

## **IFSP Executive Committee Meeting**

### **Minutes of the March 22, 2010 Meeting**

#### **I. Welcome**

J.C.S welcomed members to the meeting. Introductions were held.

#### **II. HFWA Update**

##### **A. Outcomes Update**

J.C.S. reviewed information on data collection which will begin shortly. Data submission will be done in three month intervals broken down quarterly over the calendar year.

There will be two types of measures collected. The Wraparound Fidelity Index #4 named WFI-4 and the Team Observation Measure called TOMS. WFI is families that have been enrolled in the process at least three months but have not exceeded a 15 month period of time within the process. B.V. mentioned that could be confused with Functional Family Therapy outcome measures which is also TOM – Teen Outcome Measure.

These measures have been developed by the Wraparound Institute and also the University of Washington. The WFI data submission will be in January and July. The information will be collected over a three month period prior to each submission date. For example, WFI data will be collected in October, November and December with submission through the month of January.

Details were discussed with the group regarding how the interview process will work for families. There will be four interviews for each family involved to include the youth, a family member, the facilitator and one other team member. A minimum of 15 have to be done for our sample size of 50 youth being served in the first year.

TOMS data submission will be in April and October. A minimum of 8-10 observations will need to be done for 50 active families. As cases increase the observations need to be done. Once the highest point is hit, 35% of active families have to be completed.

Information to go to the University of Washington will be entered into their system by J.C.S. Reports will be compiled quarterly and they will send information back to us. Training to understand the system will be held in April.

##### **B. Engaging Staff in the process**

J.C.S. reported on a meeting attended with Pinebrook Services. A discussion was held on how to get staff on board, engage the front line staff in the process and talk to a group to discuss how the County will benefit from HFW. Any ideas are welcome.

The National Wraparound Consultant offered to do live coaching session as a possible solution. J.C.S. mentioned this would be very helpful. She distributed and discussed a handout on Phases, Activities, and Skills Sets of the Wraparound Process. These are tasks that have to be done and the items the consultant would review. This information is available on Lehigh County's website with a link to the National Wraparound website. A discussion held on possible ways of working through these issues. Meeting times are an issue as well.

D.G. suggested discussing HFW at the SAP Meeting. Schools could be engaged. J.C.S. replied that they plan to attend and give an overview of what HFW is, how to make the referrals and the process. P.T. recommended pulling individuals who are sixteen and seventeen from the data system. J.C.S. mentioned another issue is children with a diagnosis of PDD. Many referrals are turned away because of this diagnosis. The Autism Spectrum population can not be given services which is the number one reason that there are not a higher number of families that are involved. Youth at this age who do not know where they will be living or being in programs outside of the county and not wanting to return to Lehigh County is another reason. Discussion held regarding obtaining services for children with autism.

J.B. asked if someone from HFW would like to attend with to give information at a presentation he is giving during an in-service at Allentown School District. L.K. also recommended talking with J.S. from the ASD. J.B. will send J.C.S. an email with the date of the presentation.

J.C.S. announced the national consultant is coming Thursday, April 22 in the afternoon. She will coordinate offices to attend.

### **III. ICSP Advisory Meeting Update**

The ICSP Advisory Meeting with the State was held recently as a webinar. The Governor's Budget briefing was reviewed. If anyone needs any information, J.C.S. has links to this information.

Also reviewed were the accomplishments in DPW and what the goals are for the next year. These will also be emailed. One area of focus of the meeting was placed on that a lot more counties have become Tier One Counties. System of Care was also discussed by the group. The families that are involved in the System of Care need to go through the HFW process.

P.T. reported the CASSP system coordination referrals this year compared to last year have greatly increased. Instead of having 2-5 referrals per month there are 9-11 referrals. They are also more complicated referrals.

#### **IV. Office Updates**

P.B. invited everyone to the Children's Memorial Flag Raising Event which is held in honor of the children who have lost their lives due to abuse and neglect. The event will be held on Tuesday, April 6<sup>th</sup>, 12:30 in the courtyard.

J.B. gave a Network of Care update. He reported there are more people helping with the project. Children's MH is getting involved, J.S. is doing some work and interns from the Public Information office are working on getting the word out. J.B. reported on presentations he has done to share information.

**Next Meeting Dates: Executive Committee Meeting  
Monday, April 26, 2010, 8:30 a.m., Room 201**

**IFSP Advisory Committee Meeting  
Friday, May 14, 2010; 10:00 a.m., Room 123**

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