Notes

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<td>1. Purpose and introductions</td>
<td><strong>Purpose</strong> – To explore ways of organizing Virginia’s service delivery system to maximize the use of available fiscal and personnel resources and deliver positive results for Virginia’s infants and toddlers with disabilities and their families</td>
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<td><em>Words members used to describe how they’re feeling as we get started in this work:</em> Excited, apprehensive, possibilities, hopeful, eager, mixed, positive, optimistic, #excitedtothinkoutsidethebox, cautious, open-minded, okay?, intrigued, interested</td>
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| 2. Effective phone meetings | • Phone lines on mute unless you’re speaking (*6)  
• Identify yourself when speaking  
• Raise your hand, use chat or just unmute when you’d like to speak  
• I may call on you, may do round robins to check in with everyone | |
| 3. Context | Some local systems are experiencing fiscal and/or personnel shortages. We are working on these at the state level and using our Action Reports to keep everyone in the loop on the efforts that are underway.  
At the September statewide meeting, local system managers brainstormed additional strategies to address fiscal and personnel challenges. Suggestions included regionalizing in some way or looking at ways to share some infrastructure components across local systems (e.g., billing, training, etc.)  
In response to those suggestions, the State Leadership Team that focuses on the local system capacity section of our early intervention State Systemic Improvement Plan (SSIP) added an activity to establish this infrastructure work group.  
So our work will be focused specifically on how our infrastructure, the way we’re organized, could better support efficient use of resources (people and money) | |
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| 4. Principles that will guide our work and decisions | The group suggested the following potential principles to use in guiding our work and evaluating our recommendations:  
- Be positive and open-minded about the possibilities  
- Have a mindset that when we present ideas we use problem solving language – (challenge AND solution)  
- Explore all options even if they’ve been considered in that past; no idea is a wrong idea  
- Be organized and set clear expectations for action items  
- Make clear the purpose behind recommendations  
- Ensure recommendations will streamline processes versus adding additional work  
- Keep in mind that we are representing others  
- Consider how the recommendation makes sense for programs and families  
- Keep the data in mind | There was consensus to adopt all of these suggested principles |
| 5. Plans for getting started | Group members shared the following ideas about what steps we need to take and what information we need in order to get started in this work:  
- Identify a way to categorize recommendations in order to identify those that are easiest to implement with biggest impact  
- Identify issues/challenges and who is impacted  
- Determine what data would help us analyze current challenges and possible solutions, impact of any proposed change  
- Get an overview of the current infrastructure across the state and challenges  
- Understand local documentation and data systems and how that impacts possible infrastructure changes  
- Look at other states that are regional or share services and gather pros and cons  
- Identify other organizations or community resources that could help us advocate once we have a final plan; how we can get families involved in advocating for things like increased reimbursement rate; partnering with Voices for Children. Katie Webb shared that New Path at Arc of Virginia can help support families around advocacy.  
- Understand real and perceived barriers to reducing the number of local systems – how can we work with other local folks (cities, counties, etc); consider impact on local funds that are put into EI  
- Identify and dispel any myths that are circulating about current or planned EI infrastructure  
- Conduct a baseline needs assessment in terms of fiscal and personnel issues ... where are these happening and what might be impacting that | Our first step will be to understand how local systems are structured, the mechanism(s) they use to maximize revenue and how well that is working, and other local factors that impact revenue and costs. |
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<td>Since this group’s purpose is to figure out how we can best structure our system in order to most effectively and efficiently use our resources, we need to focus on maximizing revenue and cutting costs.</td>
<td>Group members will email Kyla by 1/23 with ideas of information we should gather on local systems about current structure, billing practices, etc. Kyla and Richard will draft questions based on input today and by email and send back out to the group by 1/30 for quick review and feedback. State staff will fill in any data we already have that address the identified questions. Based on the final set of questions (that we don’t already have data for), group members who represent regions will gather that information from local system managers in their region for the next work group meeting.</td>
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| What needs to happen before our next meeting | Gather information on what’s going on right now in local systems, such as the following:  
- Billing practices... who does the billing, role of private providers, are programs contracted with all MCOs, what’s working and what’s not working, impact of having an adequate number of personnel to provide the services  
- How local system is structured (in-house or contract providers; type of local lead agency)  
- Fiscal data; percent of children covered by Medicaid | |
| Set ongoing meeting schedule | Tentatively:  
Next meeting – February 21, 10:30 – 12:00  
Standing monthly meeting – 3rd Fridays, 10:30 – 12:00 | When sending out the meeting notes, Kyla will ask who is not available on the tentative date and then confirm by email the next meeting date and standing meeting schedule. |