

IFSP Executive Committee Meeting

Minutes of the January 25, 2010 Meeting

I. Welcome

J.C.S. welcomed members to the meeting. Introductions were held

II. PIT Team 5 Update

- K.M. reported that the PIT Team 5 group has been very busy and working hard.
- The group has added several hundred pages to the website under Human Services. They provide a lot of feedback and suggestions.
- The website was a software type system, but it has been changed to a web based system so the group had to train again in order to learn how to update the pages.
- As new people join, K.M. provides their training. If there is anybody interested in learning to update the web pages, please contact her. The system is very user friendly and anyone can be trained.
- The group is currently sharing information at their meeting. This is being done two individuals at a time. They take the time to demonstrate the web pages and show what is available on the internet. They provide feedback and make changes/corrections to make it user friendly.
- K.M. distributed a list of PIT Team 5 members to show who has permission to update the web pages. This list will help inform everyone who they can contact if updates are needed or if there are any questions.
- T.B. questioned if they want something added in one area if they are limited to who can access. For example, if Early Intervention can add for MR and vice versa. K.M. stated that access can be given if it is not available.
- K.M. asked the group to take a look at who in their office has access to updating the web pages. They would like support with sharing the information and encourage the office to also share the information with their advisory councils, providers and staff. Please encourage the staff to use the website. Feedback and suggestions are also both welcome.
- P.T. mentioned that they would also like the office advisory boards to see if there is anything else they would like added in addition to what is already available.
- T.B. has heard compliments that the website has been very helpful and offers a lot of valuable information. J.C.S. and C.G. also mentioned they have received compliments and have heard from families that the website is very user-friendly, easy to navigate and is being used by the community.

III. PIT Team 2 Update

- P.T. distributed the Pennsylvania CASSP Newsletter and mentioned the article is about the High Fidelity Wraparound.
- The PIT Team 2 has been focused on discharge planning, RTF's and other sites.
- P.T. reviewed the consumer and employee survey questions and results with the group and asked for any feedback or anything that needs to be added or modified.
- P.T. reported Magellan includes information in their auditing tool for individuals involved in the treatment process. Families are encouraged to file a complaint if they are not being invited to treatment planning meetings.
- J.C.S. explained the process of the treatment planning meeting and signature process of the document and answered questions.
- T.B. questioned if there was any reason why a copy of the treatment plan wouldn't be received. P.T. and J.C.S. responded that there is no reason why they should not receive a copy of the treatment plan. L.K. added unless parental rights are terminated then Children and Youth participates. The provider should be giving copies of the treatment plan to all parties involved and participating in the treatment plan meeting.
- B.V. commented that from a statistical view it is difficult to make policy decisions based on the percentages of the survey results, because it could be only a couple responses from difficult families with limited literacy levels. P.T. replied that there is no policy change, but this is why the brochure was developed to inform families.
- C.G. commented that some families will not participate in the surveys due to their situation. They feel it will get held against them.
- The group discussed some possible ways to make sure incident reports are received. L.K. recommended that the providers complete some sort of a report. T.B. asked if they are mandated to report certain types of incidents.
- J.C.S. reported on a Complaint and Grievance Form that can be filled out and given to Health Choices. They review this with Magellan and use it for any concerns they have with one of the providers. It goes to Health Choices to be logged in.
- T.B. suggested checking if this information can be obtained by HCSIS. MR has the capability of seeing if a provider submits an incident. It could be a matter of learning more about HCSIS if this is available in Children's Mental Health. T.B. could arrange training.
- Further discussion was held regarding incident reports. If there is an incident reported, the State is informed, the county, Magellan and the parent should all be informed.

IV. Parent and Youth Advisory Group

- J.C.S. distributed a flyer to the group for the Parent and Youth Advisory Group. This group is available for any family who receives services through Lehigh County.
- J.C.S. mentioned that they would like to start going out to groups to solicit information or team members.

- L.K. recommended going out to visit different agencies.
- B.V.I added that going out to individual sites would be much more effective and he offered to help if a small group is put together.
- J.C.S. asked for ideas of how they would like to proceed.
- It was decided to put together a sub-committee. This group will compile a list of agencies and providers that would be willing to gather families. J.C.S. suggested that she, C.G., P.T., and B.V. meet to come up with some ideas. P.T. suggested including a representative from each office to assure each group is covered.

V. HFWA Update

- J.C.S. reported on a meeting with Pinebrook. At this meeting they met with the Independent Living Unit of Children and Youth and a representation from Family Group Conferencing to expand on the training that was held in December with staff.
- If there are any youth that would be appropriate, referrals can be made directly to Pinebrook or Jen can be informed. They can take up to 50 cases and are currently working with 9 youth/families. There are also a few that are getting started.
- The Youth and Family Institute will be holding another training in mid March for the High Fidelity Wraparound Teams. There was discussion to have the Wraparound Coordinators from Children and Youth and Probation trained so they have the same type of training as the Pinebrook Team. Approval was received from Youth and Family Institute. They will fund the training.
- J.C.S. will oversee the evaluation of the program. Surveys are done with four members of each team. They would survey the youth, the parent, if involved, the facilitator and a team member. This has to be completed for each youth who is involved in HFWA.

VI. Office Updates

There were no office reports given at this time.

Next Meeting Dates: Executive Committee Meeting
Monday, March 22, 2010, 8:30 a.m., Room 201

IFSP Advisory Committee Meeting
Friday, May 14, 2010; 10:00 a.m., Room 123

Please visit our website at www.lehighcounty.org