# ICC Orientation

Purpose & Function

Roles & Responsibilities Funding

How Business is Conducted

The New Mexico Family Infant Toddler Interagency Coordinating Council (ICC)

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### What is an ICC?

- A mandatory advisory body appointed by the Governor of a state for a specified term of service
- An ICC is mandated by the Individuals with Disabilities Education Act (IDEA) to advise and assist the Part C Lead Agency



### Purpose of Part C of IDEA

- To develop and implement a:
- Statewide
- Comprehensive
- Coordinated
- Multidisciplinary



 System of supports and services for infants and toddlers with disabilities and their families



**Home Visiting** 

Family Infant Toddler (FIT)

**Families First** 

### Advise & Assist

### Advise:

- To give advice
- To inform
- To counsel
- To recommend
- To suggest
- To guide



Assist:

- To support
- 🧕 To help
- 🔮 To aid
- To work with
  - To serve

### ICC Mission

 To address the needs of infants and toddlers with developmental delay or at risk for developmental delay, the New Mexico Family Infant Toddler Interagency Coordinating Council will plan and promote the implementation of a coordinated and family centered early childhood service system



### ICC Membership

Parents

No less than 20% parents of infants or toddlers and children with disabilities age 12 or younger

### **EI** Providers

No less than 20% public or private providers of early intervention services as defined by IDEA

Resources & Agencies Serving B to 3



Family Support and Early Intervention Division FAMILY INFANT TODDLER (FIT) PROGRAM

#### Parent Representatives:

- Carmen Armenta, Albuquerque
- Cassandra DeCamp, Albuquerque
- Dominique Dupont, Albuquerque
- Kristin Mora, Santa Fe
- Carli Mortensen, Gallup
- Allyson Rhatigan, ICC Co-Chair, Santa Fe
- Celeste Thomas, Clovis

#### Providers of Early Intervention Services

- Autumn Bruton, Amplified Therapy, Cliff
- Sarah Michaud, New Vistas, Santa Fe
- Michelle Pruitt, Los Pasitos, Roswell
- April Spaulding, Abrazos, Bernalillo
- Judy Sweeney, Gallup
- Celina Waller, ICC Co-Chair, Aprendamos, Las Cruces

#### Legislature:

Liz Thomson, Representative, Albuquerque

#### Tribal:

 Paula Seanez, Navajo Nation, Growing in Beauty Program, Gallup

#### Higher Education Personnel Preparation:

 Dr. Tsitsi Nyabando, Eastern NM University, Portales

#### ICC Membership 2024

#### State Agencies:

- Ilse Amaya, Children, Youth & Families Department, Infant Mental Health, Santa Fe
- Cass Brulotte, Office of the Superintendent of Insurance, Albuquerque
- Scott Doan, Department of Health, Developmental Disabilities Supports Division, Las Cruces
- Dr. Janis Gonzales, Early Childhood Education & Care Department, Santa Fe
- Christie Guinn, Human Services Department, Medical Assistance Division, Santa Fe
- Dana Malone, Public Education Department, Education of Homeless Children & Youth, Santa Fe
- Shana Runck, Head Start Collaboration Office, Early Childhood Education & Care Department, Albuquerque
- Delphine Trujillo, Children, Youth & Families Department, Child Care/Foster Care, Santa Fe
- To Be Determined, Public Education Department, Special Education Bureau, Santa Fe

#### State Supported Schools:

- Joanne Corwin, New Mexico School for the Deaf, Santa Fe
- Julie Maner, New Mexico School for the Blind & Visually Impaired Preschool, Albuguergue

#### Other:

- Sophie Bertrand, University of NM, Center for Development & Disability (CDD), Albuquerque
- Jennifer Donelli, Parents Reaching Out (PRO), Albuquerque
- Dr. Janis Gonzales, NM Pediatric Society, Santa Fe
- Angelique Tafoya, Association of Developmental Disabilities Community Providers (ADDCP), Albuquerque

### ICC Membership



Resources & Agencies Birth to 3 60% EI Providers 20%

# ICC Membership Not less than 1 member from each of the following: Other members as needed

- ✓ State Legislature
- ✓ University based personnel preparation
- ✓ BIE, IHS, or a tribe/tribal council
- Head Start agency or program
- ✓ State agency for preschool services
- ✓ Lead Agency
- ✓ State agency for child care
- ✓ State agency for foster care
- ✓ Children's mental health
- $\checkmark$  State agency for health insurance
- State Medicaid Program
- ✓ State agency responsible for education of homeless children and youth

Resources & Agencies Birth to 3 60%

**EI** Providers 20%

### ICC Membership

Advise and Assist Resources & Agencies Birth to 3 60% EI Providers 20%



### ICC Purpose

 To advise and assist the Lead Agency for IDEA Part C in New Mexico

To provide strategic systems level support and guidance to the New Mexico Family Infant Toddler Program

### ICC Purpose

To serve as an interagency forum for discussion of issues and sharing of information related to early intervention



To act as a conduit between stakeholders and the state for information regarding the FIT early intervention system







- Maintaining a collaborative relationship with the Lead Agency
- Advising and assisting with Lead Agency policies and procedures related to the FIT Program





- Supporting efforts to improve personnel standards
- Monitoring FIT Program quality and family satisfaction with early intervention services
- Helping to evaluate the effectiveness of FIT policies and programs
- Representing constituencies





- Helping to identify individuals for Governor ICC appointment
- Helping with the monitoring system (CBAs and Focused Monitoring) of early intervention provider agencies
- Assisting with OSEP reporting requirements
- Helping to address system funding issues

### Representing Constituency

- Members obtain and bring input to the ICC from the groups they represent (ex. parents)
- Members bring information back to their constituencies

Constituency

Resources & Agencies Serving Birth to 3

EI Providers 20%

# ICC Role

- Inform and Educate
- ✓ General public
- Policy makers
- ✓ State systems



- Business and community leaders
- □ About the FIT Program and
- ✓ The benefits of early intervention services provided through FIT
- Challenges / opportunities related to system growth and improvement

# ICC Role (cont'd)



- Make Recommendations to:
- ✓ ECECD as Lead Agency
- Family Support & Early Intervention Division/FIT Program
- Promote System Alignment
- Among state agencies and programs serving infants, toddlers and their families



#### INTERAGENCY COORDINATING COUNCIL (ICC) ROLE DESCRIPTION

ROLE: Interagency Coordinating Council (ICC) General Member

#### ROLE AND RESPONSIBILITIES:

- 1. Participates in ICC retreats and regular and special meetings.
- Sends a proxy, who can represent member's constituency, when member cannot attend ICC regular or special meetings. Provides all meeting documents to proxy and discusses how the proxy should vote on agenda items.
- Contributes to the discussion of issues and works collaboratively with other ICC members to make recommendations to the Lead Agency, the Early Learning Advisory Council, and other entities as needed.
- 4. Participates on ICC work groups and task forces as needed.
- Works with the ICC Executive Committee to strategically market the FIT Program and the ICC.
- Effectively represents constituency both during and between meetings by obtaining and sharing constituency input.
- Assists in the development, implementation, evaluation, and updating of the ICC's Strategic Plan.
- Serves on one of the ICC Committees, attends committee meetings and actively participates in committee work.
- Advocates for supports needed to develop and maintain a quality system of early intervention services.

#### LEGAL REQUIREMENTS:

Appointed by the Governor of New Mexico

#### ABILITIES AND INTERESTS:

Ability to collaborate and advocate Interest in the FIT Program and in the early childhood service system

ICC General Member Signature

Date

ICC General Member Printed Name Date Adopted: 10/2005 Revision Dates: 8/2012; 10/2015; 9/2017  Sign 2 Copies Annually

 One Signed Copy to ICC Coordinator

 Keep One Signed Copy



Challenge to maintain an appropriate balance between quality and compliance in the context of current fiscal situations

### Characteristics of Effective ICCs

- Has dual focus on policies and services
- Functions as a problem-solving or action group
- Has consistent attendance / representation
- Has equal partnership & participation among all members
- Has consistent leadership
- Has well-defined goals
- □ Is a cohesive group
- Has established meeting procedures and times
- Has a set meeting agenda



- 2022 2025 Committees:
  - □ Finance & Funding
  - Public Relations
  - Quality



- Native American Families and Other Underserved Populations
- Work Force Development and Professional Support

### ICC Committee Reports

#### FINANCE & FUNDING COMMITTEE REPORTING FORM

Committee Co-Chairs: Angelique Tafoya & Janis Gonzales Date of Report: March 19, 2020

 Work Group Has Met OR Made Progress in a Goal Area since the last ICC Meeting:

 Yes X
 No

#### If Yes, Provide Written Report (Current Status of Actions in Each Goal Area):

Critical Issue #1: Provide advice and assistance to the New Mexico Department of Health/ECECD in FIT Program decisions that might affect the FIT system.

#### Goal 1: Maintain the financial integrity of the FIT system.

Work accomplished toward this goal since the last ICC meeting: The second session of the 54<sup>th</sup> Legislature has come and gone. Through the ICC Finance & Funding Committee, we created the Legislature Fact Sheet to request an additional appropriation of \$8 million dollars to the ECEO-FIT programs to address the growing number of children and families served and the increasing cost of providing threes critical services. Specifically, we asked for \$34\$ million for serving additional children and families in FIT and \$2.5 million to fully fund the 2017 PCG rate study. In this session, we were given the \$3.4 million for more children but only received \$1 million for rate increases.

Due to the COVID-19 pandemic, the April ICC meeting has been cancelled but guidance on this appropriation is still requested. In an effort to gain as much input as possible, the March 19<sup>th</sup> ICC Finance & Funding Committee meeting included not only committee members but lass other interested stakeholders to discuss how best to utilize these monies and maximize the impact for our much needed services. It was decided that the most critical services were: 1. Home & Community (Individua)

- Home & Comn
   FSC
- Center (Individual)
- 4. CME

In an effort to ensure that these priorities were addressed, the committee reviewed a projected draft of four options, supplied by Kathey Phoenix-Doyle. The options were discussed at length and a consensus was reached with a modification to one of the options. The committee agreed to recommend the following increases to the ICC Executive Committee:

Service	Current Rate		Proposed Rate	
Comprehensive Multidisciplinary Evals- Priority 4	s	660.00	\$	725.00
Home & Community (Ind) - Priority 1	\$	29.00	\$	29.75
Center (group)	\$	6.50	\$	7.00
Home & Community (group)	\$	13.00	ŝ	13.00
Center (100) - Priority 3	\$	18.50	\$	20.00
Family Service Coordination - Priority 2	Ś	180.00	\$	189.50

This option has an increase in DOH cost (direct & match) of \$1,004,523.53.

1 | Page

#### FINANCE & FUNDING COMMITTEE REPORTING FORM

The COVID-19 pandemic and its effects on our services was also a topic of conversation. A brainstorming memo from providers in the southwest region of NM brought discussion of sustainability in these unique times. There was much brainstorming regarding what FIT or the DOH/ECECD can do to help support our programs.

B. Committee recommendations to the ICC:

The ICC Finance & Funding Committee recommends that all ICC members continue to advocate for the \$1.5 million that was not received during this legislative session. We ask that even in the "off season" that members call their legislators and advocate for our services and the need for increased rates as we move into the ECECD.

The ICC Finance & Funding Committee believes that due to the COVID-19 pandemic, we are in "unprecedented times with unprecedented needs". The committee is making a request to the ICC Executive Committee that a letter be drafted regarding these needs and concerns.

It is also recommended that ICC members continue to contact the Finance & Funding Committee with issues regarding the financial integrity of the FIT system.

C. Committee Work / Effort Impact for this Quarter:

The Finance & Funding Committee needs the following support:

The ICC Finance & Funding Committee asks that all ICC members call their legislators and advocate for our services and the need for increased rates as we move into the ECECD.

The ICC Finance & Funding Committee asks that all ICC members stay in contact with the Executive Committee regarding concerns that arise from the COVID-19 pandemic. It is vital that we keep a pulse on our community and find ways to support our efforts.

We would also like to thank everyone for your support in this legislative session and for your continued advocacy for our amazing FIT services!

- Committee Co-Chairs provide a written report and an oral report at every ICC meeting
- ICC votes to approve committee reports and has to approve any changes to Committee Action Plans

#### 2022 QUALITY COMMITTEE REPORTING FORM

- A. Work accomplished toward this goal since the last ICC meeting: N/A
- B. Committee recommendations to the ICC: <u>N/A</u>
- C. Committee Work / Effort Impact for this Quarter:
  - Low X Moderate High

#### ICC ACTION NEEDED:

The Quality Committee needs the following support:

The Quality Committee is requesting that the ICC approve the following recommendations: The committee would like to recommend that FIT develop some procedures related to the process of providing transition follow-up services to include how to complete the process in FIT-KIDS. A recommendation of a one-page guidance document that can be release in FY 2023.

In order for Early Intervention agencies to support families in their native language, the committee is recommending that the FIT program support agencies with resources for translation/interpretation.

The Quality Committee is asking that the ICC approve the following new members: <u>Sarah Braaten, NAPPR</u> and Jeri "Jae" Mustain, FIT Quality Assurance Coordinator.

The Quality Committee is asking for ICC discussion and input on the following:

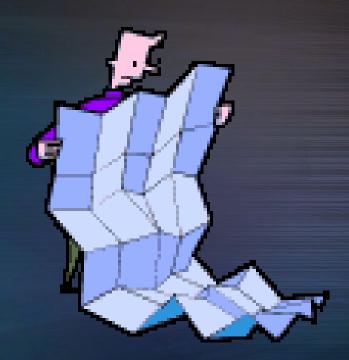
### **ICC** Action Needed

#### Discuss

Make a Motion

### ICC Documents

- ICC Membership List
- ICC Bylaws
- ICC Relationships, Roles and Responsibilities
- ICC Strategic Plan
- ICC Committee Reports





Family Support and Early Intervention Division FAMILY INFANT TODDLER (FIT) PROGRAM

New Mexico Family Infant Toddler Interagency Coordinating Council (ICC) Bylaws

# Bylaws How ICC conducts business

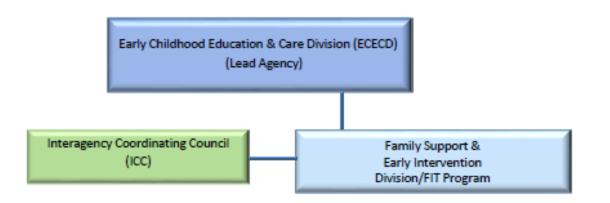
Written in accordance with federal regulations & NM Open Meeting Act



Family Support and Early Intervention Division FAMILY INFANT TODDLER (FIT) PROGRAM

### ICC RELATIONSHIPS, ROLES AND RESPONSIBILITIES

#### ICC Relationship to the Lead Agency/Family Support & Early Intervention Services Division



# ICC 2024 Meetings

esources

irth to 3

gencies

arents

Providers

- 4 Public Meetings
  - January 9
  - April 19
- ✓ July 17

 $\checkmark$ 

- ✓ November 15
- Special Meetings
- $\checkmark$  As needed
- 1 Private Retreat
   September 19-20



Family Support and Early Intervention Division FAMILY INFANT TODDLER (FIT) PROGRAM

#### INTERAGENCY COORDINATING COUNCIL (ICC) June 10, 2022 MEETING AGENDA

#### Hybrid Meeting

Location: UNM Continuing Education 1634 University Blvd NE, Room C Albuquerque, NM 87102 Time: 9:00 am to 3:00 pm Phone: 505-362-7618

#### ICC MISSION:

To address the needs of families of infants and toddlers with or at risk for developmental delay, the New Mexico Interagency Coordinating Council (ICC) will advise and assist in the implementation of a coordinated and family-centered early childhood service system.

#### 9:00 OPENING

- Welcome & Introductions
- Approval of Meeting Agenda
- Voting on ICC Provider Representative
- Voting on ICC Parent Representative

#### CONSENT AGENDA

- April Meeting Minutes
- ICC Financial Report

#### ICC COMMITTEE REPORTS/RECOMMENDATIONS Presenters: ICC Committee Co-Chairs ICC Action: Discussion & Voting

10:30 PARENT PANEL

#### BREAK

- 11:10 PARENT PANEL REFLECTION
- 11:45 LUNCH
- 12:30 ICC LEAD AGENCY REPORT Presenter: Leah Davidson ICC Action: Discussion & Voting

#### Meeting Ground Rules:

- Silence means agreement
- Adhere to times on agenda
- · Don't repeat what has already been said
- Wait to be called on by Co-Chairs before speaking
- · Move to consensus; vote when needed
- Attack issues, not each other
- Be precise when speaking
- Maintain professionalism

#### Additional Guest Ground Rules:

Don't participate in ICC voting

#### **ICC** Action Needed

#### Required

- Prepare your Proxy on how to vote on your behalf
- Does not have to be an ICC member

#### Interagency Coordinating Council (ICC) Proxy Form

In accordance with Article II, Section 4 of the Bylaws of the Family Infant Toddler Interagency Coordinating Council (ICC), I am submitting this Proxy Form to the Chair of the ICC and requesting that \_\_\_\_\_

(Praxy's Name)

attend the ICC meeting on \_\_\_\_\_ as my designated proxy.

I understand that my designated proxy will have full voting privileges on matters that arise during the meeting. I attest that my proxy would fall under the same membership category as I do as specified in IDEA, Part C.

In requesting a proxy, I understand that it is my responsibility to give meeting documents to my designated proxy and to prepare him/her to the best of my ability prior to the meeting.

Article IV, Section 6 of the Bylaws allows for ICC funds to be used to conduct ICC business. This Proxy Form, when signed by me and by my designated proxy, will allow my proxy to submit for ICC reimbursement of travel and per diem if such reimbursement is needed for him/her to participate in the meeting.

ICC Member Signature

Date

Designated Proxy Signature

Date

# ICC Budget

□ Funds cover:



- ICC member reimbursement for meetings, travel, hotels
- Other ICC Expenses (ex. supplies, training)
- Respite / Child care reimbursement for ICC parents
- ICC Coordinator
- Administrative fee for Zia Therapy Center (ICC Fiscal Agent)



#### ICC Reimbursement Form

Name:	Position/role:
Address:	Phone:
	Fax:

#### Reimbursement is requested for the following:

ICC Meeting (incl. stipend / mileage / childcare)	ICC Committee Meeting (Committee title)
Other ICC activity / event (activity / event name)	ICC supplies / other costs (description)
ICC Parent Panel reimbursement	
Date(s) of travel/activity	

Mileage: Meeting Day Stipend:	>4 hours \$ 95.00 per day x da	2.5¢ = \$ yy(s) = \$ y(s) = \$
Child care/Respite Two or more:		ours = \$ ours = \$
Parent Panel Stipend	\$ <u>50.00</u> per day x da	ay(s) = \$
	Sul	b-total = \$

Other ICC meeting cost information (includes; copying/supplies/materials etc.

(Signature)		
(Signature)	NOR MAR	
	(Signature)	

Approved by: (Signature)

(Approval for all ICC costs shall be obtained from an authorized ECECD employee before reimbursement is made)

Please mail to: Attn: Sharon Gilsdorf, Zia Therapy Center, 900 1st Street, Alamogordo, NM 88310 OR for questions/concerns: Fax (575)439-4990 – Phone (575)439-4900 ext. 101 – E-mail <u>sharon@ziatherapy.org</u>

October 2022

Total

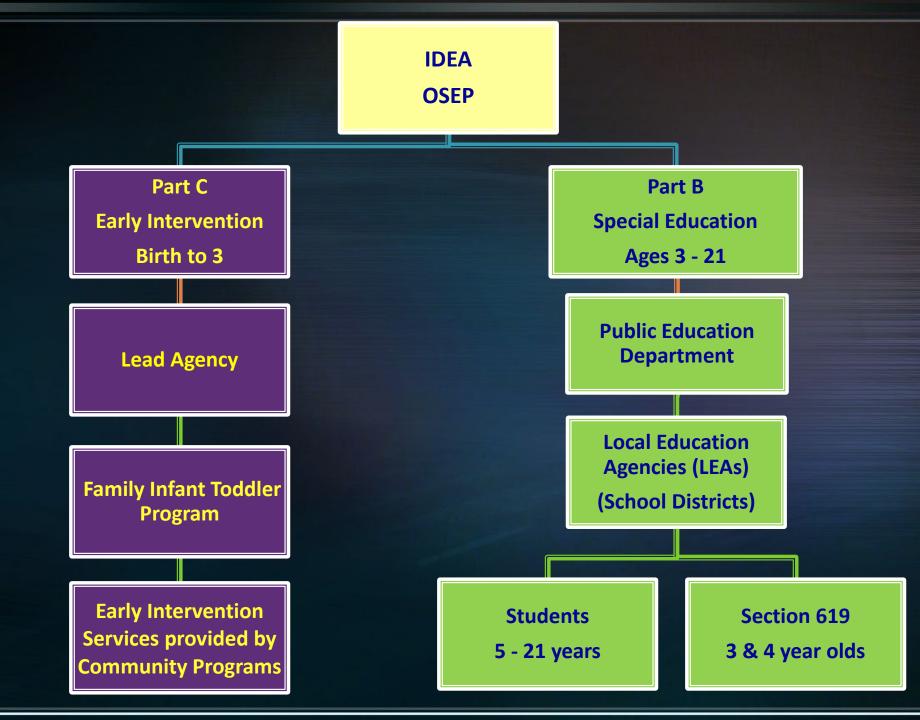
(Date)

#### ICC Member Reimbursement:

- Parents
- El Providers
- If your time away from work or your hotel is not covered by your agency

### New Mexico Family Infant Toddler (FIT) Program

A statewide system of services and supports for families of young children with or at risk for developmental delay

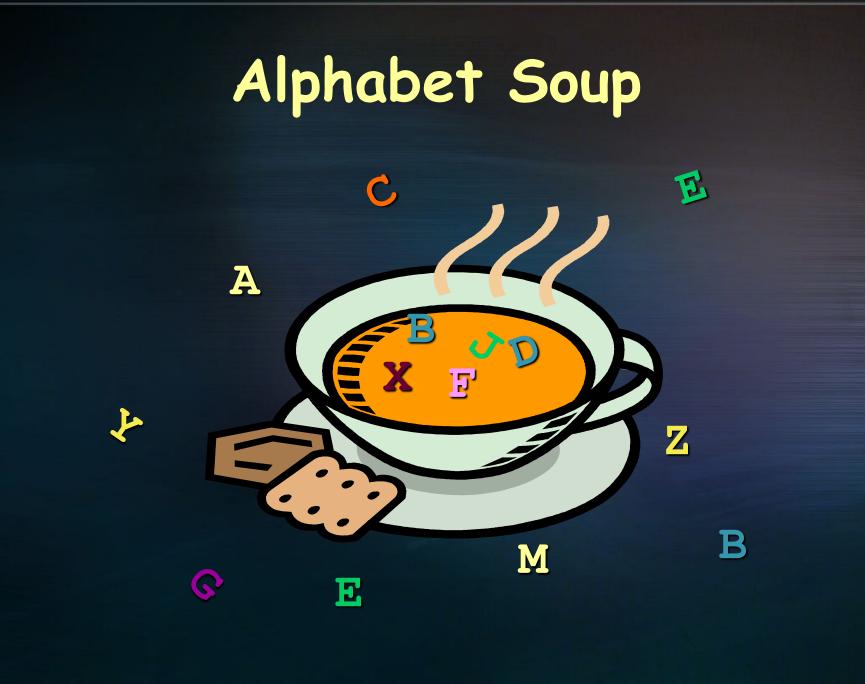


### Early Intervention Makes the Difference

Appropriate services and supports for eligible children and their families during the first three years of the child's life:

- Supports family capacity to meet their child's needs and to be their child's best, lifelong advocate
- Promotes healthy growth and development
- Helps children reach their full potential
- Improves quality of overall family life

- Prevents, reduces or eliminates the impact of delay or disability and reduces or avoids more costly interventions later on





Email the ICC Coordinator at supope@msn.com

