

HAWAII EARLY INTERVENTION COORDINATING COUNCIL

Quarterly Meeting  
February 23<sup>rd</sup>, 2022

O'ahu	Zoom Meeting
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**MINUTES**

- Members Present:** Verna Chinen, Catherine Abellera, Reinalyn Terrado, Doug Mersberg, Bonny Colunga, Brianna Levy, Dayna Luka, Ku'ulei Arceo, Kerrie Urosevich, Kim Allen, Leah Muccio, Nagisa Kimura, Arlene Ige(Colin Hayashida), Robin Henski(Rep. Lisa Kitagawa), Silvia Sharrar(Kehau Golis), Kintaro Yonekura (Bernadette Lane)
- Members Absent:** Sharon Thomas, Danette Wong Tomiyasu, Daintry Bartoldus
- Ex-Officio:** Charlene Robles, Dr. Patricia Heu
- Guests:** Ian Robertson, Chris Jackson, Bobbie-Jo Moniz-Tadeo,
- Staff:** Ian Tholen, Stacy Kong, Jeffrey Lee

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
<b>I. Call to Order</b>	<p>Chair, Urosevich, called the meeting to order at 9:00 a.m.</p> <p><i>a. Welcome/Introductions</i> Completed</p> <p><i>b. Review Agenda</i> Agenda reviewed</p> <p><i>c. Review Minutes from November 17th, 2021 HEICC Quarterly Meeting</i> Minutes reviewed and approved</p>	Minutes approved

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**II. Early Intervention  
Section Update  
(9:30-10:30)**

a. ***Part C Update***

Robles reported that Valerie Williams is the 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)

Ian Tholen- administrative specialist with EIS presented budget powerpoint regarding item #1 from above.

Mersberg asked what the operational costs consist of. Robles responded that they are statewide items that EI may need such as purchasing of BDI kits and supplies as well as possible cost increases in the operations of programs.

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	<p>Muccio asked what the process is to submit testimony since this is a budget request. Urosevich responded that it is two different parts. 1. A letter directly to the Governor requesting that this stays included. 2. A letter to Ways and Means and House Finance. Urosevich will draft guidance and talking points and testimony.</p> <p>Jackson asked if someone would be able to clarify how the cost per child number is calculated. Tholen responded saying it is the children served per year across the entire EI system and then divided by the cost of all EI programs together that service those children will generate the per child cost.</p> <p>Urosevich stated that HEICC will be submitting testimony in support of the budget request, and she urged others to submit testimony as well.</p> <p>c. <i>Vacant Positions – Statewide</i></p> <table border="1" data-bbox="525 846 1432 1295"> <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>7</td> <td>18% vacancy, Q1 vacancy was at 10%</td> </tr> <tr> <td>DOH CC Assigned to POS</td> <td>16</td> <td>2</td> <td>12% vacancy, Q1 vacancy was at 11%</td> </tr> <tr> <td>DOH State EI Programs (3 Programs)</td> <td>35</td> <td>9</td> <td>25% vacancy, Q1 vacancy was at 9%</td> </tr> <tr> <td>POS Contract EI Programs (15 Programs)</td> <td>153.98</td> <td>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</p>	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%	<p>Urosevich will draft guidance and talking points and testimony.</p>
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	<p>Coordinator Unit Supervisor, Special Educator IV - Assistive Technology, and Billing Clerk). The request to hire is being processed.</p> <p>d. <b><i>State Systemic Improvement Plan (SSIP) Update</i></b>                      EI Section and all SSIP workgroups welcome HEICC members to join any SSIP workgroup.</p> <p><u><i>Professional Development &amp; Technical Assistance</i></u></p> <ol style="list-style-type: none"> <li>1. SSIP Coordinators (EIS Supervisor/Part C Coordinator &amp; System Improvement Unit Supervisor) continued discussions regarding social-emotional training initiatives:                             <ul style="list-style-type: none"> <li>• Met with another state to hear how they merged the Primary Service Provider (PSP) Approach and the Pyramid Model for Early Intervention.</li> <li>• 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"> <li>✓ Reflective Supervision</li> <li>✓ Infant Mental Health Consultancy Model</li> <li>✓ Pilot training/access of Infant Mental Health Consultants (Psychologists, Behavioral Support Specialists)</li> </ul> </li> </ul> </li> <li>2. Mentors trained to use the Excel Natural Learning Environment Practices Coaching Summary Form that provides staff visual feedback on their progress toward fidelity.</li> <li>3. 81% of providers in Demonstration sites are coaching with fidelity. This exceeds the 75% coaching with fidelity performance indicator.</li> <li>4. Technical assistance provided through Quality Assurance Specialists have informed enhancement to EI Orientation regarding PSP Selection Process.</li> </ol> <p><u><i>Fiscal: Staffing</i></u></p> <ol style="list-style-type: none"> <li>1. Received responses to the survey regarding infrastructure needs and will be analyzing the data.</li> <li>2. Workgroup will review and utilize, as applicable, results from the Comprehensive System of Personnel Develop (CSPD) Recruitment</li> </ol>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL

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February 23<sup>rd</sup>, 2022

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	<p>and Retention Survey that will be distributed to DOH EIS, DOE and Head Start staff.</p> <p><i>Fiscal: Telepractice</i></p> <ol style="list-style-type: none"> <li>1. Workgroup Finalized Telepractice (TP) Troubleshooting Guide for Families and Troubleshooting Cheat Sheet finalized and submitted for EIS Core Team review.</li> <li>2. Workgroup provided feedback and recommendations to Pacific Basin Telehealth Resource Center on Annual TP survey for families and providers.</li> <li>3. TP training module being revised based on feedback.</li> <li>4. TP Procedural Guidelines revised based on how services are currently being delivered.</li> </ol> <p><i>Monitoring &amp; Accountability</i></p> <ol style="list-style-type: none"> <li>1. Developmental Milestones training removed as an activity based on feedback from Program Managers.</li> <li>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.</li> <li>3. Collaborating with the National TA center on revising the Child Outcomes Summary Fidelity Tool.</li> </ol> <p>e. <i>Initiatives and Activities</i></p> <p>Robles reported Data System Update – Continue to build the new data system with Harris and have begun developing training guides and the training plan. Train the trainer sessions have been set for March and April. The goal is to have the data system out by June 30<sup>th</sup>, 2022</p> <p>Mersberg asked for clarification on the train the trainer sessions. Robles responded that train the trainer sessions are for EIS staff to get trained so that EIS can be able to train new staff. Waimanalo Blooms is helping to develop training modules with our vendor Harris. We are looking at and</p>	

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February 23<sup>rd</sup>, 2022

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	<p>exploring a plan to have super users in each program. We are still developing that at this time.</p> <p><b>f. Program Measures Dashboard with Complaint Summary</b>  <i>[Refer to the HEICC Program Measures Dashboard]</i></p> <p>Stacy Kong, System Improvement Unit Supervisor presented a powerpoint regarding APR data to begin discussions on what (APR) data HEICC would like to have presented to them for future use to drive the work of HEICC.</p> <p><b>Compliance indicators</b>-Target percentages are set by OSEP and the target is 100%</p> <p>Indicator 1: Timely services: Reported annually                      Indicator 7: Timely MDE &amp; Initial IFP: Reported quarterly with eligibility and currently being shared with HEICC.                      Indicator 8A: Complete and Timely Transition Plan: Reported quarterly                      Indicator 8B: Complete and Timely Notification of SEA: Reported quarterly                      Indicator 8C: Complete and Timely Transition Conference: Reported quarterly</p> <p><b>Performance Indicators</b>- states can set their own targets based on their data analysis and any initiative and what's occurring within the state.</p> <p>Indicator 2: Natural Environments: N/A                      Indicator 3: Child Outcomes in 3 domains: Reported annually                      Indicator 4: Family Outcomes in 3 Areas: Reported annually                      Indicator 5: Children Birth to 1 with an IFSP: Reported quarterly with referral data and currently being shared with HEICC.                      Indicator 6: Children Birth to 3 with an IFSP: Reported quarterly with referral data and currently being shared with HEICC.                      Indicator 11: SSIP Child Outcomes-Social Emotional Development: Reported quarterly.</p> <p>Data source = Gathered from the database with the exception of Indicator 1 which is gathered from on-site monitoring.</p>	

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February 23<sup>rd</sup>, 2022

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	<p><b>Stakeholder Engagement:</b> EIS is wanting HEICC members to join EIS workgroups so that they are able to contribute feedback and get a better understanding of the projects that EIS is working on.</p> <p>No complaints reported for quarter 2.</p> <p><b>EIS workgroups:</b></p> <table border="1" data-bbox="499 467 1436 1357"> <thead> <tr> <th>Workgroups</th> <th>Related Indicators</th> <th>Purpose</th> </tr> </thead> <tbody> <tr> <td>Child Find/Public awareness</td> <td>5 &amp; 6</td> <td>Create a system to identify potentially eligible children, including a public awareness campaign</td> </tr> <tr> <td>Family Engagement</td> <td>All</td> <td>Develop a process to intentionally engage families in all aspects of the EI system.</td> </tr> <tr> <td>Monitoring</td> <td>All</td> <td>Update the monitoring process within the General Supervision System.</td> </tr> <tr> <td>SSIP PD and TA</td> <td>11</td> <td>Enhance the PD and TA system to ensure implementation of the PSP teaming approach and coaching model to support social emotional development with fidelity.</td> </tr> <tr> <td>SSIP Fiscal Staffing</td> <td>11</td> <td>Ensure the staffing infrastructure is sufficient to implement the PSP teaming approach and coaching model, including recruitment and retention of providers to address social emotional development.</td> </tr> <tr> <td>SSIP monitoring and accountability</td> <td>3 &amp; 11</td> <td>Enhance the child outcome summary process, including implementing it with fidelity, ensuring data is accurate and reliable and ensure program effectiveness in improving children's social emotional development.</td> </tr> <tr> <td>Transition</td> <td>8A, 8B, 8C</td> <td>Enhance the transition process to ensure children and families have a smooth transition when exiting EI.</td> </tr> </tbody> </table> <p><b>Link to sign up for workgroups.</b> <a href="https://padlet.com/charlenerobles1/2ypvjgink089rrt9">https://padlet.com/charlenerobles1/2ypvjgink089rrt9</a></p>	Workgroups	Related Indicators	Purpose	Child Find/Public awareness	5 & 6	Create a system to identify potentially eligible children, including a public awareness campaign	Family Engagement	All	Develop a process to intentionally engage families in all aspects of the EI system.	Monitoring	All	Update the monitoring process within the General Supervision System.	SSIP PD and TA	11	Enhance the PD and TA system to ensure implementation of the PSP teaming approach and coaching model to support social emotional development with fidelity.	SSIP Fiscal Staffing	11	Ensure the staffing infrastructure is sufficient to implement the PSP teaming approach and coaching model, including recruitment and retention of providers to address social emotional development.	SSIP monitoring and accountability	3 & 11	Enhance the child outcome summary process, including implementing it with fidelity, ensuring data is accurate and reliable and ensure program effectiveness in improving children's social emotional development.	Transition	8A, 8B, 8C	Enhance the transition process to ensure children and families have a smooth transition when exiting EI.	
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	<p>Next stakeholder meeting EIS will be looking at holding multiple stakeholder meetings focused on topics rather than one long meeting that covers everything at once.</p> <p>Mersberg asked if we were making progress from being in the “needs assistance” category that Hawaii was determined to be in from OSEP. Kong responded that in the beginning we were. COVID has impacted our data and we see slippage from that. One of the biggest areas that impacts us is indicator 1 timely services. We started to improve in that area and then slipped back. Another area was our correction of non-compliance, programs have worked really hard in this area, and we have made progress in this area, but then again it slipped due to COVID as people's priorities shifted due to COVID.</p>	
<p><b>III. Council Business (10:30-10:55)</b></p>	<p><i>a. Legislative Update</i></p> <p>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 states have 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 if anyone felt strongly that we should support this bill. Unanimously no one supported.</p> <p>Chinen added that DOE does not support the passage of this bill as well. She also asked if either the Senate or House bill should crossover is there going to be testimony that the Department of Health does not support this bill? Robles and Dr. Heu have been having ongoing discussions to address this question.</p> <p>Urosevich shared the Early Childhood Action Strategy policy priorities document. Brought attention to Senate bill 2024, SB 2022, SB 1141 and SB 1140. These bills are related to Vision and hearing screening: they support efforts to increase the early identification of newborns and young children with hearing and vision loss.</p>	



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	<p><b>b. Early Learning Board Update</b></p> <p>Urosevich reported that the Early Learning Board is actively hiring for the Director of the executive office of early learning. They have narrowed it down to 4 candidates. The Early Learning Board also has made an offer to someone to be the Act 46 coordinator.</p> <p><b>c. HEICC Priorities Update &amp; Discussion</b></p> <p><b>1. Family Participation and Stakeholder Engagement</b>                      Create processes for annual family and provider feedback and enhance family participation on HEICC. Align with upcoming OSEP requirements</p> <p>Urosevich reported that 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. The group would also look at ways of strengthening these meetings to make them more family centric as well as more engaging.</p> <p><b>2. Recruitment, Onboarding and Succession Process. Borrow from HANO and other State Boards</b>                      Robles, Urosevich, Lee and the new co-chair would focus on this priority. Will look at how we do recruitment, onboarding, and succession planning and process in a way that is effective and efficient.</p> <p><b>3. Outreach and Marketing</b>                      Create Ongoing EIS Outreach Design                      Esther Preisser will be creating a team to support Child Find and HEICC Council members to join.</p> <p><b>4. Policy, Data and Budget Support</b>                      Advocate for and strategize with EIS as needed and requested</p> <p><b>5. Data Collection and Sharing</b>                      Identify critical data needs to inform HEICC priorities and processes</p>	

HAWAII EARLY INTERVENTION COORDINATING COUNCIL  
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	<p>Urosevich asked when does EIS expect to have the database in place? Robles responded that training the trainer will be done in March and April. It has been a moving target, but the goal is to have it out by June 30<sup>th</sup>, 2022.</p> <p><b>6. Transition between Part C and Part B</b>                      Improve transitions for keiki and `ohana between DOH EIS and DOE Special</p> <p><i>d. HEICC/Exec Committee Appointments and Vacancies</i></p> <p>Lee reported Oath to Office/Notary is no longer required per Sharon Ibarra at Boards and Commissions.</p> <p>B.Colunga has reapplied. Awaiting confirmation from S. Ibarra.</p> <p>J. Rivera (Parent w/child aged 12 or younger) is no longer able to serve on HEICC due to time commitment.</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 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

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	<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 to begin the process so that when her holdover is completed HEICC has a member ready to start.</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 is considering leaving it open for EOEL Director.</p> <p>D. Bartoldus has reapplied as her term will end on June 30, 2022</p> <p>B. Levy Has been notified that her term will end on June 30, 2022, and needs to reapply.</p>	
<p><b>IV. Public Comment (10:55)</b></p>	<p>No public comment.</p>	
<p><b>V. Announcements (10:55-10:58)</b></p>	<p>Urosevich: Early Childhood action Strategy will have their all-network meeting on March 8<sup>th</sup> from 9am to 12:15pm.</p>	
<p><b>VI. Future Meeting(s) TBC(10:58-11:00)</b></p>	<p>Discussed if the meeting schedule could be approved and there was a unanimous decision to approve.</p>	<p>Executive Committee Meeting Schedule has been approved by the council.</p>
<p><b>VII. Adjourn (11:00)</b></p>	<p>Chair, Urosevich adjourned the meeting at 11:00am</p>	