**ICC Service Quality Committee**

September 17, 2024

**Charge:** Track transition metrics and identify opportunities to reduce disparities, monitor federal reporting and disaggregated reporting to improve equity (incl. SPP & APR).

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| Topic    | How   | Who   | Time   |
| Welcome & Call to Order   | * Call to order
* Attendance (establish quorum)
* Quorum established at 9:19 AM
* Review Meeting Minutes from meeting before- Voted as approved at 9:21
 | Mallorie Brown, Colleen O’Brien |      |
| Icebreaker      | Introductions: The three attendees welcomed each other, but did not need introductions.  | Non-Members present: Molly Gilbride |      |
| Review Meeting Agenda    | Agenda:1. Review proposed cadence of meetings
2. Review Charge- Track transition metrics and identify opportunities to reduce disparities, monitor federal reporting and disaggregated reporting to improve equity (incl. SSP & APR).
3. Presentation from Early Intervention Division Indicator 8 (transition) SPP/APR data
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| Open Items   | Presentation given by Clinical Quality Manager for the Early Intervention Division on Indicator 8 (transition) the requirements of indicator 8 and the preliminary data for FFY23 for each of the three transition indicators that will be reported federally in February to OSEP. For each graph presented questions were asked of the group on how to maintain progress or what could have accounted for the slippage in the indicator. Comments from those present:How many children do we think this accounts for in the slippage? For indicator 8A it seems like it would be a very small number of children. There is not a smooth way in the Early Intervention Client System to handle documentation of transfer of children between programs and transition already occurred at the first EIS program that is transferring the child to another EIS program in the same catchment area. This can often lead to inaccurate data or the program receiving the transfer conducting transition indicators again for this child but late (notifying the same LEA of this child but late). For Indicator 8b suggestion to have EIS programs submit LEA notification data at an earlier date than 90 days before the third birthday so the EI Division is able to notify the SEA timely. When children are referred to EI at a certain age, it would be helpful to be able to do the LEA notification prior to an IFSP. The EICS does not allow for this to happen. Missing dates or missing reason for delay could account for slippage in 8C. EIS program directors are still learning the requirement of submitting reason for delay.Some Schools don’t have summer hours, how should EIS programs document this if this happens. What guidance is there for what to do in that situation?Establishing relationships with the local school districts in the EI Program area is a good solution for the slippage in 8C. Each school district participates in transition conferences in a different way. Understanding when they are available and how to contact them most effectively will help.Some school districts stated they will not come to the transition planning conference.  |        |    |
| Meeting Close      | Meeting adjourned at, motion to adjourn from Molly Gilbride and seconded by Colleen O’Brien.  |     |      |