State Advisory Panel & Interagency Coordinating Council

Back to Basics

An Orientation to Strategies and Resources, Roles and Responsibilities of State Advisory Panels and Interagency Coordinating Councils
Agenda

- Logistics
- Welcome and Introductions
- History of the SAP/ICC Workgroup – John Copenhaver, MPRRC
- Orientation to the Role of the SAP – John Copenhaver, MPRRC
- Orientation to the Role of the SICC – Judy Swett, ECTA @ Pacer Center, Chair of MN SICC
- Questions (time permitting)
- Closing Comments and Announcements
A Brief History of Time
State Advisory Panel / Interagency Coordinating Council Professional Development

February, 2014
SAP/ICC Webinar
Professiona Development

During the past 15 years OSEP has provided professional development opportunities for members of the SAP/ICC.
2000-2009

OSEP included a pre-session for the State Advisory Panel members and SEA staff at their annual conference. This was usually a ½ day session that would cover a variety of topics relating to the State Advisory Panel’s purpose, function, and membership.

This was a great opportunity for Panel members to collaborate, network, and share ideas. OSEP staff would usually be part of the presentation.
At the direction of OSEP, a national SAP workgroup was formed in an effort to provide tools and resources that would assist State Advisory Panels increasing their effectiveness in implementing federal and state requirements for State Advisory Panels.
SAP/ICC Website

http://www.stateadvisorypanel.org

Founded 2009

✓ One stop information on SAP/ICC resources across the country
✓ Archive webinar, handouts, and other information.
✓ A place to submit exemplar documents as they relate to the SAP/ICC.
SAP/ICC Websites

There is a link to every SAP/ICC State website – so it is important to keep your individual SAP or ICC website updated.
Website and Technology

A special “thank you” to Roger Holt from PLUK Montana for maintaining the SAP/ICC website.
The workgroup’s activities and website were expanded to include supporting Interagency Coordinating Councils (ICC) under Part C of IDEA.
Activities of the Workgroup

- Conduct presentations at OSEP conferences
- Plan quarterly National Webinars: February, May, August, and October
- Develop and maintain the SAP/ICC website
National Webinar Format

- Topics are suggested by webinar participants
- OSEP provides an overview of the topic as it relates to the regulations
- Presentations by a State Advisory Panel and State ICC
Examples of Webinar Topics

- Advice and Assist: What does it mean?
- Annual Reports
- SAP/ICC Roles in Results Work
- Communication with the Public
- Role of Parents and Families as SSIP Stakeholders
Current Membership of Workgroup

- OSEP Project Officer – Carmen Sanchez
- OSEP Project Officer – Perry Williams
- RRCP – Susan DuRant
- RRCP – Teresa Blythe
- RRCP – John Copenhaver
- RRCP – Darla Griffin
- ECTAC/MSRRC – Sharon Ringwalt
- PTAC – Barb Buswell
- PTAC – Roger Holt
- PTAC – Jan Serak
We need your suggestions on improving the website and webinar on topics that would be helpful!
Thank you!

Questions?
Back to the Basics
Sustaining Effective State Advisory Panels

Orientation is the Key
February 21, 2014

John Copenhaver
Purpose

It is important to provide an annual orientation for Panel members and SEA staff regarding the Panel’s purpose, membership, functions, and procedures.

Requirements—Best Practice
State Special Education Advisory Panel—Orientation

- Membership
- Purpose
- Functions
- Setting Priorities
- Procedures—By-Laws
- Panel Annual Report
- OSEP Activities
- General Supervision
  - SPP
  - APR
  - Levels of Determination
- OSEP Verification
- Results Driven Accountability
- State Systemic Improvement Plan
- Reauthorization
Emerging Roles

Since the IDEA 2004 reauthorization the role of Advisory Panels increased roles with:

Fiscal  SSIP  Data
SPP    APR  Verification
Levels Results Work
Part One
Advisory Panel
Introduction/Overview
## IDEA Regulations Relating to the Advisory Panel

- **Establishment**: CFR 300.167
- **Membership**: CFR 300.168
- **Duties/functions**: CFR 300.169
- **Due Process**: CFR 300.513/514
- **Waiver**: CFR 300.164 (c)(4)
The Legislative History of Special Education

P.L. = Public Law
108 = Congress Number
446 = Number of Laws passed during this session

The Legislative History of Special Education

IDEA Amendments of 2004

NCLBA—2001 (ESEA)
Public Law 108-446 (IDEA)
Public Law 105-117—1997 (IDEA)
Public Law 102-119—1992 (IDEA)
Public Law 101-176—1990 (IDEA)
Public Law 99-457—1986 (EHA)
Public Law 98-199—1983 (EHA)
Public Law 94-142 —1975 (EAHCA)
Public Law 93-380—1974 (EHA)
Public Law 91-230—1970 (EHA)
Public Law 90-247—1968
Public Law 89-750—1966 (ESEA)
Public Law 89-313 — 1965
Public Law 89-10 — 1965 (ESEA)

FAPE = IEP in LRE

ACCOUNTABILITY

PROCEDURAL SAFEGUARDS

RESULTS

PHYSICAL ACCESS

Pending Reauthorization
Special Education Evolution

No Access

IEP

IFSP

SPP

APR

RDA

SSIP
Part TWO
Partnering with Part C/619
(Birth – Two Years)
Infants and Toddlers
Part C/Part B

- Part C = Birth → 2 years
- Interagency Coordinating Council (ICC)
- Establish a membership link between the ICC and Panel
- Section 619 = 3–5 years/Preschool
- Part B = School-age Children
- State Special Education Advisory Panel
Part Three
Membership of the Panel
(CFR 300.168)
Panel Membership Demographics

Members are representative of the State population demographics and composed of individuals involved in, or concerned with, the education of children and youth with disabilities.

- Cultures
- Rural/Urban
- Gender
Special Rule
51%

The majority of the members of the panel must be individuals with disabilities and parents of children with disabilities. **CFR 300.168(b)**
### Membership of Panel

- Parents of children with disabilities ages **birth through 26**
- Individuals with disabilities
- Teachers
- Representatives of institutions of higher education
- State and local education officials
- Administrators of programs for children with disabilities
- State representatives from *Child Welfare responsible for foster care*

*State regulations can go above federal requirements.*

- Representatives of other State agencies
- Representatives of private schools and public charter schools
- At least one representative of a vocational, community, or business organization concerned with the provisions of transition services to children with disabilities
- Representatives from the State juvenile and adult corrections agencies
- **State and local officials that represent homeless children**

*CFR 300.168 (c)(1-11)*
Part Four
Representing Your Stakeholder Group
Representation

One of the most significant contributions each Panel member makes is that of representing their stakeholder group. The federal regulations require that the specific stakeholders be represented by membership on the State Special Education Advisory Panel.
Reaching Out for Stakeholder Input

Special Education Advisory Panel Membership

- Professional Organizations
- Committees
- Boards
- Workplace
- Conferences
- Individuals
- Agencies
Panel/Role
(CFR 300.167)

Part Six
Role of Panel—Advocacy vs. Advisory
Providing Advice that Results in Change
Purpose for Panel

Provide policy and procedural guidance with respect to special education and related services for children with disabilities in the State. (Part B/Section 619)

CFR 300.167

Advice—Guidance—Suggestions
Advisory Panel

Serves as *advisory* to the State Office of Education, Special Education Unit, and/or directly to the State Superintendent or State Board of Education.

★ Check your State regulations.
Advocacy

- To take sides
- To support something
- To plead your case/position
- To favor a position
- To argue

**NOT A PANEL ROLE**
Advocacy

There is a place for advocacy at Panel meetings. During discussions you might take sides, favor a position or support a position. However, in the final analysis, hopefully the Panel can come to consensus and provide meaningful advice that leads to change for children with disabilities.
Advocacy

- There are special groups in the State that are advocacy in nature
  1. Protection and Advocacy
  2. Disability Organizations
  3. Professional Organizations
Advisory

- To give advice
- To inform
- To counsel
- To recommend
- To suggest
- To guide

A PANEL ROLE
Exercising Advisory Responsibilities

Panel Issue/Priority

Member Perspective/Experience

Stakeholder Input

Member Discussion

Resource/Information/Data

Objective Advice

Change

Improved services for children with disabilities.
Part Six
Roles of Important Individuals
Role of the State Special Education Director

Although the role of the State special education director in relation to the advisory panel will vary from State to State, most State directors generally have the following roles:

1. Provides relevant and current information to Panel members
2. Serves in an Ad hoc capacity—nonvoting member
3. Assists with the agenda development
4. Reports on topical issues
5. Provides a “State-of-State” report
6. Reports on APR levels of determination, and RDA
7. Supports the Panel to carry on their functions
8. Provides feedback regarding Panel advice and suggestions
Part Seven
Understanding the Seven Advisory Panel Functions
CFR 300.169
Functions
(CFR 300.169)

Have a working understanding of the seven functions under IDEA. All Panel activities should relate to one or more of the functions.
Advisory Panel Function

1. Advise the SEA of unmet needs within the State in the education of children with disabilities. *CFR 300.169(a)*

Examples

a) Training educators on working with children with Autism

b) Students not being adequately served in juvenile and adult correctional facilities
2. **Comment publicly** on any rules or regulations proposed by the State regarding the education of children with disabilities. *CFR 300.169(b)*

**Examples**

a) A State proposes new rules for seclusion and restraint.

b) The federal law is reauthorized and the State makes revisions to their regulations.
Advisory Panel Function

3. Advise the State in developing evaluations and reporting on data to the Secretary under Section 618 of the Act. **CFR 300.169(c)**
   - Dropout rates
   - Graduation rates
   - Discipline

Examples

a) The SEA is reviewing and refining the APR improvement strategies.

b) The SEA is experiencing slippage on Indicators 1-2.
4. Advise the State in developing **corrective action plans** to address findings identified in federal monitoring reports under Part B of the Act.  *CFR 300.169(d)*

**Examples**

a) The State has just experienced an OSEP Verification Visit and was found to be in noncompliance on various fiscal issues.

b) The Panel is asked by OSEP to complete a written survey prior to the Verification Visit.
5. Advise the State in developing and implementing policies relating to the coordination of services for children with disabilities.  *CFR 300.169(e)*

Examples

a) The SEA is proposing a new MOU with the Department of Corrections.

b) The SEA is revising its MOU with the Department of Health.
6. The SEA, after deleting personally identifiable information must
   - Provide the Advisory Panel with the DPH findings and decisions and
   - Make those findings and decisions available to the public. CFR 300.513(d) & 300.514(c)

Examples
a) The SEA needed to enhance training opportunities for DPHOs.
b) The SEA has experienced a spike in DPHs.
Advisory Panel Function

7. Waiver of *nonsupplant requirement.* State must consult with the Advisory Panel regarding provisions of FAPE. 

**CFR 300.164(c)(4)**

*Very rarely an issue*
Part Eight
Advisory Panel
Meetings
Procedures/By-Laws
Panel By-Laws
Day-to-Day Operations

By-laws set the ground rules for the day-to-day operation of the Panel.
Possible By-Laws Content

- Name
- Open meeting requirements
- Membership
- Tenure of Members
- Resignation of Members
- Agenda Building
- Compensation and Expenses

- Confidentiality Statement
- Officers
- Meeting Procedures
- Duties/Purpose
- Annual Report
- Quorum
- Subcommittee
- Voting Procedures

* Review and revise by-laws each year with Panel members.
Annual Report

Written by
  - Panel,
  - SEA, or
  - Panel and SEA.

Disseminate and post on website.
Annual Report Issues

1. July 1 each year
2. Reflects advice on priority issues
3. Advice is based on data, sound information, and consensus
4. Role with SPP, APR, Levels and SSIP
5. Annual report is the panel’s IEP for the State
6. Assign one or two individuals the task of writing the report
7. User-friendly and short
8. Disseminate hard copy and on the Web
9. Review at first meeting of new year
Part Ten

Emerging Issues

Roles in OSEP Related Activities
Emerging State Special Education Advisory Panel Roles

- General Supervision
- State Regulations
- State Systemic Improvement Plan
- Annual Performance Report
- Levels of Determination
- Verification Visit
- Results Work
Part Eleven
Summary and Conclusion
Advisory Panel
Effective Practices

- Close working relationship with the State Director
- Membership orientation
- Advisory, not advocacy in nature
- Meaningful work
- Annual meeting to set priorities
- Priorities determined by SPP/APR/SSIP/Levels
- Ongoing communication between SEA and Panel executive committee
- Part C connection
- Support SEA’s Improvement efforts
- Established by-laws for the panel operation
Advisory Panel
Effective Practices

- Dedicated SEA support staff
- Meetings four to six times per year
- Collaborative agenda building
- In-service regarding confidentiality
- Awareness brochure
- User-friendly annual report
- Focus on the results indicators
Keep The Main Thing
The Main Thing

Children with Disabilities
Thank You!

Materials and PowerPoint are posted on the SAP/ICC website.

www.stateadvisorypanel.org
The SICC: Connecting Agencies, People & Ideas through Advising & Assisting

An Orientation to the Role of the SICC

Judy Swett
Chair, Minnesota SICC

PACER Center and Early Childhood Technical Assistance Center (ECTA Center)

February 21, 2014
Broad Overview of SICCs

- Establishment
- Composition/Membership
- Meetings
- Management Authority
- Functions
- Conflict of Interest
Establishment

• **(1)** In general.--A State that desires to receive financial assistance under this part shall establish a State interagency coordinating council.

• **(2)** Appointment.--The council shall be appointed by the Governor. In making appointments to the council, the Governor shall ensure that the membership of the council reasonably represents the population of the State.

• **(3)** Chairperson.--The Governor shall designate a member of the council to serve as the chairperson of the council, or shall require the council to so designate such a member. Any member of the council who is a representative of the lead agency designated under section 635(a)(10) may not serve as the chairperson of the council.
SICC Membership

• In general.--The council shall be composed as follows:

❖ Parents.--Not less than 20 percent of the members
❖ Service providers.--Not less than 20 percent of the members
❖ State legislature.--Not less than 1 member
❖ Personnel preparation.--Not less than 1 member
❖ Agency for early intervention services.--Not less than 1 member
❖ Agency for preschool services.--Not less than 1
❖ State Medicaid agency.--Not less than 1 member
❖ Head start agency.--Not less than 1 member
❖ Child care agency.--Not less than 1 member
❖ Agency for health insurance.--Not less than 1 member
❖ Office of the coordinator of education of homeless children and youth.--Not less than 1 member
❖ State foster care representative.--Not less than 1 member
❖ Mental health agency.--Not less than 1 member
❖ Other members.--The council may include other members
Meetings: Procedures for the ICC

- These general meeting procedures should be implemented by all ICCs
  - The council shall meet at least quarterly and in such places as it deems necessary. The meetings must –
    - Be publicly announced sufficiently in advance of the dates they are to be held to ensure that all interested parties have an opportunity to attend
    - Be open and accessible to the public
  - Interpreters for persons who are deaf or hard of hearing and other necessary services must be provided at council meetings, both for council members and participants. The council may use funds under this part to pay for these services.
Procedures for the ICC, cont.

• All council meetings and agenda items must be announced enough in advance of the meeting to afford interested parties a reasonable opportunity to attend. Meetings must be open to the public.

• Official minutes must be kept of all council meetings and must be made available on request.

• By July 1 of each year, the Interagency Coordinating council shall submit an annual report of advice and suggestions to the Governor and/or Lead Agency.

Are these procedures in line with how your ICC functions?
Management Authority

• Subject to the approval of the Governor, the council may prepare and approve a budget using funds under this part to
  • conduct hearings and forums,
  • to reimburse members of the council for reasonable and necessary expenses for attending council meetings and performing council duties (including child care for parent representatives),
  • to pay compensation to a member of the council if the member is not employed or must forfeit wages from other employment when performing official council business,
  • to hire staff, and to obtain the services of such professional, technical, and clerical personnel as may be necessary to carry out its functions under this part.
Advise and assist the Lead Agency in the development of policies

Assist in achieving full participation, coordination, and cooperation of all appropriate private and public agencies

Assist in the effective implementation of the statewide system, by establishing a process that includes:

- Seeking information about any federal, state, or local policies that impede timely service delivery;
- Taking steps to ensure that any policy problems identified are resolved;
- To the extent appropriate, assisting the Lead Agency in the resolution of disputes.
Functions of the State Interagency Coordinating Council

SICC (Part C – sometimes beyond)

• Advise and Assist the LA in
  • Identification of fiscal and other support
  • Assignment of financial responsibility
  • Promotion of methods for collaboration
  • Preparation of applications
  • The transition of toddlers to preschool and other services (both the SEA and LA)
Potential SICC roles

- Policy development
- Policy approval
- Policy implementation
Working towards collaboration...
Potential Roles of the Part C Coordinator/Lead Agency Administrator

- Supports the SICC in carrying out their functions and responsibilities
- Serves in an ad hoc capacity – non-voting member
- Assists with developing the agenda
- Reports on topical issues and priorities
- Provides a State-of-State/LA report at SICC meetings
- Reports on and seeks input for State Performance Plan and Annual Performance Report
- Reports on Level of Determination for State and local programs
- Reviews and comments on the SICC annual report
- Updates the SICC on State, regional, and Federal issues
- Assists in identifying SICC priorities and goals
- Provides administrative support and/or funds for the SICC
Possible Member Roles and Responsibilities

- Represent your stakeholder group – bring and share information
- Be aware of potential collaborative opportunities
- Attend and participate in meetings – this is critical! Inform the Council chairperson or SICC staff if you will be unable to attend
- Participate in committees or task groups established by the Council
- Considering signing a yearly conflict of interest statement – *No member of the council shall cast a vote on any matter that is likely to provide a direct financial benefit to that member or otherwise give the appearance of a conflict of interest under State law.* [IDEA - Building The Legacy of IDEA 2004](#)
Ground Rules for SICC Meetings

• Treat others with respect

• Build trust – to know you are trusted and trust others
  • We are less likely to change a position when we are asked to defend it

• Successful interagency coordination, cooperation, and collaboration require a commitment to make it work and a willingness to try new ideas, to be creative, and to share
Interagency Collaboration **CAN** be achieved – through strong leadership and active member participation.
Areas of ICC involvement – what are some activities your ICC might undertake?

- Information exchange
- Public awareness
- Screening and identification
- Case management
- Referral and transition
- Program delivery
- Parent involvement
- Staff development
- Program evaluation
SICC Committees

- Committee Examples
  - Executive
  - Membership
  - Child Find/Public Awareness
  - Personnel Development
  - Advocacy
  - Fiscal

What committees do you currently have?
And
What committees do you believe your ICC needs?
Stakeholder input is important...
Two stakeholder perspectives

• SICC as a stakeholder group providing feedback to the Lead Agency on a specific issue or concern, such as the State Performance Plan/Annual Performance Report

• SICC as a recipient of feedback from other stakeholders or stakeholder groups, such as a state physical therapy association or a state chapter of Hands & Voices
Ground Rules for Public Comment

- Provide notice to the public in advance of the ICC meeting.
- Specify a consistent time on the agenda for public comment.
- Set aside approximately 30 minutes on the agenda for public comments.
- Limit public comment to no more than 5 minutes/individual.
- Public comment can be verbal or sent in written form to be read by the council chairperson.
- Caution individuals giving public comment to be factual and objective. Avoid using names of children or program/agency staff. Maintain confidentiality and privacy standards.
- Mention to those providing comments that their input will be taken under advisement as the council addresses its priority issues.
- Do not interrupt the speaker during his/her 5 minutes. Ask clarifying questions after the speaker is finished.
- Provide a verbal or visual cue 1 minute before the speaker’s time is up.
- Provide an opportunity for individuals who cannot be physically present to call in on a cost-free teleconference line during the 30-minute comment period.
What Makes an SICC Work?
Characteristics of Effective ICCs

- Dual focus – policies and services
- Problem-solving or action group
- Includes:
  - Family members
  - Primary service providers
  - Management representatives
- Consistent attendance/representation
- Equal partnership among all members
- Consistent leadership
- Well-defined goals
- Group cohesiveness
- Established meeting procedures and times
- Set agenda
• The focus should always be on advising and assisting the Lead Agency. The current focus of your SICC is...
Specific Resources for SICCs

- Early Childhood Technical Assistance (ECTA) Center web resources:
  http://ectacenter.org/topics/intercoord/icc.asp

- ECTA also maintains contact lists for SICC Chairs and SICC staff (http://ectacenter.org/contact/iccchair.asp and http://ectacenter.org/contact/iccstaff.asp). You may update this information by sending changes to Sharon Ringwalt (sharon.ringwalt@unc.edu) and Cathy Festa (cathy.festa@unc.edu) at the ECTA Center

- SICC Chairs, Members, and Staff group on Ning (http://tadnet.ning.com/group/siccchairsmembersandstaff) – an opportunity for discussion and sharing additional resources. Please contact Sharon Ringwalt for details.
Additional resources:

- **Interagency Coordination** *(Includes laws and Memorandums of Agreements)*
  
  [http://ectacenter.org/topics/intercoord/intercoord.asp](http://ectacenter.org/topics/intercoord/intercoord.asp)

- **OSEP Policy Letters of Clarification Related to Part C and Section 619**
  
Thank you!
Questions? Contact:

Judy Swett
jswett@pacer.org
952-838-1357

Sharon Ringwalt
sharon.ringwalt@unc.edu
919-843-2275
Questions?

• Please use the chat area to type in your questions.
Save the Date!

- Friday, May 23, 3 p.m. EST
- Next SAP Webinar
- Ideas Welcome!
- More information at www.stateadvisorypanel.org
Thank You!

Please evaluate this webinar by going to: https://www.surveymonkey.com/s/2-21-14_BacktoBasics_SAP-ICCWebinar

If you are the official contact for your State’s ICC or SAP, you can update your contact information by sending an email to info@stateadvisorypanel.org