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DEPARTMENT OF  
HUMAN SERVICES  
AGING AND DISABILITY SERVICES DIVISION  
*Helping people. It's who we are and what we do.*



Jessica Adams  
Administrator

**DRAFT**

**Nevada Early Intervention Interagency Coordinating Council Service Delivery  
Subcommittee Meeting Minutes**

Tuesday, December 2, 2025

**This meeting was held virtually via Microsoft Teams**

**1. Call to Order, Roll Call, and Announcements: Monica Schiffer, Service Delivery Subcommittee Chair**

Monica Schiffer, Chair, welcomed all on the call. A quorum of members was present, and the meeting was called to order at 9:32 am.

**Members Present:** Monica Schiffer, Sarah Horman, Fatima Taylor, Abbie Chalupnik, Cate Guzy, Amy Hendrickson, Janice Lee

**Members Absent:** Dana Aronson, Robin Kincaid

**Part C Support Staff:** Melissa Slayden, Iandia Morgan, Jalin McSwyne

**2. Public Comment:**

No public comment was made.

**3. For Possible Action:** Review and possible approval of minutes from the meeting held on August 11, 2025 — *Monica Schiffer, Service Delivery Subcommittee Chair*

Meeting minutes from August 11, 2025, were reviewed by the subcommittee and a vote was taken to approve.

Motion: Approve August 11, 2025, meeting minutes as presented.

First: Sarah Horsman

Second: Fatima Taylor

All in favor

**PASSED**

**4. For Information, Discussion, and Possible Action:** Review, discuss, and possible vote for edits to Service Delivery Subcommittee Mission and Vision Statement — *Monica Schiffer, Service Delivery Subcommittee Chair and Abbie Chalupnik, Service Delivery Subcommittee Co-chair*

Monica Schiffer asked, how do we continue doing the work in the current atmosphere. We need representation in the workforce. How do we project this in our vision and mission statement? We want to have the flexibility to include what's needed when providing services that are actual concerns for families.

Fatima Taylor state, the work has not changed. We need to keep focus while maneuvering some of the wording. In the southern region, programs are experiencing closed doors when going to family's home because of the hesitancy of the outcome or intention of the program.

Mary Garrison reviewed the previous mission statement.

“The ICC Service Delivery Subcommittee affirms and celebrates the unique and diverse needs of families we serve, and pledges a commitment to ensuring a diverse workforce, advancing equitable access to services for underserved and vulnerable populations, and together values all voices suggesting actions that deliberately expand a diversity, equity, and inclusion mindset.”

Cate Guzy expressed a need to look at discussing how to close the gap when it comes to providing timely services to families through the EI system and before they enter the school district. Many families go into the school district without ever receiving the EI services they were required to receive. Now they are going into another system, so that causes confusion.

Abbie Chalupnik stated, ideally everyone shares the same benefit and same burden. Holding people accountable for what they say they're going to do or intend to do. Finding creative ways to continue the work.

Monica shared that she would wordsmith some suggestions for the vision statement where the subcommittee can provide comments and feedback and review in the next meeting.

**5. For Information and Discussion:** Review and discuss history and activities the Service Delivery Subcommittee completed in the past — *Monica Schiffer, Service Delivery Subcommittee Chair and Abbie Chalupnik, Service Delivery Subcommittee Co-chair*

This item was discussed during agenda item number four (4).

**6. For Information, Discussion, and Possible Action:** Federal Fiscal Year 2024 State Performance Plan/Annual Performance Report (SPP/APR) Data review and Federal Fiscal Year 2025 Target setting — *Melissa Slayden, IDEA Part C Office*

- a. For Information and Discussion:** Review and discuss data and narrative for FFY2024 Indicator 1: Timely Service Delivery
- b. For Information, Discussion, and Possible Action:** Review, discuss, and possible vote of data, narrative, and target setting for FFY2024 Indicator 2: Natural Environment
- c. For Information and Discussion:** Review and discuss data and narrative for FFY2024 Indicator 5: Birth to One Population
- d. For Information and Discussion:** Review and discuss data and narrative for FFY2024 Indicator 6: Birth to Three Population

e. **For Information and Discussion:** Review and discuss data and narrative for FFY2024  
Indicator 7: 45-Day Timeline

Melissa- Discussed how slippage is determined- large percentage (10% of above) is considered slippage, if slippage is worsening more than 1.0% point.

Fiscal Year-

July 1, 2024-June 30, 2025

Federal Fiscal Year (FFY) 2024

State Fiscal Year (SFY) 2025

Indicator 1- Timely Initiation of Services

- Compliance Indicator- Target 100%
- Data collected through Comprehensive Monitoring- through a child record review for all new services.
- FFY2022 data 86.36%
- FFY2023 data 57.62%
- FFY2024 data 69.50%
- Critical personnel shortages lend to the lower performance across the state in all disciplines.

Indicator 2- Natural Environment (Performance Indicator)

- Baseline Year 2005 98.50%
- Target FFY 2024 (98.66%)
- FFY 2022 data: 99.21%
- FFY 2023 data: 99.06%
- Settings in federal Child Count and Settings Data Report
- December 1 count of the FFY
- Where children are primarily receiving the majority of services in their NE.

Indicator 5/6- Child Find (birth to 1, birth to 3)

- Child count from child count and settings Dec 1 point in time
- Children are reported by race/ethnicity, gender, and age
- Numbers of children in the two age ranges (birth-1, and birth -3) are compared to census county single-year population numbers.
- Performance in the indicator is reported regionally to programs.
- Counties are served between NEIS Rural and NEIS S
- Populations are attributable based on the % of children served
- Of the six (6) children in Lincoln County, one was served by NEIS S. One sixth of the single-year birth cohort was attributed to the total population (denominator) for the Southern Region. The rest were attributed to Rural Frontier.

Indicator 5 (birth-1) Met Target- No slippage

- FFY 2022 data: 1.20%
- FFY 2023 target: 1.20%
- FFY 2023 data: 1.35%
- FFY 2024 target: 1.24%
- FFY 2024 data: 1.38%
- FFY 2025 target: 1.28%

Indicator 6: (birth-3) Met target- No slippage

- FFY 2022 data: 3.20%
- FFY 2023 target: 2.97%
- FFY 2023 data: 3.70%
- FFY 2024 target: 3.14%
- FFY 2024 data: 3.45%
- FFY 2025 target: 3.31%
- Melissa would like the subcommittee to look at these targets to possibly re-establish.

Indicator 7- 45-day Timeline- Compliance Indicator

- All children referred received an evaluation and if eligible an IFSP within 45 days.

Indicator 8- Compliance Indicator

8A: transition plans- Compliance Indicator- not to happen more than nine (9) months and not less than three (3) months of the child's 3rd birthday.

- Collected through Comprehensive Monitoring

8C: transition conferences are required not to take place less than three (3) months from the child's 3rd birthday.

**7. For Possible Action:** Selection of meeting dates for 2026 and agenda items — *Monica Schiffer, Service Delivery Subcommittee Chair and Abbie Chalupnik, Service Delivery Subcommittee Co-chair*

The subcommittee selected the second Thursday, every other month, starting February 12, 2026, from 2pm-3pm. Meeting dates for 2026 are: Feb 12, 2026, April 9, 2026, June 11, 2026, August 13, 2026, October 8, 2026, December 10, 2026

Motion: Schedule 2026 ICC Service Delivery Subcommittee meetings from 2pm to 3pm, the second Thursday of every other month, starting February 12, 2026.

First: Fatima Taylor

Second: Janice Lee

All in favor

**PASSED**

**8. Public Comment:**

No public comment was made.

**9. Adjournment — *Monica Schiffer, Service Delivery Subcommittee Chair***

The meeting was adjourned at 11:03 am.