Montcalm County

Montcalm County Great Start Collaborative
Minutes
6/3/2020
11:30 am -1:00 pm
Join Zoom Meeting

I.   Call to order:
11:32 am by Karen Marsman

II.   Welcome & Introductions:
Present: Teresa Boyer, Faith Brophy, Kristen Bross, Renae Caudill, Chelsa Eggleston, Jessica Higley, Claire Hopkins, Liz Ingraham, Kayla Johns, Lori Kirkhoff, Terri Legg, Karen Marsman, Haley McLean, Lillie McNeil, Cari O'Connor, Nancy Secor, Melanie Steiner, Mindy Train

III.   Public Comment:
None

IV.   June Agenda Approval:
Motioned was made by Teresa Boyer and supported by Chelsa Eggleston, to approve the agenda of the June 3, 2020 meeting as presented, Motion carried.

V.   February Meeting Minutes Approval
Motioned was made by Kristen Bross and supported by Teresa Boyer, to approve the meeting minutes of the February meeting as presented, Motion carried.

VI.   Director Report: Cari O'Connor
2020-2021 Preschool applications are out: on line and paper versions are good to go. Please make sure that your URL is updated for the on line application (if you have the preschool application on line option). We are processing applications as they come in!
MSDS: Feb MSDS was GSRP count day. We met our 659 slot allocation obligation. This means that there will not need to be any adjustments in allocations with our sub recipients.
32P Guidance: We continue to receive weekly updates and guidance around 32P work plan and expectations. 32P was included in the MAISD Continuity of Learning plan where we had to identify items in our work plan that we were able to continue to do. We will be reviewing our 32P budget to identify areas that we need to change in order to continue to move the work forward in new and different ways.
School Readiness Advisory Council Meeting: Held virtually on 5/27/20 9:30 am – 10:30 Zoom invitation /information was sent to all GSRP teachers. 15 + participants. Focus Group with GSRP parent focus.
Parent Coalition Meetings are occurring virtually bi weekly on Facebook live. Connect with Montcalm County Great Start Facebook page for invite details!
TAG Submitted: Waiting for MDE to process funds and award. $20,000 ask, focused on PC in Tri County, continued foster parent supports, and Talking is Teaching supports for existing programs. Supposed to start July 1, 2020 however we are still in a holding pattern.
Playgroup activities are occurring virtually weekly through June 2020. All families with children under 5 welcome to participate. Literacy support is continuing via mailing books.
Montcalm County is officially a Talking is Teaching Community: See this amazing website for Math, Literacy and Social Emotional Development resources!   All GSRP families received the Talking is Teaching newest resource: Let's talk about Math!
https://talkingisteaching.org/resources

We would be happy to support anyone who is interested in sharing talking is teaching materials. Please connect with Chelsa if you have a desire to learn more! Campaign that is part of Too Small to Fail. Talking is Teaching: Talk, Read, Sing" is a public awareness and action campaign that helps parents recognize their power to boost their children's early brain and vocabulary development through simple, everyday actions - like describing things while walking outside, or singing songs together during bath time. Using books, parent videos, text messaging, social media, and information from expert partners, Lots of resources to support parents as their child first and best teachers!

Dolly Parton Imagination Library Annual Report: Thank you for your continued partnership! During these circumstances, books mailed to young children at home is more critical than ever!

Status of Young Children Report: Annual report has been released and is in your board packet.

Preschool Bill board campaign to help support Joint Recruitments efforts: $150 for logo on 1 board/ doing 3/ Minimum 4 week exposure. Email Cari logo & confirmation you would like to be involved. Bulling will occur later.

Food Pantry Network: We are partnering with our existing food panty and EFSP networks to get information to families. COVID 19 support has been provided through Director Participation in EFSP. Within the last 60 days: Over $50,000 in Federal monies allocated to food and shelter in Montcalm as well as over $130,000 in Ionia and Montcalm County food and shelter supports.

MCGSC Executive Committee: Endorsed GSRP 2020-21 ask in March. Asking for 700 + slots (maximum the formula says we can ask for).

Momentum Grant Opportunity: Child Care focus, data based. Hoping to address child care desert and issues COVID reinforced.

Census Reminder!! It Matters

MAISD Early Childhood Continuity of Learning Plan was a part of the MAISD plan, Approved and posted on MAISD website per requirement. Virtual focus supporting parents during this unprecedented time.

Support & Recognition:
GACF: DPIL supporters
Partners stepping up to help deliver books for playgroup, Baby Shower bags, etc.
Baby Shower Bag contributors & Summer Bag Contributors!

VII. **New Business:**
A. **Montcalm Care Network Infant Mental Health: Tara Allen**
   PowerPoint attached
B. **United Way COVID 19 Update: Haley McLean**
   PowerPoint attached
C. **2020-21 GSRP Implementation Plan & Documents *Action: Cari O'Connor**
   Motioned was made by Kristen Bross and supported by Teresa Boyer, to approve the 2020-2021 GSRP Policy and Procedures manual and the 2020-2021 GSRP Handbook with adding the 1-800 number for Great Start to Quality, Motion carried.
D. **Early On Grant & Data Review *Action: Teresa Boyer**
   Early on grant attached, *Motioned was made by Renae Caudill and supported by Nancy Secor, to approve the agenda of the Early On Grant as presented, Motion carried.*

VIII. **Old Business:**
A. **Dolly Parton Imagination Library update**
   1,100 children enrolled, 2019 Annual report available on www.GreatStartMontcalm.org
B. **LICC Report- Teresa Boyer**
   Report attached

IX. **Committee Reports:**
A. **Executive & Communication: Karen Marsman**
   Discussed GSRP allocation update, committee updates, TAG funding for the fall of 2020, COVID essential worker update, Talking is Teaching update
B. **Early Care & Education: Mindy Train**
   Save the date for the early childhood conference went out. Maggie Lancaster from the Grand Rapids Children's Museum, will discussing the benefits and importance of play

C. **Family Wellness: Karen Marsman**
   Starting to deliver baby shower gifts, doing door drops
D. **Parent Leadership: Chelsa Eggleston**
   Been doing bi-weekly parent coalition zoom meetings

X. **Roundtable Updates:**
- **Karen Marsman**: Still meeting client/community needs, grab and go, clients call with needs and set up items outside. Hopefully in the next couple weeks setting up appointments for one client at a time. Normal hours July 13th hopefully. Currently serving 20-25 clients each grab and go day
- **Cari O'Connor**: Parents connect with Mindy to fill out harmonium, still looking items for summer bags, thank you card
- **Liz Ingraham**: A lot of virtual, zoom group for the community, fb engagement, telehealth, next phase start seeing individual in small settings that are at high risk or concerns about, working on doing more face to face services
- **Teresa Boyer**- Thank you to United Way for the great information, Cari being amazing leader for Montcalm county
- **Lillie McNeil**- Trainings in virtual session, childcare providers access the childcare relief grant open/closed can received it Michigan.gov/childcare MC Providers 63 providers/53 applied
- **Claire Hopkins**- Services are still operating, telehealth continue to send referrals
- **Nancy Secor**- collection artwork, that she would like to donate
- **Kayla Johns**- Material Infant Health is able to bill telehealth services, April/May 130 client drop offs, still doing car set installs
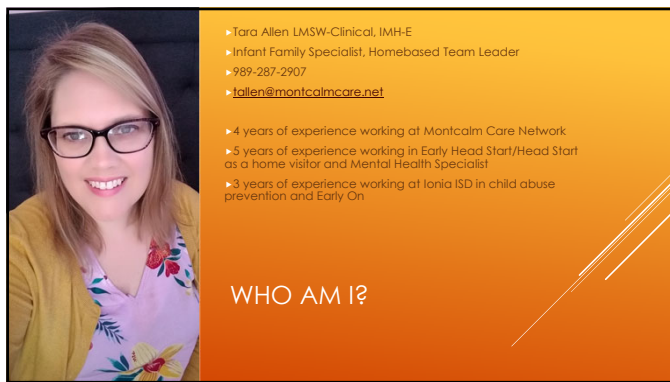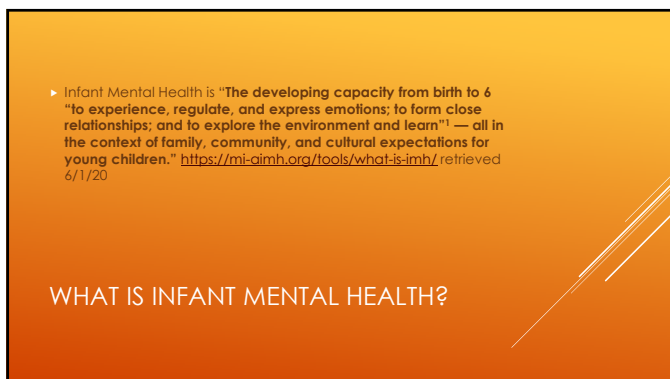
XI. **Adjournment**
   Adjourned at 1:38 pm, *Motioned was made by Mindy Train and supported by Renae Caudill, Motion carried.*

Next Meeting Date: <u>August 5th, 2020 11:30 am – 1:30 pm at the MAISD 621 New St Stanton</u>
**Please see our website for the most updated calendar information at www.GreatStartMontcalm.org.

INFANT MENTAL HEALTH

Montcalm Care Network

- Tara Allen LMSW-Clinical, IMH-E
- Infant Family Specialist, Homebased Team Leader
- 989-287-2907
- tallen@montcalmcare.net

- 4 years of experience working at Montcalm Care Network
- 5 years of experience working in Early Head Start/Head Start as a home visitor and Mental Health Specialist
- 3 years of experience working at Ionia ISD in child abuse prevention and Early On

WHO AM I?

- Infant Mental Health is "**The developing capacity from birth to 6 "to experience, regulate, and express emotions; to form close relationships; and to explore the environment and learn"[1] — all in the context of family, community, and cultural expectations for young children.**" https://mi-aimh.org/tools/what-is-imh/ retrieved 6/1/20

WHAT IS INFANT MENTAL HEALTH?

"MI-AIMH hopes to see all infants, toddlers and young children being nurtured and protected by caring adults – most often their parents – in a way that provides the basis for secure parent-child relationships. It is within these special relationships that infants, toddlers and young children build strong (or weak) foundations for all emotional, cognitive, and social development. Research has also made the link between these strong early relationships and a person's lifelong physical health.

Ultimately, when parents and other caregivers are responsive, protective, and stable, infants, toddlers, and young children become confident, resilient, better able to manage their emotions, and have the capacity to connect with their caregivers in healthy ways." https://mi-aimh.org/tools/what-is-imh/ retrieved 6/1/20

WHY IS IT IMPORTANT?

We have served 69 individuals since January 2019.

Of those, 14 were children under the age of 4 with an age range of 5.28 months to 47 months. Average age of 31.57 months at intake. 9 of those 14 children are male and 5 are female.

For children, the majority of diagnoses were unspecified trauma and stressor related disorder and unspecified disruptive, impulse-control, and conduct disorder.

Parents are aged 18-39. One father was served compared to 54 female caregivers. For adults, the top four diagnoses were Major Depressive Disorder, Post-Traumatic Stress Disorder, Borderline Personality Disorder, and Generalized Anxiety Disorder.

Average length of services is 366 days; however, 36 of those consumers are still open to services.

WHO DO WE SERVE?

Pregnant Women in their third trimester

Primary Caregivers with a mental illness that puts their ability to care for their child at risk- may be the mother or father

Infants, Toddlers, and Preschoolers up to age 48 months.

WHO QUALIFIES FOR INFANT MENTAL HEALTH SERVICES?

- Scores in the Area of Need on the DECA I/T
- Social-Emotional delays on the IDA, significant gross motor delays with no apparent cause
- Scores above the cut-off on the Edinburgh Depression Screening
- Babies/toddlers that appear anxious/depressed, difficult to console
- Failure to Thrive
- Lack of stranger anxiety/separation anxiety
- Behaviors such as head-banging, biting, aggression
- Asked to leave child care or preschool due to behavior
- Derogatory language used by the parent toward the child
- Trauma (High ACES)
- Parental Substance Use
- Parental Mental Health Concerns- history of suicide attempts/psychiatric hospitalization, depression, anxiety, PTSD, personality disorders
- CPS involvement/history of removal

RED FLAGS

- Support relationship between primary caregiver and child, exploring parenting patterns and "ghosts in the nursery".
- Provide education about child development
- Promote healthy living- well child checks, immunizations, healthy eating, safety
- Partner with Early Head Start/Head Start, United Lifestyles, Early On/schools, CPS, medical providers
- Attend doctor's appointments, collaborative meetings
- Refer to agencies to assist with meeting family's basic needs
- Use a family-centered approach to build a healthy relationship between parent-child
- Advocate for the child

WHAT DO WE DO?

- Weekly home visits are typically two hours long

- Services provided by Infant Mental Health endorsed therapist. Supports include Homebased Parent Peer Support Specialist, Homebased Aide, Integrated Health Peer Support Specialist, Employment Services, Wellness Works, Nursing, and Psychiatric Care.

- Scheduling is based on need- higher intensity of services may be provided for a family at increased risk

- Transportation is available once other resources are exhausted

HOW DO WE DO IT?

- Support policies that support young children and their families
- Support quality child care
- Support staff development/consider IMH endorsement
- Early identification through screening tools (ASQ-SE is another tool that is available)
- Substance use prevention
- Talk openly about mental health and trauma to de-stigmatize it
- Build adult resilience

HOW TO HELP?

- It is best to have the client call us directly at 989-831-7520 to request services and schedule an intake appointment.
- In order to collaborate with providers, we need a release of information, signed by the client.
- Due to COVID-19 precautions, we are limiting face-to-face contacts and primarily offering telehealth services via video and telephone.

REFERRALS

- Center on the Social and Emotional Foundations of Early Learning: http://csefel.vanderbilt.edu/
- Devereux Advanced Behavioral Health Center for Resilient Children: https://centerforresilientchildren.org/
- Michigan Association for Infant Mental Health (MI-AIMH): https://mi-aimh.org/
- Montcalm Care Network: https://montcalmcare.net/
- Piplo Productions: https://piploproductions.com/stories/
- Zero to Three: https://www.zerotothree.org/early-development/infant-and-early-childhood-mental-health

RESOURCES

Phase 1 – Gather Partners

- EightCap
- Montabella Ministerial Association
- Montcalm ISD
- IM Kids 3rd Meal
- Helping Hands
- Tri-County Schools
- VFW Ladies Auxiliary
- DHHS
- Manna's Market
- RAVE

- Have Mercy
- Greenville Nazarene
- East Montcalm Baby Shower
- Lakeview Ministerial Association
- Hope's Pantry
- Endeavor Center
- M46 Tabernacle Pantry
- Saranac Community Church
- VFW Auxiliary Food Pantry

- Backpacks for Bellies
- Zion Community Food Pantry
- Shiloh Community Church
- First Church of God
- Barrie's House
- Stanton Trinity Church
- Youth for Christ

Phase 1 – Plan Food Trucks

Phase 1 – Create a Communication Channel

Phase 1 – 211

▶ Worked with community partners to update 211 with the most up to date information to provide the best resource possible

▶ Receiving COVID-19 questions

▶ Volunteer resource

Impact – Food Trucks

March 21, 2020 – May 28, 2020

Locations

- ▶ Gowen
- ▶ Belding
- ▶ Tri County
- ▶ Greenville
- ▶ Ionia
- ▶ Edmore
- ▶ Saranac
- ▶ Stanton

904 Volunteers working 2,212.5 hours

287,985 pounds of food distributed

5,574 households served

17,708 individuals served

- ▶ 5,776 children
- ▶ 3,512 senior citizens
- ▶ 574 veterans

Impact – 211

135 – Ionia

Top Needs

- Food Pantries
- Rent Payment Assistance
- Electric Service Payment Assistance
- Food Lines
- Gas Service Payment Assistance
- Heating Fuel Payment Assistance
- Online Tax Preparation/E-Filing Sites
- Specialized Information and Referral
- Unemployment Insurance
- Information Request
- At Risk/Homeless Housing Related Assistance Programs

197 – Montcalm

Top Needs

- Electric Service Payment Assistance
- Food Pantries
- Heating Fuel Payment Assistance
- Rent Payment Assistance
- AARP Tax Aide Program Sites
- At Risk/Homeless Housing Related Assistance Programs
- Food Lines
- VITA Program Coordination
- VITA Program Sites
- Disease/Disability Information
- Gas Service Payment Assistance

Phase 2 – COVID-19 Response Mini Grants

- ► Food and shelter during COVID-19
- ► Up to 2,500
- ► May 1, 2020 – COVID19 response
- ► Simple grant application
- ► Simple grant reporting
- ► EFSP Local Board reviews all applications

Mini Grant Impact

Organization:	Granted Amount:
▶ HELPING HANDS INC	2500
▶ Relief After Violent Encounter - Ionia/Montcalm, Inc.	2500
▶ AlphaFamilyServices of Greenville	2000
▶ Ionia County ISD/IM Kids 3rd Meal	10,000
▶ Lakeview Ministerial Association	2500
▶ Trinity Church	1600
▶ Ionia church of the Nazarene	2250
▶ Montabella Ministerial Food Pantry	450
▶ Hope's Pantry	2000
▶ Bread of Life Pantry - Have Mercy	2500
▶ Sheridan Assembly of God Food Pantry	2500
▶ M-46 tabernacle pantry	1500
▶ Manna's Market, Inc.	2500
▶ Endeavor Center	2500
▶ Settlement Lutheran /Barrie's House	2500
▶ Portland Backpack for Bellies/Portland Community Fund Association	2500
▶ Have Mercy	2500
▶ Greenville First Church of God	1500
▶ EightCAP	2500

Early On - Federal - Service Area Plan

Agency: Montcalm Area ISD	2020 - 2021	Recipient Code: 59000

Instructions: Briefly describe each of the following components of the local system. Please refer to the Service Area Plan Instructions posted on the View/Edit page to be sure all topics are covered.

Section 1. Identification

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No

Description of Local System (See Service Area Plan Instructions.)

PRIMARY REFERRAL SOURCES AND CHILD FIND SYSTEMS DATA COLLECTED SHOWS MOST REFERRALS IN MONTCALM COUNTY CONTINUE TO COME FROM HOSPITALS, PHYSICIANS, DHHS, AND FAMILIES. OTHER AGENCIES SUPPORT AS WELL (SCHOOLS, UNITED LIFESTYLES, ETC.) The agencies listed meet every other month for the LICC and Great Start Collaborative meeting. EO has partnered with many of these agencies for larger child find efforts--such as billboards, radio advertisements and interviews, weekly playgroups across the county, local restaurant placements, presentations to parents (Planting the Seeds Conference and MOPS), facebook, and community outreach events.

UNDER SERVED POPULATIONS Under served populations such as limited or low literacy, or non-English speaking populations are served by using collaboration with agencies that have regular contact. By maintaining strong relationships with Early Head Start, Montcalm Care Network, Department of Health and Human Services, AND local elementary schools THROUGH THE GREAT START COLLABORATIVE, Early On is able to take advantage of expertise and proximity to the populations mentioned. Materials are provided to our collaborators in languages other than English. Early On has access to Spanish and sign language interpreters and can assist limited or low literacy persons by reading documents aloud, ANSWERING questions at a level that can be understood and transcribing responses.

COLLABORATIVE EFFORTS: Early On is well connected with DHHS, Great Start and Early Head Start. Most conversations about child find collaborative efforts happen at the Great Start Meetings, through phone conversations and face to face meetings. EHS AND EO HAVE BUILT AN ONGOING PROCESS OF COLLABORATING TO MEET NEEDS OF LOCAL FAMILIES.

LOCAL PROCESS FOR REFERRALS: When referrals are received, the family is contacted by AN EARLY ON STAFF MEMBER. That initial contact is made by telephone, if available. The Early On Michigan Family Guidebook is provided at the first home visit. An Ages and Stages Questionnaire may be provided for the family to complete an OVER THE PHONE OR in-home screening. A family may request an evaluation at any time. When a phone call is not successful, contact is made by mail, text and/or a home visit. All attempts to contact families are documented on the "IFSP Contact Log" which is included in each Early On file. If families do not respond, or the staff is unable to find the family, a letter is mailed to invite the family participation IN AN EVALUATION. At the first home visit, the evaluation team introduces the family to the Welcome to Early On and Family Rights sections of the Early On Guidebook, and completes the Consent to Evaluate and Authorization to Share Information with the family. Technical assistance is available to any service provider who has the need for additional training to introduce and complete the necessary documents with families.

a. Describe Public Awareness Activities:**Billboards that showcase EARLY ON, **Community radio station interviews explaining What Early On is, Who it's for, How to make a referral **Community Playgroups-weekly in four locations across the county--open to the public **EO Booths with information and sign up for Connections at We Care for Kids family fun day, Montcalm County 4 H Fair Children's

Day, and Planting the Seeds Conference **Flyers distributed to local agencies and baby pantries through Great Start Collaborate and Area Service Providers. ** EO Public Awareness materials have been prominently hung in all Montcalm County GS Classrooms.**MAISD Website and MAISD Special Edition Newsletter showcase Early On Referral Information **Advertising on local restaurant place mats All community activities for EO are advertised through MAISD EO Facebook Page, and Montcalm Area Great Start Facebook Page

b. Describe Child Find efforts for Birth to Three:Please see Identification section and part a above. Child find efforts are truly an inter-agency collaboration in Montcalm County.
   The strong partnerships are the primary way to identify infants and toddlers who require Early On support.

c. Describe Child Find efforts specific to Birth to One:Early On Partners with United Lifestyles and Great Start's welcome baby program. This is the primary way children zero to one are identified. Additionally, doctor's offices and EARLY Head Start connect families with Early On at the beginning. Local hospitals in the county and local area know to contact Early On immediately for every premature baby born. MAISD has partnered with Alpha Family Center to provide additional information to families with new babies.

d. What method is used to collect data on referrals?The administrative assistant keeps a local Access data base.

e. If available, between 1/1/2019 to 12/31/2019, how many referrals were received?319. This is up 36 referrals from 2018 and 84 from 2017.

f. Of those referrals, how many resulted in an evaluation?EDIT

   170. This is up from 2017 by 39 Evaluations

g. Of those referrals, how many resulted in an IFSP?EDIT
   123. This is up from 2017 by 24 IFSPs.

Section 2. Eligibility Determination

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No

Description of Local System (See Service Area Plan Instructions.)

EVALUATION PROCESS The Montcalm Area Intermediate School District Early On process adheres to the definition of developmental delay and established conditions recognized by IDEA AND Michigan Eligibility Criteria and Procedures. All children who are found to be eligible are afforded all rights under the Early On system.

To determine eligibility, the criteria for informed clinical opinion is based upon statements from the child's physician, vision and hearing screens (completed in home as part of the initial eligibility determination), and the results of the Infant-Toddler Developmental Assessment (IDA), which is completed by trained IDA practitioners. All 0-3 Staff have been educated on the updated pre-existing consitions list for Early On and IT WAS REVIEWED MAY 1, 2020.

 Montcalm Early On provides a timely, comprehensive, multi-disciplinary evaluation and assessment of each child, following a signed consent to evaluate, including assessment activities related to the child and the child's family. Voluntary family assessments are conducted by TWO qualified staff, using the IDA RESULTS as a basis, along with a specific family information page within the IFSP. Evaluation refers to the procedures used to determine eligibility for Early On services. In the Montcalm Area, the Infant-Toddler Developmental Assessment (IDA) is use for evaluative purposes, as well as gathering family information. Assessment refers to the ongoing procedures to identify the child's strengths and needs, the family's resources, priorities and concerns, and the nature and extent of services for which

the child and family qualify.

Evaluations and assessments are conducted in the native language of the child/family, or in their mode of communication. All evaluation and assessment procedures and materials are selected and administered so as not to be racially or culturally discriminatory. No single procedure is used as the sole criterion to determine eligibility and all procedures are conducted by qualified staff.

WHO CONDUCTS THE EVALUATION Evaluations for Early On Eligibility are completed by any of the MAISD service providers. All are fully trained in administering the IDA. Staff always evaluate in pairs.

MMSE evaluations are completed by certified staff based on the state of Michigan's requirements for special education services, which usually includes a Speech and Language Pathologist, a Early Childhood Teacher and may include a Occupational Therapist, School Psychologist Physical Therapist, VISUAL IMPAIRMENT Teacher Consultant, Orientation and Mobility Specialist, Teacher of Deaf and Hard of Hearing and/or School Social Worker. All 0-3 Staff have been educated on the updated MMSE Guidance documents for SLI, ECDD, OHI AND ASD.

MAISD is set up for a single tier system where all staff are highly qualified education providers and evaluators.

a. Is Post-Referral Screening conducted? ☑Yes ☐No

If yes, describe the procedures: DURING COVID 19, STAFF MOVED TO SCREENING ALL REFERRALS. AT OTHER TIMES, If needed, Early On Staff provide screening of children through the Ages and Stages questionnaire. This information helps determine if further evaluation is warranted. When the referral first comes through, parents are informed through a mailed letter information about the referral process and the right to request an evaluation at any time if the child is not found eligible. This information is also communicated over the phone or text through the Early On Service Provider. When a screening occurs, an authorization to share (protected information) is obtained from parents and medical records are requested. A Prior Written Notice is completed for the screening.

If staff and/or the parent question if an evaluation should be completed, a full Early On evaluation is completed.

Section 3. IFSP Development

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No
Description of Local System (See Service Area Plan Instructions.)
TIMELINE: A locally generated and routinely maintained data base, ALONG WITH MiSPE, is used as a monitoring tool to ensure SERVICE PROVIDERS ARE AWARE OF THE 45 DAY TIMELINE AFTER A CHILD'S REFERRAL. Letters sent to families, as kept in the child's file, document that families are contacted within 10 days of the initial referral. When the IFSP is not completed within 45 days of referral, documentation is included in the file indicating the reason(s) for the missed time line. Every attempt is made to ensure IFSPs are completed within the 45 day timeline.

ESTABLISH IFSP TEAM: Many factors are considered, including any family relationship from previous Early On Referrals or involvement, primary area of concern for child, geographic location. This occurs during Primary Service Provider meetings. (MEETINGS ARE TYPICALLY WEEKLY)

ASSESSMENT During the Multi-disciplinary evaluation, family concerns and priorities are addressed

along with the evaluation results of the child. This process of gathering information continues at each visit prior to the writing of the IFSP. The multi-disciplinary evaluation is completed prior to the writing of the IFSP. Family input is highly encouraged and valued. The IDA is the primary tool used for evaluation of every child birth to 3. Along with the IDA, observations, Ages and Stages Questionnaire, DECA and family report ARE used for child assessment. Family assessment information is collected through a Child and Family survey that is mailed prior to the initial visit. PROVIDERS OBTAIN A SIGNIFICANT OF INFORMATION FROM THE FAMILY AS PART OF ASSESSMENT, OFTEN USING THE PARENT SECTION OF THE IDA ALONG WITH ROUTINE BASED INTERVIEW QUESTIONS. OBSERVATIONS ARE MADE HOW THE CHILD INTERACTS WITH HIS/HER CAREGIVER(S). If a child is evaluated for MMSE, in addition to the assessment tools listed above, the team may consider using PLS-5, REEL, Rozetti, Sensory Measuring Profile, CASLLS, SKI-HI, Peabody and other assessment tools as appropriate.

Early On Service Providers meet weekly to discuss children. If the Primary Service Provider sees a greater need AFTER COACHING AT MEETINGS, THEY MAY REQUEST ANOTHER SERVICE PROVIDER TO JOIN THEM FOR A CO-VISIT. Additionally, the PSP might re administrator the IDA or a checklist to identify areas of need. The observations and data, drive the conversation and if the PSP/team suspects a child is potentially eligible for MMSE OR Part B, the special education referral process is started through scheduling a REED with the family and THE APPROPRIATE EVALUATING STAFF.

REVIEWS The locally developed and maintained data base, ALONG WITH MIPSE, is used to monitor time lines of initial evaluations, annual IFSPs, Periodic reviews and transition planning. Primary Service Providers are provided with weekly updates from the administrative assistant which indicate due dates for review and annual IFSPs. The databases contains the child's name and date of birth, transition window, REED date, Transition plan date, transition conference date, Part B IEP window, and Part B IEP completion date. This information is discussed on a weekly basis at staff meetings. To track periodic and annual reviews, the IFSP contact log contains a chart at the top of the page for service coordination. This chart is highlighted and clearly identifies 45 day timeline, Transition window, etc. SPORADIC file reviews continuously monitor staff accuracy of timeliness of reviews.

Section 4. Service Provision

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No
Description of Local System (See Service Area Plan Instructions.)
SERVICE PROVIDERS AND COORDINATION All 0-3 service providers are employees of MAISD.

TIMELY SERVICE Training is provided for all service providers on timely service. MAISD RECOMMENDS SERVICE PROVIDERS INITIATE SERVICE AT THE FIRST VISIT. Service providers document service initiation on the MAISD Early On Process Checklist Referral Service Initiation form AND OFTEN ON THE HOME VISIT ACTION SHEET. The checklist is completed from initial referral through evaluation, IFSP development, Initial IFSP meeting, with reminders of Prior Written notice for each step of the process. Files are reviewed and timely services are double checked at that time. Additional training is provided for any service provider who needs it. Additional documents have been created to support Service Providers to ensure timelines are met (EO Referral Process and Timelines).

NATURAL ENVIRONMENT MAISD fully believes the natural environment is CRITICAL FOR FAMILY LEARNING. Natural settings might include a visit to the local grocery store with the family, eating a restaurant, visiting the library, the grandparent's home, child's daycare, one of the 4 county wide

playgroups during the week and of course the family's home. If a family must meet in non-natural environment, it is documented on the contact log. If it is a permanent or long term non-natural environment, it is documented in the IFSP.

CENTRAL DIRECTORY Early On partners with Great Start for a Resource Directory of a Supports that is given to all families who have an Early On Referral (children who qualify and do not qualify). This directory is provided in a yellow folder that also shares information on Great Start, Parent Coalition, Community Agencies, etc. The Directory lists very specific information for agency connection and emergency numbers.

YEAR ROUND SERVICES MAISD runs a balanced calendar with flexible hours for all service providers which runs during the summer. In addition, staff set her/his own schedule to meet the needs of the families they serve. At any given time, there are staff to take in referrals, evaluate and initiate services with families.

Section 5. Transition

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No
Description of Local System (See Service Area Plan Instructions.)
TRANSITION WINDOW: MAISD uses a internal generated data base is to monitor Transition time lines. Transition due date listings are provided to service coordinators at their regularly scheduled weekly meetings (Reminder List for MMSE and EO). The reminder list indicates which children need a Plan, a Conference or both. MIPSE PROVIDERS REMINDERS TO STAFF REGARDING TRANSITION PAPERWORK NEEDING TO BE COMPLETED AND THE TIMELINE. The MAISD Early Childhood Transition Guidance document clearly outlines the process for staff to follow for a transition plan, and conference. The document also gives guidance for when a child is in a special education referral and the window is open. THIS DOCUMENT WAS REVIEWED MARCH 2020.

TRANSITION PLAN: The Plan is held with an initial, annual or periodic review IFSP. The service provider works with the family to identify family's wishes, priorities and questions. Together they put together a plan of options for the child and identify resources needed. If the family has other agencies they work with, the service provider asks who they would like to attend the Planning Meeting.

TRANSITION CONFERENCE: A TRANSITION CONFERENCE IS HELD FOR ANY CHILD WHO IS MMSE (MAYBE COMBINED WITH A PLAN OR HELD ALONE). If a child is in Part B referral and has the Transition Window open, MAISD holds a Transition Conference AND Plan. "Part C to Part B LEA Guidance Document", "Procedure for Moving Part C to Part B or Exit EO", "Transition Planning". ARE INTERNAL DOCUMENTS USED FOR GUIDANCE.

COORDINATION: LEA Part B staff have an awareness of every child in Early ON and Early On MMSE as described below in NOTIFICATIONS. To coordinate for an IEP, the Service Provider emails each local director to schedule a time and location for the meeting that works with the family's schedule.

NOTIFICATIONS The service provider invites the LEA to every Transition Conference through a special education invite. In addition, the service provider completes an internal form "Transition to LEA" for EVERY child in Early On (MMSE OR MOVING TO A PART B REED/HAS A PART B REED OPEN) to share student strengths, limitations, data collected, evaluation results and possible recommended next steps. This form is completed and sent during the Transition Window. The Service Provider updates it as necessary and a new form is sent to the LEA. The Special Education Supervisor also sends lists

MONTHLY of all children who are served 0-3 by MAISD to the Local District Special Education Director where they live. The Special Education Supervisor provides training at monthly coordinator meetings to help the LEA understand local requirements and the transition process .

Section 6. Procedural Safeguards

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No

Description of Local System (See Service Area Plan Instructions.)

FAMILY AWARENESS A copy of Early On Family Rights (Early On Guidebook) is provided to each family upon receipt of referral. During the initial home visit, the parent is informed of their procedural safeguards by the home visitor. This information is provided within the family's native language . IF THE FAMILY SPEAKS SPANISH OR IS DEAF AND HARD OF HEARING, AN INTERPRETER IS BROUGHT ALONG AND REACHES OUT PRIOR TO THE MEETING. Each family will be given a copy of the Your Family Has Rights Flyer at every Annual, and Periodic IFSP, along with at any Transition Conference. If the child qualifies under MMSE, the Special Education Procedural Safeguards are also given at the same time frames as Early On only.

ACCESSING COMMUNICATION Please see Under served Populations under question 1.

 CONSENT TO SCREEN If screening is going to be completed, parents are given written notice of the screening and asked to provide consent. The notice is discussed on the phone OR IN PERSON with paper copy given via mail or in person. The consent to screen is signed at the visit to the family's home and written notice is delivered.

 CONSENT TO EVALUATION Prior to obtaining initial consent to evaluate, a written notice is provided to the family indicating the recommendation for an evaluation. If this is completed over the phone, it is given in person to the family. Consent to evaluate is obtained before any evaluation is completed. A parent or legal guardian is given an Early On Family Guidebook prior to evaluation. Information from the these booklets is discussed with the parent or legal guardian and parents are fully informed of each test being recommended prior to giving consent. Service Providers explain Early On Evaluation and if relevant MMSE Evaluation for further consent. Service providers make sure the parent understands and agrees in writing to the carrying out of the assessments for which consent is sought.

 AUTHORIZATION TO SHARE INFORMATION Early On Request for Protected Information (Health and Agencies) lists the records that will be released and to whom; and the parent shall understand that the gathering of consent is voluntary on the part of the parent and may be revoked at any time. Early On request for protected information for health and/or agency support is signed by the parent and kept in the student's file while enrolled in Early On. These forms are explained in detail at the first visit with the family and consent is obtained at that time. This information is updated as needed.

 PRIOR WRITTEN NOTICE: Families are provided with written notice prior to proposing or refusing to initiate or change the identification, evaluation, placement or provision of appropriate early intervention services. At the time of scheduling on-going assessment of the child's development, parents are informed that the assessment may change their child's eligibility for Early On services. The Early On Service Provider initials the Notice after after informing parents of their rights. MAISD Early On Service Providers have met with EOTTA for further Notice Training and created internal guidance documents for providers to utilize. AT THIS TIME MAISD IS USING THE EOTTA ONE PAGE NOTICE PAGE HOWEVER THIS MAY CHANGE WHEN MOVING TO MIPSE JULY 1ST, 2020.

PROTECTING CONFIDENTIALITY Records are shared with only those agencies and persons indicated by the family and as documented through Early On Request for Protected Information (Health and Agencies). A log is kept in the Administrative Assistant's office indicating who within the main agency (ISD) has accessed the child's file. Additionally, when information is requested or shared, copies of the accompanying letters are kept within the child's file. Files are kept in this locked area. A LIST OF ALL CHILDREN IN EARLY ON WITH DIRECTORY INFORMATION WITH THE LOCAL DISTRICT THEY RESIDE IN. IF THE CHILD IS TRANSITIONING TO PART B, THE SERVICE PROVIDER SHARES INFORMATION WITH THE LOCAL SCHOOL DISTRICT TO PREPARE FOR A SMOOTH TRANSITION. PARENTS ARE MADE AWARE OF THIS PROCESS.

DISPOSITION OF RECORDS Disposal of records is discussed with a parent or legal guardian during the transition process. The transition plan contains a section where the parent or legal guardian may request that a copy be forwarded to the receiving program or provider, and/ or placed in the child's special education file with location where the record will be maintained, or if the child is Part C only, they are informed the record will be securely maintained for 7 years after the 3rd Birthday and that only they may have access to it prior to record destruction at the end of the 7 years.

MEDIATION, DUE PROCESS AND COMPLAINTS Primary Service Providers are trained to listen to families and support them through any concerns, questions and/or complaints. When conflicts arise, the Supervisor is used as a resource. Should concerns persist, procedures developed at the state level will be followed.

Section 7. Personnel

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No
Description of Local System (See Service Area Plan Instructions.)
AREA OF RESPONSIBILITY MAISD has an Early Childhood Supervisor who oversees the program and is ultimately responsible for all of the Early On Program. Day to day Service Provision is provided by ECSE Teachers, SLPs, OTR, PTs, COTA, Early On Service Provider, and SSW under a Primary Service Provider Model/ THE OTR ALSO OVERSEES AND SUPPORTS TWO COTAs. Data is collected and maintained within internal databases and State Databases by an administrative assistant. Finances are overseen by the Associate Superintendent of Finance and her business office staff.

STANDARDS MAISD uses TWO Occupational Therapy Assistants. THEY are fully supervised by an OTR. Additionally, they both participate in all Early On Trainings and updates. She is fully supported by all other staff in the Early On Department.

RECRUITMENT NO RECRUITMENT WAS NEEDED FOR THE ONE OPENING STARTING JULY 2020 DUE TO A RETIREMENT--INTERNAL MOVEMENT OCCURRED WITH A FULLY LICENSED OTR STARTING JULY 1, 2020 AS A PRIMARY SERVICE PROVIDER AND CO-VISITOR ALONG WITH BEING SHARED WITH A FEW OTHER PROGRAMS.

ORIENTATION All Early On staff complete the Essentials of Early On Training. This is documented and tracked through EOTTA and a checklist by our Early CHILDHOOD SUPERVISOR. Additionally, current Service Providers mentor and support new Service Providers in many areas-- including IFSP writing, RBI, Prior Written Notice, etc. These documents are available for any Service Provider to use. All Early On Staff participate in IDA Training.

IN SERVICE TRAINING The Early CHILDHOOD Supervisor regularly requests input from Primary Service Providers regarding their own identified training needs at staff meetings . Training issues and updates are discussed during LICC reports in conjunction with regularly scheduled Great Start Collaborative meetings. EOTTA is used regularly--in person and webinars. All Early On Service Providers will have the opportunity to attend the Early On Conference.

ESSENTIALS OF EARLY ON TRAINING See above. All current staff have completed the Essentials of Early On training. STAFF JOINING EARLY ON JULY 2020 HAS BEGUN COMPLETING ESSENTIALS OF EARLY ON TRAINING.

SUPERVISION OF STAFF The MAISD Early Childhood Supervisor oversees all Early On Staff. She is also the Early On Coordinator.

Section 8. Financial Matters

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No
Description of Local System (See Service Area Plan Instructions.)
PAYOR OF LAST RESORT The MAISD Associate Superintendent of Finance works very closely with the Early Childhood Supervisor to ensure funds are used appropriately. Part C funds in Montcalm County are used to provide wages OR Partial Wages of two Early On Service Providers . The Early Childhood Supervisor meets with the Associate Superintendent of Finance or Fiscal Services Coordinator minimally annually to review how staff are coded and funds being used are appropriate .

OVERSIGHT The Fiscal Services Coordinator works with the Early Childhood Supervisor to prepare the budget in May. They review staff roles and any changes, along with review how many children were served in the last year. Before submitting in June, it is reviewed by The Associate Superintendent of Finance. When it is time, the Fiscal Services coordinator works with The Associate Superintendent of Finance to complete final cost reports. MAISD undergoes an audit yearly.

MOE Early On at MAISD continues to function under Maintenance of Effort . Historically our service area has maintained staffing levels to meet the needs of children in Montcalm county . MAISD has moved staff internally to support children needing early on services . ADDITIONALLY, MAISD HAS FILLED EARLY ON POSITIONS WHEN RESIGNATIONS HAVE OCCURRED.

a. Does your ISD bill Medicaid for services provided to:
Part C with MMSE

Section 9. Data Collection and Reporting

Please select "Yes" if there are any changes in this section; otherwise, select "No." ☑Yes ☐No
Description of Local System (See Service Area Plan Instructions.)
LOCAL TRACKING SYSTEM Data is collected by the program administrative assistant who gathers information from IFSPs. Information is reported to the state on the required dates, according to the state plan. Data is reported on eligible children birth through 36 months of age, early intervention services that are being provided, the primary setting where they are provided, the employed and contracted personnel, gender and ethnic codes for the children served are also reported. In accordance with the state plan, children exiting from the program, their age, and reason are reported. Training was completed in March and April of 2017, FEBRUARY 2019, SEPTEMBER 2019 (DUE TO NEW STAFF)

==AND MARCH 2020 (DUE TO CORRECTIVE ACTION PLAN)== to provide additional support for staff to code exits correctly.

MSDS MSDS reporting is completed by the Early Chidhood Administrative Assistant on a regular basis. All information is entered in a timely manner. If/When she has questions, she utilizes the Early Childhood Supervisor and the Administrative Assistant who works closely with Student Databases.

CHILD OUTCOMES REPORTING All Service Providers complete their own Child Outcomes Reporting within the PCG system with support from families and other staff. The staff member uses the decision making tree along side the family, most often from the IDA or E-LAP. Other tools might include HELP, EIDP, Brigance, Carolina, and Batelle. This data is entered into the Student Information System by the Administrative Assistant.

DATA AT LOCAL LEVEL Many types of data are reviewed--from indicator data to locally collected data. Indicator data is reviewed at least 3 times per year by the Early On team. Locally collected data, such as source of referrals is reviewed at least FOUR TIMES PER YEAR by Early On Staff and the LICC. Monthly local districts are provided with a list of Early On and MMSE children who reside in their district.

a. Local Data System:
PCG
PowerSchool Special Education

If other, what system is used:
Power School, Access
MAISD is Moving to MiPSE (Michigan Power School Special Education) July 2020.

b. IFSPs are:
Electronic - auto fills to data system
Electronic - does not auto fill to data system

If other, what IFSP is used?

c. Child outcomes reporting – who is responsible and describe process?Each Service Provider is responsible for an Entry and Exit COSF for Part C. Entrance COSFs are completed within 90 calendar days of referral. Exit COSFs are completed no more than 90 days prior to exiting Part C or their 3rd Birthdate, whichever comes first. The LEA Is responsible for Entrance COSF for Part B.

The Service Provider meets with the family and uses the Decision Tree for Summary Rating Discussions to determine the rating for the child in each of the subareas. The Service Provider then completes the COSF in Ed Plan and the Administrative Assistant records the ratings in MSDS.

d. What assessment tools are used?Batelle
IDA
E-Lap
Brigance
e. How is the decision tree used?See above
f. How are parents involved in the process?See above

Section 10. LICC

> **Please select "Yes" if there are any changes in this section; otherwise, select "No."** ☑Yes ☐No

Description of Local System (See Service Area Plan Instructions.)
COMPOSITION The MAISD LICC is fully integrated with the Great Start Collaborative. Parents are the primary component. Agencies on the LICC include Early Head Start, Head Start, WIC, United Lifestyles, DHHS, etc. These meetings are held every other month.

MEETINGS See above

PARENT PARTICIPATION
 UPDATE
0 PARENTS OF 34 MEMBERS. ALL PARENTS ARE EDUCATED AT THE GREAT START/LICC MEETING ALONG WITH OTHER AGENCIES.

 INTER AGENCY COORDINATION See above.

 CONNECTION TO COMMUNITY See above

a. Is the LICC:
   GSC serves as LICC

   If other, please describe:

Early On LICC Report: April 2020

COVID 19 Update

- MAISD Early On Staff are AMAZING as we've transitioned almost overnight to distance learning for families in Early On! Our primary focus at this time is the health and well-being of our families.
- We are still taking referrals via phone and web 1800earlyon.org or 1800EarlyOn
- Home Visits are still occurring—through phone, text, and virtual platforms! Our staff are coaching families so little ones birth to three can continue to develop
- The Early On team is completing some evaluations virtually and exploring how other tools might be used as well.
- Playgroups have moved to Facebook Live! We are offering Two for Tuesday, along with Great Start and Head Start! Find us at: https://www.facebook.com/groups/montcalmcoplaygroup/

Early On Grant DRAFT

- Estimated allocation for 2020-21 is $113,767 (an increase of $3,367 from 2019-20)
- A draft of the Early On Grant is attached and I am seeking your feedback ASAP!
  - Grant application is very similar to last year—with a few updates highlighted in yellow
  - Feel free to print/download and highlight adjustments/mark changes before sending it back to me via email or text tboyer@maisd.com or 616 558 5740
- We will need **action at the June 2020 meeting** so the grant can be submitted to the Michigan Department of Education
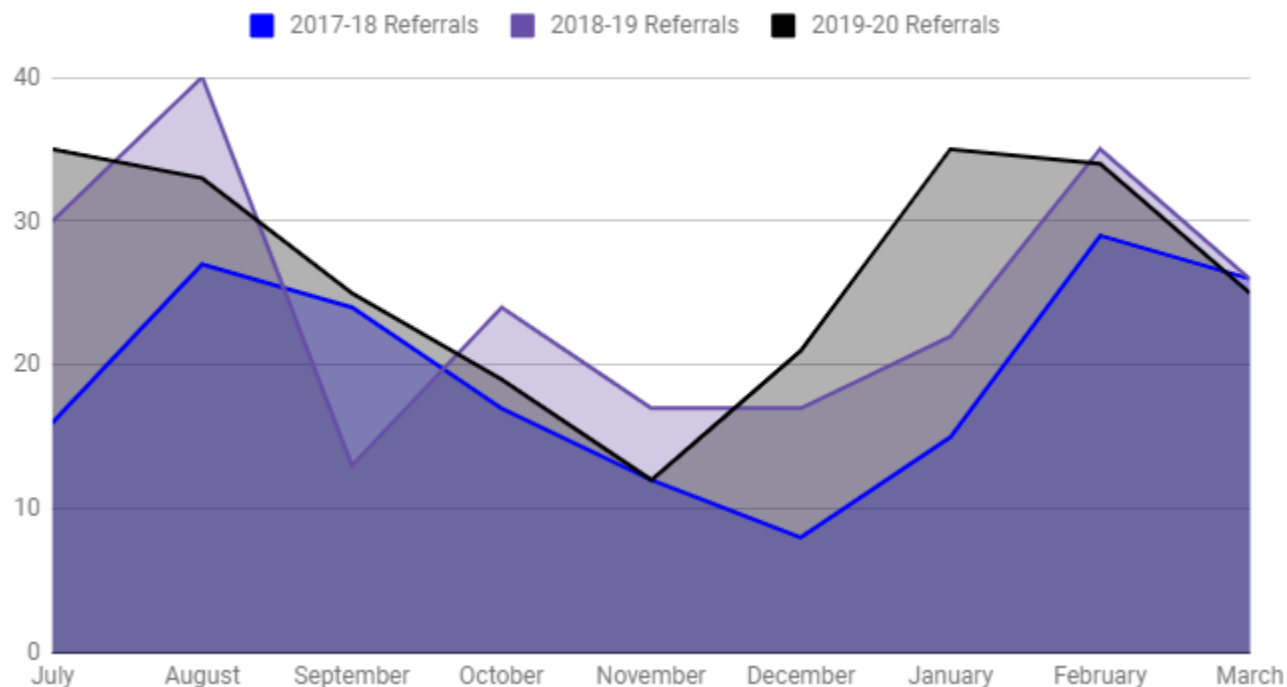
Referral Data
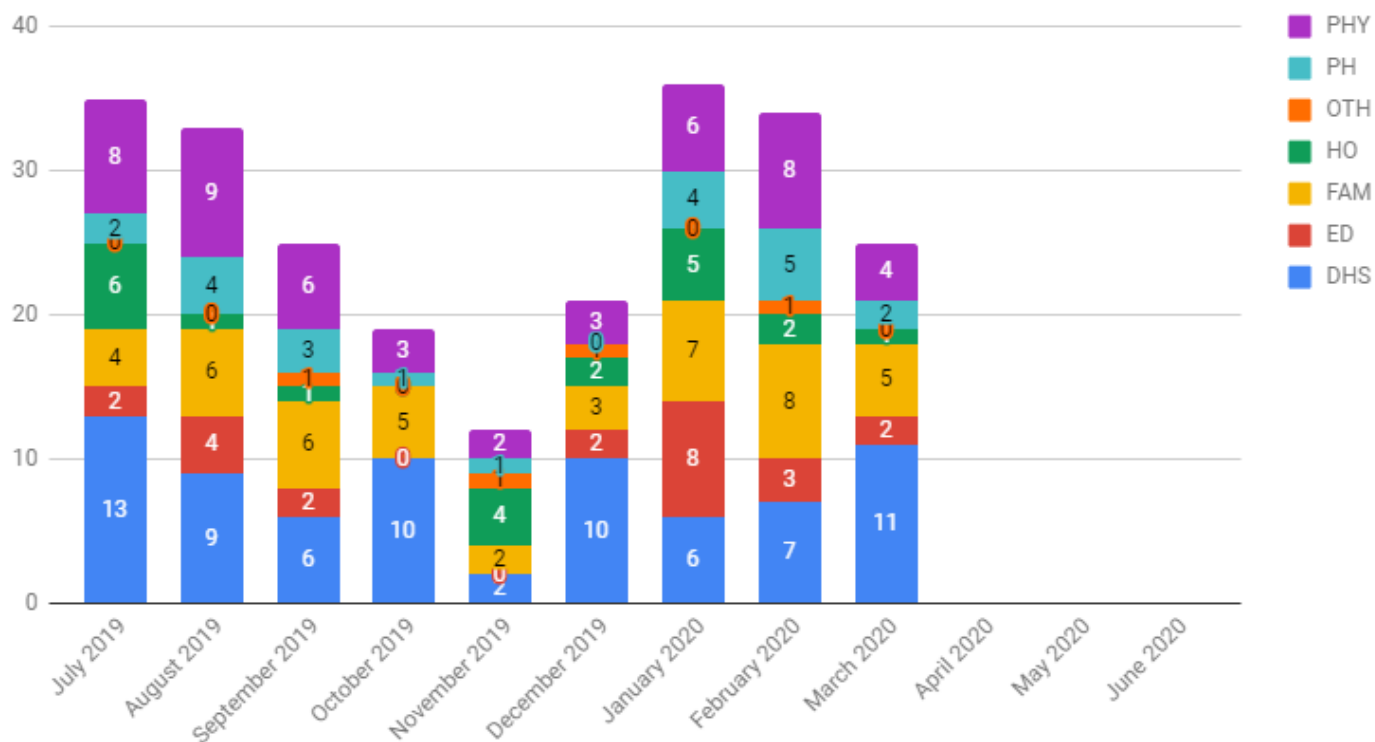

EO Referrals and BUM Referrals
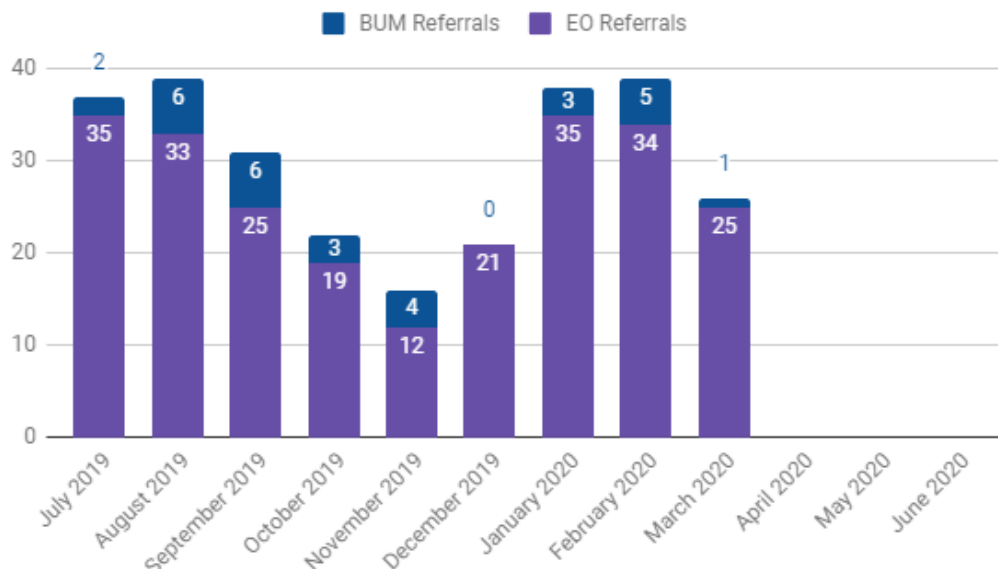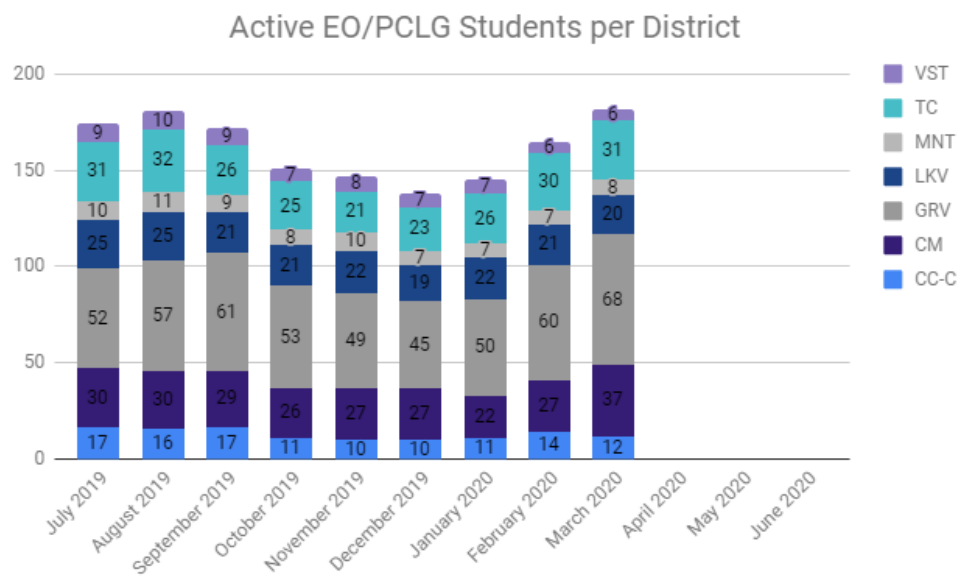
TOTAL REFERRALS	2017-2018	2018-19	2019-20
July-March	174	224	239

Referral Comparison

- 2017-18 Referrals
- 2018-19 Referrals
- 2019-20 Referrals

Referral Breakdown by Referring Agency

- PHY
- PH
- OTH
- HO
- FAM
- ED
- DHS

Active EO/PCLG Students per District

ACTIVE STUDENTS in 0-3 Early On and PCLG (Early On with Special Education):

Month	Total Number Students
July 2019	174
August 2019	181
September 2019	172
October 2019	151
November 2019	147
December 2019	138
January 2020	145
February 2020	165
March 2020	182

Total
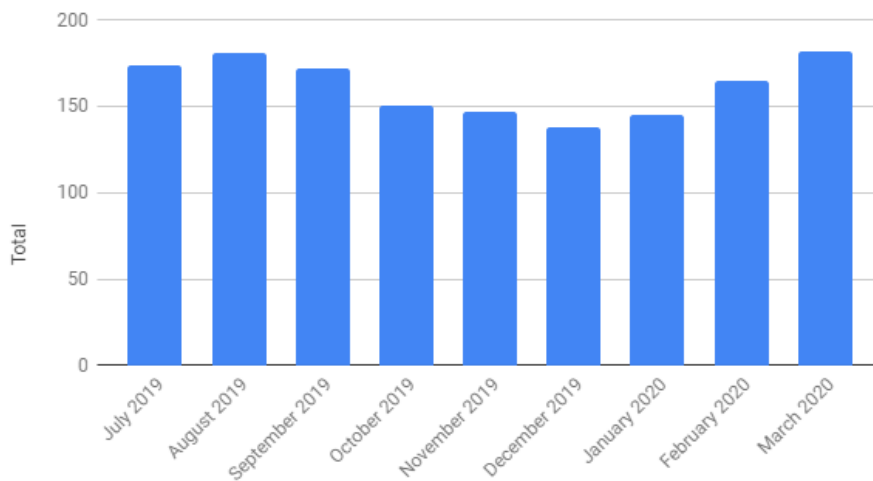
Comparison Active Students Per Month

2017-18, 2018-19 and 2019-20 Active Students

Active Students Per Month
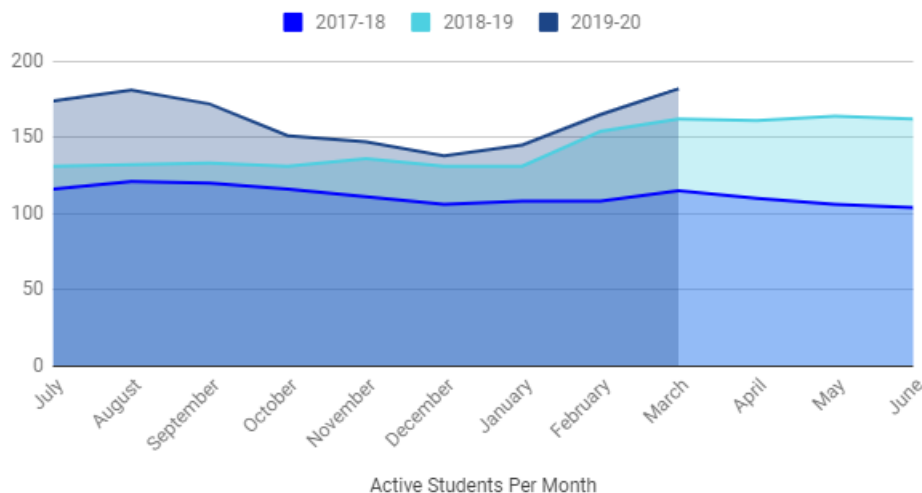
	2017-18	2018-19	2019-20
July	116	131	174
August	121	132	181
September	120	133	172
October	116	131	151
November	111	136	147
December	106	131	138
January	108	131	145
February	108	154	165
March	115	162	182

RESOURCES:

- Need more developmental wheels, Early On Pamphlets or other Materials? Email Christy Healy at chealy@maisd.com
- Interested in having an Early On Staff Member come speak to your organization? Email Teresa Boyer at tboyer@maisd.com