

Vermont Interagency Coordinating Council

Purpose and Composition Responsibilities and Expectations of Members September 2017

I. Description of Purpose

Under Part C of The Individuals With Disabilities Education Act (IDEA), states receiving federal early intervention funds from the U.S. Department of Education must establish an early intervention Interagency Coordinating Council. The council's purpose is to advise and assist the co-lead agencies and the Governor regarding the coordination and provision of a statewide system of early intervention services for families of children, ages birth to three, with medical conditions or developmental delays, or who have a condition that may put them at risk for developmental delays. The council may also advise Children's Integrated Services (CIS), Vermont's approach to providing coordinated child health, developmental and family support services, with respect to the integration of services for infants and toddlers with disabilities and at-risk infants and toddlers, ages prenatal through five, and their families, regardless of their eligibility for early intervention services as defined under Part C of IDEA.

II. Composition

Council members are appointed by the Governor and must reasonably represent the population of the state.

The Council must be composed as follows:

- **At least 20% must be Parents:**
 - Must be a family member or caregiver of a child with disabilities 12 years of age or younger
 - Must include at least one family member or caregiver of a child with disabilities 6 years of age or under.
 - Must have knowledge of, or experiences with programs for infants and toddlers with disabilities. Members should represent the diversity of the population.

Parent Role

The parent position:

- Brings personal experiences of parenting a child with a disability and with programs.
- Reminds the council of its responsibility to children and families.
- Provides input and advice to the council, Co-Leads, and CIS programs.
- Actively participates in the development of recommendations.
- Represents the council as a family leader within the larger community.
- Assists the council in increasing parent and family/caregiver participation.
- Provides the link back to the larger group of parents and families/caregivers through their personal activities with community programs, physicians, and organizations.
- Educates the community and may actively advocate for the program.
- Serves as a constant reminder that the function of government is to serve the citizen and not the bureaucrat.

Gives credibility to the council when seeking information and cooperation from the general disability community.

- **At least 20% must be Public/Private Providers of Early Intervention Services:**
Such as Speech Language Pathologists, Physical Therapists, Early Intervention Developmental Educators, Community Resource Parents or Host Agency Directors.
Includes at least one member from a **Head Start** agency or program in the State.

Public/Private Provider's Role:

The provider's position:

Helps to clarify the council's efforts to establish an effective community-based system of early intervention/early childhood and family support services that meet the needs of the families and children.

Brings knowledge about providing services to children with medical conditions or developmental delays, or who have a condition that may put them at risk for developmental delays, and their families.

Educates the community regarding Children's Integrated Services and the programs.

Brings back knowledge of CIS and VICC to their peers and families.

- **At least one member must be from each State Agency involved in the provision of or payment for early intervention services** for infants and toddlers with disabilities and their families.
Agency representatives must have sufficient authority to engage in policy planning and implementation on behalf of such agencies.

This must include representation from:

Education

Health

Developmental and Mental Health Services

Social and Rehabilitative Services

Social Welfare

Banking and Insurance

At least one member must be from:

Early Childhood Special Education – The State educational agency responsible for preschool services for children with disabilities

Reach Up – The agency responsible for the State governance of health insurance

Child Development Division – The State agency responsible for childcare services.

State Agency Representative Role:

The State Agency representative position:

Assists in the process of coordinating services among various agencies.

Can use the knowledge, contacts, and their position in government to assist the Council in achieving its goals.

Brings to the Council a view of the services system from the state level and provides information and access to the inner working of the system.

Serves as the link between the services provided by their agency and the Children's Integrated Services system.

Brings knowledge of CIS and the VICC back to their agency.

Educates the community regarding Children's Integrated Services.

- **At least one from the State Legislature**

Legislature Representative Role:

Ensures a link with the State Assembly and lawmakers.

Brings an additional perspective about services for children and their families and ideas for creative improvements in the system.

- **At least one from Personnel Preparation**

Personnel Preparation Representative Role:

Brings knowledge of personnel preparation needs and programs to ensure qualified early intervention service providers.

Ensures a link with higher education and licensure programs.

Brings an additional perspective about services for children and their families and ideas for creative improvements in the system.

III. Responsibilities and Expectations of All Members

Be an agent of change:

Maintain a commitment to represent the interests of families of children with medical conditions or developmental delays, or who have a condition that may put them at risk for developmental delays.

Serve as a catalyst for systems improvement relating to Vermont's approach to coordinated child health, developmental and family support services, which includes the system of early intervention.

While engaging in advocacy activities State Agency employees must be acting in their personal capacity, not their official capacity. For example, they should not identify their official title when engaging in any of these activities.

Educate the community:

Contact state and federal legislators as appropriate on matters pertaining to early intervention services and the needs of young children and their families.

Present information on Council and Children's Integrated Services systems, as appropriate at conferences, legislative hearings, etc.

Promote the components of Part C and Part B of IDEA.

Make reference to and promote council positions, publications, etc. when meeting with other groups.

Be a liaison:

Act as a liaison to your local regional CIS Administrative team.

Volunteer to be a regional liaison for another region of the state without council representation.

Participate in your local early childhood council and/or governing board (Building Bright Futures) to support coordinated child health, developmental and family support services for young children and their families, as possible.

Bring expertise to the Council:

Bring unique knowledge of your work, your skills, and perspective to the Council.
Read, review, and share perspectives on articles and other information related to early intervention.

Actively participate in Council work:

Commit to attendance at the quarterly meetings, participate in at least one work group, and attend the annual retreat.
Council members unable to attend at least 75% of expected meetings will have their membership reviewed.
Become familiar with the federal Part C statutes, State guidelines and the VICC by-laws.
Read and review materials sent by the Children's Integrated Services staff or council members in preparation for quarterly meetings, work group meetings, and the annual retreat.
Report to the Council on activities and accomplishments relating to Council priorities.
Assist with the establishment of annual priorities and activities.
Excuse yourself from discussions and voting, which may be, or appear to be, a conflict of interest.
Offer suggestions about Council functions.

IV. Responsibilities of VICC Co-Chairs:

Become familiar with Robert's Rules of Order and with the process of consensus.
Develop agendas for the quarterly meetings with the Children's Integrated Services Support Staff.
Commit to attend quarterly meetings.
Facilitate the development and implementation of the strategic plan for the council's overall activities for the year.
Oversee the implementation of the council's strategic plan.
Assist with the development of positions, letters, and other correspondence from the council.
Represent the council at meetings, conferences, and legislative meetings, as needed.
Act as an ex-officio member of council work groups.
Approve the Children's Integrated Services annual performance report.
Oversee the preparation and implementation of the council's annual retreat.

V. Responsibilities of the Children's Integrated Services Support to VICC:

Be knowledgeable of Part C of IDEA.
Assist the executive committee with the development and dissemination of agendas.
Work with the co-chairs and executive committee to plan meetings and disseminate information to council members.
Record and disseminate minutes.
Become familiar with the federal statutes, State guidelines/regulations, executive order and the VICC by-laws.

Read, review, and share articles and documents of interest to council members or to keep them informed of issues relevant to early intervention.
Serve as liaison to the council and its committees.
Prepare committee reports for the council.
Facilitate the preparation of the annual performance report to the Governor and the U.S. Department of Education on the status of the early intervention programs in Vermont.
Serve as liaison with the federal staff at the U.S. Department of Education - Office of Special Education Programs.
Serve as a liaison of the VICC to state early childhood initiatives.
Assist in the preparation of Council correspondence.
With the co-chairs and executive committee, oversee the implementation of the annual strategic plan and work of the council for the year.
Coordinate staffing of the council and all committees.
Maintain and implement orientation process and manual for new council members.

VI. Responsibilities of the Work Groups/Committees

Work of the council is accomplished in standing and ad hoc work groups/committees.

Develop and implement a strategic plan to achieve priority goals set by the Council.
Maintain a commitment to represent the interests of young children with developmental delays.
Actively share knowledge and ideas in the work groups/committees.

VII. Responsibilities of the Work Group/Committee Chair:

Schedule meetings.
Set the agenda and determine who will facilitate the meetings.
Develop annual goals that reflect the strategic plan of the VICC as determined at the annual retreat.
Provide reports on committee activities and progress to the executive committee.
Report to the full VICC membership as requested/needed.