

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 August 1st, 2023

O'ahu	Zoom Meeting
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MINUTES

Members Present: Kerie Urosevich (Chair), Catherine Abellera, Sharon Tsuda

Members Absent: Bonyen Colunga


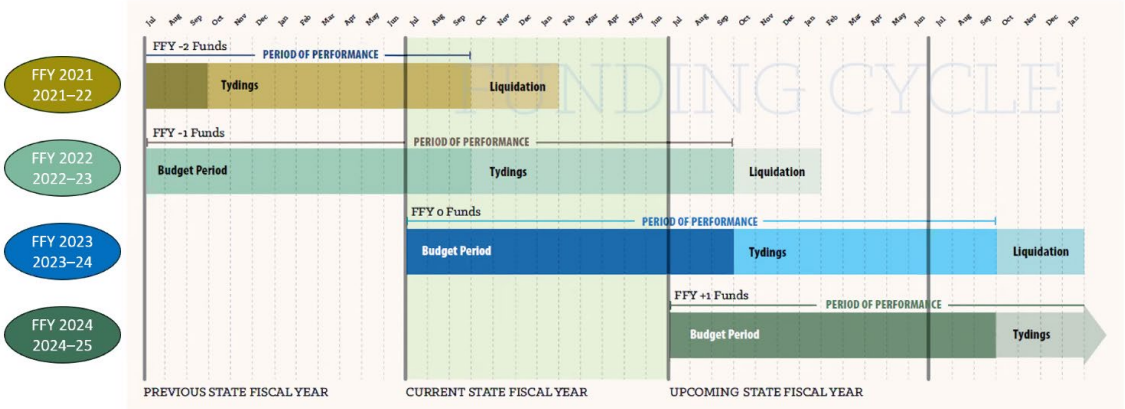
Ex-Officio: Stacy Kong

Guests: N/A

Staff: Jeffrey Lee

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order	Chair, Urosevich, called the meeting to order at 10:00 a.m. a. Welcome/Introductions Completed b. Review Agenda Completed c. Review Minutes from May 2, 2023 Executive Committee Meeting Completed and approved d. Review Minutes from May 24, 2023 HEICC Quarterly Meeting Completed	Executive meeting minutes approved at 10:10 a.m.
II. Early Intervention Section Update (10:10-11:00)	a. Part C Update Kong reported: <ul style="list-style-type: none"> • Part C Grant application due May 2023 and Hawaii received its award for FY24, effective 07.01.23 in the amount of \$2,587,723. 	

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	<p>b. Budget Kong reported on the table below:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 40%;">EIS Funding Source</th> <th style="width: 15%;">Budget</th> <th style="width: 15%;">Current Expenditures</th> <th style="width: 30%;">Balance</th> </tr> </thead> <tbody> <tr> <td>FY23 State General Funds Period: 07.01.22 – 06.30.23</td> <td style="text-align: right;">\$23,279,848</td> <td style="text-align: right;">\$23,279,848</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>FY23 Federal Part C (Phase 23) Period: 07.01.22 – 09.30.23 Tydings: 10.01.23 – 09.30.24</td> <td style="text-align: right;">\$2,433,483</td> <td style="text-align: right;">\$944,323</td> <td style="text-align: right;">\$1,489,160</td> </tr> <tr> <td>FY22 Federal Part C (Phase 22) Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23</td> <td style="text-align: right;">\$2,369,091</td> <td style="text-align: right;">\$913,308</td> <td style="text-align: right;">\$1,455,783</td> </tr> <tr> <td>*FY22 Federal ARPA Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23 Liquidation: 10.01.23 – 01.28.24</td> <td style="text-align: right;">\$1,218,273</td> <td style="text-align: right;">\$825,000</td> <td style="text-align: right;">\$393,273</td> </tr> <tr> <td>FY23 Total Budget</td> <td style="text-align: right;">\$29,300,695</td> <td style="text-align: right;">\$25,962,479</td> <td style="text-align: right;">\$2,551,670</td> </tr> </tbody> </table> <div style="text-align: right; margin-top: 20px;">  </div> <div style="text-align: center; margin-top: 20px;"> <h2 style="color: #4F81BD;">IDEA Funding Cycle</h2>  <p>The diagram illustrates the IDEA funding cycle across four fiscal years: FFY 2021 (2021-22), FFY 2022 (2022-23), FFY 2023 (2023-24), and FFY 2024 (2024-25). It is divided into three state fiscal year periods: Previous, Current, and Upcoming. Key phases include Budget Period, Tydings, and Liquidation, with arrows indicating the flow of funds and performance periods.</p> </div>	EIS Funding Source	Budget	Current Expenditures	Balance	FY23 State General Funds Period: 07.01.22 – 06.30.23	\$23,279,848	\$23,279,848	\$0	FY23 Federal Part C (Phase 23) Period: 07.01.22 – 09.30.23 Tydings: 10.01.23 – 09.30.24	\$2,433,483	\$944,323	\$1,489,160	FY22 Federal Part C (Phase 22) Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23	\$2,369,091	\$913,308	\$1,455,783	*FY22 Federal ARPA Period: 07.01.21 – 09.30.22 Tydings: 10.01.22 – 09.30.23 Liquidation: 10.01.23 – 01.28.24	\$1,218,273	\$825,000	\$393,273	FY23 Total Budget	\$29,300,695	\$25,962,479	\$2,551,670	
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	<p>*ARPA funds: In tiding period and funds must be expended by 09.30.2023.</p> <ul style="list-style-type: none"> ○ Encumbered & expended <ul style="list-style-type: none"> ▪ ~3.5K telepractice equipment ▪ ~50K CSPD Evaluation/Data Analysis ▪ ~8K Infant Mental Health Training & Reflective Supervision/Consultation ▪ ~\$315K indirect costs for POS programs ▪ ~\$2.7K ECSP BDI-3 tablets, accessories ▪ ~5K Windows 11 equipment for testing ○ Encumbered <ul style="list-style-type: none"> ▪ ~215K indirect costs for POS programs ▪ ~42K Infant Mental Health Training & Reflective Supervision/Consultation ▪ ~110K Database (Harris) ▪ ~56K WICHE Salary Study: Urosevich asked if it encompassed All of the disciplines. Kong responded yes; it also includes the special education teacher. The draft has been received and EIS will go through it and give feedback then WICHE will do the final draft which all needs to be completed by August so that any increased budget requests can go in on time. ▪ ~2.8K ECSP BDI-3 Tablets ▪ ~12K Part C Fiscal Forum ▪ ~\$3K OSEP Conference ○ In process <ul style="list-style-type: none"> ▪ ~112K BDI-3 (evaluation training, kits and protocols) ▪ ~70K BDI Accessories (tablets, stylus, cover/bag) ○ EC CSPD Coordinator (~30K) ▪ ~3K Bus advertisements ● Ideas <ul style="list-style-type: none"> ○ Child Find Media Campaign (\$75K) ○ Translation (~\$TBD) ○ Office Equipment (e.g., fax machines) (~\$2K) <p>c. Vacant Positions – Statewide</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;">Category</th> <th style="width: 15%;">Total Positions</th> <th style="width: 15%;">Total Vacant</th> <th style="width: 40%;">Notes</th> </tr> </thead> <tbody> <tr> <td>DOH EIS Admin Office</td> <td style="text-align: center;">40</td> <td style="text-align: center;">10</td> <td>25% vacancy, Q3 vacancy was at 27%</td> </tr> </tbody> </table>	Category	Total Positions	Total Vacant	Notes	DOH EIS Admin Office	40	10	25% vacancy, Q3 vacancy was at 27%	
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				NOTE: Position from Leg. Established & one position in process of being moved from Kauai DHO to EIS.	
	DOH CC Assigned to POS	11	3	27% vacancy, Q3 vacancy was at 15%	
	DOH State EI Programs (3 Programs)	31	12	39% vacancy, Q3 vacancy was at 38%	
	POS Contract EI Programs (15 Programs)	166	40	24% vacancy; Q3 vacancy was at 25%	
				*NOTE: Changes were made to the direct service hours/position FTE during FY23 Mid-Year Review which changes the total number of positions for each EI Program	
	<p>d. Annual Performance Report & State Systemic Improvement Plan (SSIP) – Workgroup Updates</p> <p>HEICC members are welcome to join any EIS workgroup:</p> <ul style="list-style-type: none"> • Timely MDE/IFSP/Services (Indicator 1 & 7) • Child Outcomes (Indicator 3) • Family Outcomes (Indicator 4) • Child Find (Indicator 5 & 6) • Transition (Indicator 8) • Professional Development & Technical Assistance (Indicator 11 – SSIP) • Fiscal: Staffing (Indicator 11 – SSIP) • Monitoring & Accountability (Indicator 11 – SSIP) <p>Kong asked if the committee wanted to keep this section the way it was done at the last Quarterly meeting. At that meeting the leads of the work groups came in to present what was happening in their respected sections. Urosevich responded that she felt it was helpful and felt others felt it was good as well. Abellera and Tsuda agreed.</p>				

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	<p><i>e. Initiatives and Activities</i></p> <ol style="list-style-type: none"> 1. Data System Update- 3 Demos with 3 different vendors was completed. Working on scope of service and deliverables 2. E-Signature -Still in works 3. Training for IMH competencies and Reflective Supervision- Started and continuing 4. Fiscal Academy Cohort VII- EIS has been accepted. Will help look through protocols and help develop a better system. 5. Data and Systems Thinking Cohort – Child Find- Home visiting, Part B and Part C are all participating to work together to develop the child find system <p><i>f. 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><i>Kong reported out on the data dashboard,</i></p> <p>Measure #1: EI Referral Line Information & Referral (I&R) Contacts: There was an increase of 47 referrals year over year and a decrease of 36 referrals from this quarter compared to 4th quarter 2022.</p> <p>Measure #2: Status of EI Referral Line I&R Contacts: 100% of calls to the referral line has been for early intervention services.</p> <p>Measure #3: EI Program Referrals: There was an increase of 93 referrals made to programs year over year and a decrease of 11 referrals from this quarter compared to 4th quarter 2022.</p> <p>Measure #4: Referral Agents: during FY 23 quarter 4, Primary care providers are the highest referral source at 64% and parents are second at 24%.</p> <p>Measure #5: Timely Multi-Disciplinary Evaluation (MDE): 63% of MDE's were completed timely in FY 23 Quarter 4. This was a decrease from FY 22 Quarter 4 which was at 72%</p>	<p>Executive committee agreed for the breakout rooms related to APR and SSIP will be child outcomes and Transition for the quarterly meeting on 8.23.23.</p>

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	<p>Measure #5a: Family Reasons for Late MDE: The top family reasons MDE's were late were, cancelled appointments 26% and Child/family Member Sick, 17% calls not returned in a timely manner and request</p> <p>Measure #5b: Program Reasons for Late MDE: The top 2 program reasons MDE's were late were, Vacancies 54% and blanks (no reason given) 34%.</p> <p>Measure #6: Timely IFSP: 26% of IFSP's were completed timely in FY 23 Quarter 4. This was a decrease from FY 22 Quarter 4 which was at 42%</p> <p>Measure #6a: Family Reasons for Late IFSP: Family request 31% and schedule conflict 27% were the top 2 family reasons as to why IFSP's were late.</p> <p>Measure #6b: Program Reasons for Late IFSP: Schedules full 37% and late MDE's 25% were the top 2 program reasons for late IFSP's.</p> <p>Measure #7: Eligibility by Category: During FY 2 Quarter 4 children were found eligible by the following, 60% Developmental delay only, 7% Developmental delay and biological risk, and 4% Biological risk only. 12% were not eligible.</p> <p>Measure #8: Status of New Referrals to EI Programs Prior to IFSP: 522 children were eligible for services during FY 23 Quarter 4.</p> <p>Measure #9: Children with IFSP's: There were a total of 2063 children with an IFSP during FY 23 quarter 4.</p> <p>Measure #10: Children Exiting from EI Services There was a total of 405 children who exited early intervention services during FY 23 quarter 4.</p> <p>Annual Performance Indicators: Indicator #1 Timely Services: Timely services is only reported annually. Currently at 74.5%</p>	

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	<p><i>Child Outcomes:</i> Indicator #3A: Social Emotional Skills: Summary statement 1: “Substantially increased rate of growth” was 45.78% for FY 23 quarter 4. This was an increase from FY 22 quarter 4 which was at 43.46%.</p> <p>Summary Statement 2: “Functioning with in age expectation at exit” was 60.47% for FY 23 quarter. This was a decrease FY 22 quarter 4 which was at 65.32%</p> <p>Indicator# 3B: Acquiring & Using Knowledge and Skills Summary statement 1: “Substantially increased rate of growth” was 55.73% for FY 23 quarter 4. This was a decrease from FY 22 quarter 4 which was at 56.19%.</p> <p>Summary Statement 2: “Functioning with in age expectation at exit” was 39.53% for FY 23 quarter 4. This was a decrease FY 22 quarter 4 which was at 43.55%</p> <p>Indicator #3C: Taking Appropriate Action to Meet Needs Summary statement 1: “Substantially increased rate of growth” was 48.95% for FY 23 quarter 4. This was a decrease from FY 22 quarter 4 which was at 51.98%.</p> <p>Summary Statement 2: “Functioning with in age expectation at exit” was 59.12% for FY 23 quarter 4. This was a decrease FY 22 quarter 4 which was at 68.28%</p> <p><i>Family Outcomes:</i> Indicator 4A: Family Knows Their Rights: Currently only reported on annually. FY 23 was 88.65%. This was an increase from FY 22 which was at 86.19%.</p> <p>Indicator 4B: Family Communicates Child’s Needs: Currently only reported on annually. FY 23 was 88.84%. This was an increase from FY 22 which was at 87.94%.</p> <p>Indicator #4C: Family Helped Their Child Learn and Grow: Currently only reported on annually. FY 23 was 84.73%. This was an increase from FY 22 which was at 84.21%.</p> <p><i>Transition</i></p>	

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	<p>Indicator #8A: Transition Plan Kong and Lee will work on changing the data to the monitoring period.</p> <p>Indicator #8B: Part B Notification Kong and Lee will work on changing the data to the monitoring period.</p> <p>Indicator #8C: Transition Conference Kong and Lee will work on changing the data to the monitoring period.</p>	
<p>III. Council Business (11:00-11:25)</p>	<p>a. Legislative Update No update</p> <p>b. Early Learning Board (ELB) Update Urosevich reported Early intervention will not have a seat on the Early Learning Board. EOEL is having a lot of staff changes Collen Momohara and Chris Jackson both retired and Jeff Larson is leaving. None of those positions have been filled.</p> <p>c. HEICC Priorities Update & Discussion Urosevich stated that for priorities 1 and 2 she wants to get family involvement. She will reach out to the HEICC members to get thoughts on how to address this. Priority 3 outreach and marketing, Luke Kusumoto at EIS is heading up the outreach and marketing/child find workgroup. Priority 4 policy, data and budget support is ongoing. Priority 5, data collection and sharing has been updated and sharing of APR and SSIP data. Priority 6, transition continue.</p> <p>d. Updates on HEICC/Exec Committee Appointments and Vacancies Lee reported, following up on Jonathan alexander. Asked if Urosevich could reach out to see if he was still interested. Mai Hall: Submitted application awaiting approval. Michael Sheehey: submitted application and awaiting approval. Lisa Martinez: Submitted application and awaiting approval.</p>	<p>Urosevich to remove priority 6 and add a new APR/SSIP workgroup priority</p>

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	<p>Lisa Galino: Submitted application and awaiting approval.</p> <p>e. Calendar for 2024 Lee to work on and complete to share at the quarterly meeting.</p>	<p>Lee to work on the calendar for 2024 and to share at the quarterly meeting</p>
<p>IV. Discussion to set Agenda for August 23, 2023 HEICC Quarterly Meeting (11:25-11:30)</p>	<p>Add breakout room activity to be added for the HEICC priorities and discussion section.</p>	
<p>V. Public Comment (11:30)</p>	<p>No public comments</p>	
<p>VI. Adjourn (11:30)</p>	<p>Chair Urosevich adjourned the meeting at 11:30 a.m.</p>	