

HAWAII EARLY INTERVENTION COORDINATING COUNCIL

Quarterly Meeting
December 15th, 2022

O'ahu	Zoom Meeting
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MINUTES

Members Present: Catherine Abellera, Doug Mersberg, Kerrie Urosevich, Nagisa Kimura, Kehau Golis, Sharon Thomas, Daintry Bartoldus, Bree Levy, Leah Muccio

Members Absent: Representative Lisa Kitagawa, Bonny Colunga, Leah Muccio, Kuulei Arceo, Reinalynn Terrado, Amy Tamashiro, Danette Wong Tomiyasu, Verna Chinen, Kimberly Allen, Dayna Luka,

Ex-Officio: Dr. Patricia Heu, Stacy Kong

Guests: Chris Jackson, Bobbie-Jo Moniz-Tadeo, Lisa Martinez, Sharon Imanaka

Staff: Jeffrey Lee

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order (10:00-10:15)	<p>Chair, Urosevich, called the meeting to order at 9:02 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 August 31st, 2022 HEICC Quarterly Meeting</i> Minutes reviewed but not approved due to not having quorum.</p>	
II. Early Intervention Section Update (10:15-11:10)	<p><i>a. Part C Update</i> Kong reported:</p> <ul style="list-style-type: none"> • State Performance Plan (SPP)/Annual Performance Report (APR) due February 1, 2023 <ul style="list-style-type: none"> ✓ Stakeholder Meetings held August – November 2022. https://health.hawaii.gov/eis/stakeholder-engagement/ ✓ No changes to targets established last year based on stakeholder input which was accepted by OSEP. ✓ Currently drafting report. • Part C Grant application due May 2023. 	

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	<p>b. Budget Kong reported:</p> <ul style="list-style-type: none"> • ARPA Funds: 1.19 million <ul style="list-style-type: none"> ○ In tiding period and funds must be expended by 09.2023. ○ Encumbered \$530K (indirect costs for POS programs) ○ Remaining funds will be used for various items: <ul style="list-style-type: none"> ▪ Telepractice equipment for all programs ▪ BDI-3 (evaluation training, kits, and protocols) for all programs ▪ Professional Development Activities <p>c. Vacant Positions – Statewide</p> <table border="1" data-bbox="541 651 1451 1060"> <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>37</td> <td>9</td> <td>24% vacancy, Q4 vacancy was at 26%</td> </tr> <tr> <td>DOH CC Assigned to POS</td> <td>14</td> <td>1</td> <td>7% vacancy, Q4 vacancy was at 25%</td> </tr> <tr> <td>DOH State EI Programs (3 Programs)</td> <td>32</td> <td>9</td> <td>28% vacancy, Q4 vacancy was at 29%</td> </tr> <tr> <td>POS Contract EI Programs (15 Programs)</td> <td>165</td> <td>38</td> <td>23% vacancy; Q4 vacancy was at 24%</td> </tr> </tbody> </table> <p>d. State Systemic Improvement Plan (SSIP) Update EI Section and all SSIP workgroups welcome HEICC members to join any SSIP workgroup.</p> <p><u>Professional Development & Technical Assistance</u></p> <ol style="list-style-type: none"> 1. Finalizing Coaching Fidelity Criteria Updates for Natural Learning environment Practices (NLEP) & Resource Based Practices (RBP). Once that is done, will also complete Mentor in Training (MIT) coaching fidelity criteria. 	Category	Total Positions	Total Vacant	Notes	DOH EIS Admin Office	37	9	24% vacancy, Q4 vacancy was at 26%	DOH CC Assigned to POS	14	1	7% vacancy, Q4 vacancy was at 25%	DOH State EI Programs (3 Programs)	32	9	28% vacancy, Q4 vacancy was at 29%	POS Contract EI Programs (15 Programs)	165	38	23% vacancy; Q4 vacancy was at 24%	
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	<p>2. Excel Coaching Fidelity Summary Workbooks – finalizing fidelity workbooks for NLEP & RBP with our National TAs. In process of drafting data roll-up sheets.</p> <p>3. Gearing up for Coaching Fidelity Scale Up in 2023 with next cohort of EI programs –</p> <p style="padding-left: 20px;">a. Ask – Need dedicated mentor positions/staff to support and maintain coaching fidelity practices - how can HEICC help to get us positions and or funding to support mentor positions (refer to Fiscal-Staffing workgroup for draft of Mentor Capacity worksheet for role of mentor, time, activities, etc.)</p> <p>4. SE Competencies – Finalizing training schedule and cost to conduct SE competencies training through AIMHI w/ EI providers and supervisors.</p> <p style="padding-left: 20px;">a. Ask – need funding support to continue collaboration w/ AIMHI in training and implementation of SE competencies and Reflective Supervision after use of ARPA funds</p> <p><u>Fiscal: Staffing</u></p> <p>1. PBS Guidelines have been created and distributed</p> <p>2. Drafted a Geographic Teams Guidance. The purpose of the geographic team guidance is to provide EI programs guidance on how to establish assigned geographic service area boundaries when a program splits into 2 or more teams.</p> <p>3. Drafted Mentor Capacity Worksheet. Purpose for the worksheet is to help determine the number of mentees a mentor can take on as well as help in determining how many mentors are needed across the state.</p> <p>4. Drafted Program Staffing Guidance The purpose of the Program Staffing guidance is to provide the programs with a breakdown of the staffing needs care coordinators and service providers based on the average enrollments.</p>	

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	<p>a. (Geo team, Mentor capacity, and program staffing all are being reviewed based off of feedback from the SSIP leadership team. Documents to be revised to add suggestions and edits.)</p> <p>5. Comprehensive System of Personnel Development (CSPD) Recruitment and Retention Survey Completed. SSIP group working on analyzing the data. Feedback for clarification was received during the SSIP stakeholder meeting. Next step is to discuss with the workgroup.</p> <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. Finalized, ready to distribute to programs for use (in progress) 2. Workgroup provided feedback and recommendations to Pacific Basin Telehealth Resource Center on Annual TP survey for families and providers. Discussed focus of survey-telepractice accessibility vs. quality of services, will most likely table survey focusing on accessibility due to other means of gathering data and will discuss with PD workgroup regarding quality of services survey. <p><u>Monitoring & Accountability</u></p> <ol style="list-style-type: none"> 1. Selected to be in the first national cohort of implementing the COS-Knowledge Check. Implementation will begin in January 2023. 2. Updated the COS Fidelity Tool with national TA support and will be implemented as part of the COS-KC process. 3. Added three additional questions to the Annual Family Outcomes Survey to gather information from families on their understanding of the COS process. <p>e. Initiatives and Activities</p> <ol style="list-style-type: none"> 1) Data System Update – <ul style="list-style-type: none"> • Continuing to work on the development of the database. 	

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	<p>2) E-Signature: Still working on converting all forms to be e-signature friendly.</p> <p>3) Training for IMH competencies and Reflective Supervision: Will be contracting with Association for Infant Mental Health.</p> <p>f. 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: 930 contacts to the referral line was made during FY 23 Quarter 1. This was an increase from FY 22 Quarter 1 which was at 907.</p> <p>Measure #2: Status of EI Referral Line I&R Contacts: 98% of calls to the referral line has been for early intervention services during FY 23 Quarter 1.</p> <p>Measure #3: EI Program Referrals: during FY 23 Quarter 1 there has been 909 program referrals. This was an increase from FY 22 Quarter 1 which was 892 program referrals.</p> <p>Measure #4: Referral Agents: during FY 23 quarter 1, Primary care providers are the highest referral source at 63% and parents are second at 24%.</p> <p>Measure #5: Timely Multi-Disciplinary Evaluation (MDE): 81% of MDE's were completed timely in FY 23 Quarter 1. This was an increase from FY 22 Quarter 1 which was at 78%</p> <p>Golis asked, if we looked at other states during the COVID years, would our data look the same? Kong responded, no, each state uses different tools and it varies a lot.</p> <p>Measure #5a: Family Reasons for Late MDE: The top 3 family reasons MDE's were late were, cancelled appointments 20%, calls not returned in a timely manner and schedule conflict.</p> <p>Measure #5b: Program Reasons for Late MDE:</p>	

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	<p>The top 2 program reasons MDE's were late were, blanks (no reason given) 75%, other 10%</p> <p>Measure #6: Timely IFSP: 39% of IFSP's were completed timely in FY 23 Quarter 1. This was a decrease from FY 22 Quarter 1 which was at 44%</p> <p>Urosevich asked what is the goal for timely IFSP's. Kong responded that it is a compliance indicator and it is set at 100% and we can not change the goal.</p> <p>Measure #6a: Family Reasons for Late IFSP: Schedule conflict 33% and cancelled appointments were the top 2 family reasons as to why IFSP's were late.</p> <p>Measure #6b: Program Reasons for Late IFSP: Vacancy 46% and full schedules of providers 20% were the top 2 program reasons for late IFSP's.</p> <p>Measure #7: Eligibility by Category: During FY 23 Quarter 1 children were found eligible by the following, 63% Developmental delay only, 7% Developmental delay and Biological risk, and 4% Biological risk only. 20% were not eligible.</p> <p>Measure #8: Status of New Referrals to EI Programs Prior to IFSP: 497 children were eligible for services during FY 23 Quarter 1.</p> <p>Measure #9: Children with IFSP's: There were a total of 1937 children with an IFSP during FY 23 quarter 1.</p> <p>Measure #10: Children Exiting from EI Services There was a total of 419 children who exited early intervention services during FY 23 quarter 1.</p> <p>Golis asked if we have the data collection system to ask the reasons why parents withdraw their children from early intervention services. Kong responded, we do not currently have that in place. With the new data base, we should be able to capture it when the data system is out.</p>	

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	<p>Annual Performance Indicators: Indicator #1 Timely Services: Timely services is only reported annually. Will not be able to provide quarterly data until the new data system is up and running.</p> <p>Child Outcomes: Indicator #3A: Social Emotional Skills: Summary statement 1: “Substantially increased rate of growth” was 50% for FY 23 quarter 1. This was an increase from FY 22 quarter 1 which was at 42.86%. Summary Statement 2: “Functioning with in age expectation at exit” was 66.67% for FY 23 quarter 1. This was a decrease FY 22 quarter 1 which was at 74.32%</p> <p>Indicator# 3B: Acquiring & Using Knowledge and Skills Summary statement 1: “Substantially increased rate of growth” was 65.02% for FY 23 quarter 1. This was an increase from FY 22 quarter 1 which was at 62.75%. Summary Statement 2: “Functioning with in age expectation at exit” was 47.19% for FY 23 quarter 1. This was a decrease FY 22 quarter 1 which was at 62.16%</p> <p>Indicator #3C: Taking Appropriate Action to Meet Needs Summary statement 1: “Substantially increased rate of growth” was 54% for FY 23 quarter 1. This was a decrease from FY 22 quarter 1 which was at 71.79%. Summary Statement 2: “Functioning with in age expectation at exit” was 66.34% for FY 23 quarter 1. This was a decrease FY 22 quarter 1 which was at 77.03%</p> <p>Family Outcomes: Indicator 4A: Family Knows Their Rights: Currently only reported on annually. FY 22 was 86.19%. This was an increase from FY 21 which was at 83.30%. Indicator 4B: Family Communicates Child’s Needs: Currently only reported on annually. FY 22 was 87.94%. This was a decrease from FY 21 which was at 88.01%. Indicator #4C: Family Helped Their Child Learn and Grow: Currently only reported on annually. FY 22 was 84.21%. This was a decrease from FY 21 which was at 85.08%.</p>	

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	<p><i>Transition</i> Indicator #8A: Transition Plan FY 23 quarter 1 was 83.79%. This was a decrease from FY 22 quarter 1 which was at 85%</p> <p>Indicator #8B: Part B Notification FY 23 quarter 1 was 89.44%. This was a decrease from FY 22 quarter 1 which was at 94%</p> <p>Indicator #8C: Transition Conference FY 23 quarter 1 was 78.15%. This was a decrease from FY 22 quarter 1 which was at 83%</p> <p>Imanaka asked the council if they are aware of what the family survey looks like and what it consists of. Urosevich stated that it has been shared in the past but it hasn't been an intentional conversation. Imanaka added that she sometimes questions which questions from the survey corresponds to the data that gets reported on. Kong stated that we could have Kathy Kubo who oversees the family outcomes surveys to share how the survey questions relate to the data being reported.</p> <p>Golis asked if parents are asking the programs what the questions mean when they take it? Do they have questions about the questions? Or are they okay just going through it? Imanaka responded that sometimes they have questions and it can be confusing.</p>	
<p>III. Council Business (11:10-11)</p>	<p><i>a. Legislative Update</i> Kong and Dr. Hue stated that there are no bills coming from their branch.</p> <p>Urosevich stated that we should have more clarity through legislative updates in early January and can share more at the next meeting.</p>	

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	<p>b. <i>Early Learning Board Update</i> Urosevich reported, Lieutenant Governor Sylvia Luke is taking the lead on the rapid expansion of preschool for 3 and 4 year olds.</p> <p>There was 200 million dollars allocated at the last legislative session, and the Early Learning Board was tasked with creating an act 46 roadmap by the legislature. They have also been tasked with looking at the structure of the board to make sure they have the right people at the table for the makeup of the early learning board.</p> <p>c. <i>HEICC Priorities Update & Discussion</i></p> <ol style="list-style-type: none">1. Family Participation and Stakeholder Engagement: Has been put on hold due to a vacancy in early intervention section.2. Recruitment, Onboarding and Succession Planning: Urosevich, Kong and Lee have been working on developing protocols that will be used to satisfy this area.3. Outreach and Marketing: On hold due to vacancy in the early intervention section.4. Policy, Data and Budget Support: No bills currently on the table, but we will look what will be going through during this legislative session.5. Data Collecting and Sharing: On hold until the data system is launched.6. Transition between Part C and Part B: Being kept on as a place holder. The early intervention section workgroup tasked with transition is asking different questions than what we are stating and focusing on. There will be follow up to this in the future.	

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	<p>Breakout room discussion (Are these the right priorities? Are there any of the priorities that gets you excited?)</p> <p>Bartoldus’s group discussed the need for data collection and getting out of silos and sharing the data with each other. There has been a bill that was put out for data sharing to have a central location. Also wants to make sure we know that the outer islands are included as well. This group felt that there was no additional areas of focus that needs to be added to the priorities.</p> <p>Abellera’s group felt that the outreach and marketing will be an important part. They felt that the messaging that gets sent out needs to be consistent, broad and reach more of the kids that we serve.</p> <p>Mersberg recommended for the next breakout session to either increase the time given for discussion.</p> <p><i>d. Updates on HEICC/Exec Committee Appointments and Vacancies</i></p> <p>Lee reported</p> <p>2 parent seats vacant. Looking to get Jonathan Alexander aboard to fill one of these seats.</p> <p>Dayna Luka sent Lisa Galino as a replacement. Application instructions have been sent to her.</p> <p>Yuuko Arakawa-Cross still deciding if she will be applying.</p> <p>Levy added that Lisa Martinez will be replacing her as an HEICC member.</p>	
<p>IV. Public Comment (11:50-11:55)</p>	<p>No public comment.</p>	

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V. Announcements (11:50-11:55)	No announcements	
VI. Future Meeting(s) TBC(11:55-12:00)	Executive Meeting Tuesday February 7 th , 2023 Quarterly Meeting Wednesday February 22 nd , 2023	Meeting calendar states the November quarterly meeting is on Wednesday the 28 th it needs to reflect that the meeting is on Wednesday November 29 th .
VII. Adjourn (12:03)	Chair, Urosevich adjourned the meeting at 12:03 pm	

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