



Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)
 Quarterly Meeting
 January 16, 2019
 Online Meeting

Meeting Minutes

Member Name	Member Seat	Present (In Person)	Present (Via Phone)	Absent
Matt Bracket	Member from the agency responsible for the State Medicaid and CHIP program		X	
Vacant	Member from the agency responsible for children's mental health			
Kim Carr	Public/private provider of early intervention services		X	
Liz Cayson	At large member		X	
James Dunn	Member from the agency responsible for the State regulation of private health insurance		X	
Dr. Sara Evans	Parent of child with disability age 12 or younger		X	
Senator Anitere Flores	Member from the State Legislature			X
Skip Forsyth	Office of Coordination of Education of Homeless Children & Youth		X	
Nacole Guyton	Member from a Head Start Program		X	
Erin Hough	Member from the state child welfare agency responsible for foster care		X	
Renee Jenkins	Member from the state agency involved in the provision of, or payment for, early intervention services to infants and toddlers with disabilities and their families	X		
Dr. Judith Levin	Member from personnel preparation program		X	
Cheryl Miller	Parent of child with disability age 6 or younger		X	
Rob Porcaro	Public/private provider of early intervention services		X	
Misty Porter	Parent of child with disability age 12 or younger		X	

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)
 Quarterly Meeting
 January 16, 2019
 Online Meeting

Meeting Minutes

Member Name	Member Seat	Present (In Person)	Present (Via Phone)	Absent
Melissa Pyzik	Public/private provider of early intervention services		X	
Lourdes Quintana	Public/private provider of early intervention services		X	
Kathleen Vergara	Public/private provider of early intervention services		X	
Dr. Monica Verra-Tirado	Member of the state education agency responsible for preschool services to children with disabilities		X	
Samantha Wass de Czege	Member from the state agency responsible for child care		X	
Dr. Ilene Wilkins	Public/private provider of early intervention services		X	
Vacant	Parent of child with disability age 12 or younger			
Guests	Affiliation	Present (In Person)	Present (Via Phone)	
Charles Bauer	North Dade Early Steps		X	
Laurie Colon	Central Florida Early Steps		X	
Nancy Dahle	Space Coast Early Steps		X	
Jackie Gaylord	Florida Department of Health	X		
Marcy Hajdukiewicz	Florida Department of Health	X		
Mary Hilton	Florida Department of Health	X		
Chelsea LaRocca	Southwest Early Steps		X	
Jennifer Lloyd	Florida Senate		X	
Dawn Lynch	Florida Department of Health	X		



Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)
 Quarterly Meeting
 January 16, 2019
 Online Meeting

Meeting Minutes

Guests	Affiliation	Present (In Person)	Present (Via Phone)
Angela Marcus	Florida Department of Health	X	
Robin Masterson	Florida Department of Health	X	
Nicki Phillips	Space Coast Early Steps		X
Kimberly Porter	Florida Department of Health		X
Trina Puddefoot	Gulf Central and Southwest Early Steps		X
Althea Puzio	Space Coast Early Steps		X
Kendy Piper	Space Coast Early Steps		X
LaKera Reddick	Florida Department of Health	X	
Kathy Riley	Central Florida Early Steps		X
Ray Rodriguez	North Dade Early Steps		X
Kelly Rogers	Florida Department of Health	X	
Marisol Rose	Gulf Central Early Steps		X
Ellen Schrot	Gold Coast Early Steps		X
Dina Snider	Big Bend Early Steps		X
Kim Werner	Gold Coast Early Steps		X
Carole West	Florida Department of Education		X
LeNita Winkler	Florida Department of Education, BEESS		X

Call to Order – *Dr. Ilene Wilkins, Chair*

The Chair was not able to immediately call into the conference line at the start of the meeting; a motion was made to select an alternate person to facilitate the agenda.

Motion: Allow FICCIT liaison to facilitate the meeting agenda
 Motion Made By: John ‘Skip’ Forsyth
 Seconded Motion: Samantha Wass de Czege
 Discussion: None
 Motion Passed

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)
Quarterly Meeting
January 16, 2019
Online Meeting

Meeting Minutes

- Member roll call: The presence of a quorum was established with nineteen of the twenty-two members in attendance in person or via phone.
- Welcome, introductions and agenda review.
- Update on Council membership: there is still a vacancy for the ‘Member from the agency responsible for children's mental health’ seat, but there is an applicant from the Florida Department of Children and Families.
- Presentation of the November 15, 2018, Meeting Minutes.

Motion: Approval of the November 15, 2018, Meeting Minutes.
Motion Made By: Dr. Monica Verra-Tirado
Seconded Motion: Dr. Sara Evans
Discussion: None
Motion Passed

The Council voted unanimously to approve the November 15, 2018, Meeting Minutes as presented with no abstentions, or negative votes.

Lead Agency Update – *Marcy Hajdukiewicz, Chief, Bureau of Early Steps and Newborn Screening*

Marcy Hajdukiewicz provided an update on the status of the Surgeon General position, noting that Dr. Celeste Philip’s last day was January 8th, 2019. Ms. Hajdukiewicz also presented an overview of the Budget Issue Proposals (BIP) submitted for the Early Steps State Office (ESSO) in October 2018. ESSO requested budget authority for approximately \$2 million to address the increase in referrals and services, and for approximately \$2.1 million for Phase 1 of three phases of the statewide scale-up of SSIP evidence-based practices to continue at the three current demonstration sites and the addition of four programs.

Discussion ensued on fiscal matters related to Early Steps. Ms. Lourdes Quintana first asked what contingency plan is in place to account for a potential shortfall caused by the transition of Early Intervention Services (EIS) and Targeted Case Management (TCM) to Medicaid Managed Medical Assistance (MMA) plans. Ms. Hajdukiewicz stated that ESSO currently monitors and tracks all MMA activities and there is no evidence of a shortfall. Second, Ms. Quintana inquired about how Medicaid match will operate due to the transition of EIS and TCM to MMA plans. Ms. Hajdukiewicz gave assurances that ESSO is in conversations with the Agency for Health Care Administration (AHCA) and the Florida legislature on how Medicaid match will be operationalized in the new fiscal year. Ms. Quintana asked whether the State Systemic Improvement Plan (SSIP) rollout will proceed this year. Ms. Renee Jenkins covered this topic during the ESSO Program Update.

The Chair joined the meeting via phone after Ms. Hajdukiewicz gave the lead agency update.

Early Steps State Office (ESSO) Program Update – *Renee Jenkins, Part C Coordinator and Early Steps Administrator*

Ms. Renee Jenkins provided an overview of policy changes and the public participation process, noting several policies have been updated to address programmatic changes and to accommodate changes induced by the transition of EIS and TCM to MMA plans. The public participation process will occur over a 60-day period, including 30 days

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)

Quarterly Meeting

January 16, 2019

Online Meeting

Meeting Minutes

for public comment; a flyer detailing this process will be forthcoming in February. Ms. Jenkins encouraged the Council members to participate in the public comment period.

Second, Ms. Jenkins discussed the SSIP demonstration sites and scale-up. Cohort III began in October 2018 and will continue through March 2019. Providers in Cohort III are currently being trained on Embedded Practices and Interventions with Caregiver (EPIC) Caregiver Coaching. Service Coordinators at the demonstration sites also received the Tools for Early Steps Teams (TEST) Toolkit trainings and an overview of EPIC. Data obtained from the demonstration sites indicate that the Child Outcomes Process (COS) was found to be beneficial. Addressing Ms. Quintana's question during the previous session, Ms. Jenkins explained that the BIP for scale-up will fund the current demonstration sites and four additional programs per year, starting in State Fiscal Year (SFY) 2019-2020 through SFY 2021-2022.

Third, Ms. Jenkins reviewed the activities that took place at the Local Early Steps (LES) Director's meeting in December 2018. A highlight of this meeting was the panel of LES representatives from the North Dade, Gold Coast, Treasure Coast, and Southernmost Coast LES programs who shared information related to the transition of EIS and TCM services during the Phase I rollout of the new MMA Plans in regions 9, 10, and 11. These representatives discussed successes, challenges, and lessons learned in their work to contract with MMA plans, continuity of care, claims and billing, and stakeholder communication. An additional success of the meeting was the opportunity for LES staff to network and share best practices related to the rollout.

After the review of the LES Director's meeting, Ms. Jenkins shifted topics to report on the priorities of each of the Early Steps Stakeholder Workgroups, which include:

- Child Find
- Child and Family Outcomes
- Compliance
- Data
- State Systemic Improvement Plan

Ms. Jenkins also briefly discussed each workgroup's progress on the completion of self-assessment activities, which were an opportunity for the workgroups to rank the progress of ESSO's implementation of best practices related to each topic area, as well as prioritize future improvements for implementation, and evaluate progress. Ms. Jenkins outlined the stakeholder workgroup's role in the development of the State Plan, as well.

ESSO is also involved in the Early Childhood Personnel Center workgroup; their goals are to inventory in-service cross-sector professional development resources in early childhood and develop a written plan for implementation of an in-service cross-sector professional development system.

Ms. Jenkins also reviewed the outcome of the LES Determinations—issued on January 2, 2019—and are a part of the annual quality improvement process. The four Determination Categories are: 'Meets Requirements,' 'Needs Assistance,' 'Needs Intervention,' and 'Needs Substantial Intervention.' Four LES programs are in 'Meets Requirements,' six LES programs are in 'Needs Assistance,' and four LES programs are in 'Needs Intervention.' Ms. Jenkins explained how in light of these determinations, LES programs will participate in the Program Improvement Plan (PIP) process in order to improve their performance on the measured targets.

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)

Quarterly Meeting

January 16, 2019

Online Meeting

Meeting Minutes

2018 Legislative Annual Report – Dawn Lynch, Early Steps State Office

Ms. Dawn Lynch shared a synopsis of the 2018 Legislative Annual Report. Ms. Lynch explained that the Annual Report is required by §391.308(5), Florida Statutes, and addresses the performance standards and actual performance of the Early Steps Program during the previous state fiscal year, i.e., SFY 2017-2018.

Ms. Lynch reviewed the following areas from the Annual Report:

- Funding
- Children served
- Number of children who received an Individualized Family Support Plan (IFSP) within 45 days
- Timely services within 30 days of consent
- Transition
- Child outcomes
- Family survey

Ms. Lynch concluded the presentation by giving several next steps activities that stemmed from the results of the Annual Report, including:

- Update policies
- Update monitoring tools and schedules
- Implement Phase III, Year 3 of the SSIP
- Continue collaboration with AHCA
- Convene stakeholder workgroups to ensure stakeholder involvement

Ms. Cassandra Pasley noted that the high percentage of infants and toddlers who improved is based on measuring any improvement, whereas the Office of Special Education Programs (OSEP) defines improvement as ‘significant’ and through a different methodology. Dr. Judi Levin commented that she appreciated the clarification.

After the synopsis of the Annual Report, Ms. Mary Hilton discussed the new allocation methodology being developed by Mercer Health and Benefits. Allocation recommendations will be published in spring 2019, accompanied by a reporting tool that will assist the Department of Health in monitoring the impacts of the allocation methodology.

Second, Ms. Hilton provided a status update of the ongoing contract monitoring with LES programs, noting that those seven programs in the northern half of the state were visited prior to December 31, 2018, and the remaining eight will be monitored in spring 2019. Additionally, one trend that has been identified during contract monitoring is that thus far, none of the LES programs have met the requirement to have agreements with Medicaid managed care organizations in the service area that establish methods of communication and procedures for timely approval of services covered by Medicaid. However, all LES programs that have been monitored have indicated that program staff are working to establish those agreements.

FFY 2017 Annual Performance Report – LaKera Reddick, Angela Marcus, and Jackie Gaylord, Early Steps State Office

Ms. LaKera Reddick explained the purpose of the Annual Performance Report (APR), specifically that it is used for quality improvement purposes and to determine compliance with federal and state regulation. Ms. Reddick also

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)
Quarterly Meeting
January 16, 2019
Online Meeting

Meeting Minutes

described how the APR differed from the Annual Report, notably that the APR is required by OSEP and that child outcome progress is reported differently.

Ms. Jackie Gaylord reviewed the APR legend to ensure council member understanding.

Ms. Angela Marcus provided a synopsis of the results of the APR, which included the definition, target, the previous year's (2016-2017) data, this year's (2017-2018) data, and the status of indicators 1 through 10 (outlined below).

- Met target: Indicators 2, 4A, 4B, 4C, and 6
- Maintained performance, but did not meet target: Indicators 1, 3A1, 3B1, and 5
- Had slippage, and did not meet the target: Indicators 3A2, 3B2, 3C1, 3C2, 7, 8A, 8B, and 8C

Detailed APR information was referenced from the FFY 2017 Annual Performance Report and the FFY 2017 APR Indicator Measurements.

Dr. Judi Levin first commented that she would like to be provided five years of APR data to better assess trends to determine, for example, if slippages that occurred in 2017-2018 were part of a larger trend. Dr. Levin then noted that while Early Steps met the target for Indicator 4, family outcomes, this was a subjective measure. Dr. Levin commented on Early Steps' performance on Indicator 3, early childhood outcomes, stating that if there was slippage in a sub-indicator, like 3A1, then perhaps the target is set too high.

Ms. Jenkins explained that the Child Outcomes stakeholder workgroup is assessing the State's current process for measuring child outcomes, as the current method affects how the State measures child outcomes, specifically that the tool used (the Battelle Development Inventory-2) is not sensitive enough to fully capture a child's progress. Ms. Jenkins again highlighted how the COS—used at the SSIP demonstration sites—has improved children's' progress results, and that once the COS is implemented statewide, it will result in changes on Indicator 3 performance.

Ms. Kelly Rogers responded to Dr. Levin's comment on Indicator 4 and highlighted that LES programs implemented the strategies recommended by the Council in 2018 to increase the family survey response rate, and as a result the response rate increased by approximately 20 percent.

Early Steps staff also noted that accountability measures that were added to the LES program contracts will facilitate improved scores on the compliance indicators reported on in the APR.

Dr. Levin posed to the Council that members should consider how the Council can support the rollout of the SSIP professional development project statewide.

Dr. Ilene Wilkins explained that the Council will certify the APR in lieu of preparing and submitting its own annual report to OSEP.

Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)

Quarterly Meeting

January 16, 2019

Online Meeting

Meeting Minutes

Motion: Approval of the APR to submit to OSEP.

Motion Made By: Kathleen Vergara

Seconded Motion: Lourdes Quintana

Discussion: None

Motion Passed

Transition of Early Intervention Services and Targeted Case Management to Medicaid Managed Medical Assistance – *Renee Jenkins, Part C Coordinator and Early Steps Administrator*

Ms. Jenkins provided an update on the status of the transition of EIS and TCM services to MMA plans. Foremost, Ms. Jenkins reviewed the phased rollout timeline, the number of required contracts per plan with LES programs, and the current contracting status. Specifically, most contracts in progress, or LES programs are pursuing a Letter of Agreement. Further, over the course of each week, LES programs are making progress in executing contracts and Letters of Agreement.

Ms. Jenkins detailed how Implementation Science aligns with this transition, first defining what is involved and what occurs in each stage of implementation, and how there may be overlap, as implementation is a circuitous process. Ms. Jenkins also highlighted that Implementation Science has led ESSO to continue to use data-based decision making, as well as to create processes to capture data that will be needed in the future. Ms. Jenkins further explained that ESSO considers program and fiscal sustainability throughout implementation. Ms. Jenkins outlined the 100-day plan to ensure successful implementation, which includes:

- Continued collaboration with AHCA
- Technical assistance to LES programs
- Monitoring impact
- Expansion of claims submission, to include external contracted providers

Public Comment

Ms. Ellen Schrot, Director of the Gold Coast Early Steps Program, shared her experiences with the Phase 1 MMA rollout at her program. Ms. Schrot underscored the difficulty Gold Coast has had with the rollout, emphasizing that many Gold Coast providers were not getting paid, they had limited billing expertise, and have received little information from the MMA plans on billing. Upon an analysis of claims filed and paid at Gold Coast Early Steps, staff found that two plans were paying 50 percent of claims, while two different plans had only paid 2 percent of claims. However, Ms. Schrot stated that children were still receiving services, albeit some providers indicated that they were unwilling to accept children insured by Medicaid in the future.

Mr. Matt Bracket asked Ms. Schrot if those providers not being paid were entering complaints into the AHCA complaint hub. Ms. Schrot affirmed that providers were submitting complaints via the AHCA hub, as well as filing a complaint with the MMA plan.

Discussion ensued on the cause of claims denials, and Ms. Schrot indicated that it was due to a misunderstanding by plans on what qualifies as an appropriate diagnosis code. Mr. Bracket stated that AHCA will educate the MMA plans on diagnosis codes related to EIS and TCM services.



Florida Interagency Coordinating Council for Infants and Toddlers (FICCIT)
 Quarterly Meeting
 January 16, 2019
 Online Meeting

Meeting Minutes

Ms. Schrot inquired about the function of the MMA plan at the IFSP meeting, as representatives from one plan in the Gold Coast Early Steps service area has begun to attend the IFSP meetings. Ms. Schrot specifically asked whether the role of the plan representative was to share available wrap-around services offered by the plan, or to authorize services decided upon by the IFSP team. Mr. Bracket responded that AHCA had no firm policy on the role of the MMA plan representative at the IFSP meeting; however, he clarified that the representative is not meant to serve as an authorizer of services.

Ms. Hajdukiewicz concluded the public comment period by stating that ESSO, AHCA, and several LES Directors will meet on January 24, 2018, to discuss the status of the transition of EIS and TCM services to MMA plans amongst LES programs.

Council Member Successes – *Dr. Ilene Wilkins, Chair*

Dr. Ilene Wilkins stated that UCP of Central Florida was awarded a 21st Century Learning Grant, valued at \$1 million. This grant will fund three high-quality after-school programs.

Ms. Misty Porter discussed the annual Family Café/Early Wishes event that will occur in April 2019; she encouraged council members to attend. Ms. Kelly Rogers stated her appreciation for Ms. Quintana’s participation and attendance in the Family Café/Early Wishes event in previous years, for the purposes of recruiting potential FICCIT members.

Action Items

It was proposed that the 2019 third and fourth quarter meetings be held in Tampa and Orlando, respectively.

Motion: Adjourn the meeting.
 Motion Made By: Dr. Monica Verra-Tirado
 Seconded Motion: Elizabeth Cayson
 Discussion: None
 Motion Passed

Meeting Adjourned – *Dr. Ilene Wilkins, Chair*