

IFSP Executive Committee Meeting

Minutes of the February 23, 2009 Meeting

I. Welcome

J.C.S. welcomed members to the meeting.

II. Youth and Parent/Guardian Advisory Committees

J.C.S. informed that a bulk of provider letters were mailed Friday, February 20, 2009 with the remainder scheduled to be mailed Tuesday, February 24th. The new IFSP brochure was included in these mailings.

The letter to clients has been drafted. All that is needed is Recovery Partnership's choice of a meeting date and location for the first Youth and Parent/Guardian Advisory Committee. Letters will not be mailed for two weeks, in order to give providers time to waterfall information to their staff.

III. High Fidelity Wraparound (HFWA)

J.C.S. stated a pre-proposal meeting was held February 11, 2009; six providers attended. Answers to questions brought forward at that meeting have been posted on HealthChoices web site. RFP proposals are due to HealthChoices by March 30th, 12:00 p.m. (noon).

Volunteers are needed to review proposals. J.C.S. will poll members of the IFSP Advisory Committee for interest in serving on the review panel. A wide range of background is desired. It is expected that HFWA services will begin early summer 2009.

IV. Update on Lead Case Management

R.M. informed she is currently working with six cases. The first case is expected to be closed within the next 30 days. This case involved LCM, OCYS and MH. Case dynamics were reviewed. R.M. mentioned that she has noticed that the IFSP training recently held has assisted in making caseworkers aware of services and they are using LCM when they have questions regarding complex cases.

The ROI form is being used and will remain as a pilot with the LCM Unit.

R.M. indicated it would be helpful if offices were using one service plan format/form, specifically LCM's. Following discussion consensus was:

- OCYS – can use LCM form
- JPO – would use their own form
- MR – would use their own form
- MH – could possibly use LCM form would need to verify

V. DHS Cross Training Update

V.S. reported the following:

- All trainings will be held in the Public Hearing Room for blended trainings.
- Staff meeting trainings will be onsite.
- Employees missing staff meetings can attend blended trainings.
Supervisors to contact V.S. if this should occur with an employee in their unit/office.
- Attendance will be tracked – will be entered into computer as components (office trainings are attended) per employee.
- Three areas in each presentation will be targeted: Roles, Responsibilities, and Resources.
- Chart depicting the schedule of presentations was distributed and reviewed.
- Presentations are ½ hour in length for each office. Resulting in a 6-7 ½ hour training day.
- Each office will provide handout in a standard format to be developed.
- Handbook will be made available to participants so that office information can be added/deleted/changed as it occurs.
- The handbook contents will be placed on the Intranet and updated as needed.
- Need to decide if this is a mandatory training, if so we will need the assistance of supervisors to assure all employees attend.
- Two make-up trainings will be held yearly (spring and fall) for new employees and current employees who were not unable to attend.

B.F. asked for clarification on which DHS trainings JPO staff are invited to attend. Vickie will place a heading on DHS trainings that apply also to JPO staff titled “DHS & JPO.” It was noted though that trainings may be mandatory for DHS staff but optional attendance for JPO staff.

TASKS: V.S. and J.C.S. will send out correspondence to DHS staff making them aware of the training concept.

V.S. will work through DHS personnel staff to schedule employees.
K.A. will let personnel staff know Vickie will be contacting them.

V.S. offered kudos to DHS personnel staff for their work in scheduling DHS employee attendance at trainings.

Additional Items Shared:

P.T. distributed the Special Needs Awareness Day flyer. This event is sponsored by State Representative Douglas G. Reichley and will be held on March 14, 2009, 10:00 a.m. – 2:00 p.m. on the Campus of the Integrated Health Campus, 250 Cetronia Road, Allentown. DHS will be participating in this event with a table offering information on the offices of Aging, CMH, IFSP, Crisis and CASSP.

TASK: K.C. will email flyer to IFSP Advisory Board members.

**Next Meeting Dates: IFSP Advisory Committee Meeting
March 13, 2009, 10:00 a.m., Room 123**

**IFSP Executive Committee Meeting
March 23, 2009, 8:30 a.m., Room 201**

**IFSP Executive Committee Meeting
April 27, 2009, 8:30 a.m., Room 201**

Please visit our web site at www.lehighcounty.org

Prepared by K.C.