

Cordova ATTI Training

November 4-5, 2010



Back row: Amber Lantrop (ATTI Trainer), Robin Evans (ATTT Trainer), Lovie Werner (Sped), Jim Nygaard (SD Superintendent), Bev Ingram (ATTI trainer), Kris Johnston (DD Program Manager), Brandy Griffith (Parent), Jeff Phillips (Sped), Ellen Americus (ILP),
 Front Row: Nicole Nothstine (Children's Pallas), Sarah Lytle (SD Preschool), Nicki Schad, SLP (SERRC)
 Not Pictured: Frank Wicks (SD Elem Principal), Susanna Marquette (PHN)

Groundrules:

Be prompt
 Follow agenda
 Confidentiality
 Cell phones off

No side bars
 Don't interrupt
 Be respectful

Everyone keeps informed – send out information

Pre-Training Survey Results: (8 out of 11 participants completed)

<u>Subject</u>	<u>Not Usually</u>	<u>Sometimes</u>	<u>Always</u>	<u>I don't know</u>
1. Transition planning	16.7%	0	16.7%	66.7%
2. Understanding IDEA	28.6%	14.3%	28.6%	28.6%
3. Family involvement	0	14.3%	85.7%	0
4. Coordinated/met timelines	28.6%	14.3%	14.3%	42.9%
5. MOA	28.6%	28.6%	0	42.9%
6. Assessment Coordination	28.6%	14.3%	14.3%	42.9%
7. Staff & family support	0	14.3%	42.9%	42.9%
8. Follow-up	28.6%	14.3%	14.3%	42.9%
9. Transition team	14.3%	14.3%	14.3%	57.1%

Survey Responses: What outcomes would you like to see as a result of this training?

- Be a participant on the team.
- Streamline transitions from ILP to DD Programs as needed
- Assist families in their supports for advocacy
- Understand the process of going from Part C to Part B
 - laws
 - process
 - how to make it easier for families and kids
 - guidelines
- Better coordination of transitions between all agencies
 - Involvement and education of the health care providers, private pre-school, licensed childcare
- Raise awareness

Guiding Principles and Key concepts for Vision Statement:

Everyone is knowledgeable about the process and the family & child are supported to feel comfortable in the process. (Draft Statement)

Perspective from various stakeholders in the process:

Childcare: Be part of the transition plan and implementation. What special ed services can child care provider host? Knowing schedule and resources available. Knowing how to prepare child and support parents. Share and document behaviors, issue of concerns, share strengths.

Admin: Procedures and steps are in place that follow laws and regulations. Needs to be confidence from admin. Want to know what is expected from us.

ILP: Support family, pass on information/knowledge, help child be most successful.

Preschool: Clearly understand roles & responsibilities. Confident in process/procedure/timelines. Prepared.

Parent: No fear, low anxiety, friendly atmosphere, know what to expect. Want to be comfortable and heard.

Child: Where am I going? What do I get to do? Who are my friends going to be?

Strengths

1. Care & concern for the child
2. ILP enthusiasm
3. Communication/small town/people care
4. Common goal
5. Child centered
6. Collaboration with caregivers and SLP and SD
7. Everyone cares about the kids, everyone wants what is best for the kids
8. People actually care
9. Are several opportunities for help
10. Health nurse is stable in the community

Challenges & Barriers:

1. Lack of understanding of referral/eligibility process and roles and responsibilities.

- One place for all the info
- Staff roles & responsibilities are outlined
- Lack of clear layout of what each organization does what on a simplified one page paper
- What is everyone's role in the transition
- When is a referral handed in/who needs to be first step in testing or looking over work?
- Written timeline of events/deadlines
- Does OCS have to sign 90 day mtg and IEP meeting? What are the steps if OCS cannot be at meeting?
- Who do I give the referral of (3-5 yr olds) to?
- Who is the main go to person about a child's transition?
- What is happening with the latest referral?
- How does daycare student become a preschool student?
- Process in place for transitions and times
- Takes too long for the process ie. meetings, testing
- What is the time-line for the process – ILP to IEP?
- Who is responsible for each step in the process?
- How long after testing do we have to say if they are in preschool or not?
- At the 90 day mtg do we just talk about testing the child and refer to school?
- Can kids be served in childcare? What do we do if eligible but a child does not want to be in preschool but wants services?
- Can funding follow a child if not in school?
- Can clinical observation and parent report count for Sped eligibility?
- How does information get passed on to parents? Who does it come from?
- Clear and simple written guidelines for families outlining the process and who the contact person is at each step if they have questions or concerns.
- How are childcare students found and transitioned/ evaluated for preschool that are NOT in ILP?

2. Public Awareness of Services

- Familiarity of services available
- Public awareness of services available
- Do staff of different services available outside of school setting have access to info about them?
- Are parents informed of other services available that are not just focused on education?
- Time to revisit local coordination of efforts
- Key information about all agencies & services available in the community with a contact person and contact info.

3. Staff Understanding of Roles & Responsibilities

- Transitional issues with new staff
- Awareness of staff changes and educating new staff

4. Childfind/Healthfair

- Where are the childfind guidelines? Do we have them here in Cordova?
- How can we team up to do childfind? with Healthfair?

5. Parent Understanding/labeling

- Hard to reach families and perception of special education as the “Dummy School”
- Not wanting a label for a child

6. Paperwork

- Too much paperwork

Team Work Plan

Need Statement: *There is confusion about the transition process and responsibilities (referral and eligibility)*

Expected Outcome: *There will be a clear process and clear procedures around referrals and eligibility.*

Strategies/Activities:

1. Develop flow chart – outline process 0-3 onto 3-5 seamlessly and show overlap (Sarah, Jeff, Ellen, Kris) Bev will develop a draft based on discussion to review at Dec. 10th meeting at 3 pm.
2. Add flow chart to stepping ahead booklet for parents (Ellen)
3. Staple flow chart to referral form and distribute to referral agencies. Present and distribute at a Provider meeting in January. Kris will send out an agenda.
4. Educate secretaries about process and who to call for what (Sarah by Nov 30th). Bev will email sample referral forms and preschool peer selection process from other school districts.

Next Meeting:

December 10th at 3 pm. Sarah will send out an agenda and location. Sarah will facilitate. Kris to take minutes.

Tentative agenda:

- 1. Review ATTI summary report**
- 2. Review draft flow chart for changes**
- 3. Revisit vision statement and address other priorities as time allows.**
- 4. Set next meeting time and agenda and delegate responsibilities**

Parking Lot:

1. Orientation to pre-school
2. Who and how do children get on preschool list?
3. How to engage families who do not want to admit a problem?
4. Challenge – use of Battelle to qualify? Do we use standard deviations or age equivalencies?
5. Need for more pre-school options in community.

Summary/Training Report:

The Cordova transition team participants were actively involved in developing common understanding of all program services and the transition/referral process into special education services. There is a lot of confusion about the process and roles and responsibilities. They developed a realistic action plan and developing of a written guidance document or flow chart to outline the process and responsibilities will be beneficial for all program staff and will also help to orient new staff members. After the team addresses the first priority of increased knowledge of process and procedures then the other areas may be prioritized and an action plan developed. It was a great pleasure to work with Cordova and ATTI is available for ongoing consultation and assistance as needed. I am also available for facilitation of any future meetings as requested. Please share your meeting minutes and any products that you develop with ATTI.