



WV Early Intervention Interagency Coordinating Council

Final Minutes – Wednesday, September 20, 2023

Summersville Arena & Conference Center, Summersville, WV & Zoom

Members Present: Wendy Altizer, Cindy Chamberlin, Naomi Creer, David Gustke, Michael Malone (for Allen McVey), Wendy Miller, , Dr. Ressie Phillips, Mary Thompson (for Jeff Pack), Bridget Waltz, and Mel Woodcock (for Jim Jeffries)

Members Participating Via Webinar: Katie Arbaugh (for Tina Wiseman), Kristian Ball, Diane Callison, Roxane Chaney (for Nick Stuchell), Brittany Doss, Tricia Haynes (for Janie Cole), Stacey Martin, Dr. Jennifer McFarland-Whisman, Holly Rinehart, Courtney Ringstaff (for Lesley Cottrell), Kristin Walter, Brittany Willard, and Stephanie Young

Members Excused: Lisa Fisher, Kate Grim (for Susan Given), Rebecca Sykes,

Members Absent: Jessica Bohman, Nancy Cline, Rhea Dyer, Dr. Beth Emrick, Garland Holley (for Cynthia Beane and Stacey Shamblin), Dr. Alison Kreger, Brenda Lamkin, Samantha Ribeiro Matos, Jackie Newson Kristy Stout,

Guests: Sharon Bright, Jennifer Chase, Tina Crook(virtual), Jessica Dempsey, Sarah Feick, Katie Heidel, Lori Lawson (Virtual), Susan Rispress, Pam Roush(virtual), Alivia Sturgill (Virtual), and Kately Thaxton

Staff: Sara Miller, and Sheila Zickefoose

Agenda/Topic	Discussion/Activity	Decisions/Next Steps
Welcome and Introductions	Naomi Creer opened the day with a welcome and request for introductions. Each Council member and guest in attendance introduced themselves and their role.	
Public Comment	Naomi Creer called the Council to order at 9:35 am for the public comment period.	
Review of Minutes	Naomi Creer facilitated a review of the June 2023 minutes. There being no corrections or edits to the minutes a motion to approve the minutes as read was requested.	The motion was made by Cindy Chamberlin, seconded by Wendy Altizer and the Council voted to approve the minutes as written.
Lead Agency Update	<p>Mel Woodcock, WV Birth to Three Director, provided the lead agency update. Mel began with sharing a video entitled 'Big Change' with an activity encouraging everyone to note changes in their life or professions or programs, encouraging the group to incorporate mindfulness and reflection.</p> <p>BTT Team Updates- Mel shared that there have been a lot of staffing changes at the BTT state office: Pam Roush is still a consultant. WVBTT has hired Sarah Feick (Regional TA for</p>	

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	<p data-bbox="359 185 1528 245">RAU 1 and 2) and Katie Heidel (Regional TA for 5, 6 and 8). WVBTT is currently seeking a CSPD Coordinator.</p> <p data-bbox="359 282 1528 699">Recruitment and Retention - Mel went on to share that with the increase in team members, the state office has increased our ability to meet some of the goals of the recruitment and Retention team including increasing ability to support folks interested in BTT, increased ability to support folks as they enroll, and increased ability to attend community events. She also shared the recruitment link and QR code are located on the WVBTT website. The state team has revised the enrollment checklist and provided for electronic submission of s enrollment documents. Susan Rispress gave more insight to the benefits and accessing abilities of the QR code. Mel shared that WVBTT orientation is moving to an online course to increase availability and accessibility. Susan Rispress' role has switched to Information and Technical Support Specialist. Mel went on to share the efforts within the team to streamline internal processes including Assistive Technology Requests, hearing/vision evaluations and interpreters, built new relationships with vendors, and updated guidance documents and instructions for those in the field.</p> <ul data-bbox="359 704 1528 1442" style="list-style-type: none"> <li data-bbox="359 704 1528 862">• WV DHHR Reorganization (House Bill 2006) - Dr. Sherri Young is the newly appointed Secretary for the Department of Health and serves as the interim director of the WV DHHR. Mel shared Dr. Young did a series of town hall meetings, including an OMCFH town hall where information was shared by James Jeffries, OMCFH Director regarding WV BTT. <li data-bbox="359 867 1528 1154">• Lead Agency Change- Members of the state team recently had a call with our Office of Special Education contact who informed us of the activities that will need to occur with the lead agency change when DHHR splits in January. The new lead agency will need to insure fiscal accountability, a continuation of monitoring systems, timely delivery of IFSP services, and SPP/APR and other public reporting. Naomi inquired when the decisions and changes would take effect. Mel said she will check in and share information as she receives it. Wendy Miller asked if all the paperwork would be changing as well. Mel said with 53 standard forms logos and things will need to be changed. <li data-bbox="359 1159 1528 1442">• WVBTT rate structure – WVDHHR has agreed to a review of the rate structure. This is very good news for the system although there is no timeline, and we must remember there is a major reorganization happening with DHHR. Mel added they feel like they are in crisis because they have practitioners leaving at a high rate that they cannot compete with because they can have more money and benefits available elsewhere. WVBTT is also aware that the number of eligible children we are serving has dropped and we need to investigate why this is happening. Comments from ICC Wendy Altizer and Cindy Chamberlin, practitioner representatives, commented on the need to recognize education and experience add value to individuals serving families 	

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	<p>and rates should reflect that. Also before the system's change in 2003, there were full benefit packages, loan forgiveness and other additions that are not available now. Mel shared two proposal options for ICC consideration:</p> <ol style="list-style-type: none"> 1. WVBTT in collaboration with DHHR would continue to move forward with a rate study. This will take time as DHHR is in the process of splitting into three departments. 2. WVBTT would suggest DHHR considers a percentage rate increase that would bring WVBTT rates closer to the other Part C systems that have similar demographics. <p>Discussion - David Gustke, parent representative, inquired that because we are in an emergency situation that we recommend to DHHR that there is a percentage increase while there is a rate study conducted. Wendy Altizer added she thinks that is a great idea and those in her practice that are leaving that would add an incentive to stay and hang on with hopes for change. Naomi added that if Option 2 is selected it needs to be clearly stated that this would be an emergency temporary solution. Mel added there is a big variance on Part C across the nation. There was discussion on Part C face to face visits and regulations. Wendy Miller says she hears from families is a benefit that WV does not have a fee for service, and inquired if that would change. Mel responded that when the DHHR inquired about billing insurance or family fees, it was decided that was not a viable option for WV. Pam added that they did look at the type of revenue that could come in, and there was a lot of input involved- there wasn't enough opportunities for family fees to offset the additional cost of trying to gather fees. Mel asked for a consensus vote on suggesting to the DHHR team that we consider a short-term percentage increase while there is effort in designing a long-term plan to support rate increases, explore loan forgiveness and acknowledging experience in rates, and a commitment to revisit on a regular basis. Wendy Miller inquired about the agencies' rates not matching other agencies. Wendy Altizer added the school system has a tiered system that could serve as a guide.</p> <ul style="list-style-type: none"> • Mel shared information about general supervision guidance. On July 24, 2023, OCERs released a new general supervision guidance after receiving multiple requests. Under the federal law both Part C and B, WVBTT is required to have a system of general supervision. Each state receiving federal funds under the IDEA both Part B and Part C must assure a reasonably designed general supervision system with a focus on improving educational results and functional outcomes for all infants, toddler and children with disabilities and their families. There are eight (8) integrated components including integrated monitoring activities; data on processes and results; the SSP/APR; fiscal management; effective dispute resolution; targeted TA and professional development; policies; procedures and practices resulting in effective 	<p>Naomi facilitated a vote to formally recommend the emergency percentage rate increase with long term plan for rate increases, loan forgiveness, consideration of years of experience in rates, with commitment to regular review of rates structure. Everyone was in favor.</p>

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	<p>implementation; and improvement, correction, incentives, and sanctions. Mel shared a slide and link on the general supervision guidance, along with a letter issued by the WV Department of Education. In the letter, it is noted that there are only two-Part C systems who have consistently met determination since 2014. West Virginia is one of those states. There was applause for this news!</p> <ul style="list-style-type: none"> • Jessica Dempsey, Continuous Quality Improvement (CQI) Coordinator, shared what CQI is and provided a handout for all those in attendance to review. Jessica gave examples of different ways monitoring can occur. She described what occurs when a billing audit/claims review is performed. She also stated what occurs when an informal complaint is forwarded to the state office or when a formal complaint is filed. She stated there will be regular periodic monitoring taking place with practitioners/service coordinators in Birth to Three and RAU staff. Mel added that during the Come Grow with Us sessions held during Spring and Summer, Jessica provided information about claims reviews to 8 RAUs. • Mel wanted to end this portion of the meeting with a celebration. She reflected on the parent portal that was discussed to be developed with Gainwell, and shared a sample of homepage of the parent portal that can be accessed by computer, laptop or phone. Mel shared that there is a lot of functionality for communication and information between the family and service providers. It still won't be accessible for at least 6 months. Wendy Miller, RAU Director, asked why would the parent's not have access to documents for the standard for 5 years. Mel just explained they would need a request in writing to request documents. The program would be for those that are currently receiving services. Naomi suggested that we could add videos to explain different processes such as ISFP or other processes to prep parents; or additional links that can be resourceful to families. Mel added they are meeting next Friday on F Words and Gizmo on the Go to determine the next steps for these initiatives. • Sarah Feick closed the group out with some information on a training opportunity on Building Family Success: The Role of the WV Family Treatment Court on Wednesday, October 18, 2023 1:30-2:30 and shared a flyer on the Zoom information. 	
Recess	A recess of the agenda was called for lunch at 12 pm.	
Unfinished Business	There is no unfinished business for the Council to address at today's meeting.	
Presentation	Michelle Rollyson with the WV Infant/Toddler Mental Health Association presented a Preparedness for Emergency Response Tool Kit. Based off the Tennessee Emergency Response Toolkit, this document adds a social emotional emphasis to the emergency planning. The 79-page document walks through scenarios and how to support children, families and ourselves during and after emergencies. This toolkit is meant to live beyond early childhood. The toolkit has a heavy focus on relationships and preparation, along with	

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	<p>resources available in WV. The toolkit provides guidance for families, programs, etc. on putting together a emergency response plan. The document is broken into Preparing, Responding and Supporting sections. The team has set up a train the trainer module I the hopes that people can continue sharing the training. There will be 1.5 and 3-hour training options. Michelle shared that the social emotion approach based in science is important to include in emergency plans, talking about relationships, ACEs/PACES, losses, practice opportunities, and expectations, response patterns, and risk factors for secondary traumatic stress, developing disaster plans and resources. Some folks shared and discussed additional resources that can be included in this document. Michelle also shared the Infant Mental Health week free webinars have been released for October. The information is available on their website. Michelle went on to share that WVBTT have provided funding to cover the costs for the initial WVIMH Endorsement for up to 75 practitioners.</p>	
Other Business	<p>Sheila shared on the draft of the WVBTT online self-paced orientation session. It would live somewhere on the WVBTT website and be accessible anytime. The team is nearly finished with the walk-through review. She provided a short walk through for the group to view and ask any questions. Mel wanted to take the time to thank the WVBTT staff and Naomi for building the online orientation session.</p> <p>Sheila provided some membership updates including the parent partner seat being available. Sheila also invited anyone interested to join a small group for the ICC annual report committee.</p>	
Adjournment	<p>There being no further business for the Council today, Sheila Zickefoose requested a motion to adjourn the Council.</p>	<p>The motion was made, seconded and the Council unanimously voted to adjourn at 3:23 pm.</p>