

HAWAII EARLY INTERVENTION COORDINATING COUNCIL

Quarterly Meeting
November 17th, 2021

O'ahu	Zoom Meeting
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MINUTES

Members Present: Bobbie-Jo Moniz-Tadeo (Chair), Kerrie Urosevich (Vice Chair), Daintry Bartoldus, Kehau Golis, Reinalyn Terrado, Nagisa Kimura, Kehau Golis, Douglas Mersberg, Brianna Levy, Leah Muccio, Kimberly Allen, Amy Tamashiro, Arlene Ige

Members Absent: Sharon Thomas, Representative Lisa Kitagawa, Ku'u lei Arceo, Brandon Cole, Danette Wong Tomiyasu

Ex-Officio: Charlene Robles, Dr. Patricia Heu, Dr. Matthew Shim

Guests: Brianne Nagamine, Chris Jackson

Staff: Jeffrey Lee

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. P 20 Data Summit (9:00)	HEICC Members and guests attended the P20 data summit regarding early childhood. The First Eight Years: The Importance of Early Identification and Early Intervention for Children with Disabilities from 9am-10am.	
II. Call to Order (10:00)	<p>Vice Chair, Urosevich, called the meeting to order at 10:00 a.m.</p> <p><i>a. Welcome/Introductions</i></p> <p><i>b. Review Agenda</i> Agenda reviewed. Urosevich asked the council if the agenda could be shifted. Council business to be done before Early Intervention Section update. Council agreed.</p> <p><i>c. Review Minutes from August 25th, 2021 HEICC Quarterly Meeting</i> Minutes reviewed. Unable to vote to approve due to being one member shy of quorum.</p>	
III. Council Business (10:15)	<p><i>a. Legislative Update</i> No legislative updates.</p>	

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	<p>Moniz- Tadeo stated that at the next meeting we want to have a member vote to make sure when there is a change in chair and new members come on board. There has to be a new vote and agreement so that the entire council is saying that the chairs can represent us and submit testimony.</p> <p>Urosevich wanted the statement “Determine the criteria for policy priorities for HEICC that we would support” documented.</p> <p>Robles asked for clarification on what the statement meant. Does policy criteria mean, what are the guidelines under the decision making on which ones would the council support? Is this a topic that we want the council to weigh in on? Urosevich responded that yes, she would like the council to weigh in on it.</p> <p>Moniz-Tadeo feels that we should focus on the early intervention age range because we are a coordinating council around early intervention age children. We want to make sure we are addressing those bills and not to exclude the other children but making that our focus. Especially, if there are other entities that will address the older children. Robles asked, there are some legislative issues that will range from birth to 5 or birth to 8 are you saying just birth to 3 or are you saying those that crossover. Moniz-Tadeo responded by saying those that crossover are those we could focus on.</p> <p>Muccio chatted to focus on children with disabilities ages birth to 3 even if it is within birth to 5 or birth to 8 bills and allow the chair to represent.</p> <p>b. <i>Early Learning Board Update</i></p> <p>Urosevich reported that the Executive Office on Early Learning Board (EOEL) offered the director position to one person and declined the second and third candidate. The candidate who was offered declined the position and EOEL will restart the process to fill the director position. However, they are doing a rolling process. When the hiring committee feels there is a viable candidate they will call the hiring committee together to set up interviews. Traditionally, the EOEL Director would sit on HEICC. Robles clarified that the seat is not a standing seat, it is an interest area. She asked the council if we want to keep that seat open for EOEL Director. “Do we want to fill the other area of interest selected by the Governor position for the Executive Office on Early Learning?”, was posed to the council. Jackson felt that it should be specific to the Director because he or she can delegate.</p>	<p>HEICC to vote for new Co-Chair and new members.</p> <p>HEICC to vote on which bills that the council will submit testimony.</p> <p>HEICC to vote on whether the open position for Interest Area will be held for the Executive Office on Early Learning.</p>
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However, the council was reminded by Bartoldus that we do not have a quorum to vote on decisions today.

Urosevich added that the legislature gave EOEL the early learning board funds to hire an act 46 coordinator who will be housed with the Early Learning Board. This was for the rapid expansion of early care and learning for all 3 and 4 year old's. They are also shepherding the early childhood state plan. She thinks it will be helpful if a representative from EOEL could share the status of the state plan at the February meeting. Particularly how it impacts children ages birth to 3 with special needs.

c. HEICC Priorities Update & Discussion

Urosevich shared the Priorities Update document.

Urosevich stated, these priorities will remain the same in 2022. To respect everyone's time who are involved in committees we want to make sure that we are not duplicating meetings, but we do want to make sure that we are working closely together. If there is already an entity convening on one of these particular topics then there is no need for ad-hoc committees amongst HEICC. We are wanting to also increase HEICC member participation in these decisions because the whole reason we serve is to advise. The best way to advise often is on a committee. We have decided that there will be a short-term process to revamp the HEICC meetings. The second thing is we are going to ask for volunteers to join the EIS workgroup that is focused on family participation and engagement. That will be the tie back to the council.

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. How do we make HEICC meetings more engaging, supporting EIS and family friendly? How do we partner with LDAH Parent Café efforts to make sure we are getting feedback from families on a regular basis?

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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. How are we recruiting, onboarding and transitioning members in a timely fashion?

3. Outreach and Marketing

Create Ongoing EIS Outreach Design

Esther Preisser from EIS will be creating a team to support Child Find and HEICC Council members to join. Possibly Terrado and Family Hui. How do we increase the number of referrals for EIS and get our keiki enrolled as early as possible?

4. Policy, Data and Budget Support

Advocate for and strategize with EIS as needed and requested. Potentially ongoing. Needs to begin work in May-June 2022 before the legislative session. How do we position EIS to receive additional funding through federal and state investments?

5. Data Collection and Sharing

Identify critical data needs to inform HEICC priorities and processes. Urosevich stated that Kong and Robles will be shifting how data is shared, using APR data and including 1-2 questions/topics based on what the data is telling us. This will help HEICC serve as a more strategic council. What data do we use to best inform improvements in program design to better meet the needs of our keiki and 'ohana?

6. Transition between Part C and Part B

Improve transitions for keiki and 'ohana between DOH EIS and DOE Special Education. Monthly meetings with DOE. Working on MOU for sharing data etc. How do we improve the transition process between Part C and Part B for our keiki and 'ohana? Why do we have so many transition declines?

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Urosevich asked Robles, is the MOU finalized or just a draft. Robles responded that there already is a MOU in place with the DOE. It is on file with the Office of Special Education Programs. It is in it's review process right now because we review and update it annually or as needed.

Timelines on priorities document has been changed to be aligned with the EIS fiscal year.

****Urosevich asked the council, do we need shorter, more frequent and focused HEICC meetings or does the Council prefer the quarterly, longer meetings?***

Kimura asked what times and frequency are you proposing? Urosevich responded, we are wide open to suggestions. There are some boards and councils that meet every month for an hour, some meet every other month for an hour and a half to two hours and some meet quarterly for longer periods. It really depends on what you all think and what EIS thinks is most helpful to all. Robles added, EIS knowing that there will be the workgroups that will be developing and kicking off. There is no timeline set yet. She is struggling with what will be the best meeting structure. If we meet monthly, we don't know what type of info we would be able to provide. Currently, EIS is giving quarterly updates on our work and progress. There is still a lot to think about and talk through. EIS is open to what the council decides to do.

Muccio asked, what will the format of the meetings be? Robles responded, if we are able to do virtual meetings, she would like to keep it like this. However, we are able to do this now due to the emergency proclamation. We do not know what it will be like once the emergency proclamation ends.

Bartoldus would like meetings to be hybrid; she currently likes the quarterly format. She also feels that virtual is very important and that we should never let that go.

Tamashiro prefers quarterly, unable to take time off monthly.

Allen prefers quarterly and virtual works best.

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	<p>Levy prefers quarterly and virtual.</p> <p>Golis prefers quarterly and ad hoc committees to meet more frequently to get momentum on various priorities.</p> <p>Kimura prefers the quarterly, hybrid option.</p> <p>Moniz-Tadeo added that the council will need to review the data and the minutes prior to the meetings. This will allow for more time to be focused on the priorities and concerns.</p> <p>Urosevich replied that the majority of members want to keep meetings quarterly. We will keep meetings quarterly 2022.</p> <p>Robles shared the old priority document that HEICC has been using. Asked council if we are going to eliminate the older priority document since it has been absorbed in the new document presented by Urosevich. We will hold off and vote on it at February's meeting since we do not have a quorum to vote today.</p> <p>Golis stated, if this is an advisory council, she does not know exactly what help EIS needs. If it was clearer, she would feel more open to participating. Robles responded that EIS needs to start to think about questions that can be shared/posed at the HEICC meetings.</p> <p><i>d. HEICC/Exec Committee Appointments and Vacancies</i></p> <p>Moniz-Tadeo has reached her max term. We will need to find a replacement for her now vacant seat. We are looking for an EI program provider.</p> <p>Need to check on status for J. Rivera and V. Davilla application status.</p> <p>Mersberg has a letter stating his term ends 6/30/24.</p>	<p>HEICC to vote on priority documents.</p>
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	<p>Follow-up with Dr. Cole.</p> <p>Follow-up with State Legislature for vacant seat</p> <p>Muccio needs to reapply.</p> <p>Luka is in holdover.</p> <p>Lane has retired and we need to re-visit with her supervisor to secure a replacement.</p> <p>Hayashida has been sending a representative (Ige).</p>	
<p>IV. Early Intervention Section Update (11:10)</p>	<p>a. Part C Update</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> <p>Return to School Roadmap: Child Find, Referral, and Eligibility Under Part C of the Individuals with Disabilities Education Act (IDEA)</p> <p>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> <p>OSEP produced this document in August for part B DOE services, we were waiting to see what they would produce for part C.</p> <p>The Early Intervention Section will be reviewing the documents and applying the guidance as needed.</p> <p>b. Budget</p> <p>Robles reported there are no updates on the budget.</p>	

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c. *Vacant Positions – Statewide*

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
POS Contract EI Programs (15 Programs)	164	39	24% vacancy, Q4 24% vacancy

Robles reported that 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 filled 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

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families each program can take before needing to hire more staff or break into two or more geographic teams.

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 COS process is being completed with fidelity, enhancing the Corrective Action Plan process, and working with National Technical Assistance representatives to improve both the return rates 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 the HEICC Program Measures Dashboard]

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.

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% increase from quarter 4.

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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 were 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.

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.

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	<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 388 children exited from EI services during Q1. Nothing specific about the data jumps out. Top 3 reasons for exits are 90 Part B eligible(Reached maximum age for Part C), 51 withdrawal from parent/guardian, 48 Part B eligibility not determined.</p> <p>Robles stated that the biggest takeaway is to count IFSP and Evaluations. We needed to complete a developmental assessment and during Covid we were not able to do it and maintain social distancing.</p> <p>No complaints to report.</p>	
<p>V. Public Comment (11:45)</p>	<p>No public comments</p>	
<p>VI. Announcements (11:45)</p>	<p>Members should have received an invite to the EIS stakeholder engagement meeting. It is 2 parts, Part 1 (Dec 8th) annual performance plan will be presented and Part 2 (Dec 13th) will be on the State Systemic Improvement Plan.</p> <p>Moniz-Tadeo recommended the council to participate in the stakeholder meeting because it will begin to connect the dots from EIS to what we are doing in HEICC.</p>	
<p>VII. Future Meeting(s) (11:50)</p>	<p>Next meetings:</p> <p>Executive: Tuesday, February 1st, 2022 10:00am-12:00pm</p> <p>Quarterly: Wednesday, February 23rd, 2022 9:00am-12:00pm</p>	
<p>VIII. Adjourn (11:50)</p>	<p>Moniz adjourned meeting at 11:50 am</p>	