

LICC Organization and Structure

It is important for LICCs to develop some model of organization and structure. This helps to establish the identity of the LICC, along with promoting LICC credibility within the community. There are several basic components that all LICC should incorporate to support the effective functioning of a LICC.

Recruitment Core Members

Recruit the core early intervention members in the community. The majority of these core members are found in all counties in North Carolina. LICCs should also consider including other identified early intervention stakeholders. These stakeholders vary by community.

☆ See NC-ICC Toolbox Item #5 - List of Community EI Stakeholders

Hold Regular Meetings

This instills commitment among the LICC members and reinforces the value of their time, along with validating the reason they are participating with the group. The LICC may also consider varying the site and time of its meetings to occasionally accommodate members who have conflicts with regularly scheduled meeting location and times.

Develop Meeting Agendas

Meeting agendas help people to schedule their time accordingly. Agendas also help the LICC members to plan and facilitate discussions. Agendas can also be a means to validate meeting purpose and time commitment for its participants.

Prepare and Disseminate Meeting Minutes

LICC meeting minutes help to document discussions and decisions made by members. This documentation can be an important reference for LICC members. Meeting minutes can serve as reminders of what people have agreed to do. Meeting minutes can also be used to track and document LICC activities or events.

Leadership

All formal groups need to establish a degree of leadership. Effective leadership can keep the group focused and grounded around the LICC purpose. Effective leadership will keep the group motivated and invested in the LICC activities. LICCs should rotate Leadership responsibilities to allow all members opportunities for group leadership. It is recommend that LICCs have co-chairpersons at a minimum. Other officers can be added based on LICC development.

☆ See NC-ICC Toolbox Item #6 - LICC Officers and Responsibilities

Child Find and Transition

The LICCs are a vital link in supporting the NC early intervention system in meeting federal service expectations. The Child Find Activities Report is a statewide method to capture the rich and diverse activities occurring in local communities to promote awareness of the NC early intervention system in the local communities. The Transition

Activities Report is statewide method to capture the rich and diverse activities occurring to ensure a seamless transition process between the NC early intervention system in local communities. LICCs are asked to capture what activities are occurring locally by their LICC partners and report annually.

☆ See NC-ICC Toolbox Item #7 - Child Find and Transition Activities Templates

Other components to consider as LICCs develop:

Vision Statement and/or Mission Statement

Describes a desired future based on the LICC and early intervention system's values and philosophy. The vision is broader than what any one agency can achieve; therefore collaboration is supported in pursuit of the vision. The statement describes the LICC's reason for existence and may state its role in reaching its vision.

☆ See NC-ICC Toolbox Item #8 - Developing Vision/Mission Statements

By-Laws

By-laws identify approved policies and procedures for the LICC. By-laws can define the responsibilities of the LICC and its members and supports a working structure of the LICC.

☆ See NC-ICC Toolbox Item #9 - Developing By-Laws

Setting Priorities

To take action, the LICC must first know the need of its community and the priorities in meeting those needs. Child Find and Transition are two priorities that will be universal across all counties. Based on the community, other needs related to the early intervention system may be identified (for example, identifying gaps or duplication in services; outreach needed to target populations).

☆ See NC-ICC Toolbox Item #10 - Identify LICC Priorities

Action Plans

The action plan gives the LICC a concrete written plan for how they will address the priorities they have identified. It identifies activities to reach specific outcomes that will address identified priorities, and it provides a way for tracking the group's work and evaluating the results. Action plans can be developed by the group as a whole or can be delegated to a committee or task force based on input from the whole group.

☆ See NC-ICC Toolbox Item #11 - How to Develop LICC Action Plans
