



## **SYSTEM ACCESS AND NAVIGATION COMMITTEE**

Meeting Minutes

April 11, 2023

10:00 am-11:00 am

Arizona Developmental Disabilities Planning Council  
3839 North 3<sup>rd</sup> Street, Suite 306, Phoenix, Arizona 85012

A committee meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened via Google Meet on April 11, 2023, notice having been duly given. Present were the following members of the System Access and Navigation Committee, guests, and staff.

### **Committee Members Present**

Mary Slaughter, Chair  
Kin Chung-Counts  
Katharine Levandowsy  
Janna Murrell

Barbara Picone (non-Council)  
Kelly Roberts  
Vijette Saari

### **Staff and Guests**

Steven Freeman  
Amber Owens, Intern

### **Committee Members Absent**

Bianca Demara  
Janet Viloría

### **A. Welcome & Introductions**

Chairperson Mary Slaughter welcomed everyone to the Arizona Developmental Disabilities Planning Council (ADDPC or Council) System Access and Navigation Committee meeting. The meeting was called to order at 1:36 pm. Roll call and participant introductions were completed.

### **B. Review of January 11, 2023, Meeting Minutes**

Mary Slaughter asked members for a motion to accept the draft Minutes of the January 11, 2023, committee meeting. Kathy Levandowsky moved to approve the minutes; Vijette Saari seconded the motion. Motion carried without objection.

### **C. Review of Activities**

#### **Getting Started Guide**

Mary asked Amber Owens to provide an update on her work to develop the online Getting Started Guide. Amber reminded members the intent of the guide is to provide

information that enables parents and other caregivers to create their own path toward the answers they seek and the resources necessary to support those they care for. The current design includes a feedback form that allows users to complete a survey regarding their experience with the tool and to offer suggestions on other resources that should be added.

Amber addressed the age breakdowns used in creating the guide and how each category leads to a set of resources specific to that age group. She noted several updates to the format since the January meeting: the introductory paragraph, feedback form, and additional resource links.

Kathy Levandowsky asked if the guide was intended to remain in a spreadsheet format. Amber replied that it would remain a spreadsheet for now, but she would like to explore the possibility of transitioning it to a website, which would be easier for users to navigate.

Kathy also inquired about the age breakdowns and whether they were optimal for identifying useful resources. In particular, she wondered if the “birth to 3” category should be expanded to “birth to 5”. Discussion followed; Kathy, Mary, Janna Murrell, and Barb Picone expressed various opinions. The committee determined that a broader range would capture a greater array of programs, such as Arizona Early Intervention Program (AzEIP), that are important to families prior to the age of 6. Janna suggested this category could be called “Early Childhood”, as this would be consistent with terminology used by numerous other organizations and agencies. Kathy further suggested the terminology within the guide include “child/person with a disability” rather than “disabled child/person”.

Janna shared the “decision tree” format employed on the Raising Special Kids website to help parents search for supports and services if they are deemed eligible for state-funded programs or if they are deemed ineligible. Using the RSK site as an example, she showed members the “if-then” process for users to get direction, always with the reminder they can contact RSK by phone if they hit roadblocks or need clarification.

Mary expressed a feeling the RSK and ADDPC websites could end up duplicating information, which the committee has agreed should be avoided to the greatest extent possible, and the information provided should be straightforward and not overwhelming to users. Kin Counts echoed Mary’s comments, stating that, from the parents’ perspective, they want to be able to access information easily and quickly and want to know exactly who they can contact for which types of assistance, all dependent upon the unique needs of the child. This is especially important right after the family receives a diagnosis, when they often know very little and are searching for better understanding.

Mary stated this further supports the notion that the guide is intended to help parents develop their own path to appropriate solutions. Amber suggested this might strengthen the case for creating a website to house the guide, as this would be a format familiar to

most people and provide the greatest flexibility in linking resources based upon individual needs. Mary asked if this could be incorporated into the Council's existing site; Steve Freeman answered it could be possible.

Jana shared additional thoughts on the potential for redundancy between the RSK and ADDPC tools, noting RSK's longstanding role focusing largely, though not exclusively, on younger children. This being the case, she stated, perhaps the greatest use of the Council's guide would be to focus on resources for the transition to adulthood and transition to elderhood populations. Kathy asked if the RSK site has the types of resources for families of younger children that Amber has built into the ADDPC guide; Janna responded they are present in the RSK tool, but Amber has identified resources that are not on RSK's site, including some for-profit organizations that RSK is prevented from posting.

Mary recommended further exploration of the potential to host the guide on the ADDPC website. She emphasized the importance of retaining the wealth of information RSK makes available and those Amber has uncovered, as the combination can be very useful to families.

Amber agreed she would look more closely at the website possibility. She also mentioned she would share with committee members the feedback survey she created. Additional comments or suggestions should be sent to her.

Mary closed the discussion by pointing out the need for an outreach and dissemination plan to make certain people know about the guide once it is finished. Further discussion will take place once a decision on the format of the tool is made. Steve offered to assist Amber, if needed, in

#### Public Health Workforce Development project

Mary shared a brief update on the status of the proposed project using funds allocated to ADDPC by the CDC under the "Public Health Workforce Development in Disability Networks" grant. The contracting process has been delayed because of issues involving financial arrangements between the University of Arizona and the subcontracting agency that will conduct the work. She mentioned the number of focus groups may be reduced because of the delay but as many as possible will still be conducted.

#### **D. Call to the Public**

Mary issued a call to the public. No members of the public sought an opportunity to speak.

#### **E. Adjourn**

Chairperson Mary Slaughter adjourned the meeting at 11:57 am.

**NEXT MEETING**

Tuesday, June 27, 2023  
11:00 AM

Dated this 10<sup>th</sup> day of August 2023  
Arizona Developmental Disabilities Planning Council

DRAFT