

Date: 12/13/23	Oversight Meeting Minutes
Attendance	Laura Guistolisi, Shannon Berrisford, Melissa Killian, Megan Kochvar, Lauren Clark, Mandi Rumpf, Elise Basiletti, Jeanna Sheriff, Loni Elmore, Melissa Shell, Charm Mosley, Urszula Krygowski, Amy Ellis, Lindi Gubbins, Teresa Hansen, Barbara Sanders, Kelly Twardosz, Christy Lundquist, Natlie Myers, Sue Swindeman, Katie Callan
Call to Order/ Review Meeting Minutes	<p>September minutes approved – 1st-Amy Ellis 2nd-Charm Mosley</p> <p>Addison McGeary BISC Project Associate-presentation postponed to meeting in March 2024</p> <p>Jeanna Sheriff from St. Joe Institute talked about a resource created through St. Joesph institute about what language and spoken word is. Video about why spoken language is important. Link for CDHHE network. The resource can be texted or emailed to families and they can make a referral if they want. Laura to email info out</p>
SPOE Reports/SPOE Needs	<p>Monthly referral from 2019 to 2023-consistently high, run close to or over 300 referrals a month. SPOE needs-provider shortage has really improved. The agencies stated they are worried they have over hired, and their providers will leave if they do not have work. They stated they seem to have a lot of DT and OT openings. Pending provider list-very short compared to a year ago. Mostly PT, a few OT, and 2 DT waiting. Will be adding Cinthia to Teamwork so providers can contact her in regard to pending provider list if they have offers. Katie will be sending an email with instructions on how to contact Cinthia</p>
Agency Update	<p>Fiscal Report-July to October 2023-we will finish up on budget. HR Report-July to September 2023-we had 33 employees, 32 full time employees, and 1 part time employee. One employee left</p>
Assessment Team Committee	<p>no changes since last meeting- still scheduling 2 hr time slots for evaluations: 8 am, 10 am, 12 pm, 2 pm and 4 pm we offer virtual slots to get families in earlier 3-4 weeks out for evals, closer to 45th day for families with specific time needs and limited availability</p> <p>No new Assessment team members</p>
Data Review Committee	<p>Preliminary report The State reviewed Initials, Annuals, and Transitions For initials at 93% for 10 day notices. We were able to find more, bringing us to 96%, target 100%</p>

	<p>Plans written within 45-day timeline-several went over 45 day mark, but we were in compliance</p> <p>Reviewed 30 day starts-this was during the height of provider shortage. Issue was we did not have providers and that effected results and providers starting late</p> <p>7 late starts were family issue, Megan sent these back to the State and that might change and increase our %</p> <p>Annuals good, no issue</p> <p>Transitions- some missing meetings in July. School being out for the summer might affect this. Following up with coordinators to remind them to get meetings done while school in session.</p> <p>QR team will be reviewing files from July, Oct 2023. We will be provided list of files they will be reviewing</p>
Transition Committees	<p>Transition Committee meets in October, December, February, and April this year. All meetings are virtual, this has helped with attendance. Most of the coordinators attend the meetings. If anyone is interested in attending the transition committee meetings, contact Shannon Berrisford (sberrisford@1st-kids.org). All meetings are 9 am cst</p>
Child Find	<p>Laura talked about activity log-we focus on a specific group every month in addition to committees we are on</p> <p>Infants with drug exposure-so far this year we have received 317 DCS referrals from the 7 counties we serve. Of the 317, 189 were exposed to drugs</p>
Coordinators Report	<p>Laura and Shannon are involved with various committees-Healthy Families, Step Ahead, Indiana Perinatal Quality Improvement Collaborative, Porter County Wellness Coalition, and First Things First. They also attend quarterly State LPCC Committee meetings. We are also involved in 2 new committees: Care Coordination Skill Building Committee and Health Services Advisory Committee</p>
New Business	<p>State Staff-no new state staff</p> <p>SPOE Staff- 1 new coordinator will be starting in January (Alyssa) and we will be hiring one more coordinator in January</p>
Old Business	<p>EI Hub continues to expand. Coordinators are completing Intake Terms, Intakes and 3Q in EI Hub</p> <p>Concerns/Complaints: One concern was filed this quarter</p>

Announcements	<p>Wee Care will be offering a play group for 3-year-olds at their Portage location. The group will meet one time a week for an hour and a half. More info can be found on their Facebook page</p> <p>Next meeting: March 20, 2024 @ 9 am via zoom</p>
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