

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2, 2020

O'ahu	Zoom Meeting
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MINUTES

Members Present: Bobbie-Jo Moniz-Tadeo (Chair), Kerrie Urosevich (Vice Chair), Bonyen Colunga, Douglas Mersberg, Sharon Thomas

Members Absent:

Ex-Officio: Charlene Robles

Guests: Aldric Ulep

Staff: Amy Rivera

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order	<p>Chair, Ms. Moniz-Tadeo, called the meeting to order at 10:02 a.m.</p> <ul style="list-style-type: none"> <i>a. Welcome/Introductions</i> <i>b. Review Agenda</i> Agenda reviewed. No additions or comments. <i>c. Review Minutes from August 4, 2020 Executive Committee Meeting</i> Minutes reviewed and approved. <i>d. Review Minutes from August 26, 2020 HEICC Quarterly Meeting</i> Minutes reviewed. No additions or comments. 	
II. Early Intervention Section Update (10:20-10:50)	<ul style="list-style-type: none"> <i>a. Part C Update</i> Robles reported no updates to share at this time. <i>b. Budget</i> Robles shared EIS has worked with all contractors on a temporary 10% budget restriction. <p>Robles previously reported that EIS had 13 positions that were vacant, and all 13 positions were abolished. Recently learned three (3) of the 13 positions, one (1)</p>	

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	<p>SLP and two (2) SPED, were left without funding. EIS has submitted a request to apply funding from EIS current operating budget to fund these positions. Robles shared reason to request funding to these positions is because these are mandated service positions.</p> <p>Robles shared three (3) of the 13 positions were Care Coordinator (CC) positions assigned to a Purchase of Service contract. Funding for these positions was provided to the agency to fill these positions and will be part of the contract modification. Robles shared there is also three (3) additional CC positions that became vacant after the hiring freeze. The programs were informed that they may move forward to filling those positions and that EIS would make the adjustments with a contract modification.</p> <p><i>c. Vacant Positions – Statewide</i> Robles shared vacancies appears smaller due to abolishment of positions and with a few being filled, in comparison to fourth quarter vacancies.</p> <p><i>d. State Systemic Improvement Plan (SSIP) Update</i> Robles shared all workgroups are reviewing their action plans to determine if revisions to their activities and/or evaluation process are needed due to COVID. Robles shared workgroups have been revisiting coaching and mentoring, as well as how to best to get all staff reaching coaching with fidelity.</p> <p><i>e. Initiatives and Activities</i> <u>Response to COVID-19 and offering in-person visits.</u> Robles shared that in-person visits are suspended until further notice. EIS services continues to be provided via telepractice, phone, or a combination of the two. Robles shared biggest concerns are those families who have not received any services since the start of the pandemic back in March. Robles shared since the start of the pandemic, procedures were modified, and a multidisciplinary developmental evaluation (MDE) tool to determine eligibility is not being administered because it requires in-person and close interaction with the child (i.e., less than 6 feet). Only partial MDE completed which means no evaluation tool is administered and programs are completing the Individualized Family Support Plan (IFSP) which is being referred to as an interim IFSP because the MDE tool was not administered.</p>	

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	<p>Robles shared in-person visits as a service option will be revisited when Oahu is in Tier 2 of Honolulu Mayor Caldwell’s reopening strategy. EIS used the Mayor Caldwell’s Tiered Chart and will include the data from DOH, Disease Outbreak Control Division, COVID-19 and the new DOH Guidance for schools to help guide the decision-making process.</p> <p>Robles shared Counties have the option to offer in-person visits due to their lower COVID numbers. EIS has been working with agencies Executives who are part of the task force on the decision-making process of resuming in-person visits. EI Program Agencies in Hawaii, Kauai, and Maui Counties may consider providing in-person visits as an option. However, services in any County must not start without EIS’ agreement and involvement in the process. At any time and for any County, in-person visits as an option may be suspended based on County and/or State guidance, as well as COVID-19 data. Robles shared that all programs have been informed that just because in person visits are selected, it does not mean that in person visits is the only method the program must provide services. If a family selected different methods (e.g., telepractice and/or phone), programs can use a combined method to deliver services to families.</p> <p>Robles shared Imua Family Services on Maui County resumed in-person visits back in September and they continue to do so. EIS have met with Ms. Moniz-Tadeo, Imua’s Executive, Dean Wong, and her staff to obtain feedback on their experience with resuming in-person visits. EIS have put together an in-person guide and will be revisiting and revising it based on the information that was gathered along with in-person guidance from other State resources.</p> <p>Robles shared temporary procedural guidelines for COVID-19 are updated, as necessary. These are procedural guidelines on specific practices or EI activities that are provided and how programs will implement or modify the procedure for delivered services.</p> <p>Robles shared EI Programs have gathered information from families regarding their preference for service delivery method (in-person, telepractice, phone or a combination). Programs are also contacting all families who have suspended their services or placed it on hold, to offer the option to resume or decline EI services at this time. Robles shared with the proper approval or consent, the</p>	

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	<p>referral source would be notified if families choose to decline services at this time and be given the opportunity to come back at any time before the child turns three (3) years of age.</p> <p>Robles shared EI continues to move forward with building a new data system with Harris. She shared the target was to have trainings and roll-out of new data system by the end of this year. Unfortunately, that is not the case and now it is looking more within the first quarter of the new year.</p> <p>Colunga asked when CCs are conducting follow up with families who have put services on hold, what are the guidelines in terms of re-contacting the family? Robles shared prior to COVID, EIS has never put services on hold. Families had to choose to move forward or decline EI services. If families choose to decline, they are given all the information needed so that they may come back to EI. If the parent signs the referral form giving consent to share information then, the EI program will send a letter to the referral source to update on the status of the referral.</p> <p>Thomas shared for MedQuest beneficiaries, if they have signed the referral form, she could help facilitate working with the health plans to make sure that EI has the best or more recent contact information. If families are declining EI services, they can coordinate to have medically necessary services elsewhere.</p> <p>Thomas asked to learn a little bit more about the in-person visits, and the PPE and is there a push to try to have outside service. Concerns about the safety for providers and families as well. Robles shared programs have been told to properly equip staff with PPE (e.g., mask, hand sanitizers, face shields, disinfecting wipes/spray, etc.) supplies, put on the additional PPE to protect themselves, and provide training. The location of the service would be determined between the family and provider based on what they are working on and what is available. Robles shared waiting on Riverside to produce a revised tool that will allow MDE's to be conducted remotely. EIS has been told that the tool will not be available till the first quarter of next year.</p> <p>Mersberg asked Moniz-Tadeo since resuming in-person services, has the program been able to pick up these families that only wanted in-person visits? Moniz-Tadeo shared in-person visits being most successful were the families</p>	

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	<p>who had reception issues, English was not their first language, reception issues where calls were dropped with no landlines, families in which had more than one child receiving services, families who had behavioral concerns/issues, found these families wanted to resume in-person services. Moniz-Tadeo also shared the Maui District Public Health Nursing Division met with Imua’s staff and shared her professional and personal input on COVID-19 about wearing gloves and mask and with proper hand washing and that they have continued going into the homes and has not stop.</p> <p><i>f. Program Measures Dash Board with Complaint Summary</i> <i>[Refer to the HEICC Program Measures Dashboard]</i></p> <p>Robles reported the dashboard data may be muddled due to COVID. She shared families that are calling EIS Referral Line for information purposes has declined as well as a decline in referral from 828 to 729 in the first quarter.</p> <p>Robles reported the data for MDEs are based on partial MDEs and that EIS is not administering the Battelle evaluation tool.</p> <p>Robles reported the data for IFSP is based on interim IFSP because the evaluation has not been completed. Late reasons are not appropriate to report.</p> <p>Robles reported on eligibility, referrals received are due to developmental delays because of possibly the partial MDE. Eligibility numbers reflect how child is found eligible.</p> <p>Robles shared no complaints to report on.</p> <p>Urosevich asked if EIS have a reduction of 1,000 IFSP for current quarter? Robles shared point in time count on December 1st is around 1,700 IFSPs. Robles shared reason data is muddled is because we are completing interim IFSP and not an IFSP; an IFSP cannot be completed because the evaluation was not completed. Moniz-Tadeo shared when the interim IFSP is entered into State’s database, it does not track like it normally would because it is not considered an initial IFSP. Uroservich shared it would be helpful for the council to get meaningful summaries to know if we are, we still seeing the same number of children being referred? Has it declined or not? Are we meeting the child and</p>	<p>Robles shared would put more emphasis around COVID data.</p>

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	<p>their family’s needs? And if not, why not? Urosevich shared if the data is relatively confusing due to COVID if EI could just give a summary of how kids are doing.</p>	
<p>III. Council Business (10:50-11:40)</p>	<p><i>a. Legislative Update</i> Robles shared no legislative updates to report on.</p> <p><i>b. Early Learning Board (ELB) Update (1:07)</i> Urosevich shared Board has been focused on HB2543, which is the rapid expansion of public Pre-K and the role that the Early Learning Board will play as a coordinating entity for implementation. Board will be recruiting for a new Director due to Lauren’s departure in early May 2021 with many others shifting into other positions within ELB. She also reported the relaunching of the PDG plans and implementation.</p> <p><i>c. HEICC Priorities Update & Discussion</i> Urosevich shared and asking for members feedback on how do we make sure that the council meetings and the representatives at the table are really leveraging their expertise and knowledge in the best way possible and how do we move some of the work that we continue to say are HEICC priorities but that we don’t move in between meetings? Urosevich shared a list of important priorities that was put together and came up with six (6) different priorities, recognizing that we are currently in a pandemic, first one is around family participation and stakeholder engagement. She shared that the council wants to make sure support around this is more effective and efficient; council is looking at different structures with a possible ad hoc committee. Second one is on recruitment, onboarding and succession process, the council does not have a solid process in place. Third is around outreach, continue to hear that people don’t know about early intervention services, so how does the council do a better job of being the voice of EIS and making sure our communities know about EI services and how to reach out for their support. Fourth would be priorities around policy, data, and budget on fiscal support and responsibility for EIS, as EIS ask council for advocacy support on policy. Fifth is data collection and sharing which includes identifying HEICC data needs to inform priorities. Making sure that we are collecting the right data and support wherever it is needed. Sixth, is transition between Part C and Part B, enhancing transitions for families and child, and do we have actual HEICC’s effort that is helping to strengthen the transition between the Part C and Part B.</p>	

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	<p>Robles shared the importance of filling the family vacancies within the HEICC council. She also shared that the Office of Special Education Program (OSEP) is placing more emphasis on family participation and stakeholder engagement. EIS reports to OSEP info on the different workgroups that families are on including HEICC.</p> <p>Moniz-Tadeo asked what are members thoughts behind the priorities and what should be the focus? Thomas shared council has had ongoing discussion on family participant and stakeholder engagement because it is a necessary component, but it has not been addressed best but believe the family participation is the first step. Robles shared HEICC does not have the parent representation. Robles asked members what we are going to do differently in HEICC for improved parent engagement or is it EIS parent engagement and stakeholder engagement when we talk about this as a priority for HEICC? Urosevich shared she sees the two entities, as one and that EIS and HEICC should be working together on recruitment of families and making meetings more meaningful for families.</p> <p>Mersberg shared he has parents on his board of directors and most struggle because board meetings are on policies and families are not familiar with policies verbiage and struggle to understand what policies means. Mersberg suggested is there is a way to get better feedback from our families at the program level like a focus group and shared from his experience tends to get more parent participation when they are discussing things that directly impacts them.</p> <p>Moniz-Tadeo shared programs submits monthly concern logs to EIS and would it be helpful to hear the concerns that are coming into the programs, that may be a way of getting more parents input and information and hearing what is happening in the field. Robles shared could consider but shared it varies on the numbers of concerns EIS receives.</p> <p><i>d. HEICC 2021 Draft Calendar</i> Reviewed 2021 calendar. No changes.</p> <p><i>e. Updates on HEICC/Exec Committee Appointments and Vacancies</i> Robles shared one parent’s application, Terrado is still being processed by</p>	

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	<p>B&C.</p> <p>Robles shared for the Insurance Commission is still pending appointment of representative however, there is a designee that will be covering, Colleen Hayashida.</p> <p>Robles shared request to fill two (2) legislative appointments has been submitted and to date there is no response yet.</p>	
<p>IV. Discussion to set Agenda for November 18, 2020 HEICC Quarterly Meeting (11:40-11:55)</p>	<p>Robles shared that EIS will have more data around COVID-19 and what's currently happening with resuming in-person visits. Agreed that EIS COVID-19 data would be more meaningful than the HEICC dashboard. Thomas shared helpful to have dashboard data too.</p>	
<p>V. Public Comment (11:55)</p>	<p>No public comment.</p>	
<p>VI. Adjourn (12:00)</p>	<p>Ms. Moniz-Tadeo adjourned the meeting at 12:00 p.m.</p>	