

**Florida Interagency Coordinating Council
for Infants and Toddlers (FICCIT)**

**Quarterly Meeting
January 26 & 27, 2010**

8:30 a.m. to 4:00 p.m. – Tallahassee, Florida

Members Present: Lorraine Allen, Roni Bader-Tables, Jennifer Park for Brittany Birken, Laurie Blades, Judy Corso, Pat Grosz, Karen Hartz, Bambi Lockman, Lois Maroney, Luz Morillo, Sharon Paul, Lynn Marie for Phyllis Sloyer, and Deborah Russo.

Members Absent: Patricia Badland, Lori Massey Romano, and Frank Platt

Members Absent with Notification: Cynthia Fuller

Non-members Present: Richard Fay, Carole West, Alisa Snow, Lilli Copp, Debra Dowds, Celeste Putnam, April Katine, Lou Ann Long, Aimee O'Sullivan, Gail Underwood, Ernestine Kessel, Paula Kendig, Louise Boothby-Llorente, Lordes Quintana, Sue Loftis, David Johnson, La'Tasha Reed-Dullivan, Kathy Reese, Carol Burch, Renee Jenkins, Liza Smith, Catherine Duncan, Pam Tempson, Sally Golden-McCord, Haylie Smith, Kelly Purvis, Claudia Kassack, D'Lo Trejo, Dawn Lynch, Tameka Davis, Jane Wills, and Tess Crowder, provider of CART services for Lois Maroney.

FICCIT Business

Welcome and Introductions: Roni Bader-Tables

Welcome and Introduction to all members and guests and a special introduction to the new Bureau Chief of Early Steps, Lynn Marie Price.

Certificates of Appreciation were given to the following members of the Policy Revision Committee: Lorraine Allen, Cynthia Fuller, Lucy Morillo, Lois Maroney, and Deborah Russo.

Approval of Notes: Roni Bader-Tables

Discussion: The Executive Committee Chair called for a vote to approve the notes from the September meeting.

Conclusion: Members voted to approve the September Meeting Notes with minor revisions.

Action	Person(s) Responsible	Date Due
Post September 2009 Meeting Notes to the web.	Tameka Davis	ASAP

Overview of Annual Performance Report Indicators: Sally Golden-McCord gave the background and history of IDEA and explained the compliance and performance indicators in the report from the Performance Improvement Unit - see State Performance Report Card attached at end of summary notes.

Update on Membership: Tameka Davis

There have been no changes since the September meeting.

Status of Action Steps: Roni Bader-Tables

Discussion: All actions from the September meeting were completed with the exception of three items that will be listed as ongoing on the January Status report.

Conclusion: Updated Action Status report.

Overview of Developmental Disabilities Council Early Steps Project: Debra Dowds and Celeste Putnam - Power Point attached at end of summary notes.

Early Steps Update and Demo of new CMS Website: Lynn Marie Price - Power Point attached at end of summary notes.

Lynn Marie presented the new CMS website with updates and improvements.

State Policy Review: Renee Jenkins gave an update regarding the status of the revised policies which she anticipates will be implemented on July 1, 2010, pending OSEP approval. A webinar or conference call will be held to highlight the changes after OSEP approval is given.

Committee Reports

Executive Committee: Roni Bader-Tables, Acting Chair with Judy Corso, Karen Hartz, Lynn Marie Price and guest Richard Fay in attendance – written report attached at end of meeting notes.

Discussion: A suggestion was made to have color coded name tents to differentiate members, subcommittee members and guests. Committee members would like an advance copy of the FICCIT agenda to preview two weeks prior to FICCIT meetings. A time limit was suggested for Public Comments as well as a place for Public Comments on the CMS website.

Conclusion: A copy of the agenda will be sent out in advance of FICCIT meetings. Time limitations may apply to Public Comments for future meetings. The Council voted to ask ESSO to include a place on the CMS website to post Public Comments.

Action	Person(s) Responsible	Date Due
Request place on CMS website to post Public Comments.	ESSO	ASAP
Color code name tents to differentiate members, sub-committee members and guests.	ESSO	By next meeting

Personnel Development and Training – Judy Corso, Chair, with members Lois Maroney, Pat Grosz, and Roni Bader-Tables. Other committee members and guests were in attendance - written report attached at end of summary notes.

Discussion: In reference to the Local Recruiter that will be hired in Spring, 2010, the Committee would like for them do a needs assessment to get a sense of what capacity looks like, specific ITDS assessment, and a drill-down analysis to see how many people they are serving.

Conclusion: The Council voted to recommend the new Provider Recruiters be tasked with those specifications as stated.

Action	Person(s) Responsible	Date Due
Recommend to ESSO that the LES Provider Recruiter that will be hired sometime in the spring at the local offices be tasked with completing with a needs assessment to identify capacity for all provider disciplines, and a more specific in depth analysis is recommended for the ITDS capacity issues in their area.	ESSO	Upon Execution of Contract

Outreach and Collaboration Committee: Karen Hartz, Acting Chair with members Laurie Blades, Lorraine Allen, Lucy Morillo, Sharon Paul, and Lynn Marie Price present. Other committee member and guests were in attendance – written report attached at end of summary notes.

Discussion: Karen Hartz discussed the distribution plans for the Annual Reports. The Committee recommended plans to submit an article for the local Early Steps FRS to be included in the quarterly newsletter to parents, and a flyer developed to recruit more families,

Conclusion: The Council voted to approve the letter for the FRS newsletter, the development of a flyer, and plans to distribute Annual Reports.

Action	Person(s) Responsible	Date Due
The Outreach and Collaboration Committee recommends that a letter be written in local Early Steps FRS newsletter to tell how families can get involved.	Sharon Paul	ASAP
Develop flyer with approval from Council to distribute to families interested in advocacy.	O/C Committee	Next Meeting
Distribute Annual Reports as per distribution plan.	Committee members	February 13, 2010

Public Comments

Lilli Copp from the Head Start State Collaboration Office announced that Florida will be receiving additional Early Head Start slots - written Head Start/Early Head Start – written report attached at end of summary notes.

Richard Fay, an independent provider, emphasized the importance of providing services in the natural environment setting within Early Steps system of care - written report attached at end of summary notes.

Lois Maroney, member of FICCIT and ES provider, announced that they have Open Forums on the Florida Coordinating Council for Deaf and Hard of Hearing. She also voiced concerns for a more balanced approach concerning the SHINE and newborn infant screening program and their respective multidisciplinary teams with respect to options for therapy - written report attached at end of summary notes.

Lou Ann Long announced that The Florida Developmental Disabilities Council - the Florida Central Directory - would be glad to assist with locating families for the Advisory Council and Stakeholders group for Strategic Planning.

Agency Updates –

Department of Education: Carole West - written report attached at the end of the summary notes.

Office of Insurance Regulation: No Update at this time.

Department of Children and Families: Laurie Blades - written report attached at the end of the summary notes.

Agency for Persons with Disabilities: No report. A representative has not been appointed at this time.

Agency for Health Care Administration: Gail Underwood – written report attached at end of summary notes.

Agency for Workforce Innovations: Jennifer Park - written report attached at end of summary notes.

Head Start and Early Head Start – Lilli Copp– written report attached at end of summary notes.

Member Updates – None

Meeting Adjourned

FICCIT Quarterly Meetings

2010

April 13 & 14, 2010 – Tampa, Florida
June 22 & 23, 2010 – Jacksonville, Florida
September 28 & 29, 2010 – Orlando, Florida

FFY 2008 APR PERFORMANCE DATA (to be reported in the FFY 2008 APR due February 1, 2010)

	Measurable and Rigorous Target 2008-2009	Actual Target Data 2007-2008	Actual Target Data 2008-2009	
Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.	100%	70%	72%	↑
Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children.	76%	75%	77%	↑
Indicator 3: Percent of infants and toddlers who demonstrate improved performance.	Targets to be set and reported in FFY 2009 APR			
Indicator 4A: Percent of families who report that early intervention services have helped the family know their rights.	58.3%	65.0%	68.0%	↑
Indicator 4B: Percent of families who report that early intervention services have helped the family effectively communicate their children's needs.	54.9%	61.0%	64.0%	↑
Indicator 4C: Percent of families who report that early intervention services have helped the family help their child grow and learn.	60.0%	75.0%	78.0%	↑
Indicator 5: Percent of infants and toddlers with IFSPs birth to age 1.	0.70%	0.58%	0.59%	↑
Indicator 6: Percent of infants and toddlers with IFSPs birth to age 3.	1.88%	1.66%	1.91%	↑
Indicator 7: An evaluation and assessment and initial IFSP were conducted within 45 days of the date of referral.	100%	80%	91%	↑
Indicator 8A: IFSPs with transition steps and services.	100%	79%	92%	↑
Indicator 8B: Notification to the LEA if the child is potentially eligible.	100%	86%	96%	↑
Indicator 8C: Timely transition conference.	100%	80%	80%	↔
Indicator 9: General supervision system identifies and corrects noncompliance as soon as possible but in no case later than one year from identification.	100%	73%	61%	↓
Indicator 10: Percent of signed written complaints with reports issued that were resolved within the 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.	100%	100% (3/3)	100% (5/5)	↔
Indicator 11: Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline.	100%	0% (0/1)	No due process requests	
Indicator 12: Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).	No reports were submitted			
Indicator 13: Percent of mediations held that resulted in mediation agreements.	N/A	0% (0/2)	50% (1/2)	↑
Indicator 14: State reported data are timely and accurate.	100%	100%	96.4%	↓

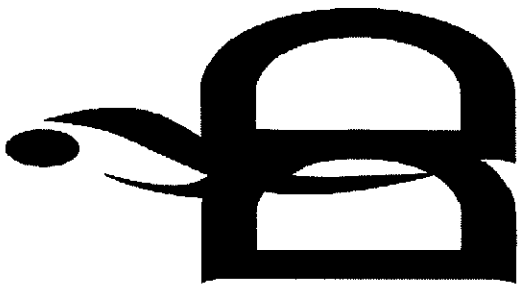
DRAFT

**Florida Interagency Coordinating Council
for Infants and Toddlers (FICCIT)
Quarterly Meeting Action Status Report**

September 2009

Action	Person(s) Responsible	Date Due	Outcome
Post June Meeting Notes to the web.	Tameka Davis	ASAP	Completed
Incorporate FICCIT Meeting Policies into records by next meeting.	Cynthia Fuller	Next Meeting	Completed (On-going Final copy to replace draft)
Include Conversations with Families in the Family Café meeting in Orlando in June, 2010. Produce new 2010 Palm Cards and have available.	Outreach/Collaboration	June, 2010	Completed – A proposal was sent to Family Café with no response yet. No Palm cards will be printed this year.
Send letter to the Department of Health (in care of Phyllis Sloyer) on behalf of the FICCIT Council to address issues concerning the updating of CMS website.	Lorraine Allen Roni Bader-Tables	November, 2009	Completed
Allow Council Chair to write the letter for the Annual Report with approval by the Executive Committee.	Karen Hartz	ASAP	Completed
Request ESSO to send list of accomplishments to Outreach/Collaboration Council for consideration for Annual Report.	Janice Kane	ASAP	Completed

Council will hold two conference calls: One to go over draft and request feedback to Tameka Davis, and two to receive feedback and make final changes.	Karen Hartz	ASAP	Completed	
Council delegated authority to Outreach/ Collaborative Committee the authority (in conjunction with ESSO) to edit, make changes, finalize, and produce a final report for printing and circulation.	Karen Hartz	ASAP	Completed	
Request for ESSO to produce 400 copies of the Annual Report for distribution.	ESSO	ASAP	Completed (with 500 copies)	
Council recommends that ESSO review website concerning state parameters surrounding assessment.	ESSO	ASAP	Completed (On-going: revisions made but not on website yet)	
Provider Enrollment checklist/ guide discussed in previous action step to be available on Children's Medical Services website and made available to local offices.	ESSO	ASAP	Completed (On-going: waiting for approvals and website clean-up)	



Florida
Developmental
Disabilities
Council

Why a strategic
plan for
sustainability?

Debra Dowds
Executive
Director
January 27,
2010

FDDC issued an RFP:

- State of the State Analysis
- Examine other states
- Provide opportunity for stakeholders to develop a strategic plan

FSU Center will look for ways to:

- Improve partnerships
- Identify possible system efficiencies
- Uncover new financing strategies
- Explore better alignment with other agencies
- Establish formula for predicting need

This is not:

- A re-design of the system
- Change in the primary Service Provider system
- Change of the support coordination model

FSU Center will also:

Use an Advisory Group to guide the process

The Advisory Group will be made up of people with a wide range of expertise and knowledge of the system

Research:

- Study issues and solutions by looking at how policy, implementation, program models, resources and financing interact
- Examine at least 5 other states with similar demographics

State of the State Report

- Analysis of existing performance data
- Interview select members of ESSO, LES, providers, family members and other stakeholders

State of the state will also:

Depict the strengths and challenges of the current program.

Highlight root causes of Challenges and emphasize solutions

Research and interview at least five other states

- States with similar demographics
- Investigate what is working in other states

**Stakeholders Strategic
Planning Meeting**

**Parents, state organization,
DCF, DOH, AHCA, NICU's,
school systems, Healthy
Start, Head Start**

Florida Interagency
Coordinating Council for
Infants and Toddlers

Early Steps State Office
Quarterly Report
January 26-27, 2010

Enthusiasm is excitement with
inspiration, motivation,
and a pinch of creativity.

- Bo Bennett

Early Steps Mission

Florida's early intervention system, through collaborative community partnerships and investments, ensures infants and toddlers with special needs and their families achieve their full potential in the context of everyday relationships, activities and places.

American Recovery and
Reinvestment Act (ARRA)

- Final allocation for Florida Early Steps is \$24,291,623
- \$6,484,074 has been spent on Direct Services from July 1 to December 31, 2009
- \$39,294 has been spent on program enhancement activity:
 - ITDS seeking student tuition support
 - The Florida Summit On Childhood Deafness
- Activity and news related to the ARRA Education funding can be found at <http://www.ed.gov/recovery/>

ARRA PLAN OUTLINE
Seven Investment Areas

- DIRECT SERVICES
- TECHNOLOGY
- PROVIDERS
- LOCAL EARLY STEPS GRANTS
- TRAINING DEVELOPMENT & DELIVERY
- PUBLIC AWARENESS
- THIRD PARTY REIMBURSEMENT ANALYSIS

ARRA Plan Recent Activity

- Most LES contract amendments for their enhancement projects have been executed
- Project is in place at UF to produce training materials on Primary Service Provider service delivery to be completed by June 2011
- 13 proposals were received to hire the 15 Provider Recruiters for each LES. Plan is to have a contract in place by March 1

ARRA Plan Next Steps

- Negotiating with EW Bryant to produce seven training initiatives
- Reviewing a proposal from Amy Wetherby to produce training materials / train the trainer for serving kids in the autism spectrum
- Buying PGP encryption software solutions for Early Steps requesting this

- Bobby Unser

**Success is where preparation
and opportunity meet.**

ARRA Federal Reporting

- Quarters 1 & 2 were submitted and accepted by the federal reporting system
- Some expenditures will not show in the correct service area due to federal data edits that required the provider DUNS #, zip code and Congressional District to match
Example. Treasure Coast (West Palm area) expenditures will show up in Orlando

State Policies

- OSEP should be approving our policies any day now
- Conference calls will be scheduled to go over changes with the LES
- Anticipate July 1 implementation to allow field time to assimilate changes

Child Outcomes Measurement

- Stakeholders from school districts and Local Early Steps Programs met in December
- Decision was made regarding the data entry requirement for the Battelle Developmental Inventory II
- Goal was to ensure high-quality data collection

BDI2 Data Entry Requirements

- Areas can choose to either enter "item level scores" or "raw scores"
- If choosing to enter raw scores, Beginning March 1, 2010, and continuing on a monthly basis thereafter, 20 percent of BDI-2 assessment records must be selected for verification

BDI2 Data Entry Requirements

- LES and Pre-K programs electing to enter raw score data will be required to provide a quarterly report to their respective state offices
- Conference calls have been scheduled to review these procedures on February 2nd & 3rd

Budget Update

Purpose of Trip	Estimated Cost of Travel	Actual Expenditures
FICCIT Meeting June 23-24	\$6,575.00	\$5,074.80
FICCIT Meeting Sept 22-23	\$6,575.00	\$4,254.15
FICCIT Meeting	\$6,575.00	
FICCIT Meeting	\$6,575.00	
Expenditures other than FICCIT Quarterly Meetings	\$700.00	\$453.93
TOTAL	\$27,000.00	\$9,782.88
	BALANCE	\$17,217.12

Aim for service and success will follow.

- Albert Schweitzer

FICCIT

Executive Committee Meeting Notes

January 26, 2010

3:00 PM – 4:15 PM

In Attendance:

Lynn Marie Price
Judy Corso
Karen Hartz
Roni Bader-Tables
Guest: Richard Fay, E.S. Provider

Next Executive Committee Call – Includes Laurie Blades, Outreach and Collaboration, Acting Chair - Tameka will schedule Executive Committee Call for early March

Outreach and Collaboration:

1. Distribution of Annual Report
2. Conversation with Families
3. Rotating Committee Chair
Laurie Blades – through April
Amanda Moore (tentative) – April-June
Lucy Morillo – June – September
Sharon Paul – September – January
4. Outreach of families about FICCIT
5. Early Steps staff to support committee

PDAT:

1. Updates on the Training Unit
2. Updates on Service Coordinator
3. Updates on Orientation Modules
4. Updates on IFSP Modules
5. Updates on Local Recruiter Position
6. Updates on Virtual ESE
7. Updates on Provider Enrollment

Travel/Meetings – Try to stick to every other meeting in Tallahassee

Provide Conference phone during Council Meetings – Tameka will investigate price and number and add to agenda

Membership – Follow Roberts Rules (add to bottom of Agendas) with only members speaking during meeting – all others speak during Public Forum posted times. Tameka will make color coded name tents to differentiate members, subcommittee members and guests.

**PERSONNEL DEVELOPMENT AND TRAINING COMMITTEE
FLORIDA INTERAGENCY COORDINATING COUNCIL FOR INFANTS AND TODDLERS**

**Meeting Notes
January 26, 2010
Tallahassee, Florida**

Members Present: Lois Maroney, Pat Grosz, Louise Boothby-Llorente, Carole West, Ernestine Kessel, Susan Donovan, Paula Kendig, Gail Underwood, Lourdes Quintana, Roni Bader-Tables, Judy Corso

Other Attendees: Haylie Smith, Liza Smith, LaTasha Dullivan, Kathleen Reese, Pam Tempson, Richard Fay, Lynn Marie Price

Welcome

The committee members welcomed Liza Smith as the new Training Unit Director for ESSO. Liza shared an update with the committee regarding ESSO training initiatives. Thanks to La'Tasha Dullivan for helping out as Liza adjusts to her new role at ESSO.

ESSO UPDATES

ITDS Checklist

The ITDS Checklist to be used during the provider enrollment process was distributed to all Local Early Steps (LES) offices via a weekly memo earlier this month. Feedback provided by committee members was incorporated into the document prior to submission.

Training Coordinators' Meeting

An update on the Training Coordinators Meeting was provided, including a brief discussion of the Service Coordinator Core Training Modules which are to be piloted during the Summer of 2010. The Early Steps Orientation Modules are expected to be completed in Spring of 2010, with the IFSP Modules projected for completion in Spring of 2010.

ARRA Project Updates

The LES Provider Recruiter position should be available for LES offices by Spring, 2010. 13 proposals were received, with the decision being made on 1/27/2010 as to the agency being chosen. LES offices will be involved in hiring process once decision is made.

The ASD Training proposed by Amy Wetherby with FSU is intended to address capacity issues across all LES programs, to ensure children with autism are served appropriately utilizing best practice.

ESSO has received a proposal from EW Bryant Associates regarding development of training materials related to the ESSO Training Plan. This proposal also includes a system for identifying and establishing a group of mentors across the state.

TEST (Tools for Early Steps Teams) is a pilot project which is taking place in the North Central LES program, in conjunction with University of Florida. The focus of this program will be on the processes associated with successful implementation of the IFSP within a Primary Service Provider Approach.

Other Updates

Statewide meetings may not occur during this fiscal year, due to severe travel restrictions in place due to budget cuts. Alternative funding for travel is being explored for the Service Coordinator Statewide Meeting.

Update on Virtual ESE program tabled until next meeting due to absence of Lori Romano from meeting today.

Provider Enrollment

Brief discussion regarding provider enrollment, with improvement noted in ESSO's processing of service coordinator applications. ITDS approval through ESSO also reported to be going well. Challenges still noted with EDS regarding Medicaid enrollment, however improvement noted by all LES directors at meeting.

Members discussed concerns that agencies enroll their licensed staff as Early Steps providers, but do not always enroll all of their other staff. These staff may see children under the license of the enrolled provider. Gail Underwood from Medicaid indicated that all services billed to Medicaid must be provided by the enrolled Medicaid provider, with the exception of licensed therapy assistants who bill under their therapist's number. ESSO staff indicated that all providers must be enrolled as Early Steps providers prior to providing services to Early Steps children and families.

A concern was raised regarding Certified Behavior Specialists and their role within Early Steps. Pat Grosz reminded members that local programs can make decisions as to the persons with whom they sub-contract within their local areas. Concerns were discussed surrounding some providers who may meet criteria for enrollment, but who have limited experience working with infants and toddlers.

New Members

Two new members were recommended for PDAT, to fill spots that were vacated by previous members. Louise Boothby-Llorente was invited to join the committee, as well as Melanie DiLoreto. Melanie is the parent of a child who was in Early Steps, and attended meetings prior to the most recent gubernatorial appointments to FICCIT. Judy Corso will invite Melanie to begin attending meetings again. Members were asked to share travel when possible, to reduce travel costs.

Hardship Waiver/ITDS Approval Process

Discussion regarding need for ESSO to re-assess need for continued use of hardship waiver as part of ITDS approval process. Recommendation brought to full FICCIT to recommend that Provider Recruiter be tasked with a needs assessment to identify capacity for all disciplines enrolled in each LES. A specific in-depth analysis is recommended for ITDS capacity issues, to identify if the hardship waiver continues to be needed.

Meeting Adjourned at 3:30 PM

**FICCIT Outreach and Collaboration Committee
Action Plan
1/26/10 Meeting**

In Attendance: Laurie Blades, Lorraine Allen, Lucy Morillo, Dawn Lynch, Sharon Paul, Catherine Duncan, Sue Loftis, Kelly Purvis, Lynn Marie Price, Karen Hartz, Aimee O'Sullivan

Annual Report			
Action	Person(s) responsible	Date Due	Outcome
Distribute annual report to Developmental Disabilities Council (will be at meeting tomorrow, 1/27) and FL Consortium of Advocates for Infants and Toddlers (Pat Grosz chair) for distribution to legislators. *Additional reports were delivered to legislative mail room for distribution to mailboxes at the beginning of the next session.	Karen Hartz	1/27/10	Complete
Committee draft letter for FICCIT chair's editing and approval as thank you letter to DD Council and FCAIT for their help in distributing annual reports and thank you note to families whose stories were used in annual report. Send to FICCIT chair for editing and approval.	Committee Chair	2/1/10	
Send copy of annual report and thank you note from FICCIT chair to families' whose stories were featured in report. Send thank you notes to DD Council and FCAIT.	ESSO	2/12/10	
Send copy of annual report to governor.	ESSO	2/1/10	
Formulate interview format for gathering family stories.	Catherine Duncan/Kelly Purvis	4/10	
Send format to report editor and FRS's. Gather stories at Family Café using interview format.	Catherine/Kelly Karen Hartz/Sharon Paul	4/10 6/10	
Designate report editor for 2009-2010 Annual Report to be contact person with State Office. Karen Hartz volunteered.	Committee	1/26/10	Complete

“Conversations with Families”			
Action	Person(s) responsible	Date Due	Outcome
Identify Spanish speaking local Early Steps staff member that could assist with Conversations with Families at Family Café.	Kelly Purvis	Next Meeting	
Forward results of response letter from Family Café to Kelly Purvis so she can work with Café organizers.	Sharon Paul	Upon receipt	
Obtain powerpoint presentation to go with Conversations with Families from Lou Ann Long. Forward to Karen Hartz and Sharon Paul.	Kelly Purvis	Next Meeting	Karen Hartz received CD with all info at FICCIT meeting 1/27/10
ESSO staff and/or FICCIT members give “free giveaway items” to state office staff for transport to the April meeting in Tampa or bring with them to April meeting in Tampa to give to Karen and Sharon for use at Family Cafe.	ESSO staff Tameka Davis FICCIT members	Next Meeting	

Committee Chair			
Action	Person(s) responsible	Date Due	Outcome
Create plan for rotating chair. Laurie Blades: January-June Lucy Morrillo: June-September Sharon Paul: September-January	Committee Members	1/26/10	Complete
Decide which ESSO staff will support committee. Kelly Purvis: Family Involvement- can delegate to Sue Cannon when needed Catherine Duncan: Public Awareness- can delegate to Dawn Lynch when needed	ESSO Committee	1/26/10	Complete

Collaboration with Homeless Organizations			
Action	Person(s) responsible	Date Due	Outcome
Formulate recommendations for collecting data on homeless children served through Early Steps.	Committee	Next Meeting	

Outreach to Families			
Action	Person(s) responsible	Date Due	Outcome
Discontinue use of palm cards as a means to recruit families for FICCIT.	Committee	1/26/10	Complete
Draft piece for local Early Steps FRS's to include in quarterly newsletter to parents as informational piece about what FICCIT is and why she joined the Committee.	Sharon Paul	2/10/10	
Email Sharon a sample excerpt for inclusion in quarterly newsletter.	Kelly Purvis	1/29/10	
Draft flyer including FICCIT logo and website for local Early Steps offices to distribute to families interested in advocacy. Focus the flyer on participation rather than membership.	Karen Hartz	Next Meeting	

Early Steps Annual Report Collaboration			
Action	Person(s) responsible	Date Due	Outcome
Kelly Purvis requested a volunteer to participate in a task force to analyze data collected from family surveys for indicators 4A, 4B, 4C. Sharon Paul and Aimee O'Sullivan volunteered.	Kelly Purvis	1/26/10	Complete

Children's Week Representation			
Action	Person(s) responsible	Date Due	Outcome
At reconvening of full committee, request volunteer from FICCIT who lives in Tallahassee to staff Early Steps table one day the week of April 12-16.	Karen Hartz	1/27/10	Complete