

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2nd, 2021

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: Janelle Ueda

Staff: Jeffrey Lee

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order	<p>Vice Chair, Urosevich, called the meeting to order at 10:15 a.m.</p> <p><i>a. Welcome/Introductions</i> Robles reported that Moniz-Tadeo term has been completed and we need to find a new co-chair for HEICC. Urosevich will assume the chair position at this time. Vice Chair position is now vacant.</p> <p><i>b. Review Agenda</i> Agenda reviewed. No additions or comments.</p> <p><i>c. Review Minutes from August 3rd, 2021 Executive Committee Meeting</i> Minutes were reviewed and approved by the council.</p> <p>Urosevich asked the council if we should review minutes prior to the meeting and come in ready to approve/ask for clarification/make changes to speed the process up. Thomas, Colunga and Mersberg all agreed that they would like to have a quick overview at the meeting and are willing to review minutes prior to the meeting. Council agreed that the minutes being sent a week in advance is enough time to go through the minutes.</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2nd, 2021

	<p><i>d. Review Minutes from August 25th, 2021 HEICC Quarterly Meeting</i> Minutes were reviewed.</p>																	
<p>II. Early Intervention Section Update (10:45-11:45)</p>	<p><i>a. Part C Update</i></p> <p>Robles reported: On Friday, October 29, 2021, the U.S. Department of Education’s Office of Special Education and Rehabilitative Services (OSERS) released two new Q&As entitled:</p> <ul style="list-style-type: none"> • Return to School Roadmap: Child Find, Referral, and Eligibility Under Part C of the Individuals with Disabilities Education Act (IDEA) • Return to School Roadmap: Provision of Early Intervention Services for Infants and Toddlers with Disabilities and their Families under Part C of the Individuals with Disabilities Education Act (IDEA) <p>OSEP produced this document in August for part B DOE services, we were waiting to see what they would produce for part C. The Early Intervention Section will be reviewing the documents and applying the guidance as needed.</p> <p><i>b. Budget</i> Robles reported there are no updates on the budget.</p> <p><i>c. Vacant Positions – Statewide</i></p> <table border="1" data-bbox="493 1130 1583 1461"> <thead> <tr> <th>Category</th> <th>Total Positions</th> <th>Total Vacant</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>DOH EIS Admin Office</td> <td>39</td> <td>4</td> <td>10% vacancy, Q4 5% vacancy</td> </tr> <tr> <td>DOH CC Assigned to POS</td> <td>18</td> <td>2</td> <td>11% vacancy, Q3 11% vacancy</td> </tr> <tr> <td>DOH State EI Programs (3 Programs)</td> <td>29</td> <td>2.6</td> <td>9% vacancy, Q4 9% vacancy</td> </tr> </tbody> </table>	Category	Total Positions	Total Vacant	Notes	DOH EIS Admin Office	39	4	10% vacancy, Q4 5% vacancy	DOH CC Assigned to POS	18	2	11% vacancy, Q3 11% vacancy	DOH State EI Programs (3 Programs)	29	2.6	9% vacancy, Q4 9% vacancy	
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HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 November 2nd, 2021

POS Contract EI Programs (15 Programs)	164	39	24% vacancy, Q4 24% vacancy
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Robles reported the hiring freeze was lifted and EIS has been able to start recruiting for vacant positions. EIS is recruiting for Occupational therapist, Social Worker, Speech Language Pathologist, Special Educator and General Professional – Deaf/Hard of Hearing Specialist.

Robles reported: EIS was able to fill the Contracts Supervisor position. Targeted to start on November 10th, 2021.

d. *State Systemic Improvement Plan (SSIP) Update*

EI Section and all SSIP workgroups welcome HEICC members to join any SSIP workgroup.

- Professional Development & Technical Assistance – Multiple workgroups reviewing and revising the coaching fidelity process.
- Fiscal: Staffing – Finalizing a survey to understand the infrastructure, needs to implement the teaming approach, and barriers to accessing adjunct providers (i.e., EI services outside of the EI program). Also, analyzing staff utilization at the state programs to determine how many families each program can take before needing to hire more staff or break into two or more geographic teams.

Thomas asked if all sites are operating under the same model. Robles responded yes, they are all implementing the Primary Service Provider coaching model, but no, in the sense that we don't have the capacity to mentor and get all providers to fidelity. Coaching is the core piece. The entire state is doing family support meetings and joint planning. The only part non-demo sites are not doing is the coaching piece with coaches at fidelity.

Moniz-Tadeo added that to get to fidelity it is a minimum 6-month process. Providers do a coaching log every month until they reach fidelity. If they do not reach fidelity within the 6 months the providers continue to do logs until it has been met. Once they do reach fidelity then

HAWAII EARLY INTERVENTION COORDINATING COUNCIL

Executive Committee Meeting

November 2nd, 2021

they go into the maintenance phase. During this time the provider will do one log a quarter and meet with their mentor to go over it and get support.

Thomas asked, how does the demo site fit into the process. Robles responded that the coaching piece is what sets the demo sites apart. The demo sites have coaches who are coaching at fidelity. The non-demo sites do not have coaches who are trained or coaching at fidelity. Mersberg added that a challenge is if key people leave at a particular demo site it can become a challenge because a new employee will need to go through the fidelity process to become a coach.

Urosevich asked what is the timeline on the evaluation on the demo sites from what we are learning from the providers and if this approach is meeting family's needs or not? Robles responded that all of the sections in our SSIP have an evaluation piece. The data is gathered quarterly and reported to OSEP in the final report annually. Evaluation happens quarterly and reported to OSEP; changes and discussions regarding the SSIP occur monthly. Urosevich stated, technically demo sites should be showing better child outcomes than non-demo sites if this approach is working. Robles responded that some of the work that has been done to train staff on the coaching model has been done statewide. The demo sites are implementing the coaching model. However, non-demo sites have received the basic training and know the basis of the coaching model and have been implementing it. The only difference is that demo sites have coaches who are at fidelity or practicing towards fidelity. The demo sites in theory should be implementing the coaching model better than non-demo sites.

Urosevich stated the reason OSEP is saying "hey we want to change the approach we want to do it this way because we think we will get better outcomes using the coaching model" that is the justification for OSEP making the shift. Robles responded saying that OSEP was not making the shift. OSEP was telling the states to start thinking about what is happening. What is your SSIP, what is the area you need to address and improve on. OSEP wanted the states to have results driven accountability as well as compliance accountability. Meaning that if the law says that you get services in 45 days you should get services within 45 days. We know that vacancies were a problem and that is why we implemented telepractice and that's why a fiscal workgroup was created to look at that. We also needed to align better with what the early intervention mission is all about. We were walking into the homes and working one on one with the children while some parents watched, some got engaged, some were very involved while some may have even walked away and were not present. That did not align to what the early intervention mission and key principals were all about. Therefore, we adopted the

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2nd, 2021

coaching model. If we implement the coaching model statewide we would not only be touching our children with social emotional development concerns, we would be also touching upon all families as well. Kerrie responded that this helped her understand the theory of change to the coaching model. She now understands that the coaching model was a solution to the problem.

Moniz-Tadeo stated that coming from an educational background we always know that working, training, mentoring and coaching families is the best solution because the parents are with their children the most and they can continue to utilize the strategies they learn throughout the day. We have seen progress and also seen the opposite for those children with more intense needs. Some professionals will call or write letters saying that the child is not receiving enough services. We have to explain the model/approach we use and for some kids it's that struggle because some providers in the community may say that the model may not be appropriate for that child. So, it's going back to what we all know that it is not a one size fits all model. We just have to find that happy medium. The new approach is two-fold because recent university graduates have gotten coaching training while in school, so they are aware of it and implementing it and have bought into the model. On the other hand, seasoned providers may have a challenge in making that shift because that is not how they learned to provide the services initially when they started. We have lost a lot of staff because of that. Also trying to work towards the fidelity piece can take a long time and some providers leave because of it, some leave due to compensation and some leave due to moving off of the island. We also have a lot of families who opt out of services due to the approach and try to get services through their insurance, but we also get families who take early intervention services and also go through their insurance to get more services. Coaching can be difficult with some families if they do not buy into the model. It is not to say that the model doesn't work but it is definitely not a one size fits all approach.

Mersberg added that there have been challenges due to COVID because some families do not want telepractice. When you keep turning over staff, how can you measure the results when people are not in fidelity? This was in reference to the question if you are implementing the model shouldn't you be getting better results. Mersberg believes the answer is yes but there are challenges to implementing the model.

Robles added that the challenges to implementing the model are not specific to Hawai'i. We hear the same challenges from other states who implement the model. The focus now is, what are we going to do differently, what are we going to say is fidelity and that we can feel

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2nd, 2021

confident if we modify Dathan and M'Lisa fidelity process then is it going to be reasonable. Our professional development and technical assistance workgroups are focusing on this and it is work in progress. We need to think about how we will move to scaling-up.

- Fiscal: Telepractice – Revised procedural guidelines, troubleshooting guide, and family handout are under review by EIS. Updating training modules and developing Annual Survey questions.
- Monitoring & Accountability – Looking into modifying our fidelity tool for measuring if the Child Outcomes Summary (COS) process is being completed with fidelity, enhancing the Corrective Action Plan process, and working with National Technical Assistance representatives to improve both return rate and responses to the Family Survey.

e. ***Initiatives and Activities***

- a. Data System Update – Continue to build the new data system and are targeting Train-the-Trainer to occur by the end of this year.
- b. Working on items listed in the American Rescue Plan (ARP) budget for implementation.
- c. Stakeholder Engagement- [Leadership in Disabilities and Achievement of Hawaii \(LDAH\)](#) has scheduled Family Focus Groups for EIS.

f. ***Program Measures Dashboard with Complaint Summary***

[Refer to HEICC Program Measures at A Glance Dashboard and Early Intervention Section handouts]

Robles reported out on the data dashboard

Measure #1- Robles reported Q1 there have been 907 referrals. This is an increase of 5% from the previous quarter.

Measure #2- Robles reported 98% of referrals are through the referral line and referred to programs. That has not increased or decreased over the previous quarter.

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2nd, 2021

Measure #3- Robles reported 892 referrals received has been referred to programs. On pace to be above pre-pandemic levels based off of the current average. Less than a 1 percent increase from quarter 4.

Measure #4- Robles reported parents increased by 1% over FY21. FY 19 parents referred at 29%. Child welfare services have increased by 1% as well.

Measure #5- Robles reported out of 708 MDE's 156 were late due to either family or program while 552 were completed timely.

Measure #5a,5b- Robles reported 136 MDE's were late due to family reasons. Top family late reasons were, calls not returned in a timely manner 15%, schedule conflict 15%, and canceled appointments 13%.

20 late MDE's due to program reasons. Top program late reasons were blank 60% (need to work with programs to ensure they input late reasons, unable to report out on if they do not input reasons), medical- staff sick 20% and other 10%.

Measure #6, 6a, 6b- 505 Robles reported IFSP's were due 44% on time, 30% late due to family reasons, 5% late due to program reasons, 2% blank and 20% pending.

There was a total of 149 late IFSPs due to family reasons. Top family late reasons for late IFSPs were schedule conflicts 35%, family requests 17%, canceled appointments 13% and calls not returned in a timely manner 13%.

There were a total of 32 late IFSPs due to program reasons. Top program reasons were vacancies 22%, schedules full 19%, medical- staff sick 19% and other 13%

Measure #7- Robles reported being found eligible by developmental delay(DD)/biological risk(BR) has increased 3% to now 8%. 66% were found eligible with DD only. 5% were found eligible with BR only. 21% were found not eligible.

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 November 2nd, 2021

	<p>Measure #8- There were 557 total eligible children referred to programs prior to IFSP. Out of those 557, 465 were eligible due to DD, 57 were eligible due to DD/BR and 35 were eligible due to BR.</p> <p>Measure #9- Robles reported at the end of FY 2022 Q1, there were 1658 children with an IFSP slightly lower than at the end of Q4 FY 2021.</p> <p>Measure #10- Robles reported exit data needs to be cleaned up and will be reported out on at the quarterly meeting.</p> <p>No complaints to report.</p>	
<p>III. Council Business (11:45-12:05)</p>	<p><i>a. Legislative Update</i> Urosevich has no legislative updates at this time but may have an update at the quarterly meeting. Question for November 17th meeting, we would like to know by November 17th if there are any legislative requests for HEICC to push and support.</p> <p><i>b. Early Learning Board (ELB) Update</i> Urosevich reported that the Early Learning Board offered the director position to one person and declined the second and third candidate. The candidate declined the position and the Early Learning Board will restart the process to fill the director position.</p> <p><i>c. HEICC Priorities Update & Discussion</i> Urosevich shared the Priorities Update document.</p> <p>Urosevich reported that she would like to bring up at the quarterly meeting if we need shorter, more frequent and focused HEICC meetings or does the Council prefer the quarterly, longer meetings?</p> <p>1. Family Participation and Stakeholder Engagement Create processes for annual family and provider feedback and enhance family participation on HEICC. Align with upcoming OSEP requirements</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2nd, 2021

Urosevich reported that Colunga, Golis and possibly J. Rivera expressed interest in working on the family participation priorities. There are 2 ways to participate: one is to join the EI workgroup focused on family participation/engagement, or a short-term ad-hoc committee composed of HEICC members.

2. Recruitment, Onboarding and Succession Process. Borrow from HANO and other State Boards

Robles, Urosevich, Lee and the new co-chair would focus on this priority.

3. Outreach and Marketing

Create Ongoing EIS Outreach Design

Esther Preisser will be creating a team to support Child Find and HEICC Council members to join. Possibly Terrado and Family Hui.

4. Policy, Data and Budget Support

Advocate for and strategize with EIS as needed and requested

Urosevich reported that it is very critical that we have EI leadership on this because for us to be effective as advisory on this with the legislature we need to be clear and on the same page around what EIS policy request and budget requests will be. We will need to get this going by May or June of 2022 in preparation for 2023.

5. Data Collection and Sharing

Identify critical data needs to inform HEICC priorities and processes

Urosevich asked when does EIS expect to have the database in place?

Robles responded that training the trainer will hopefully be done by the end of the year. It has been a moving target but wanted to be able to roll it out for a while.

Urosevich stated that EIS will be shifting how data is shared, using the APR data.

6. Transition between Part C and Part B

Improve transitions for keiki and `ohana between DOH EIS and DOE Special Education

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
November 2nd, 2021

Urosevich stated that there is an MOU in place and it is moving forward.

d. 2022 Draft Calendar

Shared and will need to get it approved at the quarterly meeting.

e. Updates on HEICC/Exec Committee Appointments and Vacancies

Terrado- needs to complete the notary piece.

Mersberg- has applied, been accepted and is in holdover.

State Legislature vacancy- Need to follow up with Senator Kouchi

DOE- we've had Verna Chinen. We need to establish if it will be her or if there will be a representative.

DHS Foster Care- Bernadette Lane has just retired at the end of September. We need to follow up with her supervisor for a representative.

State agency responsible for the regulation of health insurance- Colin Hayashida has always had a representative, but we may need to ask him at this point to designate someone so we can solidify the position.

Thomas- has received her letter and will send the letter to Lee.

Luka- needs to reapply. EIS will follow up with her.

Group discussed vacant position: Other members of interest selected by Governor. - are we going to wait on the Executive Office on Early Learning and offer it to the named director or is there another interest group that we may be interested in. Conversation will be held during the quarterly meeting on November 17th.

Robles shared that she had a discussion with Colunga about interest in being nominated for a chair position. She stated Colunga has questions about the work and

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 November 2nd, 2021

	<p>the direction of the work of the council. Colunga wants to ensure she can commit to the work that will be required for the position.</p> <p>Robles also stated that we still need to fill the vacancy of EI programs held by Moniz-Tadeo. Possible person to replace could be Catherine Abellera from our Kona/North Hawaii program. Robles asked if anyone has suggestions and there was no response.</p>	
<p>IV. Discussion to set Agenda for May 26, 2021 HEICC Quarterly Meeting (12:05-12:10)</p>	<p>Robles requested that members attend the P20 data summit for the first part of the Quarterly meeting. From 9 am -10 am.</p>	
<p>V. Public Comment (12:10)</p>	<p>No public comment.</p>	
<p>VI. Adjourn (12:10)</p>	<p>Urosevich adjourned the meeting at 12:10a</p>	