

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

O'ahu	Zoom Meeting
-------	--------------

MINUTES

Members Present: Kerrie Urosevich, Douglas Mersberg

Members Absent: Sharon Thomas, Bonyen Colunga

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

Guests: Bobbie-Jo Moniz-Tadeo

Staff: Jeffrey Lee, Ian Tholen

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order (10:05am-10:10am)	Chair, Kerrie Urosevich, called the meeting to order at 10:05 a.m. <ul style="list-style-type: none"> <i>a. Welcome/Introductions</i> Completed <i>b. Review Agenda</i> Agenda reviewed <i>c. Review Minutes from November 2, 2021, Executive Committee Meeting</i> Unable to approve due to not having quorum <i>d. Review Minutes from November 17, 2021, HEICC Quarterly Meeting</i> Reviewed for edits. None suggested. 	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
February 1st, 2022

**II. Early
Intervention
Section Update
(10:10-11:35)**

a. Part C Update

Robles reported, Valerie Williams, new Office of Special Education Programs (OSEP) Director. Christopher Staton is the new OSEP State Lead for Hawaii, Part C.

b. Budget

EIS submitted a budget request for additional funding and personnel for Fiscal Year 2023 (July 1, 2022 – June 30, 2023).

1. Request for \$3.6M to base budget to increase reimbursement rates and salaries for Purchase of Service, Early Intervention Programs and EI operation funding was based on the rate and salary study by Western Interstate Commission for Higher Education (WICHE). See Ian Tholen, Administrative Specialist III presentation slides for details.

Current Status: Request is in Governor's budget package. Not sure if the legislature will support the request. Will not know until the budget is final and released (May 2022).

2. Request 5 positions to support EIS services.

Current Status: 3 of the 5 positions are also in the Governor's budget. Not sure if the legislature will support the request. Will not know until the budget is final and released. (May 2022).

- Clinical Psychologist
- Speech-Language Pathologist
- Child & Youth Specialist III- Training
- 2 Human Services Professional (Care Coordinator/Social Worker)

Urosevich asked if the 5 positions were included in the \$3.6 million request or separate. Robles responded that it was separate and not included. Urosevich stated that we should put together testimony to submit.

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<p>Ian Tholen- administrative specialist with EIS presented budget powerpoint regarding item #1 from above.</p> <p>Urosevich asked if the definition of Special Education Teacher is the same as a Department of Education Special Education Teacher. Robles replied that it is not the same. EI has specific requirements. In addition to a degree in Special Education, a provider may have a Bachelors or Masters in early childhood and a 5th year certificate. EI also asks that they show transcripts that they completed a course in behavior management with a passing grade of a C or better. These are the requirements to provide Special Instruction. Urosevich asked to have slide 7 to be made clearer before presenting to the group at the quarterly meeting.</p> <p>Based off of the powerpoint, Mersberg asked if the numbers/reimbursement rates were accurate for special education teachers. Special education teacher rate was higher than speech language pathologist. Tholen pulled up the WICHE study from which the numbers were generated and it was accurate.</p> <p>Urosevich recommended for the second to last slide of the powerpoint that Tholen switch the larger font for smaller font and vice versa as well as decrease the size of the graph during the quarterly presentation. This way it will be clearer for members to understand.</p> <p>Mersberg stated that the rates seem to go up during their 4-5 year cycles and at the end it goes back to the base per child cost. Robles responded that previously, carryover dollars were used to increase the rates during the cycle. Those dollars were not part of the base budget thus the reason rates were being reset. They were not sustainable. The budget proposal that has been submitted will be sustainable. It will be the new base budget if approved.</p>	<p>Tholen to adjust the powerpoint to be clearer to present at the quarterly meeting.</p>

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
Executive Committee Meeting
February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP																				
	<p>c. <i>Vacant Positions – Statewide</i></p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 25%;">Category</th> <th style="width: 15%;">Total Positions</th> <th style="width: 15%;">Total Vacant</th> <th style="width: 45%;">Notes</th> </tr> </thead> <tbody> <tr> <td>DOH EIS Admin Office</td> <td style="text-align: center;">39</td> <td style="text-align: center;">7</td> <td>18% vacancy, Q1 vacancy was at 10%</td> </tr> <tr> <td>DOH CC Assigned to POS</td> <td style="text-align: center;">16</td> <td style="text-align: center;">2</td> <td>12% vacancy, Q1 vacancy was at 11%</td> </tr> <tr> <td>DOH State EI Programs (3 Programs)</td> <td style="text-align: center;">35</td> <td style="text-align: center;">9</td> <td>25% vacancy, Q1 vacancy was at 9%</td> </tr> <tr> <td>POS Contract EI Programs (15 Programs)</td> <td style="text-align: center;">153.98</td> <td style="text-align: center;">39.19</td> <td>25% vacancy; Q1 vacancy was at 24%</td> </tr> </tbody> </table> <p>Currently, there is a hiring freeze for Bargaining Unit 3 (e.g., Office Assistants and Billing Clerks). EIS is recruiting for Occupational Therapist, Social Worker, Speech Language Pathologist, Special Educator and General Professional – Deaf/Hard of Hearing Specialist. Three EIS staff retired at the end of December 2021 (Social Work/Care Coordinator Unit Supervisor, Special Educator IV - Assistive Technology, and Billing Clerk). The request to hire is being processed.</p> <p>d. <i>State Systemic Improvement Plan (SSIP) Update</i> EI Section and all SSIP workgroups welcome HEICC members to join any SSIP workgroup. <u><i>Professional Development & Technical Assistance</i></u></p> <ol style="list-style-type: none"> 1. SSIP Coordinators (EIS Supervisor/Part C Coordinator & System Improvement Unit Supervisor) continued discussions regarding social-emotional training initiatives: 	Category	Total Positions	Total Vacant	Notes	DOH EIS Admin Office	39	7	18% vacancy, Q1 vacancy was at 10%	DOH CC Assigned to POS	16	2	12% vacancy, Q1 vacancy was at 11%	DOH State EI Programs (3 Programs)	35	9	25% vacancy, Q1 vacancy was at 9%	POS Contract EI Programs (15 Programs)	153.98	39.19	25% vacancy; Q1 vacancy was at 24%	
Category	Total Positions	Total Vacant	Notes																			
DOH EIS Admin Office	39	7	18% vacancy, Q1 vacancy was at 10%																			
DOH CC Assigned to POS	16	2	12% vacancy, Q1 vacancy was at 11%																			
DOH State EI Programs (3 Programs)	35	9	25% vacancy, Q1 vacancy was at 9%																			
POS Contract EI Programs (15 Programs)	153.98	39.19	25% vacancy; Q1 vacancy was at 24%																			

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<ul style="list-style-type: none"> ● Met with another state to hear how they merged the Primary Service Provider (PSP) Approach and the Pyramid Model for Early Intervention. ● Met with the Association for Infant Mental Health in Hawaii (AIMH-HI) to explore incorporating the following into the Part C system: <ul style="list-style-type: none"> ✓ Reflective Supervision ✓ Infant Mental Health Consultancy Model ✓ Pilot training/access of Infant Mental Health Consultants (Psychologists, Behavioral Support Specialists) <ol style="list-style-type: none"> 2. Mentors trained to use the Excel Natural Learning Environment Practices Coaching Summary Form that provides staff visual feedback on their progress toward fidelity. 3. 81% of providers in Demonstration sites are coaching with fidelity. This exceeds the 75% coaching with fidelity performance indicator. 4. Technical assistance provided through Quality Assurance Specialists have informed enhancement to EI Orientation regarding PSP Selection Process. <p><u>Fiscal: Staffing</u></p> <ol style="list-style-type: none"> 1. Received responses to the survey regarding infrastructure needs and will be analyzing the data. 2. Workgroup will review and utilize, as applicable, results from the Comprehensive System of Personnel Develop (CSPD) Recruitment and Retention Survey that will be distributed to DOH EIS, DOE and Head Start staff. <p><u>Fiscal: Telepractice</u></p> <ol style="list-style-type: none"> 1. Workgroup Finalized Telepractice (TP) Troubleshooting Guide for Families and Troubleshooting Cheat Sheet finalized and submitted for EIS Core Team review. 	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<ol style="list-style-type: none"> 2. Workgroup provided feedback and recommendations to Pacific Basin Telehealth Resource Center on Annual TP survey for families and providers. 3. TP training module being revised based on feedback. 4. TP Procedural Guidelines revised to reflect how services are currently being delivered. <p><u><i>Monitoring & Accountability</i></u></p> <ol style="list-style-type: none"> 1. Developmental Milestones training removed as an activity based on feedback from Program Managers. 2. Revised the Corrective Action Plan template to include the source (e.g., monitoring data, Local Contributing Factor Tool, program data) used to identify the root cause. 3. Collaborating with National TA centers on revising the Child Outcomes Summary Fidelity Tool. <p>e. <i>Initiatives and Activities</i> Robles reported Data System Update – Continue to build the new data system with Harris and have begun developing training guides and the training plan. The goal is to have the data system out by June 30th, 2022</p> <p>f. <i>Program Measures Dashboard with Complaint Summary</i> <i>[Refer to HEICC Program Measures at A Glance Dashboard and Early Intervention Section handouts]</i></p> <p>Urosevich asked if we were going to look at changing the dashboard to reflect the APR indicators. Robles responded that we can make that change but we need to have a discussion with all members at the Quarterly meeting and vote on changes. We can discuss thoughts here at the executive meeting and bring them back to the members at the quarterly meeting. EIS will present APR indicators at the quarterly meeting to begin discussions on what data HEICC will want to have reported on going forward.</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<p>Urosevich stated that the APR indicators/outcomes data will be beneficial for HEICC to provide feedback and problem solve for EIS.</p> <p>Mersberg added collecting new data was challenging because of the way the current database is. We were not trying to make changes due to time demands on the staff. If it is data that staff is currently collecting now then it will make sense. Robles responded that there are some things that can be pulled from the database but not all. With the new database we may be able to pull more data that may be more useful to HEICC.</p> <p>Mersberg stated that he thinks that data that connect to corrective action plans (CAP's) from monitoring might be helpful to the council members to know. Urosevich and Robles both agreed with Mersberg. Robles added we need to look at the best way to present the data for long standing noncompliance and CAP's.</p> <p>Urosevich asked if EIS is still on target for the completion of the new database. Robles responded that if nothing else goes wrong we should be on target but we never know the bumps in the road we may encounter.</p> <p>Robles Reported out on the dashboard.</p> <p>Measure #1- Robles reported Q1 there have been 821 referrals. This is a decrease of 9% from the previous quarter.</p> <p>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.</p> <p>Measure #3- Robles reported 892 referrals received has been referred to programs. This is a decrease of 10% from the previous quarter.</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<p>Measure #4- Robles reported Primary care providers continue to be the top referral agent at 63% followed by parents at 24% and other health care providers at 9%</p> <p>Measure #5- Robles reported out of 702 MDE's 51 were late due to either family or program while 651 were completed timely.</p> <p>Measure #5a,5b- Robles reported 43 MDE's were late due to family reasons. Top family late reasons were, calls not returned in a timely manner 33%, canceled appointments 28%, and schedule conflicts 16%.</p> <p>8 late MDE's due to program reasons. 7 out of the 8 reasons were blank. (Need to continue to work with providers to ensure they are putting in appropriate reasons for being late and not leaving the field blank)</p> <p>Measure #6, 6a, 6b- Robles reported 531 IFSP's were due, 46% on time, 22% late due to family reasons, 3% late due to program reasons, and 28% pending.</p> <p>There were a total of 115 late IFSPs due to family reasons. Top family late reasons for late IFSPs were schedule conflicts 30%, family requests 24%, and canceled appointments 16%.</p> <p>There were a total of 18 late IFSPs due to program reasons. Top program reasons were vacancies 44% and schedules full 39%.</p> <p>Measure #7- Robles reported 5% of eligible children were found eligible by developmental delay (DD)/biological risk (BR). 87% were found eligible with DD only. 8% were found eligible with BR only.</p> <p>Measure #8- Robles reported there were 490 total eligible children referred to programs prior to IFSP. Out of those 490, 426 were eligible</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<p>due to DD, 38 were eligible due to DD/BR and 26 were eligible due to BR.</p> <p>Measure #9- Robles reported at the end of FY 2022 Q2, there were 1834 children with an IFSP slightly higher than at the end of Q1 FY 2022.</p> <p>Measure #10- Robles reported there were 342 exits in FY 2022 Q2</p> <p>No complaints to report.</p>	
<p>III. Council Business (11:35-11:55)</p>	<p>a. <i>Legislative Update</i> Robles shared that there is Senate bill 2748 going through Legislature regarding extending EI services up until age 5. This bill is not needed because in Part C it states that the state has the option to extend EI services. If this passes, EI will have a big task ahead. Infrastructure would need to be developed, systems would need to be developed and numerous other things put into place to get everything up to par.</p> <p>Urosevich asked what the process was for HEICC to have a conversation to make a determination if we would like to provide testimony in opposition. Robles responded that in the past HEICC agreed that they were confident in the chair/co-chairs to submit testimony on HEICC's behalf. Mersberg added that he recalls that the process is delegated to the chair/co-chairs. We may want to revisit this with the council to make sure everyone is still on board with this process.</p> <p>Urosevich stated ECAS policy agenda items and EOEL agenda items to be shared at the quarterly meeting due to time constraints.</p> <p>b. <i>Early Learning Board (ELB) Update</i> No updates</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<p><i>c. HEICC Priorities Update & Discussion</i> Urosevich reported that the timelines were shifted to align with EIS fiscal years. Timelines were shifted back to allow EIS time to get Child find, Family engagement and Data workgroups up and running so that HEICC members can attend those meetings. Urosevich will go more in depth at the quarterly meeting.</p> <p><i>d. Updates on HEICC/Exec Committee Appointments and Vacancies</i> Lee reported Oath to Office/Notary is no longer required per Sharon Ibarra at Boards and Commissions.</p> <p>B.Colunga needs to reapply.</p> <p>J. Rivera (Parent w/child aged 12 or younger) needs to apply. Application was not received.</p> <p>V. Davilla (Parent W/child aged 6 or younger) has not responded to multiple reach outs.</p> <p>C. Abellera-has agreed to serve. Application has been received and we are waiting for confirmation from Sharon Ibarra.</p> <p>B.Cole-unable to contact. Will continue to reach out.</p> <p>Rep. L. Kitagawa term has expired per S. Ibarra. Request has been submitted in early December to have her or a new Rep. appointed.</p> <p>Vacant state legislator seat. EIS submitted a request in late November and still has not heard back.</p> <p>L.Muccio needs to reapply.</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 1st, 2022

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
	<p>V.Chinen Has reapplied. S. Ibarra confirmed the application was received. She will be working on it.</p> <p>D.Luka Let her know she is in holdover and asked for a representative.</p> <p>B.Lane retired in Sept. 2021. Waiting for a representative from DHS. Kisha Kraby has volunteered to attend meetings until someone is hired and can represent DHS.</p> <p>C. Hayashida EIS asked if A. Ige would be able to apply to represent the State agency responsible for the regulation of health insurance. C. Hayashida said that he would check with his director and get back to us.</p> <p>Vacant “Other members of interest selected by the Governor” HEICC considering leaving it open for EOEL Director.</p> <p>MEMBERS WHOSE TERM END ON 6/22/2022</p> <p>B.Levy and D. Bartoldus. Lee to send out email reminder to reapply. Confirmed with S. Ibarra that members can re-apply now and do not have to wait.</p>	<p>Lee to email Levy and Bartoldus to reapply. Their term ends on 6/30/22</p>
<p>IV. Discussion to set Agenda for May 26, 2021 HEICC Quarterly Meeting (11:55)</p>	<p>No changes.</p>	
<p>V. Public Comment (12:00)</p>	<p>None</p>	
<p>VI. Adjourn (12:00)</p>	<p>Co-Chair Urosevich adjourned the meeting at 12:00 PM</p>	