

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Quarterly Meeting
 August 23rd, 2023

O'ahu	Zoom Meeting
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MINUTES

- Members Present:** Catherine Abellera, Daintry Bartoldus, Bonny Colunga, Kehau Golis, Dayna Luka
- Members Absent:** Kerrie Urosevich, Reinalyn Terrado, Ku'ulei Arceo, Nagisa Kimura, Leah Muccio, Brianna Levy
- Ex-Officio:** Stacy Kong, Dr. Ruben Frescas
- Guests:** Michael Sheehey, Mai Hall
- Staff:** Jeffrey Lee, Sheri Umakoshi, Kathy Kubo, Carrie Pisciotto

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order (9:00)	Vice Chair, Abellera, called the meeting to order at 9:00 a.m. <ul style="list-style-type: none"> a. Welcome/Introductions Completed b. Review Agenda Completed c. Review Minutes from May 24th, 2023 HEICC Quarterly Meeting Minutes were reviewed but not approved due to not having quorum 	
II. Early Intervention Section Update (9:05-11:30)	<ul style="list-style-type: none"> 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. b. Budget Kong reported on the table below: 	

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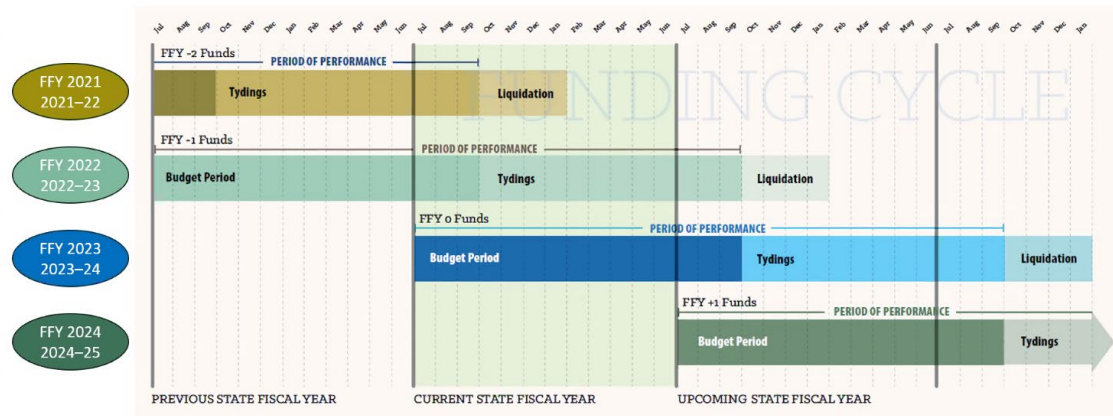
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TOPIC	DISCUSSION				DECISION/FOLLOW-UP
	EIS Funding Source	Budget	Current Expenditures	Balance	
	FY23 State General Funds Period: 07.01.22 – 06.30.23	\$23,279,848	\$23,279,848	\$0	
	FY23 Federal Part C (Phase 23) Period: 07.01.22 – 09.30.23 Tydings: 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	



IDEA Funding Cycle



*ARPA funds: In tiding period and funds must be expended by 09.30.2023.

- Encumbered & expended
 - ~3.5K telepractice equipment

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	<ul style="list-style-type: none"> ▪ ~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 ▪ ~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" data-bbox="508 1101 1635 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>40</td> <td>10</td> <td>25% vacancy, Q3 vacancy was at 27% NOTE: Position from Leg. Established & one position in process of being moved from Kauai DHO to EIS.</td> </tr> <tr> <td>DOH CC Assigned to POS</td> <td>11</td> <td>3</td> <td>27% vacancy, Q3 vacancy was at 15%</td> </tr> <tr> <td>DOH State EI Programs (3 Programs)</td> <td>31</td> <td>12</td> <td>39% vacancy, Q3 vacancy was at 38%</td> </tr> </tbody> </table>	Category	Total Positions	Total Vacant	Notes	DOH EIS Admin Office	40	10	25% vacancy, Q3 vacancy was at 27% 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%	
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	<p>POS Contract EI Programs (15 Programs)</p>	<p>166</p>	<p>40</p>	<p>24% vacancy; Q3 vacancy was at 25%</p> <p>*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>	
<p>d. Initiatives and Activities</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>e. Program Measures Dashboard with Complaint Summary <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>					

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	<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>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.: Thomas asked why the Annual data looked the same as the quarter and thought it should be higher. Lee responded that the annual data</p>	

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	<p>was an average and the quarterly numbers were actual numbers. Kong asked the council if they rather se the cumulative/actual count rather than the average. The council all agreed that actual/cumulative numbers would be better.</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> <p>Child Outcomes: 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>	

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	<p>Family Outcomes:</p> <p>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>Transition</p> <p>Indicator #8A: Transition Plan: FY 23 reporting period July 1st-March 31st 92% of children had a completed transition plan in place which was a slight decrease of 6% from the previous year. Sheehey asked if we know why there was a decrease. Kong responded, no because there is a lot of different factors that can affect it.</p> <p>Indicator #8B: Part B Notification: FY 23 reporting period July 1st-March 31st 92% of children received a part B referral. This was an increase of 3% from the previous year.</p> <p>Indicator #8C: Transition Conference: FY 23 reporting period July 1st-March 31st 88% of children received a transition conference. This was an increase of 4% from the previous year.</p> <p>Sheehey asked if using artificial intelligence is being explored to help with care coordination and other areas that it could be utilized. Kong responded, no, we are not but would love to have conversations around it to see if it is possible. Sheehey asked if telepractice is being used and Kong responded yes. Abellera added that it has helped the EI programs out.</p> <p>f. 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) Pisciotto and Umakoshi reported, 	

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	<ul style="list-style-type: none"> • Challenges/Root cause: Vacancies that impact the staffing in the program to be able to meet timely MDEs, IFSPs and Services • Focus area for this year based on stakeholder input/noncompliance OR if you have your action plan – the identified outcomes & activities, including strategies Identified activities: • Next Step: Coordinate a meeting with the staff workgroup to share ideas and discuss tasks (contacting universities, etc.) • Discuss with EI Leadership team recommendations regarding developing guidelines/clarifications of full IFSP team meetings and defining the knowledgeable representative. • Continuing to explore what support(s) does teams need to facilitate full team the discussion(s)? • Sharing Ideas and Strategies: recommending to discuss at next PM meeting, suggestions on how to set up/organize within the PM Google Drive, including strategies and ideas for PMs to access. (example: set up by indicator and topics) • When and how frequently workgroup meets: monthly, 3rd Mondays • Child Outcomes (Indicator 3) Kubo reported, working on having staff complete Child outcome summary knowledge checks. In the process of implementing an observation piece for the child outcome summary to ensure that the child outcome summary process is being implemented with fidelity. The timeline for this is October. • Family Outcomes (Indicator 4) Kubo reported: the survey is usually done once a year in April- May. When the contract is executed, families will receive a survey once a year as well as upon exit from early intervention services. All 3 outcomes, Families know their rights, family communicates their child’s needs and family helped their child learn and grow saw an increase over last year’s scores. However, 2 of the targets were very narrowly missed. There was improvement in all 3 areas and there was know slippage. • Child Find (Indicator 5 & 6) Kong reported on behalf of Luke Kusumoto (Child Find Work Group Lead; the workgroup has been working on the early childhood developmental screening environmental scan to provide comprehensive awareness of early childhood programs who are potentially identifying children for early intervention services. EIS has been collaborating with DOE to coordinate outreach activities to reach children who are homeless. Multimedia campaign to rebrand early intervention services will kick off in January 2024. 	

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	<ul style="list-style-type: none"> <p>● Transition (Indicator 8) Pelayo reported: transition plan challenges include family not being aware of the process, transition plan verbiage and flow. Transition notice challenges are that some schools don't have systems in place during the winter break as well as some care coordinators are confused as to when to send the notices when families want to wait. Transition conference challenges include coordination with private preschools and play group,</p> <p>Some strategies that we are looking at are to help families gain a better understanding of the transition process as a whole by putting together a one-page handout that details the entire process. We are also looking at having the social work unit go over the transition topic at the statewide cc meeting to increase the quality of transition discussions and documentation of that discussions.</p> <p>Kong added that DOE is re-looking at their inclusive settings. They are looking at providing services in the homes or private preschools if the families are not ready to enter the DOE settings.</p> <p>● Professional Development & Technical Assistance (Indicator 11 – SSIP) Sheri Umakoshi reported:</p> <ul style="list-style-type: none"> ● Clarification to Coaching Fidelity Criteria Updates were finalized for Natural Learning environment Practices (NLEP) & Resource Based Practices (RBP) and Mentor in Training (MIT) coaching fidelity criteria. ● Excel Coaching Fidelity Summary Workbooks for the 3 criteria mentioned (NLEP, RBP, & Mentors in Training) are in process of being finalized to align with the clarifications through our partnership with our National TAs. Testing of all 3 workbooks is occurring. <ul style="list-style-type: none"> i. Data roll-up component is also being tested. <p>● SE Competencies – Infant Mental Health Training Series through AIMHHI is in full gear.</p> 	

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	<ul style="list-style-type: none"> i. Cohort 1 (Leadership) began in May ii. Cohort 2 (program) began in June iii. Cohort 3-5 (programs) began in July. <ul style="list-style-type: none"> • Total of 31 (Supervisors & Program Mangers) and approx. 125 (direct service staff) statewide. • Reflective Supervisor & Consultation (RSC) Training for supervisors, program managers, and QA staff through AIMHHI also began in June with follow-up small group discussions (2x/month) in July. • Fiscal: Staffing (Indicator 11 – SSIP) Lee reported that the workgroup created a geo team guidance. This is to help the programs with guidance on assigning geo teams with in their programs. Also created a staffing guidance to help programs determine when new staff needs to be added and a process to request for more staff. These 2 documents are with EIS core team and awaiting approval or feedback. The group has also created a mentor capacity worksheet. This worksheet was created to see how many mentees a full-time mentor would be able to take on. The number of mentees currently is at 64-96 mentees based on what phase they are in with the process. We are also working on identifying and distributing effective recruitment strategies. <p>g. Breakouts Child Outcomes and Transition Workgroups were facilitated by Kubo (Child Outcomes) Pelayo and Lee (Transition)</p>	
<p>III. Council Business (11:40-11:45)</p>	<ul style="list-style-type: none"> a. Legislative Bills <ul style="list-style-type: none"> • No updates b. Early Learning Board Update (ELB) 	

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	<ul style="list-style-type: none"> • No updates <p>c. HEICC Priorities Update & Discussion</p> <ul style="list-style-type: none"> • No updates <p>d. HEICC/Exec Committee Appointments and Vacancies</p> <p>Lee reported:</p> <ul style="list-style-type: none"> ○ 2 Parent Members <ul style="list-style-type: none"> • Jonathan Alexander is going through the process • Mai Hall is going through the process ○ Leah Muccio’s Seat <ul style="list-style-type: none"> • Michael Sheehey is going through the process ○ Danny Wong Seat <ul style="list-style-type: none"> • A letter needs to be created and approved by Director Fink then sent to Governor Green for approval. ○ Brianna Levy Seat <ul style="list-style-type: none"> • Lisa Martinez is going through the process ○ Dayna Luka Seat <ul style="list-style-type: none"> • Lisa Galino is going through the process ○ Other members of interest seat <ul style="list-style-type: none"> • Seat was on hold for Yuuko Arikawa-Cross. Waiting for response from her Attorney General. 	
IV. Public Comment (11:45)	No public comments	
V. Announcements (11:45)	No announcements	
VI. Future Meeting(s) TBC	Executive Meeting: November 14, 10:00am-12:00pm Quarterly Meeting: November 29, 2023 9:00am-12:00pm	
VII. Adjourn (11:45)	Vice Chair Abellera adjourned the meeting at 11:45am	