

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Quarterly Meeting
February 26, 2020

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

MINUTES

Members Present: Bobbie-Jo Moniz-Tadeo (Chair), Douglas Mersberg (Vice-Chair), Ku‘ulei Arceo, Daintry Bartoldus, Bonyen Colunga, Adam Huillet, Brianna Levy, Nagisa Kimura, Lauren Moriguchi, Leah Muccio, Aileen (Lisa Lemon Designee)

Members Absent: Kehau Golis, Patricia Dong, Senator Jarett Keohokalole, Representative Bertrand Kobayashi, Bernadette Lane, Dayna Luka, Sandra Pak, Amy Tamashiro, Sharon Thomas, Danette Wong Tomiyasu

Ex-Officio: Charlene Robles, Patricia Heu

Guest: Sarah Hardin

Staff: Aya Aoki

TOPIC	DISCUSSION	DECISION/ FOLLOW-UP
1. Call to Order	<p>Chair, Dr. Moniz-Tadeo, called the meeting to order at 9:05 a.m.</p> <p style="margin-left: 20px;"><i>a. Introductions</i></p> <p style="margin-left: 20px;"><i>b. Review Agenda</i> Agenda reviewed. No additions or comments.</p> <p style="margin-left: 20px;"><i>c. Review Minutes from August 28, 2019 Quarterly Meeting</i> Minutes were reviewed. The meeting did not reach the quorum and could not approve the minutes. To be reviewed at the next quarterly meeting.</p> <p style="margin-left: 20px;"><i>d. Review Minutes from November 20, 2019 Quarterly Meeting</i> Minutes were reviewed. The meeting did not reach the quorum and could not approve the minutes. To be reviewed at the next quarterly meeting. Huillet and Moriguchi suggested edits.</p>	<p>Aoki to make suggested edits on the November minutes prior to the next quarterly meeting.</p>

		(Completed)
<p>2. Early Intervention Section Update</p>	<p><i>a. Part C Update – Charlene Robles</i> <i>[Refer to Early Intervention Section Update and Contract Operating/Administrative Cost Cap Guidelines handouts]</i></p> <p>Robles shared that Part C funding for FFY20 (July 1, 2020-June 30, 2021) was increased by 1.4% (\$31,552) to \$2,333,044.</p> <p><i>b. Budget</i></p> <ol style="list-style-type: none"> 1) EIS is working with EI program agencies to process mid-year contract modifications and contract extensions for FY21 (July 1, 2020 – June 20, 2021). 2) Robles explained the 10-15% Contract Operating/Administrative Cap guidelines recently received from Matthew Shim, DOH Family Health Services Division (FHSD) Chief. The letter was provided as part of the handouts. She clarified that this is not affecting current contracts and the communication is for future Request for Proposals (RFP). 3) EIS is in discussions with Western Interstate Commission for Higher Education (WICHE) to conduct another rate and salary study to inform EIS on budget request for the next budget period. <p>Robles shared the discussion at the Executive Committee meeting earlier in the month regarding the study and suggestion made by Mersberg on the difference between Care Coordinator (CC) and Licensed Social Worker (LSW). She explained that in EI, social work is a mandated service. Care coordination is another mandated service, and these are different types of work and social workers are responsible for care coordination duties. In the EI structure, social workers have a dual role, social work services and care coordination. She further explained that qualifications required for a CC is a bachelor’s degree and SW require a master’s degree and license. This difference was not clearly addressed in the last rates and salary study, and EIS has added this in the rate and salary study.</p> <p>EIS currently requires POS programs to hire at least 50% LSW in their CC positions to ensure social work services are available. For example, if a program has four CC s</p>	

and two of them are LSWs, in the event one LSW leaves the program, they can still provide social work services to families. However, we have been having trouble filling LSW positions as they are compensated at much higher-level outside of EI, such as hospitals. Given this situation, EIS has been granting exceptions to POS programs regarding this 50% LSW requirement, as long as the program can ensure provision of social work services as needed, they have been allowed to hire all CCs. For example, the Program Manager or Executive Director with a license (LSW) have been identified by a program as serving that need should it arise.

Robles explained that for Speech Language Pathologist (SLP), there is a clinical fellow (CFY) position for those who graduated from school but need to fulfill clinical experience requirements before they obtain a license. She recalled a bill to provide those clinical fellows with provisional licensing in the past year. There is also a question how to compensate these entry level SLP practitioners in the next round of the WICHE study.

Another area discussed at the Executive Committee meeting was the Office Assistant (OA) and Data Clerk positions. EIS needs to look further into the skill sets required in EI, given the wide variations of OA levels. When comparing with outside EI, which level OA is considered equivalent to EI OA?

Mersberg shared his experience that as soon as his staff become a LSW, he or she leaves the program within a month or two and explained that this is why he shared the concern at the Executive Committee meeting. He also shared that in the last study, CFY was not included in the analysis or in the recommendations and his program did not have any basis for raising rates for CFY applicants. The rates increase was only applied to licensed SLP. He discussed that for OA positions, it is generally difficult to fill given the low unemployment rates in Hawaii and their salaries have not changed in past years under the EI contract. Mersberg commented that OAs play a crucial role in running programs and especially in the current situation with vacancies. Dealing with high OA turn-over adds stress and workload to program staff.

c. Positions

	<p>Robles shared that the current overall POS vacancies is anticipated to remain around the same percentage reported in the last quarter (23%). EIS is currently reviewing the POS Contract EI Programs total positions and vacant data as the total position number data fluctuates over quarters. She explained that under the EI contract, 1,000 hours are considered equivalent to one full time staff. Robles speculated that the changes in the total number of positions across quarters may stem from contractual modifications to transfer unused hours of one discipline to another discipline or from one program to another program so the allocated resource would not sit in the contract as unused funds. However, even with those modifications for funding purposes, when reporting the total number positions, EIS is evaluating if it should be based on the number of total positions stated at the start of the contract since the modification does not necessarily mean that the program does not need the vacant positions or the hours because the position had a lowered utilization of hours.</p> <p>Mersberg explained that when programs have vacancies and cannot submit hours to bill to the state, EIS may move the allocated fund to another discipline or to another program. However, programs would still advertise those positions and when new staff come on board, programs would request EIS to give those hours back and start billing. He suggested that what may be helpful is that agencies/programs share with EIS the status on recruitment efforts so both sides are clear on what staffing pattern is expected.</p> <p><i>d. State Systemic Improvement Plan (SSIP) - Charlene Robles and Aya Aoki</i></p> <p>Robles shared updates from workgroups and invited Aoki to share updates on the Fiscal/Staffing workgroup.</p> <p><i>[Refer to FFY2018-2019 EI Staff Vacancies handout]</i></p> <p>Aoki shared EI staff vacancy analyses SSIP Fiscal/Staffing workgroup conducted. She explained that we know that vacancy continues to be an issue in EI, however with the introduction of the DOH shortage differential and POS rates/salary increase, the workgroup tried to analyze the trend in EI staff vacancies. She noted that staffing changes may not be solely attributed to those measures, and there may be other factors contributing to the changes.</p> <p>On Table 1 Hawaii Early Intervention Staff Vacancies FFY2018-2019, Aoki explained that all data shown are based on the first quarter of FFY2019 (July – Sep 2019) except for the</p>	<p>EIS to revisit the POS Contract EI Programs Total Positions and Vacant numbers and update HEICC members.</p>
--	---	---

third column with vacancy percentage from the FFY2018 (July – Sep 2018), which is included for comparison purposes. She shared that, generally, EI staff vacancy rates reduced, except for the DOH CC Assigned to POS category.

The second chart Hawaii Part C Early Intervention Staff Vacancies is based on FFY2018 (July 1, 2018-June 30, 2019) staffing data reported at HEICC and analyzes if there is a clear trend in staff changes across four quarters. Based on the data, Aoki commented that there seems to be no clear upward or downward trend, but percentages fluctuate, indicating people come and go at no specific time of the year.

The third and fourth charts FFY 2018 & FFY2019 Q1 EI Staff Vacancies exclude EIS office staff, but include all program staff, including state and POS contract programs. Aoki explained that the blue graph indicates vacancies by discipline in all EI programs (state and POS), the orange graph indicates vacancies by discipline among the Demo Sites (i.e. four programs that are implementing PSP and Coaching model with more structure), and the gray graph indicates vacancies in neighbor island programs.

Aoki shared that based on these analyses, the EI vacancy situation seems to be improving overall, while challenges remain in certain disciplines as well as on neighbor islands. What this does not show is staff retention, which is the next step of analysis. Robles added that as the vacancy is indicated in percentages, i.e. changes in Demo Site may appear larger, due to the number of total positions.

The Council asked a clarification question where the Demo Sites are and how long the demonstration period would be. Robles responded that Demo Sites are: IMUA program in Maui county, Kailua Easterseals, Waipahu Parent Child Development Center, and the Windward Early Childhood Services Program. In terms of next steps, EIS is still in the process of reviewing and planning. What has been done is to share some of the tools and resources with other non-demo site programs, including telepractice with neighbor island programs. Robles explained the complexity and human resource requirements with regard to implementing PSP & Coaching model, which includes mentoring. Mentoring requires extra time for program managers and staff on top of on-going workload and assignments.

Arceo asked a question if there are designated mentors at Demo Sites. Robles shared that currently, program managers are taking it as part of their supervisory responsibilities, in collaboration with state mentors from EIS who already have full-time responsibilities. In other words, program managers and EIS staff function as a mentor is an added

responsibility. She shared that EIS and Demo Sites are currently in dialogue to figure out what could work, whether to contract a mentors to work across programs, hire a full time mentor at the program level, etc. as well as time and capacity needed for such functions and where the mentors should be located. Arceo shared that she welcomes the idea of mentoring.

Mersberg shared that when vacancies exist, program managers often try to fill the gap by providing direct services and/or care coordination on top of all other tasks required as managers. In addition, when a new staff joins, program managers have a responsibility of training new staff. Mersberg discussed that it is difficult to rely solely on program managers to mentor staff. He commented that Demo Sites were initially rolled out with certain expectations, while we are trying to figure out how to address challenges as we move forward.

e. Initiatives and Activities - Charlene Robles

Robles shared that the Data System development continues with weekly meetings with Harris. EIS included funding in contract modifications for all POS programs to purchase laptops and to ensure WiFi connection, in preparation for this transition. Separately, on the DOH side, the Department has been implementing updates of computer equipment to laptops, while we have not yet addressed internet connection to WiFi at this time, which has cost implications.

Mersberg commentated that to date, HEICC has put on-hold reviewing and requesting more data from EIS, due to limitations of available data and the work involved for EIS to manually gather and put together data with the current database. He noted that it would take some time for the transition to the new Data System and to establish a baseline, though once that stage is over the Council would be able to ask more probing questions.

f. Program Measures Dashboard with Complaint Summary

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

Robles shared that EIS added explanations in the Dashboard regarding ‘other’ category under Measures 5a, 5b, 6a, and 6b. Aoki explained that for example under Measure 5b Program Reasons for Late MDE, one out of 18 ‘other’ has a reason stated in the database, which is usually a combination of multiple reasons, while 17 was ‘blank’.

	<p>Robles commented that under Measure 10 Children Exiting from EI Services, the FY2020 average for Withdrawal by parent/guardian is 131, as compared to 115 in FY2019, while this data includes withdrawal due to accomplishment of developmental goals. She explained that reporting is based on the Office of Special Education Programs (OSEP) reporting categories.</p>	
<p>3. Council Business</p>	<p><i>a. Legislative Update - Patricia Heu</i></p> <p>Bills related to children with special health care needs include:</p> <p>HB1662 and SB2900 – amends the statewide newborn hearing screening program to require reporting of diagnostic audiologic evaluation results of infants who do not pass the hearing screening test to DOH to improve hearing follow-up treatment and support of infants.</p> <p>SB2901 – amends the hearing and vision program statute to increase the early identification of children with hearing or vision loss by establishing consistent protocols for hearing and vision screening and follow-up, screener training, and data collection for quality improvement.</p> <p>SB2637 – establishes a statewide program for the early identification of, and intervention for, lead poisoning in children; requires lead testing at ages 9-12 months and 2 years; and requires health insurers to provide coverage for testing. Lead exposure can affect children’s brains and nervous system; slow growth and development; result in learning, behavior, hearing, and speech problems; and negatively impact a child’s school performance.</p> <p><i>b. Early Learning Board - Lauren Moriguchi</i></p> <p>Moriguchi shared that Hawaii was granted an extension of needs assessment and strategic planning stage of pre-school development grant activities up to June 30, 2020. Executive Office of Early Learning (EOEL) is planning a summit towards the end of June to share the outcomes of activities related to the grant. EOEL will be sending out the date once confirmed. EOEL offers funding for neighbor island participants to fly in for this summit.</p> <p>She updated on the reapplication of the grant for the implementation phase and reported that Hawaii was not awarded a grant. Moriguchi commented that the grant is extremely</p>	

competitive, and Hawaii's planning stage did not start until later. However, EOEL is looking into other possible funding sources for the implementation of the strategic plan. This information and updates will be shared at the summit in June.

With regards to legislative bills, EOEL is following:

HB2094 – stipend bill to provide funding upfront for early childhood personnel who would need to obtain additional formal education. Moriguchi shared that this is important since often, early childhood teachers would not have sufficient financial resources to pay for further education upfront.

HB2258 – bill to limit early learning public pre-K schools to implement suspension and expulsion. Moriguchi added that in addition to the support to this bill, EOEL is supporting coaching and mentoring for preschool personnel, as they may not be aware and following developmentally appropriate practices. In the past when EOEL came across these situations, what was found is that teachers were expecting children to sit for a long period of time or complete course work, which is not age appropriate. EOEL continues to provide professional development and coaching/mentoring opportunities to both early learning teachers and principals.

Arceo asked about the class size of these public pre-K programs. Moriguchi shared that there are 20 children per class with a teacher and an educational assistant.

Moriguchi emphasized the importance of communicating with legislature that EOEL is very much in favor of expansion of preschool opportunities through a mixed-delivery system. However, we have to ensure that there is enough quality workforce in place, otherwise we are going to face high level of suspension and expulsion. She shared that across the nation, rates of suspension and expulsion in public pre-K are three times higher than private programs, and we do not want to replicate the situation in Hawaii.

HB2543 – related to expand access to early learning for three- and four-year old children across the state. This bill is about providing childcare for working families, so they have a safe place to place their child. Intends to accommodate at least 50% of unserved children within the state by year 2025 and 100% by 2030. Moriguchi shared her concern that the current draft seems to have duplications in responsibilities between the proposed position of the Early Learning Coordinator to be housed at the Governor's office and the Director position of EOEL who is reporting to the Early Learning Board. The draft is currently

	<p>being revised and will be posted on the website.</p> <p>Arceo asked a question regarding preschool standards and DOE special education placement, i.e. how to meet the needs of special education children in the least restrictive environment. Moriguchi responded that it poses challenges to school to offer a range of programs for three- and four-year old children with special needs. Some schools host Head Start programs, others may have to reach out to private providers to accommodate children who are three-years old. She further explained that HB2543 is looking into both public and private childcare delivery options, involving the Department of Human Services (DHS). At this point, it is not clear whether this would include both center-based and home-base services.</p> <p><i>c. HEICC Priorities Update – Bobbie-Jo Moniz-Tadeo</i> <i>[Refer to HEICC Priorities handout]</i></p> <p>Moniz-Tadeo shared that ‘Sustainable Funding and Staffing for EI Services’, as well as ‘EI Web-based Data System for the whole system’ parts were updated and discussed under EIS updates. On ‘SSIP’, she encouraged HEICC members to participate in SSIP workgroup(s) of their interest. Regarding ‘Unmet Needs/Outreach’, Robles shared that EIS has filled the Public Awareness Coordinator position.</p> <p>She shared that the Executive Committee discussed action strategies to increase parent participation and engagement, and possibly take away some of barriers for participation, and welcome Councils input on this. Robles shared that she got in touch with the Director of Leadership in Disabilities and Achievement of Hawaii (LDAH), which provides parent leadership training and support, and invited her to the next HEICC meeting in May. She discussed parent participation at HEICC is a challenge as they must take personal time off unless his or her work can accommodate. Arceo concurred that she thinks there are many more parents who are willing to participate if their work and family situation allows.</p> <p>Bartoldus suggested to have an information table at the SPIN (Special Parent Information Network) Conference, upcoming in April. Aoki shared that EIS is planning to have a table there and is currently updating a flyer to recruit family members to HEICC as well as to SSIP workgroups.</p> <p>Moniz-Tadeo updated that the Chairs are currently updating HEICC priority documents as</p>	<p>Moniz-Tadeo and Urosevich to draft a revised HEICC priority document and discuss with Robles, Aoki and Executive Committee members.</p> <p>HEICC members to communicate any recommendations on HEICC parent participation and engagement with the Chairs and EIS.</p> <p>Aoki to update the HEICC/SSIP parent flyer prior to the SPIN Conference in April 2020. (Update: SPIN Conference was cancelled due to COVID-19 situation. Flyer update is still to</p>
--	--	---

	<p>well as reviewing data needs, while they would probably hold the latter until the new Data System unfolds to see what the system can offer. She emphasized the importance of Council’s role to support EIS’ work, rather than requesting EIS to present what Council wants to see.</p> <p><i>d. HEICC/Exec Committee Appointment and Vacancies</i></p> <p>Aoki reported that Council continues to have three parent positions vacant, however, there is a potential application coming in and as soon as the application is confirmed, approved by the Executive Committee, and the appointment is confirmed by the Governor, she will share the information with the Council.</p> <p>She acknowledged and appreciated the State Insurance Commission Designee’s participation today and will be working with them to identify and process more permanent representative.</p> <p>Aoki shared the recommendations by the Executive Committee that the members whose first terms are expiring on June 30, 2020 to reapply for the second term if they are willing, and for the members whose second terms are up, to either identify a successor or consider entering hold-over status. She will be contacting applicable members individually.</p> <p>Robles shared that the DOE Preschool position needs to be revisited as Patricia Dong moved to another program and her 619 position is vacant.</p>	<p>be done for future opportunities.)</p> <p>Aoki to:</p> <ul style="list-style-type: none"> -individually follow-up with members whose terms are expiring on the next steps -follow-up with Insurance Commissions and DOE Preschool to identify successor and process applications -work with Boards & Commissions and Robles on legislative member reappointments.
5.Public Comment	No public comment.	
6. Announcements	No announcement.	
7. Future Meeting	The next Quarterly Meeting will be on May 27, 2020, 9am – 12pm.	
8. Adjourn	Meeting was adjourned at 10:38 am.	