



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

**EDUCATION**

**District of Columbia Interagency Coordinating Council (DC ICC)  
Meeting Minutes**

Friday, Jan. 25, 2019, 12 p.m.-1:30 p.m.  
1050 First Street NE, Room 109, Washington, DC 20002

**Members in Attendance:**

Dr. Margareth Legaspi (Agency for Child Care, Office of the State Superintendent of Education (OSSE)), Carlene Reid (OSSE), Denise Ballard (Child and Family Services Agency), Toby Long (Higher Education), Amy Cullen (Provider), Sharice Lane (Provider), Nicole Lee-Mwandha (OSSE Representative on Homeless Populations), Daniel Reilly (Parent), Judith Curry (Parent), Michele Gerstein (Parent), Howard Liebers (Private Insurance), Colleen Sonosky (Department of Health Care Finance, Medicaid Program), Royace Hagler (United Planning Organization – Early Head Start)

**Members not in Attendance:**

Elizabeth Groginsky (Agency for Child Care, Office of the State Superintendent of Education (OSSE)), Quiana Mitchem (Provider), Lavdena Orr (Managed Care Organization Representative), Cynthia McEwen, Barbara Parks (Department of Behavioral Health)

**OSSE Support Personnel:**

Melanie Newkirk (DC ICC Liaison), Allan Phillips (Special Assistant Part C), Andres Alvarado (Director of Early Intervention), Sandra Smith (Strong Start Program Manager), Chelsia Latney (Supervisory Early Intervention Specialist), Jasmyn Price (Supervisory Early Intervention Specialist), Selby Ross (Early Intervention Specialist), Ana Rodriguez (Early Intervention Specialist), Neal Riemer (Early Intervention Specialist)

**Call to Order:**

- A. The chairperson, Michele Gerstein, called the meeting to order at 12:06 p.m.

**Open Issues:**

- A. The chairperson asked the members to review the minutes from the Dec. 8, 2018 meeting. The meeting minutes were approved and seconded.
- B. The chairperson introduced the DC ICC 2019 priorities based on the strengths, weaknesses, opportunities and threats (SWOT) analysis that took place during the Dec. 8, 2018 DC ICC retreat. Judith Curry requested that the document be modified to say draft while it is in DC ICC's review.
- C. The chairperson opened a discussion about online platform to allow committee members to communicate and stay engaged between ICC quarterly meetings.

## Meeting Business:

- A. The chairperson asked the DC ICC to review the by-laws before final vote to approve. Michele Gerstein motioned to approve the DC ICC by-laws and it was seconded.
- B. Royace Hagler presented about the ICC parent café. She reviewed the format and discussed the theme selected “Enjoy, Educate, Enlighten” (provide information to parents with children who have or are suspected to have special needs, including a panel to present available services/resources for children with special needs). Royce requested that DC ICC contribute funds for food (\$400-\$500). Daniel Reilly seconded the motion to consider this request. Carlene Reid moved that DC ICC ask OSSE to consider funding to cover the food for the parent café. This was seconded by Michele Gerstein.
- C. DC Early Intervention Program (DC EIP) Quarterly Updates
  1. Andres Alvarado, director of early intervention, discussed trends in the Strong Start enrollment during the last two fiscal years (2017 and 2018). Highlights included:
    - i. Roughly a 25 percent increase in referrals.
    - ii. Some increase in referrals was due to change in eligibility requirements.
    - iii. Jasmyn Price informed the members on how service coordinators circle back to referral sources when cases are closed due to not being able to connect with families in a timely fashion.
    - iv. A member requested that the data showing 27 percent of cases closed without an evaluation to be broken down by ward. Andres Alvarado noted that the highest percentage is from wards 7 and 8.
    - v. Average children served by month was 1027 in FY 2018, 836 in 2017 and 894 in 2016. We see a drop in September due to children on the extended option going to school.
    - vi. Three new service coordinators recently started (one per region).
    - vii. In federal year (FY) 2020, we asked for funds for five new service coordinators (1,500 children anticipated to be in the program).
  2. Sandra Smith, program manager, presented on the Individualized Family Service Plan (IFSP) process.
    - i. Discussed required information in all IFSPs.
    - ii. Reviewed timeline: 45 days from referral to eligibility IFSP meeting, 30 days to start services.
    - iii. Transition process
    - iv. Jasmyn Price elaborated on the process to schedule IFSP meetings.
    - v. Chelsia Latney, clinical manager, briefly discussed primary service provider model.
    - vi. Royace Hagler asked about primary service provider model versus one therapist attempting to do the work of more than discipline. This was clarified and Strong Start said they will present primary service provider model and natural learning environment practices (NLEP) in the next meeting.
  3. Chelsia Latney discussed the Strong Start playgroups.

- i. A brief update was provided on the attendance for playgroups since the start of the new monthly format.
- ii. There were questions about the specific goals and expansion plans for the playgroup in the future.
- iii. The chair requested a presentation at the next meeting on attendance, plans for expansion and locations.

D. Part C Updates

1. Allan Phillips (Special Assistant, Part C) shared State Identified Measurable Results (SIMR). He suggested a revision to the target goal for children on Medicaid as their actual outcome data for FFY 2016 exceeded future targets. Michele Gerstein moved to approve the revision in the targets. Howard Liebers seconded.
2. Allan Phillips discussed the Annual Performance Report (APR). This report is due on Feb. 1, 2019.
3. Michele tabled the SWOT until next session.

E. Announcements

1. Strong Start continues to be relocated due to water damage at the Harvard Street location. Once the appropriate DC agency has inspected the office space, Strong Start hopes to return in their Harvard Street location in February.
2. Carlene Reid and Christopher Chapman will train DC Public Library staff on making their story times more inclusive in February and March.
3. Colleen Sonosky shared the State Early Childhood Development Coordinating Council (SECDCC) meeting was held yesterday. The focus of their meeting was the Preschool Development Grant, Birth to Five (PDG B-5).
4. A call was put out for parent members of the DC ICC to take over the roles and duties of the vice chair or secretary. No parent members expressed interest.
5. DC ICC has vacancies that include positions for parent, provider and department of behavioral health.
6. Next quarterly meeting is scheduled for Thursday, April 25, from 6-8 p.m. The meeting location is to be determined.

Michele Gerstein motioned to adjourn the meeting at 1:33 p.m. Carlene Reid seconded the motion.

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Chair Signature

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Date