

**Autism Plan Advisory Committee
VT DOE – Berlin
June 15, 2009
Minutes**

NORMS

- We work hard to start the meeting on time, people come as soon as they can & they will inform the group at the beginning of the meeting if they need to leave early
 - We allow people to finish speaking
 - We are respectful of one another in discussions of children, adolescents & adults with ASD, their families, & the professionals, programs & agencies that work with them
 - *Discussion about confidentiality: these are open meetings; therefore, the discussion and comments are not confidential; we agree to speak positively and not negatively about specific people, programs, etc., e.g. it is OK to talk about a program as an example of challenges and gaps in the system, but not personalize.*
 - We actively solicit diverse ways of looking at things
 - We use first person language (e.g., child with autism, versus autistic child)
 - *Our emphasis is the “personhood” of the individual*
 - We recognize when more information is needed before a discussion can proceed
 - We clarify actions that need to be taken, by whom and when
 - We collaboratively determine agenda items for a meeting and important topics that should be discussed as a group
 - We revisit our norms periodically and make changes as needed
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- Introductions and welcome (5)
 - Present in person and on phone:
 - Claire Bruno, Amy Caffry, Katy Chaffee, Linda Chaim, Amy Cohen, Steve Contompasis, Harold Frost, Carol Hassler, Karin Hayes, Erin O’Hearne, Cherie Maynard, Clare McFadden, Mike Mulcahy, Laurie Mumley, Gretchen Platt, Claudia Pringles, Liz Jordan-Shook, Jackie Rogers, Susan Ryan,
 - Assign roles (2):
 - Facilitator: Amy Cohen
 - Minute taker: Claire Bruno
 - Equalizer: Steve Contompasis
 - Timekeeper: Mike Mulcahy
 - Keeper of the Rudder:
 - Review and add to “Existing sources of information dissemination regarding ASD in VT”

- The purpose of the matrix was discussed with many thoughts and ideas shared including:
 - What should be included on this matrix?
 - What pieces of information and what agencies?
 - Missing entities/issues:
 - I-Team
 - Vermont Center for Independent Living
 - Alternative Schools
 - Vocational Rehabilitation
 - Disability Law Project
 - Vermont Developmental Disabilities Council
 - School Issues
 - BCBA's in the state
 - Should it be what information each agency provides?
 - Should we focus on the dissemination of information?
 - Every agency on the matrix has a function to provide information but not all agencies have the mission to provide information that is current and up-to-date.
 - Is it the goal that the advisory committee create a product?
 - With no financial resources, who takes this task on?
 - What will be the repository for all of this information?
 - Possible creation of a 'wiki' for the information – central, user-friendly wiki for parents and others (Could/should include the evaluation matrix from the ATF Tool Kit)
 - Should we ask the agencies directly what they provide?
 - We need to consider the comprehensive quality of the information.
 - Information must be up-dated on a regular basis; not just once a year through a survey
 - Each agency could make a commitment about the expertise they have and what information they can provide based on that expertise

The advisory council members brainstormed the following questions that may be asked of the various entities in order to gather the information that we are looking for:

QUESTIONS FOR ENTITIES: Is this the agency's primary mission/purpose?

- A. Is it part of your mission to disseminate information on ASD? Who do you think is the best point of contact?
- B. Do you have someone dedicated to that mission?
- C. Do you provide the information?
- D. How do you stay current in the information that you provide?
- E. Do you provide information/assistance in other languages?
- F. Do you consider yourself a first-point of contact to parents?
- G. Is the information provided state-wide or centrally only?

The first three questions may help to eliminate the rest of the questions.

1. Where do individuals go for diagnosis? (Does your agency provide information on where to receive a diagnosis?)
2. Info on treatments and interventions?
3. Specific info on who is providing treatment in the community?
4. Where can I get services?
5. Provide info about funding to pay for services?
6. Where do I go when school program is not working? (Does your agency provide help?)
7. Where can school team go for training?
8. Where can I find consultants with expertise in ASD? (AAC, behaviorists, education consultants)
9. ACT 264, local interagency teaming, autism collaborative (Do you provide information about collaboration across agencies?)
10. Data collection – Do you provide this information within your agency? Do you participate in data collection?
11. Do you provide information about grants, philanthropies?
12. Do you provide information about insurance? (Medicaid/personal insurance – no place to go for those questions.)
13. Do you provide information on how to evaluate the interventions/treatments?
14. Does your organization provide people who may be able to answer “unusual” questions/situations?
15. Do you answer questions for clients only?
16. Do you stop the circular pattern of referrals?
17. Do you provide legal support for individuals?

Question Categories:

Health care checklist for children:

Safety

Adolescence

Sexual safety

Recreations

What is the purpose of the document? We are attempting to generate what we already have in the state, what are the gaps. Once we have that, we can make recommendations for information dissemination better throughout the state for everyone.

Next Steps:

Clare and Claire will develop grid to reflect 4 agencies and ask the questions generated; possible contacts:

**VFN
CSHN
FITP/CIS (Children's Integrated Services)
DOE**

Next entities after the above are contacted:

**Autism Society of Vermont
Circular referrals**

Future Meetings:

Date	Time	Place
July 20, 2009	9:30AM – 11:30AM	Skylight Conference Room, Waterbury State Office Complex Directions attached.
September 21, 2009	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
October 19, 2009	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
November 16, 2009	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
December 21, 2009	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
January 18, 2010	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
February 15, 2010	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
March 15, 2010	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
April 19, 2010	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin
May 17, 2010	9:30AM – 11:30AM	Cavern, DOE, Route 302, Berlin

Agenda Items for Next Meeting:

- **Choose chairperson**
- **Continue work on Goal D, review info gathered by Claire/Clare**