



**MEETING SUMMARY
November 17, 2017**

An unofficial meeting of the New Jersey State Interagency Coordinating Council was held on Friday, November 17, 2017, at Sunny Days Early Childhood Development Service in Manalapan, New Jersey. The meeting was called to order at 11:05 a.m. by Catherine Colucci, who served as acting chair.

ATTENDANCE – *maintained at DOH office*

WELCOME/ANNOUNCEMENTS -- Catherine Colucci, Acting Chair

1. Ms. Colucci welcomed attendees. At her request, *SICC members and public members* introduced themselves and identified their connection with early intervention.
2. Dr. Joe Hallahan commented on the presentations regarding EI week and reported a potential opportunity to include an article related to New Jersey Early Intervention System (NJEIS) in the Academy of Pediatrics magazine. Terry Harrison offered to support the development of the article which is sent to physician and pediatricians throughout New Jersey. Terry Harrison will begin the process by working with Regional Early Intervention Collaborative (REIC'S) and the Family Support Coordinators to develop an outline for the article.
3. Joyce Salzberg shared that Sheri Rosen (former administrator of United Hospital and UMDNJ EIP) has been appointed to California SICC.

APPROVAL OF MINUTES

Due to lack of quorum the minutes of the September 29, 2017 meeting were not reviewed and will be addressed at the January 26, 2018 meeting.

LEAD AGENCY -- New Jersey Department of Health (DOH)

Terry Harrison, Part C Coordinator, presented the following information on behalf of the Lead Agency:

1. Procedural Safeguards Office (PSO) – A PSO report documents receipt of one formal complaint related to service coordination responsibilities. This matter is currently under investigation. The current number of complaints for the State Fiscal Year (SFY) 18 (from July 1, 2017- November 3, 2017) is 1,097.
2. Family Cost Participation (FCP) – A FCP Report was emailed to Council members prior to the meeting (attached to file). The suspension rate remains consistent. The FCP revenue is currently close to the projected budget projection.
3. To date there has been a decline in the average biweekly check run payments this fiscal year by approximately \$170,000. NJEIS is carefully watching the trends for SFY18.

4. Central Management Office (CMO) Transition – The DOH is anticipating a transition period during the transfer from the Central Management Office (CMO) to Public Consulting Group (PCG) as the vendor for the Early Intervention Management System (EIMS). THE EIMS is designed to have real time service logging and claiming resulting in EIP agencies seeing more timely billing and payment when the current service logging issues in EIMS are resolved. FCP billing remains under Computer Science Corporation (CSC) and this function will not be moved to PCG until March 2018. Under PCG, families will have access to a Family Portal where they will be able to see their NJEIS services explanation of benefits, submit FCP payments on-line and have access to service and payment history. Families will also receive alerts to approaching suspension and suspension notices. PCG will continue to mail statements to families and families will be given option to stop the mailing and receive their information through the Family Portal. Suspension alerts will also be sent directly to the SCUs and EIPs. Families will have access to a help desk through PCG. The Family Portal does not currently support access to view child record. Consideration of an expansion of the Family Portal will require further design discussion and a PCG contract amendment through a state Treasury process.
5. Competency Standards: A Competency Standards Self-Assessment is ready for release. A webinar on the self-assessment is scheduled for November 29, 2017 from 1:00-2:00 pm. The webinar will be recorded and available through the NJEIS Learning Management System (NJEIS LMS) hosted by Mercer County Community College. LADACIN and Children's Specialized Hospital EIPs assisted in piloting the self-assessment and provided comments to improve the self-assessment such as adding Spell check. The tool and related guidance will be posted on NJEIS website shortly after the webinar. Agencies are encouraged to use the self-assessment which may assist in preparing for a competitive Request for Applications (RFA) in the future.
6. Early Intervention Management System (EIMS): The implementation date remains scheduled for December 1, 2017. EIMS training modules are being released following final approval of the DOH. There are three modules ready for release including a general overview, System Point of Entry (SPOE) referral, and practitioner information. A link to the modules will be released and access to the modules is not dependent on completion of enrollment. There are no official requirements or mandates to complete the modules. It was developed as a useful tool for users. A notice on how to access the modules will be sent out through the NJEIS LMS.
7. Annual Performance Report (APR): The U.S. Department of Education, Office of Special Education Programs (OSEP) has announced that states will be allowed to account for children who have not been in system for 6 months for Indicator three, Child Outcome data set that measures the data completion rate. The unknown is the impact this may have on state determinations. Save the date for the Annual Performance Report (APR) Part C Steering Committee meeting on January 17, 2018 at Mid-Jersey Regional Early Intervention Collaborative (REIC). The Part C Steering Committee will review and provide input on a draft APR for Federal Fiscal Year 2016/SFY 2017 (July 1, 2016-June 30, 2017).
8. State Systemic Improvement Plan SSIP: Susan Evans did a preliminary update on Indicator 3, child outcome data. The APR submitted February 1, 2018 on indicator 3 is also used for the Indicator 11, SSIP report due April 2, 2018. Preliminary data indicates that NJEIS has made progress in all 3 summary statements and documents progress in meeting 5 of 6 targets and has no slippage. Significant progress should reflect positively in our determination next year. After removing children who were in the system less than 6 months from the completion calculation, 53% of families participated in an exit BDI. NJEIS

has seen a decrease in the number of children entering the system by Informed Clinical Opinion. The New Jersey Office of Management and Budget (OMB) audit task force continues to review this data. The OMB Audit task force intends to meet with DOH NJEIS Staff again in March 2018 to review data.

SICC COMMITTEE/Workgroup Reports:

1. **Administrative/Policy** –Michele Safrin shared draft SICC policies with the council. Council members are requested to review the policies and send her comments prior to the next meeting for discussion and approval.
2. **Family Engagement:** Rosemary Browne presented for the committee and reinforced that family engagement is an integral part of all that we do in EI. Next meeting- the committee intends to recommend shifting the family engagement committee to an ad hoc workgroup. Rosemary Browne will continue to chair an Ad-Hoc SSIP Workgroup.
3. **SSIP-** Susan Evans reported on the work of the committee earlier in the meeting. The workgroup is meeting this afternoon.
4. **Service Delivery:** Kate Colucci read a report prepared by Joyce Salzberg. The committee continued their efforts in discussing the parameters of a newly designed provider system. Senior members of the DOH have been meeting with Susan Evans to review the recommendations made by the SICC. The committee has agreed to assist in reviewing and proposing recommendations on recently passed state legislation on teleintervention and physical therapy associates in addition to ongoing discussion on targeted evaluator qualifications/standards.
5. **Higher Ed Workgroup:** Kate Colucci presented for the group who met twice (conference call and early bird meeting prior to today's SICC). An inventory of colleges and universities in NJ, NY, PA and Delaware that have educational programs related to EI was completed. The committee is proposing an outreach to Stockton, Montclair State, Kean Rutgers and Rowan. These Higher Ed partners will be invited to meet with the committee on February 2, 2018 to discuss opportunities within NJEIS for field work, presentations to colleges, DEC recommended practices. The committee hopes to learn about curriculum preparation for practice in EI offered by these various colleges and universities.

In preparation for the February meeting, Kate will send Committee members and lead agency staff a draft invitation intended for higher education representatives. The committee asked that the REIC's reach out to the provider agencies and inquire regarding fieldwork, guest lectures and any other educational opportunities they can offer to these higher education partners.

Finally, with approval from the SICC, they would like to have an event during the May EI week in 2018 wherein attendees from the partner colleges and universities can learn all about the NJEIS. Student and university partners will have the opportunity to meet with EIPs/SCU's for recruitment.

An early bird meeting is planned for January 26, 2018.

OLD BUSINESS – SICC 2018 meeting calendar not yet finalized. Proposed dates (Jan 26, Mar 16, May 18, Jul 20, Sept 21, Nov 16) were shared with the council to be voted on during the next meeting. Terry Harrison will share a proposed calendar with council prior to the next meeting.

NEW BUSINESS - None

PUBLIC COMMENT - David Holmes suggested looking at public relations activities as part of higher education committee and possibly preparing an article advertising upcoming higher education events in the DOH Health Matters.

ADJOURNMENT - 1:02 p.m.