as well as how best members can contribute. She suggested to prioritize 3-5 goals and review progress, challenges, and next steps each quarter. She encouraged each HEICC member to join at least one of the existing or new committees or workgroups through SSIP, CSPD and other initiatives, so that the Council members also gain new knowledge on what is working and what is not and provide informed advice to EIS.

Mersberg discussed that even if Council members cannot attend those committee or workgroup meetings due to scheduling, they can review minutes and provide input through email.

d. Easterseals Letter Follow-up
[Refer to Easterseals Letter, November 5, 2019]

Easterseals submitted a letter to HEICC dated November 5, 2019, on its decision to withdraw the previous letter regarding the possible salary disparities between the POS and DOH therapists/teachers. Robles explained that after discussing the initial Easterseals letter with the Children with Special Needs Branch and the Family Health Services Division (FHSD) at DOH, they concluded that in order to have a deeper understanding of this matter, EIS would need to obtain and disclose sensitive information from Easterseals, including salaries. Robles further explained that EIS, FHSD and Easterseals discussed the need for confidential information regarding the POS contracts and the fact that discussing this matter through HEICC would require disclosure of sensitive information to the public due to the Sunshine Law, as all matters discussed at HEICC are public. Per further consultation, EIS and Easterseals agreed to continue this discussion on a one-on-one basis, and that EIS to offer one-on-one discussion opportunities with any of the POS agencies as needed. Robles shared that this discussion also informed EIS in formulating areas and strategies for seeking further resources beyond the \$2.7 million increase.

Chairs to develop a draft priorities document to be discussed at the February Executive Committee and Quarterly meetings.

	<p><i>e. HEICC/Exec Committee Appointment and Vacancies</i></p> <p>Aoki shared that there are still three parent position vacancies. She reported that there are a fair number of interested parents, while none of them has been able to put forward the application. There are also some other connections and leads, including CSPD parents and LDAH (Leadership in Disabilities and Achievement of Hawaii), and she will continue seeking new parent members. The new DOE SPED Pre-school representative is Patricia Dong, and the Insurance Commission has yet to appoint a new representative.</p> <p>The Council discussed eligibility for HEICC parent members. Aoki shared that they should be knowledgeable about EI services and have a child(ren) under age 12. Bartoldus shared that in order to serve a committee, he/she has to be US citizens.</p> <p><i>f. 2020 HEICC Meeting Schedule</i></p> <p>Draft HEICC schedule was shared. Aoki shared that the draft calendar is following the current schedule of Tuesday mornings for Executive Committee Meetings and Wednesday mornings for Quarterly Meetings, however if members have conflicts of schedule, they are requested to notify EIS. She also shared that with advance notice, connecting via video-conference (zoom), especially for neighbor island participants, is an option as long as the meeting venue can be publicly announced on the state calendar. Robles shared that we can explore using State or EI program facilities as needed. Shim added that all neighbor island DOH district offices have video-conferencing equipment. Arceo shared that she would prefer attending quarterly meetings in person.</p>	
5.Public Comment	No public comment.	
6. Announcements	<p>Early Intervention Stakeholder Meeting December 10, 2019 from 8:30am – 12pm Makiki Christian Church 829 Pensacola street, Honolulu, HI 96814</p> <p>All HEICC members are encouraged to attend. Arceo shared that when she participated last year, she did not feel well-respected and heard as a parent, as most of the participants are involved in providing EI programs and have different levels of understanding and perspectives. Shim emphasized the importance of having parents’ voices heard and incorporated in Stakeholder meetings. The Council appreciated Arceo’s feedback and bringing Council’s focus back to children and families. The Council discussed the</p>	<p>EIS to follow up on Arceo’s feedback and ensure inclusive information sharing and discussion at Stakeholder meetings, and to ensure follow-up actions on Stakeholder input.</p>

	importance of having participants from neighbor islands and ensuring follow-up actions on recommendations provided by Stakeholders.	
7. Future Meeting	<i>[Refer to 2019 HEICC Meeting Schedule handout]</i> The next Quarterly Meeting will be on February 26, 2020, 9am – 12pm.	
8. Adjourn	Meeting was adjourned at 11:30 am.	