

I. ICC MISSION STATEMENT

"The mission of the Utah Interagency Coordinating Council for Infants and Toddlers with Special Needs and Their Families (ICC) is to assure that each infant and young child with special needs will have the opportunity to achieve optimal health and development within the context of the family."



**MINUTES OF THE UTAH INTERAGENCY COORDINATING COUNCIL (ICC)
FOR INFANTS AND TODDLERS WITH SPECIAL NEEDS AND THEIR
FAMILIES**

**Utah Department of Health, Division of Community and Family Health Services
44 North Medical Drive, Salt Lake City, Utah, Main Conference Rooms
March 16, 2007 // 9:30 AM – 12 Noon**

Attendance: Dr. Paul Carbone, Eileen Chamberland, Tandi Cichoski, Karen Ekker, Kristine Fawson, Barb Fiechtl, Jana Homer, Debbie Justice, Kreig Kelley, SunDee Lasko, Lisa Madsen, Judi Nielsen, Connie Nink, Sue Olsen, Gina Pola-Money, Dr. Harper Randall, Kristen Reising, Jenny Simmons, Krissie Summerhays, Shylo Wheeler

Excused: Cheryl Alexander, Sen. Alan Christensen, Colleen Fitzgerald, Catherine Nelson, Rep. Steven Urquhart, Patti VanWagoner

Other Attendees: Joyce Dolcourt

BWEI Staff: Brent Baum, Catherine Hoelscher, Patrice Isabella, Vanya Mabey, Lynne MacLeod, Susan Ord, Janet Wade.

- I. **WELCOME/INTRODUCTIONS.** The meeting commenced at 9:40AM, conducted jointly by the ICC Tri-Chair: Eileen Chamberland and Tandi Cichoski. Introductions of ICC members and today's guests.
- II. **MINUTES.** Read and approved for January 19, 2007.
Motion to approve minutes
Seconded
Approved unanimously by members.
- III. **PUBLIC COMMENT PERIOD.** No public comments received.
- IV. **AGENCY REPORT**
Federal funds request is available for review and comment on the BWEI web site and in office. New federal guidelines haven't been released so this request is similar to previous years with a slight increase in funding to \$9,998. Comments are due Mar 30 with the application due Apr 20.

Legislature: BWEI funding came through the legislature as requested at \$2.28 million. BWEI funding was a high priority item and 2007 was designated as a critical year for retaining providers and maintaining current eligibility requirements. Thanks to all the ICC members who worked very hard to make the budget increase happen. The Tri-Chair will send the ICC's appreciation to Rep. Urquhart & Sen. Christensen for playing very pivotal roles as well as to the members of the various appropriations committees.

HB312 Substitute or “beer tax”. The bill, sponsored by Rep. Urquhart with Sen. Christensen as a co-sponsor, would have deposited \$2.5 million in beer tax revenues to a specialized EI account as a diversion from the General Fund. The bill progressed through the House and into the Senate to the second reading calendar and was sent back to committee. The principle objection to the bill is that it appeared as double funding for EI. An abortion bill also contained funding language for EI and Utah Birth Defects Network, however this was a low priority bill and didn’t survive the legislative process.

Long Range Funding Plan (5 Point Plan):

Building Block Request. Funded as requested, see legislature above. Funding will help provide an increase in the non-Medicaid child rate, up to about \$4,000. The goal is to increase the non-Medicaid child rate to match Medicaid rate. The budget process will begin again very shortly (July – August) so the ICC must be ready to continue their efforts in securing funding.

Insurance: BWEI will pursue the study of billing insurance. Insurance billing has been placed by DOH as a study item for the HHS interim committee at position 86 on the list of DOH priorities which is relatively high. Successful insurance billing in other states depended on clear legislative mandates. Utah code currently allows for EI services to be billed to the parents’ insurance. We need to study whether insurance billing will be viable in Utah. The finance sub-committee will assist in the study effort

Motion (Olsen) That the ICC finance committee joined by BWEI and other key stake holders examine billing parents’ insurance for EI services; that the ICC draft a letter of support to Dr. Sundwall and Dr. Delavan to prioritize EI insurance billing on their list of study items for the HHS interim committee.

Seconded: Randall.

Approved: One opposed (Justice)

Action: Have the request letter ready within a week.

Child Rate Cost Study. BWEI is not going forward with an RFP at this point, instead an in house study will be done then release an RFP if indicated. BWEI will work with provider agencies to determine program costs. The first step will be to thoroughly interview each program for in kind support, other income sources, etc. that contribute to the real cost of providing services. Critical issues in the study will be obtaining detailed data, including assurance that each data point reflects the same information from each provider.

EI Foundation: No action yet by BWEI as it is outside their role. Request that someone other than the state office initiate this effort. We may want to wait and see whether legislative action will reduce the need for a foundation.

Medicaid: FY 05 billing report is now available and BWEI will mine it for relevant data. BWEI will examine whether the \$200K Medicaid case management contract can be increased slightly. BWEI will also be looking into some specific billing questions.

V. COMMITTEE REPORTS

Parent/FUN: Reviewed upcoming schedule of conference calls. See handout. The calls are generally scheduled for 1:00 to 2:00 p.m. Please invite families and other contacts to participate.

Action: Investigate whether audio recordings of the calls can be placed on web site(s). Investigate additional web sites for posting.

Transition: See handout and cover letter. Extensive discussion of the impacts Memoranda Of Understanding (MOUs) have on Providers, Agencies, and Families. The handout presents recommended content and talking points to be used when developing local agreements between Part C providers and Local Education Agencies. The handout will be used to insure that critical steps are not left out in the MOUs, especially when developing transition steps. Parents are most directly impacted as beneficiaries of improved processes resulting from the MOU.

Action: Change Part B coordinator to read Part C coordinator. Take comments from Part C providers and Part B providers, reexamine by committee (Connie & Janet) and bring back for ratification of guidelines and talking points. Continue to study in committee with guiding comments. Add how and when parents are informed and involved. Include topic with to FUN/Parent committee conversations.

CSPD: The CSPD committee met by phone on Friday 3/9/07 and identified 3 priority areas, which were (1) increase supply of qualified personnel for statewide EI system; (2) make credentialing process effective and efficient; (3) reduce cost of advanced training by bringing conferences to Utah.

VI. ICC ROLES & FUNCTIONS Tabled until May 18, 2007 meeting.

VII. NOMINATION & ELECTION OF NEW TRI-CHAIR MEMBER

Reviewed eligibility and commitments required of Tri-Chair membership. Identified ICC members who are eligible for nomination.

Motion to suspend 1year membership rule

Seconded: None

Approved : No vote taken due to ICC consent in the affirmative.

Nomination and second of Paul Carbone to serve as Tri-Chair member passed by vote of membership. Paul declined the nomination due to other external commitments.

Motion to close nominations

Seconded

Approved unanimously by members.

Tabled further discussion for the next meeting.

Action: The Tri-Chair will poll/survey the membership for further nominations.

VIII. OTHER MEMBERSHIP

Discussion of need for 20% provider representatives on the ICC and which entities to approach. Also discussion of the need to seek generalists as ICC representatives while holding open an invitation for specialists to serve on the various subcommittees.

Discussion of nominations and criteria with an instruction to the members to canvass their contacts and bring back information on candidates to Brent.

Tabled: item for research by Sue Olsen as to which department at USU would provide a personnel preparation representative to the ICC.

Consensus.

Motion: to extend Debbie Justice and Sue Olsen for second terms.

Seconded

Approved unanimously by members.

Motion: to retain Cathy Nelson as a member of the Tri-Chair until July 1, 2007 with a concurrent extension of membership term.

Seconded

Approved unanimously by members.

Motion: to approve Louise Dunn as a member of the ICC to replace Cathy Nelson as a personnel preparation representative. Term to begin July 1, 2007.

Seconded

Approved unanimously by members.

Motion: to retain Cathy Nelson and Barbara Fiechtl as members of their respective subcommittees beyond the normal expiration of their ICC terms.

Seconded

Approved unanimously by members.

IX. ICC RETREAT. This will be an extended work meeting from 9:30-2:00 or 3:00 p.m. with a working lunch. We will work on ICC and committee goals with a facilitator and have committee breakouts to focus on specific goals.

Motion to conduct work meeting as proposed.

Seconded

Approved unanimously by members.

X. BRAINSTORMING SESSION. Not addressed due to insufficient time.

XI. NEXT MEETING: May 18, 2007

X. ADJOURNMENT: The meeting adjourned at 12:00 PM.

APPROVED AS TO FORM:

Eileen Chamberland, for the ICC Tri-Chair

MINUTES SUBMITTED BY:

Brent W. Baum, ICC State Contact