

Otter Tail Family Services Collaborative

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*Working Together...
Serving Families
...Improving Lives*

Service Coordination/CTIC

Meeting Minutes

2:30– 4 PM, October 12, 2009

Dead Lake Room - Government Services Center

Present: Mary Matteson (Fergus Falls Community Ed-5); Carrie Beithon & Laure Lafond (Community Representatives); Sandy Kitzman (FFASEC – 5); Karyn Sportel (Freshwater Education District -130); Jon Kragness (Minnesota State-3); Deb Anderson (Voc Rehab Services-5); Joyce Wolter & Becky Waldera (Freedom Resource Center – 5); Desta Lutzwick (OTC Probation-4); Bob Johnson (Productive Alternatives-1); Denise Colburn (Wilkin County Human Services – 80); and Jane Patrick (Collaborative Coordinator).

1. Jane Patrick welcomed the group. Jon Kragness agreed to act as chair for the day's meeting.
2. Jon called for a review of the minutes of the August meeting. **MOTION:** Approval of the August minutes and the agenda for the day's meeting. (by consensus)
3. Updates:
 - Sandy has invited Ellen Anderson from the Fergus Falls High School to sit on the group. Ellen was not able to attend today, but has agreed to serve on the committee. The group discussed the fact that Ellen will provide the perspective of both a special education teacher and also has experience as a regular education teacher from her past positions.
 - Becky and Joyce shared an update on the Youth Leadership workshop which was held in Wilkin County in August. Nine youth from Wilkin County and one from Fergus Falls attended the session which was designed to develop leadership skills for the students attending.
4. Service Coordination Business:
 - The group discussed the Service Coordination Resource card. Jane requested that the members take a supply of the cards and distribute them within their agencies and schools. A correction was noted on the card which Jane will make prior to the next printing. The group discussed the potential for adding more information to the back side of the card, including the idea to incorporate additional mental health information. There was a consensus by the group that they would leave the back of the card blank so that it could be used as a postcard so that agencies could send it out to families requesting additional information. The group decided not to include more specific mental health information as it might be perceived by some as something that is specific to mental health.
 - Sandy Kitzman contacted Echo Breen at M State Fergus Falls to discuss options for giving a presentation to the nursing students on the importance of early identification and referrals for children with disabilities. Echo will be resigning her position but provided contact information for those at the college who could authorize this type of presentation. The group would potentially have 30-60 minutes to present. The group discussed the

fact that Sue Ewy from MCSHN might be a good presenter for the group. Jane will contact Sue to see if she would be willing to provide this presentation. Sandy also noted that a suggestion was made to include information about services and resources in the postpartum packets given out at the local hospitals.

- The group discussed the process for determining service coordination utilization rates in the OTC schools. Karyn indicated that she would be meeting with special education staff in October to gather data. The formula includes identifying the number of students eligible for coordinated services, and the number of families utilizing the IIP form and/or the number of families with multiple agencies providing input into the IEP development. The group also discussed how to measure parent satisfaction when it comes to coordinated services. The group is specifically trying to determine how many parents are: a) aware of the option for coordinated services; b) how many feel they receive this service; and c) if they are satisfied with the level of coordination received. Jane will work together with the consumers on the group to try and develop a satisfaction survey tool that might be effective in collecting this data.
- The group also discussed the issue of state mandates when it comes to service coordination delivery and the use of the IIP form. Karyn agreed to check with Jayne Spain to see if there were any new updates or guidelines from the state about this topic.

5. CTIC Business:

- The group reviewed plans for the Transition Tool Box events coming up in October and November. The Fergus session will be held in Room 245B at the High School. Ellen Anderson has agreed to be the point person for this event. Anne Stenoien is the contact person for the Underwood event set for November 10th at the Underwood School. Joyce will work with Denise to set a date for the event in Wilkin County. There has been no follow-up regarding the date in New York Mills.
- Post Secondary Survey results from east side schools – to be postponed until the next meeting.
- Youth Health Day – will be scheduled sometime in March. The group will plan to provide a booth for the event similar to their plans for last year. Mary and Desta will keep the group posted on when the date is determined.

6. Partner sharing

- Carrie reported that the presentation provided by her and her son in August to the Fergus Falls paraprofessional group went very well. Over 200 people attended. Carrie indicated that they were willing to provide the presentation in other districts upon request.
- Karyn shared that Special Olympics were looking for volunteers to help with the bowling event scheduled in Alexandria this weekend. If interested in helping, please call Emily Halbur at 612-604-1274 to schedule a time.
- Sandy shared that the FFFASEC is hosting a workshop on conservatorships on October 27 from 11:30 – 12:30 at the Coop district offices in Fergus Falls.

7. The meeting was adjourned by consensus. The next meeting will be held on **Monday, November 9th from 2:30 – 4 PM** in the Dead Lake Room at Government Services Center in Fergus.