

LPCC Activities Calendar

Cluster F

	July	August	September
1	Review child counts	Review child counts	Review child counts
	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events
	Update website	Update website	Update website
	Under 1 year referral tracking	Under 1 year referral tracking	Under 1 year referral tracking
	Blitz Marketing Vigo/Sullivan Counties	Blitz Marketing Putnam Counties	Blitz Marketing Owen & Clay Counties
	Review Referral Source Reports	Visit hospital OB units/NICU	Review Referral Source Reports
	Review LPCC roster for representation	WIC Breastfeeding Awareness Month Events	Physicians Marketing & Contacts
	Market Childcares and offer trainings/info	Contact CCRRs about article in their newsletter	Head Start/Early Head Start Marketing
2	Provider Recruitment	Provider Recruitment	Provider Recruitment
	Review SPOE Data	Review SPOE Data	Review SPOE Data
	Address any concerns received	Address any concerns received	Address any concerns received
	Forward any complaints to State timely	Forward any complaints to State timely	Forward any complaints to State timely
		Agency Meeting	
3	Review Cluster Transition Data	Cluster LPCC Meeting	Transition Subcommittee Meeting
			Update LEA contact list
			Review LEA & Head Start MOAs
4	Membership recruitment	Membership Recruitment	Membership Recruitment
	Send reminder for Cluster LPCC Meeting	Cluster LPCC Meeting	ICC Meeting
	Update Family Handbook		
	ICC Meeting		
5	Professional development	Professional development	Professional development
	Monthly Board Report of activities	Monthly Board Report of activities	Monthly Board Report of activities
		Cluster LPCC Meeting Minutes	Transition Subcomm Meeting Minutes
			Update roster & attendance for quarter

Objective 1: Increase the number of infants and toddlers receiving early intervention services.

Objective 2: Ensure that the First Steps program is responsive to the needs of children and families.

Objective 3: Ensure each eligible infant, toddler, and their family experiences a smooth exit from early intervention services, including a smooth transition when children move from First Steps to preschool or other services.

Objective 4: Increase and improve communication and collaboration among all early intervention stakeholders.

Objective 5: Adhere to operational requirements; maintain documentation to meet State policy and State and federal regulations; and support First Steps program involvement.

LPCC Activities Calendar

Cluster F

	October	November	December
1	Review child counts	Review child counts	Review child counts
	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events
	Update website	Update website	Update website
	Under 1 year referral tracking	Under 1 year referral tracking	Under 1 year referral tracking
	Blitz Marketing Martin & Daviess County	Blitz Marketing Parke & Vermillion Counties	Blitz Marketing Sullivan County
	Health Department Marketing	Update Annual Referral Source MOAs	Physicians Marketing & Contacts
	Review LPCC roster for representation	Review Referral Source Reports	
2	Provider Recruitment	Provider Recruitment	Agency Meeting
	Review SPOE Data	Review SPOE Data	Provider Recruitment
	Address any concerns received	Address any concerns received	Review SPOE Data
	Forward any complaints to State timely	Forward any complaints to State timely	Address any concerns received
			Forward any complaints to State timely
3	Review Cluster Transition Data	Cluster LPCC Meeting	Transition Subcommittee Meeting
			Ensure all LEA & HS MOAs signed
4	Membership recruitment	Membership Recruitment	Membership Recruitment
	DCS Outreach	Cluster LPCC Meeting	
		Vote on Bylaws at Cluster LPCC	
	Send reminder for Cluster LPCC Meeting	ICC Meeting	
5	Professional development	Professional development	Professional development
	Monthly Board Report of activities	Monthly Board Report of activities	Monthly Board Report of activities
		Cluster LPCC Meeting Minutes	Transition Subcomm Meeting Minutes
			Update roster & attendance for quarter

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LPCC Activities Calendar Cluster F

	January	February	March
1	Review child counts	Review child counts	Review child counts
	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events
	Update website	Update website	Update website
	Under 1 year referral tracking	Under 1 year referral tracking	Under 1 year referral tracking
	Blitz Marketing Vigo County	Blitz Marketing Clay & Owen Counties	Blitz Marketing Putnam County
	Review Referral Source Reports	Market DCS and offer trainings	Review Referral Source Reports
	Review LPCC roster for representation		Physicians Marketing & Contacts
	Market WIC and offer trainings/info		
2	Provider Recruitment	Provider Recruitment	Agency Meeting
	Review SPOE Data	Review SPOE Data	Provider Recruitment
	Address any concerns received	Address any concerns received	Review SPOE Data
	Forward any complaints to State timely	Forward any complaints to State timely	Address any concerns received
			Forward any complaints to State timely
3	Review Cluster Transition Data	Cluster LPCC Meeting	Transition Subcommittee Meeting
	Transition Trainings	Transition Trainings	Update LEA Contact List
			Transition Trainings
4	Membership recruitment	Membership Recruitment	Membership Recruitment
	Update LPCC Parent Recruitment letter	Cluster LPCC Meeting	ICC Meeting
	Send reminder for Cluster LPCC Meeting		
	ICC Meeting		
5	Professional development	Professional development	Professional development
	Monthly Board Report of activities	Monthly Board Report of activities	Monthly Board Report of activities
		Cluster LPCC Meeting Minutes	Transition Subcomm Meeting Minutes
			Update roster & attendance for quarter

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LPCC Activities Calendar

Cluster F

	April	May	June
1	Review child counts	Review child counts	Review child counts
	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events	Attend community partner / advisory council meetings; seek other local events
	Update website	Update website	Update website
	Under 1 year referral tracking	Under 1 year referral tracking	Under 1 year referral tracking
	Blitz Marketing Greene County	Blitz Marketing Knox/Daviess Counties	Blitz Marketing Parke/Vermillion Counties
	Marketing to Healthy Families	Review Referral Source Reports	Physicians Marketing & Contacts
	Review LPCC roster for representation	Marketing to Social Services Agencies	
	Participate in Prevent Child Abuse Awareness Month Events		
2	Provider Recruitment	Provider Recruitment	Agency Meeting
	Review SPOE Data	Review SPOE Data	Provider Recruitment
	Address any concerns received	Address any concerns received	Review SPOE Data
	Forward any complaints to State timely	Forward any complaints to State timely	Address any concerns received
			Forward any complaints to State timely
3	Review Cluster Transition Data	Cluster LPCC Meeting	Transition Subcommittee Meeting
	Transition Trainings	Transition Trainings (if needed)	
4	Membership recruitment	Membership Recruitment	Membership Recruitment
	Send reminder for Cluster LPCC Meeting	Cluster LPCC Meeting	
		ICC Meeting	
		DCS Outreach	
5	Professional development	Professional development	Professional development
	Monthly Board Report of activities	Monthly Board Report of activities	Monthly Board Report of activities
		Cluster LPCC Meeting Minutes	Transition Subcomm Meeting Minutes
			Update roster & attendance for quarter

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