

HAWAII EARLY INTERVENTION COORDINATING COUNCIL
 Executive Committee Meeting
 February 13, 2023

O'ahu	Zoom Meeting
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MINUTES

Members Present: Kerie Urosevich (Chair), Sharon Thomas, Douglas Mersberg, Catherine Abellera

Members Absent: Bonyen Colunga

Ex-Officio: Stacy Kong

Guests: N/A

Staff: Jeffrey Lee

TOPIC	DISCUSSION	DECISION/FOLLOW-UP
I. Call to Order (8:00)	Chair, Urosevich, called the meeting to order at 8:00 a.m. <i>a. Welcome/Introductions</i> Completed <i>b. Review Agenda</i> Completed <i>c. Review Minutes from December 9, 2022 Executive Committee Meeting</i> Completed and approved. <i>d. Review Minutes from December 15, 2023 HEICC Quarterly Meeting</i> Completed	
II. Early Intervention Section Update (8:15-9:00)	A. Part C Update <ul style="list-style-type: none"> • State Performance Plan (SPP)/Annual Performance Report (APR) was submitted on February 1, 2023 • Part C Grant application due May 2023. 	

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	<p>B. Budget:</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. ○ ~530K indirect costs for POS programs ○ ~77K BDI-3 (evaluation training, kits and protocols) ○ ~5K telepractice equipment ○ \$220K Database – Phase 2 subcontract ○ ~56K WICHE Salary Study ○ ~70K BDI Accessories (tablets, stylus, cover/bag) ○ ~50K CSPD Evaluation/Data Analysis ○ ~20K Part C Fiscal Forum ○ Remaining funds will be used for Professional Development Activities: <ul style="list-style-type: none"> ▪ Infant Mental Health Training ▪ Reflective Supervision/Consultation <p>C. Positions</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Category</th> <th style="text-align: center;">Total Positions</th> <th style="text-align: center;">Total Vacant</th> <th style="text-align: center;">Notes</th> </tr> </thead> <tbody> <tr> <td>DOH EIS Admin Office</td> <td style="text-align: center;">37</td> <td style="text-align: center;">10</td> <td>27% vacancy, Q1 vacancy was at 24%</td> </tr> <tr> <td>DOH CC Assigned to POS</td> <td style="text-align: center;">16 -2 = 14</td> <td style="text-align: center;">2</td> <td>14% vacancy, Q1 vacancy was at 7% DOH CC assigned to ESH Kailua and ESH Kauai no longer being filled.</td> </tr> <tr> <td>DOH State EI Programs (3 Programs)</td> <td style="text-align: center;">32</td> <td style="text-align: center;">12</td> <td>38% vacancy, Q1 vacancy was at 28%</td> </tr> <tr> <td>POS Contract EI Programs (15 Programs)</td> <td style="text-align: center;">166.5 + 1.5 = 168</td> <td style="text-align: center;">40</td> <td>24% vacancy; Q1 vacancy was at 23% ESH Kailua given an additional 1.0 FTE CC</td> </tr> </tbody> </table>	Category	Total Positions	Total Vacant	Notes	DOH EIS Admin Office	37	10	27% vacancy, Q1 vacancy was at 24%	DOH CC Assigned to POS	16 -2 = 14	2	14% vacancy, Q1 vacancy was at 7% DOH CC assigned to ESH Kailua and ESH Kauai no longer being filled.	DOH State EI Programs (3 Programs)	32	12	38% vacancy, Q1 vacancy was at 28%	POS Contract EI Programs (15 Programs)	166.5 + 1.5 = 168	40	24% vacancy; Q1 vacancy was at 23% ESH Kailua given an additional 1.0 FTE CC	
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				ESH Kauai 0.5 FTE CC changed to 1.0 FTE	
	<p>D. State Systemic Improvement Plan (SSIP) – Workgroup Updates EI Section and all SSIP workgroups welcome HEICC members to join any SSIP workgroup. <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. 2. Excel Coaching Fidelity Summary Workbooks – finalizing fidelity workbooks for NLEP & RBP with our National TAs. In the process of drafting data roll-up sheets. 3. Gearing up for Coaching Fidelity Scale Up in 2023 with next cohort of EI programs – <ol style="list-style-type: none"> a. Stalled due to staff vacancies at the State and Local Program levels. 4. SE Competencies – Finalizing training schedule and cost to conduct SE competencies training through AIMHI w/ EI providers and supervisors. <ol style="list-style-type: none"> a. Will be using ARP and Part C Grant funds to cover costs of training. <p><u>Fiscal: Staffing</u></p>				

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	<p style="text-align: center;">1. PBS Guidelines and Forms/Instructions have been created and distributed.</p> <p>Abellera asked if the outer island programs will be able to access PBS services if they do not have it on island. Kong responded there are providers who are available via telepractice and will check with the contracts person Brianne Sarmiento if there are any providers who are able to do in person visits as well.</p> <p style="text-align: center;">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 style="text-align: center;">3. Drafted Mentor Capacity Worksheet. The 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 style="text-align: center;">4. Drafted Program Staffing Guidance document. The purpose of the Program Staffing guidance is to provide the programs with a breakdown of the staffing needs of care coordinators and service providers based on the average enrollments.</p> <p style="text-align: center;">a. Geo team, Mentor capacity, and program staffing all are being reviewed based on feedback from the SSIP leadership team. Documents to be revised to add suggestions and edits.</p> <p style="text-align: center;">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.</p> <p style="text-align: center;"><i>Fiscal: Telepractice</i></p>	

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	<ol style="list-style-type: none"> 1. Finalized Telepractice (TP) Troubleshooting Guide for Families and Troubleshooting Cheat Sheet. Will be distributed. 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. 3. Telepractice Workgroup ending as goals have been accomplished. <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 has been delayed to competing priorities. 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. The three questions were as follows: 1) We understand the COS process related to positive social emotional skills, use of knowledge and skills, and appropriate action to meet their needs; 2) We participated in the COS ratings discussion for our child; and 3) The COS discussion helped us to identify and support the development of the IFSP outcomes for our child. The statewide data based on survey responses was 90.2%, 87.0% and 90.8% respectively. <p>E. Initiatives and Activities</p>	

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	<p>1) Data System Update –</p> <ul style="list-style-type: none"> • Continuing to work on the development of HEIDS. <p>2) E-Signature</p> <p>3) Training for IMH competencies and Reflective Supervision</p> <p>F. HEICC Program Measures & Annual Performance Report Indicators Dashboard</p> <p><i>Kong reported out on the data dashboard,</i></p> <p>Measure #1: EI Referral Line Information & Referral (I&R) Contacts: There were 738 calls into the referral line during FY 23 Quarter 2. This was a decrease from FY 22 Quarter 2 which was at 821.</p> <p>Measure #2: Status of EI Referral Line I&R Contacts: 99% of calls to the referral line have been for early intervention services during FY 23 quarter 2.</p> <p>Measure #3: EI Program Referrals: during FY 23 Quarter 2 there have been 730 program referrals. This was a decrease from FY 22 Quarter 2, which was 805 program referrals.</p> <p>Measure #4: Referral Agents: during FY 23 Quarter 2, Primary care providers are the highest referral source at 66% and parents are second at 24%.</p> <p>Measure #5: Timely Multi-Disciplinary Evaluation (MDE): 77% of MDE's were completed timely in FY 23 Quarter 2. This was a decrease from FY 22 Quarter 2 which was at 83%</p> <p>Measure #5a: Family Reasons for Late MDE: The top 3 family reasons MDE's were late were cancelled appointments 26%, schedule conflict 19%, and family request 17%.</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, vacancies 48% and blanks (no reason given) 38%.</p> <p>Measure #6: Timely IFSP: 32% of IFSP's were completed timely in FY 23 Quarter 2. This was a decrease from FY 22 Quarter 2 which was at 46%</p> <p>Measure #6a: Family Reasons for Late IFSP: Schedule conflict 36% and cancelled appointments 17% were the top 2 family reasons as to why IFSP's were late.</p> <p>Measure #6b: Program Reasons for Late IFSP: Vacancy 50% and full schedules 19% were the top 2 program reasons for late IFSP's.</p> <p>Measure #7: Eligibility by Category: During FY 23 Quarter 2 children were found eligible by the following, 58% Developmental delay only, 5% Developmental delay and Biological risk, and 3% Biological risk only. 21% were not eligible.</p> <p>Measure #8: Status of New Referrals to EI Programs Prior to IFSP: 460 children were eligible for services during FY 23 Quarter 2.</p> <p>Measure #9: Children with IFSP's: There were a total of 1938 children with an IFSP during FY 23 Quarter 2.</p> <p>Measure #10: Children Exiting from EI Services There was a total of 402 children who exited early intervention services during FY 23 quarter 2.</p> <p>Annual Performance Indicators: Indicator #1 Timely Services: Timely services are only reported annually. Will not be able to provide quarterly data until the new data system is up and running.</p>	

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	<p>Child Outcomes: Indicator #3A: Social Emotional Skills: Summary statement 1: "Substantially increased rate of growth" was 45.03% for FY 23 Quarter 2. This was an increase from FY 22 Quarter 2 which was at 39.08%.</p> <p>Summary Statement 2: "Functioning within age expectation at exit" was 60.83% for FY 23 Quarter 2. This was a decrease from FY 22 Quarter 2 which was at 61.88%</p> <p>Indicator# 3B: Acquiring & Using Knowledge and Skills Summary statement 1: "Substantially increased rate of growth" was 56.18% for FY 23 Quarter 2. This was an increase from FY 22 Quarter 2 which was at 53.96%.</p> <p>Summary Statement 2: "Functioning within age expectation at exit" was 38.85% for FY 23 Quarter 2. This was a decrease from FY 22 Quarter 2 which was at 40%</p> <p>Indicator #3C: Taking Appropriate Action to Meet Needs Summary statement 1: "Substantially increased rate of growth" was 57.87% for FY 23 Quarter 2. This was a decrease from FY 22 Quarter 2 which was at 56.32%.</p> <p>Summary Statement 2: "Functioning within age expectation at exit" was 64.97% for FY 23 Quarter 2. This was a decrease from FY 22 Quarter 2 which was at 67.5%</p> <p>Family Outcomes: Indicator 4A: Family Knows Their Rights: Currently only reported annually. FY 22 was 86.19%. This was an increase from FY 21 which was 83.30%. Reported annually.</p>	

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	<p>Indicator 4B: Family Communicates Child’s Needs: Currently only reported annually. FY 22 was 87.94%. This was a decrease from FY 21 which was at 88.01%. Reported annually.</p> <p>Indicator #4C: Family Helped Their Child Learn and Grow: Currently only reported annually. FY 22 was 84.21%. This was a decrease from FY 21 which was at 85.08%. Reported annually.</p> <p>Transition Indicator #8A: Transition Plan FY 23 Quarter 2 was 92%. There was no change from FY 22 Quarter 2 which was at 92% as well.</p> <p>Indicator #8B: Part B Notification Kong Will relook at the data and provide an updated percent before the quarterly meeting.</p> <p>Indicator #8C: Transition Conference Kong Will relook at the data and provide an updated percent before the quarterly meeting.</p> <p>Kong stated that she would like to increase member participation during the quarterly meeting and suggested that the members be broken up and put into breakout rooms so that they can begin to build rapport with each other in the hopes that they will slowly begin to feel comfortable to speak up during the larger group. Urosevich and Abellera agreed.</p>	<p>Kong will get data for FY 22 quarter 2 to update the data dashboard for both 8B and 8C. Lee will update the data dashboard with the data Kong reports.</p>

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<p>III. Council Business (9:00-9:15)</p>	<p><i>a. Legislative Update</i> Kong stated that House Bill 1296. It is related to establishing a workgroup to look at best practices and services for children who are deaf and hard of hearing. The department supports the bill, with some amendments. We have suggested that there be an early intervention section representative because there was none on there. We also suggested there be a parent of a child who is deaf or hard of hearing to sit on the workgroup. Another request was to have funds appropriated for the expenses of the work group so that we could hire someone to facilitate and coordinate that work group.</p> <p>Urosevich added that there were bills House Bill 1053 and Senate Bill 1351 which relates to establishing an infant and early childhood mental health program in the department of health. Right now early intervention services is working closely with the association for infant mental health as well as other partners to integrate infant and early childhood mental health into part C in a variety of different ways.</p> <p>Urosevich asked if early intervention is asking for any increase of funding for the upcoming legislative session. Kong stated we do not have anything at this time. Urosevich stated that HEICC should focus on this during spring.</p> <p><i>b. Early Learning Board (ELB) Update</i> Act 46 implementation roadmap was submitted.</p> <p><i>c. HEICC Priorities Update & Discussion</i> Urosevich asked if we should use the priority document as a breakout room activity during the quarterly meeting to have them discuss HEICC priorities and rank them in the order of importance.</p> <p><i>d. Updates on HEICC/Exec Committee Appointments and Vacancies</i> Did not get to go over due to time constraints but will be reported out on at the March 2nd quarterly meeting.</p>	<p>Urosevich asked Kong to send her the list of titles around the Annual Performance indicator work groups so that she can put together a skeleton template to present at quarterly on the groups that we would like HEICC members to join</p>

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IV. Discussion to set Agenda for May 2, 2023 HEICC Quarterly Meeting (9:15-9:30)	Add breakout room activity to be added for the HEICC priorities and discussion section.	
V. Public Comment (9:30)	No public comments	
VI. Adjourn (9:30)	Chair Urosevich adjourned the meeting at 9:30 am.	