

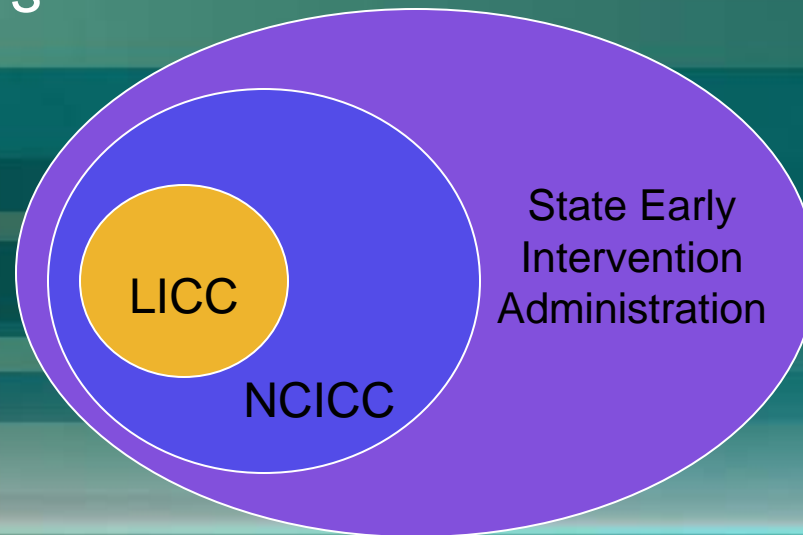


# Journey to the Center of the LICC

2009 LICC Training

# Core Purpose of the LICC

- ❖ Provide opportunities for service providers to be involved in local activities such as child find and public awareness, community needs assessment, system evaluation, and professional development. *Source: NC Infant Toddler Manual, Bulletin #6*
- ❖ LICC is the local foundation - link from local early intervention system advocates to state level advocates and administrators





# NC Interagency Memorandum

Jointly Held Expectations Of Local  
Interagency Coordinating Councils

April 2008

# NC Interagency Memorandum Core Responsibilities

- ❖ Identify, recruit and maintain *an interagency membership of representatives* from community agencies and individuals planning, funding, and/or providing services for children from birth to five years of age with special needs, and their families

# NC Interagency Memorandum Core Responsibilities

- ❖ Assist in *reviewing current child find* activities within the community, collaborate with participating agencies and consider developing additional activities, with parent input

# NC Interagency Memorandum Core Responsibilities

- ❖ Assist in *executing* the *child find* activities within the community, collaborate with participating agencies and *consider developing* additional activities, with parent input

# NC Interagency Memorandum Core Responsibilities

- ❖ Identify, *document* and *report*\* on activities performed by or in conjunction with LICC members at least annually on the following:
  - child find activities,
  - public awareness activities, and
  - public awareness activities about transition(s)
    - \*using NCICC Child Find & Transitions Report Templates

# NC Interagency Memorandum - Core Concepts

- ❖ *Develop* public awareness activities and/or materials about available services in the local community for children birth to five years of age

# Who are the LICC Partners to Implement the LICC Core Responsibilities?



# LICC Core Members

## Parents

Public school/Exceptional Children Program

Children's Developmental Services Agency

Family Support Network

Medical Community

Public Health Department

Smart Start

Dept. of Social Services

Head Start/Early Head Start

Mental Health Agency

Other Public/Private Early Intervention Agencies

Child Care Community/Child Care Resource & Referral

Gov. Morehead Program for Visually Impaired Children

NC Deaf or Hard of Hearing

TEACCH/Autism

Military Early Intervention

# LICC Core Membership and Responsibilities

- Represent group or agency as a stakeholder in early intervention needs/services
- Be a courier of information **to** LICC from their group/agency
- Be a courier of information **from** LICC to their group/agency



# LICC Core Membership and Responsibilities

- Contribute toward completion of Child Find & Transitions Templates
- Identify service needs & training needs of the early intervention program as applicable.


- Parents:
  - Provide family perspective as it pertains to early intervention services & system in region.
  - Solicit input on early intervention from other parent/family members of children in early intervention and convey to LICC.
  - Assist LICC & CDSA in maintaining a family-centered approach to early intervention service delivery.
- Preschool Disabilities Program Coordinator or LEA representative
  - Share information/data on preschool disabilities program enrollment and programming efforts in public school for children ages 3-5
  - Inform LICC of child find, monitoring and other activities.
  - Inform LICC of specific activities & obtain input from LICC

- Infant Toddler Program/CDSA staff
  - information/data on Infant Toddler program enrollment and service efforts for children ages birth through age 2
  - Inform LICC of child find, monitoring and other activities.
  - Inform LICC of specific activities & obtain input from LICC

- Family Support Network Representative
  - Provide input regarding family support needs and activities in CDSA catchment area to LICC.
  - Inform families of LICC activities & local early intervention plan.
  - Identify & convey family support needs to LICC

- Health Department
  - Ensure needs of children eligible for early intervention and who have special health care needs are addressed in any LICC planning efforts.
  - share needs, activities, and relevant data of Health Department related to early intervention for children ages B-5 (ex. CSC)
  - Ensure linkages to Health Department services for early intervention populations as needed
- Dept. of Social Services
  - share needs, activities, relevant data of DSS related to early intervention.
  - Ensure needs of children eligible for early intervention and who have developmental concerns are addressed in any LICC planning efforts.
  - Ensure linkages to DSS for early intervention population as needed

- Smart Start Staff
  - Represent needs and activities of Smart Start partnership in LICC area as related to early intervention.
  - Assist LICC in any development or planning activities relative to an early intervention planning efforts for LICC area.
- Local Management Entity (local mental health govt. agency)
  - Represent needs and activities of LME partnership in LICC area as related to early intervention.
  - Assist LICC in any development or planning activities relative to an early intervention planning efforts for LICC area.

- 
- Medical Community
    - Assist LICC in developing early intervention referral process with others in medical community.
    - Assist LICC with public awareness & child find activities within medical community.
  - Head Start/Early Head Start
    - Ensure needs of children eligible for early intervention and who have developmental concerns are addressed in any LICC planning efforts.
    - Ensure linkages to EHS/HS for early intervention population as needed



- Child Care Community and Child Care Resource & Referral Agencies

- Inform LICC of the needs of child care providers in the area to support inclusion.
- Assist LICC with public awareness and child find activities within the child care community.

- Other Public or Private Early Intervention Providers

- Inform LICC of needs of early intervention providers in area as related to training and monitoring activities.
- Work with LICC on any development or planning activities related to early intervention.

- Office of Education Services Governor Morehead (vision impairment services)

- Office of Education Services Deaf or Hard of Hearing Program

- TEACCH

- Military Early intervention Programs

- 
- ▶ Inform LICC of early intervention needs of children with above noted populations' needs
  - ▶ Assist LICC in any planning or development activities related to early intervention for the above noted populations' needs

# What Motivates LICC Participation

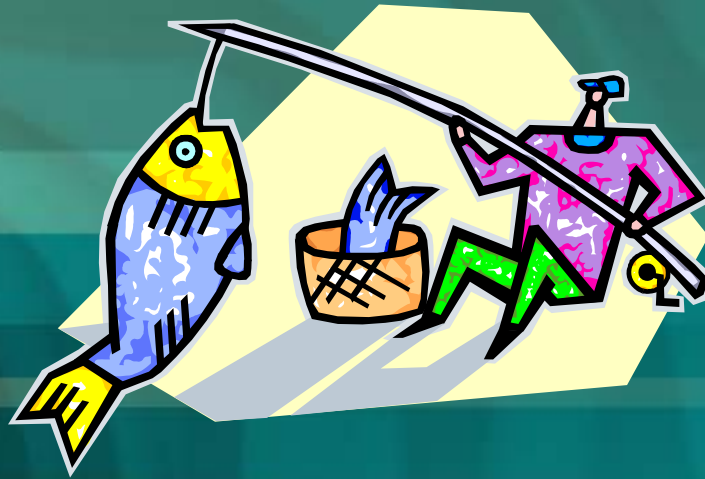
- ❖ Agency requirement for LICC participation
- ❖ Agency commitment to addressing issue/population
- ❖ Sense of Community advocacy
- ❖ Personal conviction

# LICC Participation

## ❖ Points to Consider to Reinforce Attendance and Participation

- ➡ Explain why parents, individuals or agency are needed on LICC
- ➡ What is the message you want parents, individuals or agency to take away from their LICC involvement
- ➡ What can parents, individuals or agency gain by their involvement on the LICC

# Fishing for LICC Membership and Reeling Them In





# Recruitment - Parents

- **Parents are recommended via early intervention service programs or staff**
- **Parents recruited via former LICC parent members**

# Recruitment - Parents

- **Parent Support Groups as a resource for membership:**
  - Family Support Network
  - Local Autism Society functions
  - Down Syndrome group
  - Mother's Morning out groups
  - Early Head Start/Head Start parent meetings

# Recruitment - Parents

- **LICC flyers located at key service sites**
  - CDSA, Health Dept., DSS, child care, etc.
- **LICC members attend Parent Support Group meeting**

# Recruitment - Parents

- **Solicit support to for parent stipends**
  - Sources:
    - NCICC minigrants
    - Donations from community businesses
  - Offer Child Care support
    - Volunteers on site during meeting

# Recruitment - Parents

- **Orientation Buddy/Mentor**
  - Pair a LICC member with parent
    - Meet prior to meeting to discuss how the meeting will function, what to expect
    - Ride to the meeting together
    - “Debrief” after LICC meeting to answer any questions, clarify items

# Recruitment - Parents

- **Orientation Buddy/Mentor**
  - Pair a LICC member with parent (continued)
    - Telephone call to follow-up with parent – to reinforce the importance of their attendance and contributions
    - Reinforce that parent is an equal stakeholder, their observations/comments are a valuable perspective



# Recruitment - Parents

- **Other Strategies Used by LICCs?**

# Recruitment-Agency Representatives

- **Who Do You Know.....**
  - Tap into existing members' resources, connections
- **Connect with other Community Boards for membership recruitment resources**
  - Are there other Boards that have similar stakeholders to early intervention?

# Recruitment-Agency Representatives

- **LICC Co-Chairs personally visit absent stakeholders**
  - explain the function of the LICC and their agency's contribution
  - Importance of representative's attendance to share agency's efforts
  - Learn about community resources for future collaboration
  - Maximize community resources

# Recruitment-Agency Representatives additional strategies

- **Scheduling meetings in the building of the agency that you want to recruit**
  - makes it easier for them to attend
- **Invite the Agency staff you are trying to recruit to give a presentation to LICC about their services**
- **Invite agency staff to lend their expertise on a subcommittee**
  - then ask to become a member of the LICC

# Recruitment-Agency Representatives additional strategies

- **Have a retreat or meeting to develop annual goals, strategies, or workplan**
  - excellent way to focus the work of the LICC
  - Allows members to feel “vested” in LICC work
  - Invite agencies that you want to recruit



# Recruitment-Agency Representatives Additional Strategies

- **Other Strategies Used by LICCs?**

# Retention Strategies

- **Have meetings during lunch time**
  - Restaurant lunches – different environment may be more appealing
  - “Lunch and Learn” sessions – use time frame for brief continuing education topic in addition to LICC business

# Retention Strategies (continued)

- **Meeting Frequency**
  - Monthly
  - Meeting every other month
- **Select a day of the week that is best for the majority and stick with that date.**
  - Consistency helps in scheduling

# Retention Strategies- continued

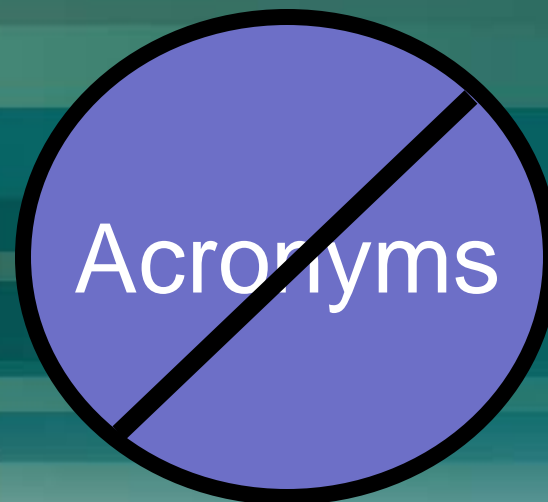
- **Send meeting reminder a few days before the meeting.**
- **Have a clear agenda**
  - send prior to the meeting if possible
- **Maintain minutes of meetings**
  - send out regularly
  - reminds members of any items that they are responsible for
  - allows members who did not attend the last meeting to get caught up.

# Retention Strategies- continued

- **Introductions at each meeting**
  - Helps to reinforce names, faces and agency association/relationship to LICC
  - Include population/children served
  - Introductions and agency updates also allow new members to learn about other member agencies and what they do.
- **Report from all attending members**
  - Recent activities members participated in

# Retention Strategies- continued

- **Avoid or keep acronyms to a minimum**
  - explain each acronym to educate entire group
- **Be sensitive about “agency jargon”**



# Retention Strategies- continued

- **Rotate agency and parent membership**
  - Helps to decrease meeting burnout
  - Increases the variety and education of multiple agency representatives
  - Exposes more agency representatives to early intervention



# LICC Member Retention Additional Strategies

- **Other Strategies Used by LICCs?**

# In Summary

## ❖ Jointly Held Expectations of Local Interagency Coordinating Councils - Core Responsibilities

- Identify, Recruit and Maintain an interagency membership of community agencies that focus on serving children ages birth to five with special needs
- Plan, Implement, Document, Monitor local early intervention efforts

# In Summary

- Identify key community stakeholders for membership
  - Help members understand what early intervention is
  - Help members realize their contributions as a stakeholder and LICC participant
  - Help members understand purpose, value and contributions of LICCs within early intervention system



# In Summary

- Be creative in recruiting and maintaining membership
- Be sensitive to members' time commitments – stay on time and on task
- Support parents in LICC participation



Mission  
Accomplished