

**FAMILY SUPPORT PROGRAM  
ADVISORY COMMITTEE**

**Meeting Minutes**

**DATE:** Tuesday, September 11, 2012

**TIME:** 12:00 p.m. – 1:00 p.m.

**PLACE:** Oshkosh Human Services Building  
220 Washington Ave., Oshkosh  
Conference Room #33

**MEMBERS PRESENT:** Beth Culp, Cindy Flauger, Tracy Gehrke, Elizabeth Jones, Cindy Knaggs, Rob Paterson, Luann Rodriguez, Kara Van Vooren Tracey Wroblewski and Dorothy De Grace

**OTHERS PRESENT:** Erin Hollister, Information & Referral Specialist – CYSHCN and Molly McGregor, Outreach Specialist – CYSHCN

Elizabeth Jones called the meeting to order at approximately 12:00 p.m.

1. **Approval of Agenda:** Tracy Gehrke moved for approval of the agenda as written; seconded by Kara Van Vooren and carried.
2. **Approval of Minutes for the June 12, 2012 Meeting:** With no additions or corrections to the minutes, Cindy Knaggs moved for approval; seconded by Tracy Gehrke and carried.
3. **Member Sharing:**
  - Family Support Program updates: Beth Culp said we are currently serving 77 children with Family Support funding. She said the intensity of service needed for some families has been higher than average, so we are using the \$3,000 per family very early in their service. If more funding is needed, we can switch them to other Long Term Support funding by applying for a federal waiver and matching Family Support funds for a total of \$7,600 for the family for the year. If this amount is insufficient to meet their needs, then we use other funding instead of Family Support. Beth said we are close to using the total dollar amount allocated to us. She receives many referrals on a weekly basis, and she said that we always find a way to get services for the family. We always maximize what a family has within its own resources first; then we look to the community; and then we look to funding.

Liz Jones said the “Friends of Autism” recently held a golf outing and raised a significant amount of money. They are looking at donating towards some research. There will be a walkathon in Madison in October, which is their second walk this year.

**4. Birth-to-Three Program Report:**

- 2012 Stats – Cindy Flauger explained that indicators in the Birth-to-Three Program are the state’s way of providing a measure for quality assurance as required by the federal government.

Cindy said several indicators must be met at 100%, while others have more latitude. In our last cycle of July 2010 through June 2011, we were not able to meet our obligation to develop an Individual Family Service Plan (IFSP) within 45 days from the point of referral to determining a child eligible and developing the IFSP. We needed to respond with documentation to the state on the individual level and a systems level showing how we followed-up. The second indicator that we missed was a timely service, which must start within 30 days from the time the IFSP is developed. Cindy said we are looking at our process to see how we can streamline it so the timeline isn’t impacted in a greater way. Another indicator we must meet is our responsibility to have a timely transition plan in place when a child is leaving Birth-to-Three. Cindy said if we look at provision of service from the perspective of quality and measuring from family surveys in terms of their being satisfied with service, they are positive.

Cindy said we are currently serving 108 children with an active IFSP. There are many families referred, but sometimes they find the child not eligible for services. In 2005 we screened or evaluated 229 children to determine eligibility; 223 had an active IFSP. In 2011 they screened 392 children; 266 had an active IFSP. Cindy projects that by the end of this year they will have seen 370 children; 276 will have had an active IFSP. They are seeing families with a higher level of service coordination.

**5. Northeast Regional Center for Children & Youth with Special Health Care Needs:**

Kara Van Vooren explained that they serve families with children from prenatal to age 21 who have disabilities and/or special long-term health care needs. They help them find resources and make connections to agencies, programs or support groups. They service 16 surrounding counties and Winnebago. Their grant is held by Children’s Hospital of Wisconsin—Fox Valley. They help with resources and planning for all areas of transition for youth as they move into adult life. Molly McGregor said they use a curriculum and a follow-along booklet to do training for these youth. The youth work towards developing their own independence in managing their own health care to the extent possible. Kara distributed brochures and other information that is available for families. Erin Hollister said they also have a lending library that has items for any child with health care needs and for parents. Kara said they collaborate with CESA VI to do presentations and trainings. They offer parent-to-parent training, which helps families support other families in a similar situation. They go over health care benefits with parents to help them understand what insurance coverage they have.

**6. Future Agenda Items and Meeting Time/Place:**

Elizabeth Jones asked committee members for agenda items. It was decided to continue with the meetings at the Oshkosh Human Services Building starting at noon.

**7. Next Meeting:**

With no other business, Luann Rodriguez moved for adjournment; seconded by Tracy Gehrke and carried at 1:10 p.m. The next meeting of the Family Support Advisory Committee will be **Tuesday, December 11, 2012** from 12:00 p.m. to 1:00 p.m. in **Room 33** of the **Oshkosh Human Services Building**.

Respectfully submitted by Dorothy De Grace, Secretary