

Part C State Annual Performance Report (APR) for 2008 (FFY 2008)**Overview of the Annual Performance Report Development:**

The Idaho Infant Toddler Program completed the following activities to develop the FFY 08 APR:

- Extensive effort was made to report and analyze data from the electronic data system and record reporting to enable more timely development of APR information.
- Data submitted by regional staff was verified by Central Office using a variety of strategies as outlined in Indicator 14.
- Extensive attention and work has been dedicated to assure that the new web-based data system that is under development is designed to capture accurate and timely data reports on all areas of compliance and multiple performance indicators.
- Program performance data was reviewed and broad input was received regarding APR indicators, targets, and improvement strategies from a variety of stakeholders including the following: regional managers, early intervention specialists, supervisors, the Early Childhood Coordinating Council, and Regional Early Childhood Committees.
- Early Childhood Outcome baseline data was analyzed and reviewed and targets were established for early childhood outcomes for the coming years.
- The Program Manager attended a 3 day technical assistance meeting convened and facilitated by Western Regional Resource Center. This meeting provided an opportunity to have early drafts of the APR reviewed by national TA providers. This input allowed the Program to identify and correct data discrepancies and formatting problems prior to APR submission. We believe this support has greatly enhanced the overall quality of the APR document and will contribute to stakeholder's comprehension when the data is posted for public reporting.
- Idaho posted the FFY 07 APR results for the public regarding 'measurable and rigorous targets' and performance of each EIS program on the Idaho Department of Health and Welfare Infant Toddler home page—www.infanttoddler.idaho.gov.

The FFY08 regional compliance results will be posted as soon as possible but no later than May of 2010. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor, program manager, and the Early Childhood Coordinating Council meetings.

Part C State Annual Performance Report (APR) for FFY 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

To obtain the data for Indicator 1, a report encompassing initial and subsequent services projected to start within FFY 08 was generated from the Idaho Infant Toddler database (Data Tot). The report analyzed data using the current definition of children receiving timely services that compares the service initiation date to the projected start date on initial IFSP and subsequent IFSPs. In Idaho, timely services are defined as: the actual start date is equal to or less than the projected start date for initial and ongoing IFSPs.

Idaho will post the FFY 08 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2010. In addition, information will be shared through other public stakeholders such as the early intervention specialists/supervisors, program managers, and the Early Childhood Coordinating Council.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:
 Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.
 Account for untimely receipt of services, including the reasons for delays.

| FFY | Measurable and Rigorous Target |
|-----------------------------|---|
| 2008 (2008-2009) | 100% of infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner. |

Actual Target Data for (FFY 2008): 619/734 = 84.3%

| Number of Eligible Children | Number/Percent of Children with all Services Delivered Timely | Number/Percent of Exceptional Family Circumstances | Number/Percent of Children with Timely Delivery of services |
|-----------------------------|---|--|---|
| 734 | 577 | 42 | 619 |

- A report encompassing initial and subsequent services projected to start within 3/1/09 – 6/1/09 (most recent quarter within FFY 08) was generated from the Idaho Infant Toddler database (Data Tot). This quarter of data is most reflective because of the timeframe to correct non-compliance and through the states monitoring and verification process. The report analyzed data using the current definition of children receiving timely services that compares the service initiation date to the projected start date on initial IFSP and subsequent IFSPs. In Idaho, timely services are defined as the actual start date is equal to or less than the projected start date for initial and ongoing IFSPs. See indicator #14 for reference to the validity and reliability of data generated from the Data Tot system.
- 42 children had delays in timely service delivery due to exceptional family circumstances as defined by IDEA Part C. They are included in both the actual target data numerator and denominator. Please refer to the table below for examples of exceptional family circumstances.

| Exceptional Family Circumstances |
|---|
| Child/family illness |
| Child admitted to hospital |
| Family moved and could not be located |
| Family not responding to contact attempts |
| Family scheduling conflicts |
| Family vacation |
| Inclement weather prohibiting travel |

- 115 children had a delay in timely service due to agency reasons. They were only included in the actual target data denominator. Please refer to the table below for examples of agency reasons.

| Agency Reasons |
|-------------------------|
| Scheduling difficulties |
| Staff not available |

- Using data from our current data system (Data-Tot), of the 115 children that had a delay in timely services, 89 of these children was verified to have received the service(s) identified in their IFSP. Twenty-three children exited the program before receiving the identified service(s) in their IFSP. Three children are awaiting the start of service identified in their IFSP.
 - One of the three children above is awaiting the start of speech and language therapy due to a shortage of therapists. However, they are currently receiving Play Project and occupational therapy services.
 - One of the three children above was awaiting the start of speech therapy (feeding) initially due to a provider shortage. However, since a service provider became available the child has been in and out of the hospital on several occasions making it difficult to provide the service.
 - One of the three children above was awaiting the start of speech therapy initially due to a provider shortage. However, since a service provider became available the child's family divorced and has had incarceration issues making it difficult for the service provider to get a hold of them to provide the service.
- Of the 115 children that did not receive services in a timely manner, 27 or 23.5% of those children received more than one service, but only one service was delayed. Further analysis of the individual services being delayed revealed that speech language service is the service in which Idaho struggles to provide in a timely manner.

Data results by service – Timely Services (86%)

In addition to data regarding *children* receiving services in a timely manner, Idaho also collects data pertaining to the number of *services* being provided in a timely manner. Please refer to the chart below for a more in depth analysis.

| Number of Services | Number/Percent of Services Delivered Timely | Number/Percent of Exceptional Family Circumstances | Number/Percent of Timely Services |
|--------------------|---|--|-----------------------------------|
| 914 | 744 | 42 | 786 |

Correction of FFY 2007 Findings of Noncompliance (if State reported less than 100% compliance):

Level of compliance (actual target data) State reported for FFY 2007 for this indicator: 66.6%

| | |
|---|----------|
| 1. Number of findings of noncompliance the State made during FFY 2007 (the period from July 1, 2007, through June 30, 2008) | 3 |
| 2. Number of FFY 2007 findings the State verified as timely corrected (corrected within one year from the date of notification to the EIS program of the finding) | 2 |
| 3. Number of FFY 2007 findings <u>not</u> verified as corrected within one year [(1) minus (2)] | 1 |

Correction of FFY 2007 Findings of Noncompliance Not Timely Corrected (corrected more than one year from identification of the noncompliance):

| | |
|---|----------|
| 4. Number of FFY 2007 findings not timely corrected (same as the number from (3) above) | 1 |
| 5. Number of FFY 2007 findings the State has verified as corrected beyond the one-year timeline (“subsequent correction”) | 1 |
| 6. Number of FFY 2007 findings <u>not</u> verified as corrected [(4) minus (5)] | 0 |

Idaho verified that each region is correctly implementing the specific regulatory requirements and has provided early intervention services identified in IFSPs in a timely manner, unless the child is no longer within the jurisdiction of the EIS program, consistent with OSEP memo 09-02 (demonstrated through annual monitoring and a data verification process). 2 out of 3 findings of noncompliance identified in FFY 2007 related to the provision of timely services were timely corrected in FFY 2008. The third finding of noncompliance identified in FFY 2007 was timely corrected in FFY 08. Please refer to indicator 9 for further details.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

Explanation of Slippage or Progress

The *Actual Target Data* reported for FFY 08 shows an increase in performance by 6.3%. The Idaho Infant Toddler Program has worked hard to continually identify and implement strategies to ensure children with IFSP’s receive timely services.

Upon further examination, the following strategies have positively impacted the state’s performance in providing services to children in a timely manner:

- A new Early Intervention Therapist employee classification was created with a modest salary increase to enhance recruitment, hiring, and retention of therapeutic disciplines including SLPs. This new classification is posted on an open, continuous basis on the Idaho Division of Human Resources website.
- Posting the Developmental Specialist, Children’s Program job announcement on an open, continuous base on the Idaho Division of Human Resources website.
- Implementing the new Infant Toddler Program Service Coordination Network.
- Existing contractors increasing the number of contracted hours to provide services.
- Service model changes to implement improved family centered practices through use of a primary interventionist approach.

2008-2009 SPP Improvement Activities Completed

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP. Idaho strives to identify and implement improvement activities that support the states ability to ensure children receive services in a timely fashion.

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|----------------------|--|---|
| Monitoring | <ol style="list-style-type: none"> 1. Continue tracking service start dates to ensure all children are served in a timely manner. 2. When noncompliance is identified in any region, require development of a corrective action plan (CAP) outlining strategies to correct the deficit within one year from the date of identification. 3. Monitor all regions with active CAPs through monthly data submissions, quarterly reports, routine phone contact, and on-site visits as required and/or specified in their plan to assure correction within one year of identification of noncompliance. 4. Evaluate progress and status of performance to determine need for additional resource recruitment or other strategies to assure timely delivery of early intervention services in accordance with IFSPs. If strategies are added or changed, report in next APR. | Please refer to indicator #9 for activity status update. |
| Training | <ol style="list-style-type: none"> 1. Ensure regional training is provided to Service Coordinators (public and | <ol style="list-style-type: none"> 1. New rules for Medicaid reimbursement for Service |

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|--|--|---|
| | <p>private) re: responsibilities, timelines, and procedural requirements outlined in IDEA Part C and the Idaho Implementation manual.</p> | <p>Coordination went into effect on May 1, 2009 and were fully implemented September 1, 2009. These rules designate the Infant Toddler Program to be primary provider of Service Coordination for 0-3 population. They require all 0-3 Service Coordination providers to work for or be under contract with the Infant Toddler Program and to function as a part of the Infant Toddler Program Network. As part of this rule change, all Service Coordinators for the 0-3 population were required to complete mandatory training. The training included the new Medicaid rule changes and Service Coordination responsibilities, timelines, and procedural requirements outlined in IDEA Part C.</p> |
| <p>Maintenance of Interagency Agreements (IAA) and Contracts</p> | <ol style="list-style-type: none"> 1. Periodic review of IAA with other early intervention providers who serve children through an IFSP. Ensure requirements regarding timelines and procedural safeguards continue to be addressed. 2. Annual review and renewal of contracts issued to early intervention providers to service children through an IFSP. Ensure requirements regarding timelines and procedural safeguards continue to be included in all early intervention contracts as specified in the boilerplate and are monitored for compliance. | <ol style="list-style-type: none"> 1. Regions review their local interagency agreements and contracts on a regular basis with community partners, Regional Early Childhood Committees, and early intervention providers who serve children through an IFSP to ensure that requirements regarding timelines and procedural safeguards continue to be addressed. 2. Regions review and renew contracts on an annual basis issued to early intervention providers serving children through an IFSP. These contracts were diligently reviewed with the necessary revisions made to ensure requirements regarding timelines and procedural safeguards continue to be included in all early intervention contracts as specified in the state approved standard contract. Throughout FFY 08, regions monitored these contracts on a regular basis to |

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|-----------------------------|--|---|
| | | <p>ensure compliance. Our new ITP Web data system will generate alerts to designated users regarding timely service provision. The system has canned reports that automatically calculate the number of children with timely services for a specified timeframe. In addition, the system has alerts to notify service coordinators and providers of service start dates and ad-hoc management reports at the regional level.</p> |
| Reporting | <ol style="list-style-type: none"> Report on EIS regional program performance on the Department of Health and Welfare’s website, ITP progress reports, and to the interagency coordinating council and regional committees. | <ol style="list-style-type: none"> ITP quarterly performance data was reported to central office administration, regional program managers, early intervention specialists, and supervisors. In addition, quarterly performance data has been posted on the internal Department of Health and Welfare website. Semi-annual reports regarding performance data was provided to the Early Childhood Coordinating Council (EC3), serving as the State Interagency Coordinating Council (ICC). |
| Policy Review and Revisions | <ol style="list-style-type: none"> In FFY 08, the Infant Toddler Program will implement recommended change based on the ITP Planning Summit workgroups and seek the necessary resources to implement the change. | <ol style="list-style-type: none"> A new IFSP was developed linked with family centered process and teaming to improve timely and efficient response to family priorities. Training for the new IFSP was developed and delivered to regional staff. <p>The development of the new Infant Toddler Program data system promotes efficiency for the Program, data collection, and reporting. The system provides canned and adhoc reports for state and regional management.</p> |
| Data System | <ol style="list-style-type: none"> Develop and implement a new web base Infant Toddler Program data system for staff and contractors to use. | <ol style="list-style-type: none"> 2. & 3. - Development of the data system, training modules, and user manual were delayed due to complications in development |

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|----------------------------------|---|--|
| | <ol style="list-style-type: none"> Provide training to staff and contractors for new data system Develop a data system manual for staff and contractors to use. | <p>and so were not completed during FFY 2008. However, all have been completed as of January, 2010. Training is being delivered through February 2010 with statewide roll-out and implementation scheduled for early Spring, 2010.</p> |
| Service Coordination | <ol style="list-style-type: none"> If new Service Coordination rules are approved during the 2009 Legislative session, develop a timeline and process for the Infant Toddler Program to become the sole provider of birth to three service coordination services using existing program staff and contractors by summer, 2009. | <ol style="list-style-type: none"> New rules for Medicaid reimbursement for SC went into effect on May 1, 2009 and were fully implemented September 1, 2009. These rules designate the ITP to be primary provider of Service Coordination for 0-3 population. They require all 0-3 SC providers to work for or be under contract with the Infant Toddler Program and to function as a part of the Infant Toddler Program Network. This rule change, related system changes, and training provide the Infant Toddler Program more effective tools to enable oversight and assure high quality service coordination with adherence to policies and timelines. |
| Contracts | <ol style="list-style-type: none"> If new Service Coordination rules are approved during the 2009 Legislative session, develop a timeline and process for the Infant Toddler Program to become the sole provider of birth to three service coordination services using existing program staff and contractors by summer, 2009. | <ol style="list-style-type: none"> Existing and new contractors increased the number of contracted hours available for services delivery. Standard contract language was incorporated to promote teaming and coordination of timely services. |
| Resource Recruitment/Development | <ol style="list-style-type: none"> Develop new Infant Toddler Program Therapist state employee classification to enhance recruitment, hiring, and retention of therapeutic disciplines including SLPs. | <ol style="list-style-type: none"> A new Infant Toddler Program Therapist state employee classification was created to enhance recruitment, hiring, and retention of therapeutic disciplines including SLPs. This new classification is posted on an open, continuous basis on the Idaho Division of Human Resources website. Several regions reclassified positions to therapist and recruited staff in this classification. |

Revisions, with Justification, to Proposed Targets / Improvement Activities/Timelines /Resources for (FFY 09)

New improvement activities have been added to the Improvement/Timeliness/Resources section of the FFY 2009 SPP to increase performance levels and ensure early intervention services are being provided in natural environments.

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revision | Justification |
|---|---|---|
| Data System | <ol style="list-style-type: none"> 1. Finalize and implement a new web base Infant Toddler Program data system for staff and contractors to use. 2. Provide training to staff and contractors for new data system. 3. Develop a data system user e-manual for staff and contractors to use. | <ol style="list-style-type: none"> 1. New data system continues under development. This system and related training will positively impact our ability to track and monitor data for this indicator. System provides work list alerts prior to service due dates and will increase accuracy of data. 2. New data system continues under development. This system and related training will positively impact our ability to track and monitor data for this indicator. 3. New data system continues under development. This system and related training will positively impact our ability to track and monitor data for this indicator. |
| Personnel Recruitment | <ol style="list-style-type: none"> 1. Work with Human resources to advertise and recruit for the new early intervention “therapist” classification. This new classification will allow a recruitment of specialists (OT, PT, SLP) in one outreach activity rather than requiring several different advertisements. Distribute recruitment materials to all licensed OT, PT and SLP in Idaho. Outreach/recruitment presentations to preserve programs at Idaho State University for health related early intervention therapists and all relevant higher education in Idaho for developmental specialists. 2. Seek administrative approval to hire new therapists at “policy | <ol style="list-style-type: none"> 1. This activity will increase efficiency and result in more effective recruitment of needed specialists. 2. Provides more competitive salary range to assist with recruitment and retention of personnel. |

APR Template – Part C (4)

Idaho

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revision | Justification |
|--|--|----------------------|
| | level” rather than “entry level” on the pay scale. | |

Part C State Annual Performance Report (APR) for 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

See the Overview of the Annual Performance Report Development, Indicator 1.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement: Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings) divided by the (total # of infants and toddlers with IFSPs)] times 100.

| | |
|-----------------------------------|--|
| FFY | Measurable and Rigorous Target |
| 2008 (2008-2009) | Services in Home and Community Based Settings – 92.7% |

Actual Target Data for (FFY 2008): 96.7% infants and toddlers are primarily receiving services in their homes and community-based settings

| Data Source: ITP Data-Tot System | | |
|---|-------------|----------------|
| 618 Report Data – December 1, 2008 | | |
| Service Setting | Data | Percent |
| EI CTR | 11 | 0.6% |
| HOME | 1837 | 94.0% |
| SVC PROV | 54 | 2.76% |
| COMMUNITY SETTING | 49 | 2.5% |
| IN-HOSP | 3 | 0.15% |
| RESIDENT | 0 | 0% |
| OTHER | 0 | 0 |
| TOTAL N.E. | 1889 | 96.7% |
| Total Services Provided | 1954 | 100% |

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2008):

Idaho's FFY 2008 target was **92.7%** of children in Idaho receive services in homes and community based settings. Actual target (performance) from the 618 December 1, 2008 data revealed that **96.7%** infants

and toddlers are primarily receiving services in their homes and community based settings, exceeding the established target for FFY 2008. This represents significant improvement from last year's percentage (93.1%). This 618 data and monitoring activities conducted in 2008 demonstrate that Idaho has no systemic issue related to children receiving services in natural environments in FFY 2008. In fact, this is a significant strength for the state.

The Idaho Infant Toddler Program continues to assure early intervention services are provided in home or community based settings or an appropriate justification is documented. Idaho continues to monitor natural environment justifications via file reviews and the Idaho data system (Data Tot). Technical assistance and informal trainings on this topic have been provided to regions at regular Early Intervention/Supervisor quarterly meetings, phone conferences, and on-site visits.

Service Coordination Network

In July 2009, State rules took effect authorizing the Infant Toddler Program to establish a network of early intervention service coordinators to serve children under age three. These coordinators will work under contract to the Infant Toddler Program. This change enables increased supervision and control over 0-3 service coordinators and provides an additional opportunity to assure that whenever possible, services are delivered in the natural learning environment and when not, that justification is fully documented.

Coaching Model Pilot

During 2008-2009 an evidence-based, family-centered service delivery model focusing on services in the natural learning environment has been piloted in two regions in Idaho. It has demonstrated positive outcomes for children, families, and the staff involved. Training will be provided to additional teams throughout FFY 2009 and statewide implementation is expected by 2012.

These statewide efforts demonstrate continued focus on providing quality early intervention services to infants and toddlers in natural learning environments.

2008-2009 SPP Improvement Activities Completed

The following improvement activities will assure continued provision of services in natural learning environments.

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|-----------------------------|--|---|
| Training | 1. Provide four pilot sites staff and contractors with intensive evidence based practice including coaching training to prepare four sites to pilot the model. 2. Ongoing technical assistance, review, and training will be provided by contracted coaching model trainers to the 4 pilot sites. | 1 and 2 completed as written. Four teams in two regions (Region 1 and 4) completed the training, piloted the model, received monthly consultation, and have fully implemented this evidence-based service delivery model into their routine practice with families. |
| Data System | 1. Develop and implement a new web based Infant Toddler Program data system for staff and contractors to use. 2. Provide training to staff and contractors for new data system. | 1, 2, and 3. Development of the data system, training modules, and user manual were delayed due to complications in development and so were not completed during FFY 2008. However, have been completed as of December, 2009 . Training is being delivered through February 2010 with |

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|---------------------------|---|---|
| | 3. Develop a data system manual for staff and contractors to use. | statewide roll-out and implementation scheduled for early Spring, 2010. |
| Quality Service Provision | 1. Revise contracts for all providers to strengthen emphasis on routine-based intervention in natural learning environments, coaching, and learning. 2. Develop Key Principles document to guide practice and serve as the foundation for the Program and identified training. | 1. Appropriate language was developed and included in contracts for pilot teams. Other contracts were modified to strengthen emphasis on teaming and coaching practices. 2. Completed as written |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2008)
[If applicable]

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revisions for FFY 2009 and FFY 2010 | Justification |
|--|--|--|
| 1. Routine monitoring of service setting data by central office; required regional plan strategies to demonstrate improvement within one year if any region drops below state average performance or established target of previous year. | Delete | Existing Activity 1 is a routine part of the system of general supervision and is redundant with existing monitoring activities. |
| 2. Maintain contract requirement for delivery of service in natural environments unless the child cannot benefit from the service in the natural environment | No change | |
| 3. Service Setting data, including regional performance results will be posted annually on the Idaho Department of Health and Welfare, Infant Toddler Program website, included in the published Progress Reports, and provided to the interagency coordinating council and the Regional committees. | No change | |
| | | |

| | New Activities Proposed for FFY 2009 | Justification |
|--|---|---|
| | Expand training and implementation of evidence-based coaching model to a minimum of three new teams in at least two additional regions. | This model incorporates a strong emphasis on service delivery in natural learning environments using a primary interventionist approach.. |
| | Provide presentation on evidence-based practices in early intervention (coaching, teaming, natural learning practices) to physicians and medical staff at the Idaho Perinatal Conference. | Assure physicians have solid understanding of service delivery model and research evidence supporting it. |

Part C State Annual Performance Report (APR) for 2008 (FFY 2008)**Overview of the Annual Performance Report Development:**

This indicator presents findings of the NCSEAM Family Survey conducted by the Idaho Infant Toddler Program (ITP) to address Indicator 4, the “percent of families participating in Part C who report that early intervention services have helped the family a) know their rights, b) effectively communicate their children’s needs, and c) help their children develop and learn.”

The survey administered by the ITP included two rating scales developed and validated by the National Center for Special Education Accountability Monitoring (NCSEAM). The 22-item Impact on Family Scale (IFS) measures the extent to which early intervention helped families achieve positive outcomes, including the three outcomes specified in Indicator #4.

A total of 2,378 paper-based surveys were distributed across 7 regions to all parents enrolled in the Infant Toddler Program on July 1, 2009. To increase the number of possible respondents and to assure a wider age distribution, families who had exited the Program in the preceding 3 months were also mailed a survey. Both a Spanish and English survey was enclosed for all families identified with Spanish as their primary language. Sampling was not used in the survey distribution process.

The survey along with a postage-paid Business Reply Envelope and a cover letter in both English and Spanish were mailed out in July of 2009. The final cutoff date for processing surveys was late September in order to allow families the maximum amount of time possible to respond. The cover letter explained the purpose of the survey and how to complete and return it. In addition, the cover letter explained how to complete the survey electronically using the Internet. A unique identifier was included in each survey to enable tracking of respondent demographics.

In total, 398 surveys were returned for a 15.31% return rate. Of these, 395 provided useable data (others skipped too many questions or the survey wasn’t legible). This number is high enough for the estimated statewide percents on the indicator to be within an adequate confidence interval, based on established survey sample guidelines (e.g., <http://www.surveysystem.com/sscalc.htm>). Data from each of the scales were analyzed through the Rasch measurement framework.

OSEP requires that the state’s performance be reported as the *percent* of families who report that early intervention services helped them achieve specific outcomes. Deriving a percent from a continuous distribution requires application of a standard, or cutscore. The IT Program and stakeholders elected to apply the Part C standards recommended by NCSEAM as a way to derive the percentages to be reported for indicators 4a, 4b, and 4c. The recommended standards established based on item content expressed in the scale were as follows: for Indicator 4a, *know their rights*, a measure of 539; for Indicator 4b, *effectively communicate their children’s needs*, a measure of 556; and for Indicator 4c, *help their children develop and learn*, a measure of 516.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 4: Percent of families participating in Part C who report that early intervention services have helped the family:

- A. Know their rights;
- B. Effectively communicate their children’s needs; and
- C. Help their children develop and learn.

(20 U.S.C. 1416(a)(3)(A) and 1442)

| |
|--|
| <p>Measurement:</p> <p>A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.</p> <p>B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.</p> <p>C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.</p> |
|--|

| FFY | Measurable and Rigorous Target |
|---------------------|---|
| 2008 (2008-2009) | <p>A. 59% of respondent families participating in Part C will report that early intervention services have helped the family know their rights</p> <p>B. 55% of respondent families participating in Part C will report that early intervention services have helped the family effectively communicate their children's needs.</p> <p>C. 71.5% of respondent families participating in Part C will report that early intervention services have helped the family help their children develop and learn.</p> |

Actual Target Data for (FFY 2008):

SPP/APR Indicator #4a:

Percent of families participating in Part C who report that early intervention services have helped the family.

A. Know their rights.

Standard:

A. .95 likelihood of a response of “agree,” “strongly agree” or “very strongly agree” with this item on the NCSEAM survey’s Impact of EI Services on Your Family scale:
 “Over the past year, Early Intervention services have helped me and/or my family: know about my child’s and family’s rights concerning Early Intervention services.”

Percent at or above established cutscore for Indicator 4A standard: 249/395 =63.0%

SPP/APR Indicator #4b:

Percent of families participating in Part C who report that early intervention services have helped the family:

B. Effectively communicate their children’s needs.

Standard:

A. .95 likelihood of a response of “agree,” “strongly agree” or “very strongly agree” with this item on the NCSEAM survey’s Impact of EI Services on Your Family scale:
 “Over the past year, Early Intervention services have helped me and/or my family: communicate more effectively with the people who work with my child and family.”

Percent at or above established cutscore for Indicator 4B standard: 236/395 = 59.7%

SPP/APR Indicator #4c:

Percent of families participating in Part C who report that early intervention services have helped the family:

C. Help their children develop and learn.

Standard:

A .95 likelihood of a response of “agree,” “strongly agree” or “very strongly agree” with this item on the NCSEAM survey’s impact of EI Services on Your Family scale:

“Over the past year, Early Intervention services have helped me and/or my family understand my child’s special needs.”

Percent at or above established cut score for Indicator 4C standard: 290/395 = 73.4%

The table below displays the distribution of race/ethnicity in the survey respondents.

| Distribution of Race/Ethnicity in the Sample | | | |
|--|--------|------------|------------------------|
| Race | Number | Percentage | % Idaho 0-3 Population |
| White | 327 | 83% | 77.1% |
| Black or African/American | 3 | <1% | 0.8% |
| Hispanic or Latino | 42 | 11% | 16.2% |
| Asian or Pacific Islander | 2 | <1% | 1.3% |
| American Indian or Alaskan Native | 2 | <1% | 1.4% |
| Multi-Racial | 17 | 4.3% | 2.8% |
| Missing | 2 | <1% | NA |

The percent of Hispanic returns (11%) was below expected levels based on state demographics, however, the categories for multi-racial may account for much of this shortfall.

All seven regions of the state were adequately represented among the survey responses. Regional return rates varied between 14% - 19%.

Age distribution of children of respondents was generally aligned with the distribution of ages of children served by the Program.

This survey data is valid, reliable, and representative of the population served by the Program as evidenced by geographic distribution and age of the children represented. When analyzed by race/ethnicity the White population is over represented and Hispanic or Latino is under-represented. Please see the Improvement Activities/Timelines section for strategies that will be implemented to increase the overall return rate and improve representation of minority populations in the 2010 survey process.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2008):

| | Data for FFY 2007 | Data for FFY 2008 | Targets for FFY 2008 |
|---|------------------------------|------------------------------|---------------------------------|
| Number surveys returned | 542 | 395 | |
| Return Rate | 20.74% | 16.74% | |
| % Responses above established cut-score | | | |
| 4A – know rights | 60.4% | 63.0 | 59% |
| 4B – communicate child's needs | 56.8% | 59.7 | 55% |
| 4C – help child develop and learn | 71.9% | 73.4 | 71.5% |

As evidenced by the chart above, the Idaho Infant Toddler Program has improved in all three areas from FFY 2007 data and has exceeded all targets set for FFY 2008. Please see below for a status update on the improvement activities that were completed during FFY 2008 and the additional strategies we intend to implement during FFY 2009.

Improvement Activities/Timelines/Resources 2008-2009

| Improvement Activity planned for 2008-2009 | Activities Status Update 2008 – 2009 |
|--|--|
| <p>1a. Increase responses of the Parent Survey by all parents with a special focus on the Hispanic population using a selection of the following strategies:</p> <ul style="list-style-type: none"> • Print postcard for distribution to families prior to survey distribution in Spanish as well as English. • Notify service coordinators of all children, including those coordinating for Hispanic families, when survey is being distributed and have them encourage their families to complete and return the survey. <p>1b. Collaborate with a University (BSU I) to further analyze the representation of the 2007 survey respondents regarding gender, age and ethnic distribution as compared to the population served by the Program.</p> | <p>1a. Completed. For the second year in a row, the state made targeted outreach efforts to reach both English and Spanish speaking families and encourage them to return the survey. Activities included the following:</p> <ul style="list-style-type: none"> • Distributed flyers in both English and Spanish to parents before the survey was mailed alerting them that the survey was coming. • Included copy of Spanish survey in all Survey packets identified as "Spanish primary language" in Data Tot. • Requested service coordinators and therapists to remind the family during home visits to complete and return the survey. <p>1b. Completed. Analysis completed by Masters level students with oversight by BSU faculty.</p> |
| <p>2. Set and monitor distribution policy for Family Books to ensure</p> | <p>2. Completed.</p> |

| Improvement Activity planned for 2008-2009 | Activities Status Update 2008 – 2009 |
|--|--|
| <p>appropriate families receive a copy at entry.</p> <ul style="list-style-type: none"> • Ensure EIS and Supervisors provide training and information to staff and Service Coordinators regarding referral to and knowledge about Idaho Parent's Unlimited (IPUL), Idaho's Parent Advocacy agency and other community resources that will be supportive for families. | <ul style="list-style-type: none"> • Family books that include information about community resources were reprinted and distributed to families eligible for early intervention services. • Information and brochures about IPUL was shared with EIS and supervisors to distribute to regional staff and to share with families. |
| <p>3. Support the IPUL annual conference through funding for parent scholarships and/or speakers.</p> | <p>3. Completed</p> |
| <p>4. Report on EIS regional program performance related to targets on DHW, ITP website, ITP Progress Reports, and to interagency coordinating council (EC3) and regional committees (RECCs).</p> | <p>4. Completed</p> |
| <p>5. Contract with Idaho Parent's Unlimited (IPUL) to provide training to families on Procedural Safeguards.</p> | <p>5. Completed This training helped parents understand their rights and the safeguards available through IDEA Part C.</p> |
| <p>6. Engage Dathan Rush and M'Lisa Shelden to provide in-depth training to staff from 4 pilot sites about evidence-based practices including teaming, coaching and natural learning practices.</p> | <p>6. Completed, This model has been adopted in two regions of the state with plans for statewide expansion by 2012. This training and model has provided additional tools and resources to regional staff to use in their work with families and strengthens our family centered practices.</p> |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2008)
[If applicable]

| Currently in SPP for 2009-2010 | Revision with Justification |
|---|---|
| <p>1) Report progress data in APR on the following:</p> <p>The percent of families participating in Part C who report that early intervention services have helped the family:</p> <ul style="list-style-type: none"> o Know their rights; o Effectively communicate their children's needs; and <p>Help their children develop and learn.</p> | <p>Delete 1</p> <p>Activities 1-2 are administrative functions and will have little impact on increasing return rates or improving scores on the Family Survey tool.</p> |
| <p>2) Compare performance to targets; adjust targets with public input as needed.</p> | <p>Delete 2</p> <p>Activities 1-2 are administrative functions and will have little impact on increasing return rates or improving scores on the Family Survey tool.</p> |
| <p>3) Develop and implement strategies to address program strengths and need areas identified through analysis of the NCSEAM Family Outcome Survey.</p> | <p>No change</p> |
| <p>4) Report on EIS regional program performance related to targets on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees</p> | <p>No change</p> |
| <p>New Improvement Activities to add to SPP for FFY 2009-2010</p> | <p>Justification</p> |
| <p>1. Increase responses of the Parent Survey by all parents with a special focus on the Hispanic population using a selection of the following strategies:</p> <ul style="list-style-type: none"> • Print postcard for distribution to families prior to survey distribution in Spanish as well as English. • Notify service coordinators of all children, including those coordinating for Hispanic | <p>Replacement text for 1 above</p> <p>This activity is targeted to increase the survey return rate among all families with a special focus on Spanish speaking families.</p> |

| | |
|--|--|
| <p>families, when survey is being distributed and have them encourage their families to complete and return the survey.</p> <ul style="list-style-type: none"> • Explore opportunities for targeted outreach to the Hispanic/Latino community through Migrant Head Start, Spanish-language support groups, and the Hispanic Community Center. | |
| <p>5. Engage Dathan Rush and M’Lisa Shelden to provide in-depth training to staff from 4 pilot sites about evidence-based practices including teaming, coaching and natural learning practices.</p> | <p>Additional training on this evidence-based service delivery model is required in other regions of the state. This model will provide additional tools and resources to regional staff to use in their work with families and will strengthen our family centered practices.</p> |
| <p>2010-2011</p> <p>1) Report progress data in APR on the following:</p> <p>The percent of families participating in Part C who report that early intervention services have helped the family:</p> <ul style="list-style-type: none"> ○ Know their rights; ○ Effectively communicate their children’s needs; and ○ Help their children develop and learn. <p>2) Compare performance to targets; adjust targets with public input as needed.</p> <p>3) Develop and implement strategies to address program strengths and need areas identified through analysis of the NCSEAM Family Outcome Survey.</p> <p>4) Report on EIS regional program performance related to targets on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees.</p> | <p>The same changes as listed above will be made to the activities listed in SPP for 2010-2011 (Delete Activities 1 and 2 and replace with new text. Add activity 5).</p> |

Part C State Annual Performance Report (APR) for 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

The Idaho Infant Toddler Program completed the following activities to develop the FFY 08 APR:

- o Provided program performance data and received input from regional managers, early intervention specialists, supervisors, and other stakeholders including the Early Childhood Coordinating Council.

As part of the General Supervision process outlined in the SPP in Indicator #9, Idaho:

- o Gathered FFY 2008 regional and statewide data from record reviews and Data-Tot using the Regional Annual Performance Report process.
- o Completed routine analysis of Data Tot data to verify regional information.
- o Developed a Focus Monitoring process for the state.
- o Completed one regional Focus Monitoring visit that provided important regional and statewide information regarding areas of strength and areas of improvement around Early Intervention.

Idaho will post the FFY 08 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2010. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 5: Percent of infants and toddlers birth to 1 with IFSPs compared to national data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(# of infants and toddler birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to national data.

| FFY | Measurable and Rigorous Target |
|----------------------------|---|
| 2008 (2008-2009) | 1.64% of infants under 1 year of age receive early intervention services |

Actual Target Data for (FFY 2008): 1.61% of 0-1 population served

| Date | 0 – 1 Population Served | OSEP 0-1 State Population | % 0-1 Served |
|------------------|-------------------------------|---------------------------------|-----------------|
| December 1, 2008 | 399 * | 24,771 ** | 1.61% ** |

* 618 Count Data

** Reference Source is OSEP provided Table C-13 : 2008

Comparison to National Data

Idaho is a state which does not serve “at risk” children. According to OSEP’s Table C-13, Idaho’s identification of infants from birth to one for FFY 2008 compares to all other states as follows:

- On December 1, 2008, 399 infants aged birth-to-one were enrolled in Idaho. Idaho placed 2nd in the nation when ranked among other states with narrow eligibility criteria.
- Idaho served 1.61% of its state’s infant’s age birth-to-one. This figure is 0.57% above the OSEP National Baseline average of 1.04% for all 50 states and D.C.. However it is very slightly below (0.03%) the target of 1.64%.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2008):

Explanation of Slippage

Due to the economic downturn and reduced fiscal resources in FFY 2008, the focus on outreach activities was scaled back. Although the total number of children served throughout the year increased, the reduction in outreach seems to have impacted the 0-1 age group. Fewer children ages birth-to-one were counted in the Dec. 1 report than in the preceding year (399 and 465 respectively). This suggests the need for renewed outreach to the State’s birthing hospitals and medical communities. Increased outreach will support referrals being made as early as possible to maximize benefit to the child and family.

2008-2009 Improvement Activities Completed

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP. The improvement activities identified and discussed below continue to support Idaho’s ability to identify and serve these children.

| Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008-2009 |
|---|---|
| 1. Continue child find activities including developmental monitoring and community screening linked with LEAs. | 1. Completed as written |
| 2. Provide orientation for new employees and technical assistance/support for staff related to all Idaho eligibility criteria, as needed. | 2. Completed as written |
| 3. Exhibit Infant Toddler Program information at conferences and health fairs: adoptions conference, perinatal conference, foster parent conference, child care conferences, ISDB Parent weekend, IPUL (PTI) conference, etc. | 3. Completed as written |
| 4. Provide outreach visits and presentations for staff at homeless and domestic violence shelters. Supply with ITP brochures, developmental checklists and child find brochures. | 4. Completed as written |

| | |
|---|-------------------------|
| 5. Monitor data on referral sources, track trends and analyze by regions the identification of eligible children. Evaluate appropriateness of distribution of ethnicity in eligible population relative to distribution in general population factoring variable that influence risk and potential eligibility. | 5. Completed as written |
| 6. Modify strategies or targets according to performance and findings in previous APR. Include changes in APR. | 6. Completed as written |
| 7. Report on EIS regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees. | 7. Completed as written |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2008)
[If applicable]

The State evaluated the improvement activities completed in 2008-2009 and those included in the SPP for 2009-2010. The past activities have proven effective in correcting non-compliance with Childfind requirements. We are proposing the following changes (with justifications).to activities for 2009-2010

| Improvement Activity planned in SPP for FFY 2009 and FFY 2010 | Proposed Revision for FFY 2009 And FFY 2010 Activities | Justification |
|---|---|--|
| 1. Continue child find activities including developmental monitoring and community screening linked with LEAs. | Implement electronic system of ASQ distribution. Refocus regional child find activities on public awareness, education, and outreach to high risk population through increased home visiting activities. | We will be implementing a new centralized, electronic system of ASQ distribution. Regional responsibilities will shift to public awareness, education, and outreach rather than monitoring ASQ distribution. |
| 2. Provide orientation for new employees, and technical assistance/support for staff related to all Idaho eligibility criteria, as needed. | Provide orientation for new employees, and technical assistance/support for staff related to new ASQ system and related Childfind system revisions. | Same as above. |
| 3. Exhibit Infant Toddler Program information at conferences and health fairs: adoptions conference, perinatal conference, foster parent conference, child care conferences, ISDB Parent weekend, IPUL (PTI) conference, etc. | Exhibit Infant Toddler Program information at conferences and health fairs. Conduct regional outreach activities with birthing hospitals and local physicians to encourage early referral of children to intervention services. | Provides increased focus on outreach to referral sources serving children from birth to age 1. |

| Improvement Activity planned in SPP for FFY 2009 and FFY 2010 | Proposed Revision for FFY 2009 And FFY 2010 Activities | Justification |
|--|--|--|
| <p>4. Monitor data on referral sources, track trends and analyze by regions the identification of eligible children. Evaluate appropriateness of distribution of ethnicity in eligible population relative to distribution in general population factoring variable that influence risk and potential eligibility.</p> | <p>Delete</p> | <p>Administrative function – redundant with activities completed as routine part of general supervision system</p> |
| <p>5. Modify strategies or targets according to performance and findings in previous APR. Include changes in APR.</p> | <p>Delete</p> | <p>Administrative function – redundant with activities completed as routine part of general supervision system</p> |
| <p>6. Report on EIS regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees.</p> | <p>No change</p> | |

Part C State Annual Performance Report (APR) for 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

The Idaho Infant Toddler Program completed the following activities to develop the FFY 08 APR:

- o Provided program performance data and received input from regional managers, early intervention specialists, supervisors, and other stakeholders including the Early Childhood Coordinating Council.

As part of the General Supervision process outlined in the SPP in Indicator #9, Idaho:

- o Gathered FFY 2008 regional and statewide data from record reviews and Data-Tot using the Regional Annual Performance Report process.
- o Completed routine analysis of Data Tot data to verify regional information.
- o Developed a Focus Monitoring process for the state.
- o Completed one regional Focus Monitoring visit that provided important regional and statewide information regarding areas of strength and areas of improvement around Early Intervention.

Idaho will post the FFY 08 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2010. In addition, information will be shared through other public forums such as the early intervention specialist/ supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 6: Percent of infants and toddlers birth to 3 with IFSPs compared to national data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(# of infants and toddler birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to national data.

| FFY | Measurable and Rigorous Target |
|----------------------------|---|
| 2008 (2008-2009) | 2.76% of infants and toddlers birth to three |

Actual Target Data for (FFY 2008): 2.64% children 0-3 served

| Date | 0 – 3 Population Served | OSEP 0-3 State Population | % 0-3 Served |
|------------------|-------------------------------|---------------------------------|-----------------|
| December 1, 2008 | 1954* | 73941** | 2.64% ** |

* 618 Count Data

** Reference Source is OSEP provided Table C-13 : 2008

Comparison to National Data

Idaho is a state which does not serve “at risk” children. According to OSEP’s Table C-13, Idaho’s identification of infants from birth to three for FFY 2008 compares to all other states as follows:

On December 1, 2008, 1,954 infants aged birth-to-three were enrolled in Idaho. Idaho placed 3rd in the nation when ranked among other states with narrow eligibility criteria.

Idaho served 2.64% of its state’s infants, age birth-to-three. This figure is 0.02% below the OSEP National Baseline average of 2.66% for all 50 states, D.C., and outlying areas and it is slightly below (0.12%) the Idaho target of 2.76%.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2008):

Explanation of Slippage

Due to the economic downturn and reduced fiscal resources in FFY 2008, the focus on outreach activities was scaled back. Child find contracts across the state were reduced by 6%. Although the total number of children served increased slightly on Dec. 1, 2008 over Dec. 1, 2007 (1,954 and 1,938 respectively), the rate of growth did not keep pace with the increased number of children below age three in the state. This suggests the need for renewed outreach to primary referral sources including the general public, hospitals, and other social service providers. Increased outreach will support timely referrals being made to maximize benefit to eligible children and their families.

2008-2009 Improvement Activities Completed

The following improvement activities were designed to assist the state in meeting the measurable and rigorous targets identified in the SPP.

| Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008-2009 |
|---|---|
| 1. Continue child find activities including developmental monitoring and community screening linked with LEAs. | 1. Completed as written |
| 2. Provide orientation for new employees and technical assistance/support for staff related to all Idaho eligibility criteria, as needed. | 2. Completed as written |
| 3. Exhibit Infant Toddler Program information at conferences and health fairs: adoptions conference, perinatal conference, foster parent conference, child care conferences, ISDB Parent weekend, IPUL (PTI) conference, etc. | 3. Completed as written |
| 4. Provide outreach visits and presentations for staff at homeless and domestic violence shelters. Supply with ITP brochures, developmental checklists and child find brochures. | 4. Completed as written |
| 5. Monitor data on referral sources, track trends and analyze by regions the identification of eligible children. Evaluate appropriateness of distribution of ethnicity in eligible population relative to distribution in general population factoring variable that influence risk and potential eligibility. | 5. Completed as written |
| 6. Modify strategies or targets according to performance and findings in previous APR. Include changes in APR. | 6. Completed as written |

| | |
|---|-------------------------|
| 7. Report on EIS regional program performance on the Department of Health and Welfare's website, ITP Progress reports, and to the interagency coordinating council and regional committees. | 7. Completed as written |
|---|-------------------------|

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2008)

The State evaluated the improvement activities completed in 2008-2009. We are proposing the following changes (with justifications) to activities listed in the SPP for FFY 2009 and FFY 2010

| Improvement Activity planned in SPP for FFY 2009 and FFY 2010 | Proposed Revision for FFY 2009 and FFY 2010 Activities | Justification |
|--|--|--|
| 7. Continue child find activities including developmental monitoring and community screening linked with LEAs. | Implement electronic system of ASQ distribution. Refocus regional child find activities on public awareness, education, and outreach to high risk population through increased home visiting activities. | We will be implementing a new centralized, electronic system of ASQ distribution. Regional responsibilities will shift to public awareness, education, and outreach rather than monitoring ASQ distribution. |
| 8. Provide orientation for new employees, and technical assistance/support for staff related to all Idaho eligibility criteria, as needed. | Provide orientation for new employees, and technical assistance/support for staff related to new ASQ system and related Childfind system revisions. | Same as above. |
| 9. Exhibit Infant Toddler Program information at conferences and health fairs: adoptions conference, perinatal conference, foster parent conference, child care conferences, ISDB Parent weekend, IPUL (PTI) conference, etc. | Conduct regional outreach activities targeting the general public, hospitals, and other social service providers to encourage timely referral of eligible children. | Provides increased focus on outreach to referral sources serving potentially eligible children in Idaho. |
| 10. Monitor data on referral sources, track trends and analyze by regions the identification of eligible children. Evaluate appropriateness of distribution of ethnicity in eligible population relative to distribution in general population factoring variable that influence risk and potential eligibility. | Delete | Administrative function – redundant with activities completed as routine part of general supervision system |

| | | |
|---|------------------|--|
| <p>11. Modify strategies or targets according to performance and findings in previous APR. Include changes in APR.</p> | <p>Delete</p> | <p>Administrative function – redundant with activities completed as routine part of general supervision system</p> |
| <p>12. Report on EIS regional program performance on the Department of Health and Welfare's website, ITP Progress reports, and to the interagency coordinating council and regional committees.</p> | <p>No change</p> | |

Part C State Annual Performance Report (APR) for FFY 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

For general overview information, see page 1.

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C’s 45-day timeline.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = [(# of infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C’s 45-day timeline) divided by the (# of infants and toddlers with IFSPs evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] times 100.

Account for untimely evaluations, assessments, and initial IFSP meetings, including the reasons for delays.

| FFY | Measurable and Rigorous Target |
|-------------------------|---|
| 2008 (2008-2009) | 100% of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C’s 45-day timeline |

Actual Target Data for FFY 2008. 389/445 = **87.4%**

| Referral Range | Number/Percent within 45 days | Number/Percent delayed due to family-related reasons | Total Number/Percent in compliance with timeline |
|--|--------------------------------|--|--|
| FFY 2008 *Data from 3/1/09-5/31/09 n=445 | 354 79.6% | 35 7.8% | 389 87.4% |
| FFY 2009 Data from 6/1/09-8/31/09 n= 406 | 336 82.8% | 37 9.1% | 373 91.9% |

*Data from the last quarter of FFY 2008 reflects the most current data available during the fiscal year and is consistent with the timeframe of the data reported in the previous year’s APR.

Data from the 1st quarter of FFY 2009 is included for comparison purposes and demonstrates positive movement toward full compliance for this indicator.

The report is based on the calculation of actual number of days between the date of referral and the date of the initial IFSP meeting for each child. When an untimely IFSP occurs, (46 days later than the referral date) regions must record the reason for the late meeting in the Idaho data system (Data Tot). Data for this indicator was generated from the Idaho Infant Toddler database (Data Tot) for all children enrolled between 3/1/09 and 6/1/09 (the last quarter of the FFY 2008 reporting period. Selection of this quarter's data best reflects the status of the state as it provides maximum time within the targeted fiscal year for regions to correct any findings of non-compliance that had previously been identified through the states monitoring process. See indicator #14 for reference to the validity and reliability of the Data Tot data system.

35 children had a delay in meeting the 45 day timeline due to exceptional family circumstances as defined by IDEA Part C. They are included in both the actual target data numerator and denominator. Please refer to the table below for examples.

| Reasons due to Exceptional Family Circumstances (Justifiable) |
|--|
| Child or family illness |
| Family moved/could not be located |
| Family did not respond to contact attempts |
| Family scheduling conflicts |
| Family vacation |

56 children had a delay in meeting the 45 day timeline due to agency reasons. They were included in only the denominator of the actual target data for this indicator. Please refer to the table below for examples of agency reasons.

| Agency Reasons (Non-Justifiable) |
|---|
| Scheduling difficulties |
| Staff not available |
| Volume of referrals compared to # of intake staff |

The initial evaluation, assessment and IFSP meeting was conducted, although late, for all of the 91 children reported as delayed during FFY 2008 unless the child was no longer within the jurisdiction of the EIS program. This is consistent with OSEP Memorandum 09-02. Correction of each individual incidence of non-compliance was verified through review of data from Data Tot, our current data system. The regions corrected the individual instances of non-compliance prior to the state issuing a notice of non-compliance. Furthermore, on-site monitoring activities and desk audit functions conducted by Central Office staff verified that regions were correctly implementing the specific regulatory requirements related to the 45 day timeline.

Correction of Identified Non-Compliance

Based on completed regional Corrective Action Plans, 2 of 2 findings of noncompliance identified in FFY 07 came into compliance within 12 months of identification.

| Finding of non-compliance made during the following year | Total # Findings of Noncompliance with Indicator 7 | Findings Verified as Corrected within One Year | Findings of Noncompliance not corrected within One Year |
|---|---|---|--|
| FFY '07 | 2 | 2 | 0 |
| FFY 06 | 4 | 4 | 0 |
| FFY 05 | 7 | 7 | 0 |

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008.

Correction of FFY 2007 Findings of Noncompliance (if State reported less than 100% compliance):
 Level of compliance (actual target data) State reported for FFY 2007 for this indicator: _____%

| | |
|---|----------|
| 7. Number of findings of noncompliance the State made during FFY 2007 (the period from July 1, 2007, through June 30, 2008) | 2 |
| 8. Number of FFY 2007 findings the State verified as timely corrected (corrected within one year from the date of notification to the EIS program of the finding) | 2 |
| 9. Number of FFY 2007 findings <u>not</u> verified as corrected within one year [(1) minus (2)] | 0 |

The initial evaluation, assessment and IFSP meeting was conducted, although late, for all children reported as delayed during FFY 2007 unless the child was no longer within the jurisdiction of the EIS program. This is consistent with OSEP Memorandum 09-02. Correction of each individual incidence of non-compliance was verified through review of data from Data Tot, our current data system. The regions corrected the individual instances of non-compliance prior to the state issuing a notice of non-compliance. Furthermore, on-site monitoring activities and desk audit functions conducted by Central Office staff verified that regions were correctly implementing the specific regulatory requirements related to the 45 day timeline.

Explanation of Progress or Slippage

Actual target data for FFY 2008 represents slippage from FFY 2007 data (87.4% and 92.7% respectively). System delays are routinely monitored by the state and regions to identify trends and to assist in developing strategies for improvement. Multiple factors impacted the state’s ability to evaluate and develop an IFSP document in a timely manner. Reasons included the following:

- Although ultimately a positive step toward quality SC, implementation of SC Network temporarily disrupted SC for some children.
- The economic downturn resulted in a requirement to hold some regional positions vacant to gain cost savings and to reduce contract rates by 6%.
- Staff/contractor shortages resulted in a shortage of intake workers and evaluation staff.
- High demand for specialists, limited service provider availability, and below-market wages contribute to recruitment and retention difficulties
- The rural and frontier nature of our state requires extensive travel distance reaching some children and families, resulting in difficulties with scheduling in a timely manner.

2008-2009 SPP Improvement Activities Completed

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP. The improvement activities below have supported the states ability to improve performance.

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|-----------------------------|--|--|
| Data System | <ol style="list-style-type: none"> 1. Develop and implement a new web based Infant Toddler Program data system for staff and contractors to use. 2. Provide training to staff and contractors for new data system. 3. Develop a data system manual for staff and contractors to use. | <p>1, 2, and 3 Partially completed - Development of the data system, training modules, and user manual were delayed due to complications in development and so were not completed during FFY 2008. However, all have been completed as of January, 2010. Training is being delivered through February 2010 with statewide roll-out and implementation scheduled for early Spring, 2010.</p> |
| Service Coordination | <ol style="list-style-type: none"> 1. If new Service Coordination rules are approved during the 2009 Legislative session, develop a timeline and process for the Infant Toddler Program to become the sole provider of birth to three service coordination services using existing program staff and contractors by summer, 2009. | <p>1. Completed. New rules for Medicaid reimbursement for SC went into effect on May 1, 2009 and were fully implemented September 1, 2009. These rules designate the ITP to be primary provider of Service Coordination for 0-3 population. They require all 0-3 SC providers to work for or be under contract with the Infant Toddler Program and to function as a part of the Infant Toddler Network. This rule change, related system changes, and training provide the Infant Toddler Program more effective tools to enable oversight and assure high quality service coordination.</p> |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2008):

The following revisions are proposed for the FFY 2009 and FFY 2010 SPP to increase performance levels and ensure IFSPs are created within the 45-day timeline.

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revision for FFY 2009 and FFY 2010 | Justification |
|---|---|---|
| <ol style="list-style-type: none"> 1. Ensure regional orientation and annual training is provided for interim SC regarding the required timelines, policies, procedures, family-centered practice, and collaboration with Children and Family Services | <p>Regions will train new "ITP network service coordinators regarding the required timelines, policies, procedures, and family-centered practice requirements of IDEA Part C. When needed, provide additional training to encourage effective collaboration with Children and Family Services</p> | <p>New contractors require training due to state rules restructuring SC delivery system for 0-3 population.</p> |

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revision for FFY 2009 and FFY 2010 | Justification |
|---|---|---|
| 2. Central office staff will track regional performance on selected indicators using Data Tot and 618 data. | Delete | Activities 2 and 3 are redundant with the expected activities in the System of General Supervision outlined in SPP indicator 9. |
| 3. Central office staff will provide quarterly monitoring of regional corrective action plans for any regions found to be out of compliance with this indicator. | Delete | Activities 2 and 3 are redundant with the expected activities in the System of General Supervision outlined in SPP indicator 9. |
| 4. Central office staff will conduct an annual review and budget distribution process based on a formula to ensure equity of resources across the regions. | No change | |
| 5 Central office staff will report on EIS regional program performance related to targets on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees. | No change | |
| | Additional Improvement Activities Proposed for FFY 2009 | |
| Data System | 1. Finalize and implement a new web base Infant Toddler Program data system for staff and contractors to use. | New data system continues under development. This system and related training will positively impact our ability to track and monitor data for this indicator. System provides work list alerts prior to due date and will increase accuracy of data. |

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revision for FFY 2009 and FFY 2010 | Justification |
|---|---|---|
| Data System | 2. Provide training to staff and contractors for new data system. | New data system continues under development. This system and related training will positively impact our ability to track and monitor data for this indicator. |
| Data System | 3. Develop a data system user e-manual for staff and contractors to use. | New data system continues under development. This system and related training will positively impact our ability to track and monitor data for this indicator. |
| Personnel Recruitment | 4. Work with Human resources to develop early intervention “therapist” classification which will allow advertisement and recruitment of specialists (OT, PT, SLP) in one outreach activity rather than requiring several different advertisements. Distribute recruitment materials to all licensed OT, PT and SLP in Idaho. | The current method for recruitment of specialists is inefficient, time consuming, and expensive. This activity will increase efficiency and result in more effective recruitment of needed specialists. |
| Personnel Recruitment | 6. Seek administrative approval to hire new therapists at “policy level” rather than “entry level” on the pay scale. | Provides more competitive salary range to assist with recruitment and retention of personnel. |
| Contract Monitoring | 7. Provide monthly monitoring of new ITP Network SC’s documentation and performance until acceptable level of competence is assured. Then switch to quarterly monitoring. | New ITP Network contracts may initially require additional monitoring and frequent TA to assure quality and timely SC for all eligible children and families. |

Part C State Annual Performance Report (APR) for 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

To obtain the data for Indicator 8 A, B, and C, using the Data-Tot database, Central office personnel randomly selected 5% of each region’s caseload that met the specified criteria for the indicator (with a required minimum of 15 files per region or 100% eligible files if fewer than 15 were eligible in any region). This process resulted in the selection of 105 records from the seven regions. Once selected, the names were provided to the regions. The regions then completed a file review to gather data for components A, B and C of this indicator. This data was submitted to CO as part of the Regional – APR. Information from the Data Tot system and in some instances, on-site file review by Central Office staff was used to validate the regional information.

Idaho will post the FFY 08 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2010. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / Effective Transition

Indicator 8: Percent of all children exiting Part C who received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including:

- A. IFSPs with transition steps and services;
- B. Notification to LEA, if child potentially eligible for Part B; and
- C. Transition conference, if child potentially eligible for Part B.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

- A. Percent = [(# of children exiting Part C who have an IFSP with transition steps and services) divided by the (# of children exiting Part C)] times 100.
- B. Percent = [(# of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred) divided by the (# of children exiting Part C who were potentially eligible for Part B)] times 100.
- C. Percent = [(# of children exiting Part C and potentially eligible for Part B where the transition conference occurred) divided by the (# of children exiting Part C who were potentially eligible for Part B)] times 100.

Account for untimely transition conferences, including reasons for delays.

| FFY | Measurable and Rigorous Target |
|-----------------------------|--------------------------------|
| 2008 (2008-2009) | 100% for A, B, and C |

Actual Target Data for (FFY 2008): A. 103/105=98%, B. 105/105=100%, C. 105/105=100%

- A. 98% = [(103 children exiting Part C who have an IFSP with transition steps and services) divided by the (105 children exiting Part C)] times 100.
- B. 100% = [(105 children exiting Part C and potentially eligible for Part B where notification to the LEA occurred) divided by the (105 children exiting Part C who were potentially eligible for Part B)] times 100.
- C. 100% = [(105 children exiting Part C and potentially eligible for Part B where the transition conference occurred) divided by the (105 children exiting Part C who were potentially eligible for Part B)] times 100.

Correction of Previously Identified Non-compliance from FFY 2007

It is Idaho's policy to verify that each region is correctly implementing the specific regulatory requirements; and has developed an IFSP with transition steps and services, unless the child is no longer within the jurisdiction of the EIS program, consistent with OSEP memo 09-02 (demonstrated through annual monitoring and a data verification process). All findings of noncompliance identified in FFY 2007 related to transition (IFSP transition steps (8A), and timely transition conferences (8C)) were timely corrected in FFY 2008 (see Indicator 9).

8A. Last year, transition steps on the IFSP were missing for one child from Region 2 and one from Region 3. Both of these instances were individually corrected prior to issuance of a finding of noncompliance. Correction was verified in both instances by central office staff requesting and reviewing a copy of the updated IFSP or addendum containing transition steps. To assure the region is correctly implementing the transition requirements; regional staff developed a review process to assure all IFSPs contain transition steps.

In monitoring conducted during FFY 2008 both regions were found to be at 100% compliance demonstrating full compliance with this indicator.

8B. In FFY 2007, no findings of non-compliance were identified in this area.

8C. In FFY 2007 monitoring, Region 3 had one child for whom a transition conference with Part B did not occur. The child was referred to the IT Program shortly before the child's third birthday (just over 90 days). No transition conference was held with Part B prior to the child leaving the Program. However, a transition conference was held shortly after the child's third birthday. No finding of non compliance was issued.

To assure the region is familiar with and is correctly implementing the transition requirements, the region was requested to review requirements with staff and submit to central office, the steps and activities they use to assure that a transition conference is routinely held for all potentially eligible children, including those entering the Program near age three.

In monitoring conducted during FFY 2008 the region was found to be at 100% compliance demonstrating full compliance with this indicator.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2008):

Explanation of Slippage or Progress

The *Actual Target Data (Performance)* reported above show excellent progress toward full compliance for all transition indicators since the last reporting period (A shows us holding steady at

98%; B maintained at 100%; and C increased from 99% to 100%. The state achieved the target of 100% for indicator B and C and continued a very high level of performance for indicator A demonstrating substantial compliance for all three transition indicators.

The following improvement activities were completed with all regional programs that were found to be out of compliance during the reporting period to support progress toward compliance within one year from identification:

- Regional Corrective Action Plans include all areas of non-compliance with timelines, measurable objectives and benchmarks for achieving full compliance and documentation. Evidence of Change statements clearly define the criteria required to document full correction for each region.
- Quarterly or monthly monitoring by central office of regional progress and technical assistance regarding procedures and documentation requirements.
- Training and TA regarding the updated components of the Infant Toddler Program Implementation Manual was provided.
- Review and update of local-regional transition protocols.

A current statewide Interagency Agreement with all participating agencies (Part B and C lead agencies, Head Start, and Migrant Head Start) is in place.

Central Office monitors and verifies regional performance as described in Indicator 9 to assure ongoing compliance and continued progress toward the 100% target.

| Improvement Activity | Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008 – 2009 |
|--|---|---|
| Refine policies, procedures and documentation requirements with TA providers and SDE | Specifically, SDE and ITP central office staff will review regional protocols between LEA and IT programs to assure inclusion of required policies, procedures, and documentation requirements. | Partially completed. Process was suspended in Fall 2008 for SDE to complete portions of work for which they are responsible. Dialogue has been initiated periodically since that time with limited progress. Activity did resume in October of 2009 with plans for continued collaboration. |
| Initiate SC rule changes re: reimbursement and oversight | Negotiate with Medicaid for ITP to be primary provider of Service Coordination for 0-3 population. This strategy would require changes to existing Medicaid rules. | New State rules for Medicaid reimbursement for SC went into effect on July 1, 2009 and were fully implemented September 1, 2009. These rules designate the ITP to be primary provider of Service Coordination for 0-3 population. They require all 0-3 SC providers to be under contract with the Infant Toddler Program and to function as a part of the Infant Toddler Network. This rule change, related system changes, and training provide the Infant Toddler Program more effective tools to enable oversight and assure high quality service coordination |
| Periodic Monitoring | Infant Toddler Program central office staff will conduct monitoring activities in accordance with the state monitoring plan outlined in Indicator #9. | Regional monitoring activities were completed as planned. |

| Improvement Activity | Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008 – 2009 |
|--------------------------|---|--|
| Public Reporting of Data | Report regional program performance on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees. | Public reporting activities were completed as planned. |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2008)

The State evaluated the improvement activities completed in 2008-2009 and those included in the SPP for 2009-2010. The past activities have proven effective in correcting non-compliance with transition requirements. We are proposing the following changes (with justifications) to activities for 2009-2010

| Improvement Activity planned in SPP for 2009-2010 | Proposed Revision | Justification |
|---|--|---|
| Infant Toddler Program central office staff will conduct monitoring activities in accordance with the state monitoring plan outlined in Indicator #9. | No change | |
| Joint regional training activities on transition policies, procedures, documentation and relationship development will be held periodically. Service coordinators (public and private), LEA personnel, and ITP personnel will be invited to attend. | Periodic Regional training activities will focus on orienting new ITP SC network members to policies, procedures and requirements of IDEA Part C and the Infant Toddler Program re: transition and other components. | New State rules establishing an ITP SC network has shifted training focus and population needing to be trained. |
| SDE and ITP central office staff will review regional protocols between LEA and IT programs to assure inclusion of required policies, procedures, and documentation requirements. | SDE and ITP central office staff will review the state interagency agreement to assure inclusion of required policies, procedures, and documentation requirements. | State interagency agreement is due to be reviewed and updated. |
| Report on EIS regional program performance on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees. | No change | |

Part C State Annual Performance Report (APR) for FFY 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

Please see Page 1 for information regarding the development of the Annual Performance Report.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 9: General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification.

(20 U.S.C. 1416 (a)(3)(B) and 1442)

Measurement:
 Percent of noncompliance corrected within one year of identification:
 a. # of findings of noncompliance.
 b. # of corrections completed as soon as possible but in no case later than one year from identification.
 Percent = [(b) divided by (a)] times 100.

Actual Target Data for FFY 2007: 5 of 6 findings of non-compliance (83.3%) was corrected within 12 months of identification.
 a. 6 findings of noncompliance.
 b. 5 corrections completed as soon as possible but in no case later than one year from identification.
 95% = [(20) divided by (19)] times 100.

| FFY | Measurable and Rigorous Target |
|-----------------------------|---|
| 2008 (2008-2009) | 100% of corrections within one year of identification of non-compliance for A, B and C |

Describe the process for selecting EIS programs for Monitoring:

Regions are monitored annually through a process of Regional Annual Performance Reports (RAPR) and a desk audit conducted by central office personnel. In addition, regions may be selected for on-site monitoring through a focused monitoring process. Details about the monitoring system can be found in the SPP under indicator 9.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2008:

| Indicator/Indicator Clusters | General Supervision System Components | # of EIS Programs Issued Findings in FFY 2007 (7/1/07 to 6/30/08) | (a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 to 6/30/08) | (b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification |
|---|---|---|---|--|
| 1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner. | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 3 | 3 | 2 |
| | Dispute Resolution (Complaints, due process hearings) | 1 | 1 | 1 |
| 2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 0 | 0 | 0 |
| | Dispute Resolution (Complaints, due process hearings) | | | |
| 3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | NA | NA | NA |

| Indicator/Indicator Clusters | General Supervision System Components | # of EIS Programs Issued Findings in FFY 2007 (7/1/07 to 6/30/08) | (a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 to 6/30/087) | (b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification |
|--|---|---|--|--|
| | Dispute Resolution (Complaints, due process hearings) | | | |
| 4. Percent of families participating in Part C who report that early intervention services have helped the family | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 0 | 0 | 0 |
| | Dispute Resolution (Complaints, hearings) | | | |
| 5. Percent of infants and toddlers birth to 1 with IFSPs 6. Percent of infants and toddlers birth to 3 with IFSPs | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 0 | 0 | 0 |
| | Dispute Resolution (Complaints, hearings) | | | |
| 7. Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline. | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 2 | 2 | 2 |

| Indicator/Indicator Clusters | General Supervision System Components | # of EIS Programs Issued Findings in FFY 2007 (7/1/07 to 6/30/08) | (a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 to 6/30/087) | (b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification |
|--|---|---|--|--|
| | Dispute Resolution (Complaints, hearings) | | | |
| 8. Percent of all children exiting Part C who received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including: A. IFSPs with transition steps and services; | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 0 | 0 | 0 |
| | Dispute Resolution (Complaints, hearings) | | | |
| 9. Percent of all children exiting Part C who received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including: B. Notification to LEA, if child potentially eligible for Part B | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 0 | 0 | 0 |
| | Dispute Resolution (Complaints, hearings) | | | |
| 10. Percent of all children exiting Part C who received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including: | Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.) | 0 | 0 | 0 |
| C. Transition conference, if child potentially eligible for Part B. | Dispute Resolution (Complaints, hearings) | | | |

| Indicator/Indicator Clusters | General Supervision System Components | # of EIS Programs Issued Findings in FFY 2007 (7/1/07 to 6/30/08) | (a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 to 6/30/087) | (b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification |
|---|---------------------------------------|---|--|--|
| Sum the numbers down Column a and Column b | | | 6 | 5 |

Discussion of Data Table

1. Timely Services:

Three regions were found to be out of compliance during FFY 2007 and two of them corrected within 12 months (during FFY 2008). One region (Region 3) subsequently corrected the identified non-compliance on July 10, 2009 (taking 17 months for correction). Significant efforts were made by the region and CO staff to correct this non-compliance. In accordance with enforcement and follow-up activities outlined in the SPP document, the region was required to prepare a corrective action plan with targeted improvement activities. Data reports as outlined in the evidence of change statements in the CAP were monitored quarterly by CO. TA was provided as need to the region to support their efforts at correction.

Please see indicator #1 for other details regarding improvement activities to promote correction of non-compliance and to verify correction.

During FFY 07, one region (Region 1) was found to be out of compliance following investigation of a parent complaint regarding receipt of timely services for her child. All required timelines for investigation of the complaint were met. The region was required to modify their practices re: invitation to attend IFSP meetings and to assure delivery of the disputed service to the child involved. Correction of this non-compliance by the region was completed prior to completion of the investigation and notification of the finding.

7. 45 Days

Both regions with newly identified findings of non-compliance during FFY 07 were able to correct within 12 months of identification. Please see indicator 7 for additional details.

8. Transition

No findings of noncompliance were issued related to transition. Please refer to indicator 8A and 8C for additional detail.

Correction of FFY 2007 Findings of Noncompliance Timely Corrected (corrected within one year from identification of the noncompliance):

| | |
|---|----------|
| 10. Number of findings of noncompliance the State made during FFY 2007 (the period from July 1, 2007 through June 30, 2008) (Sum of Column a on the Indicator C 9 Worksheet) | 6 |
| 11. Number of findings the State verified as timely corrected (corrected within one year from the date of notification to the EIS programs of the finding) (Sum of Column b on the Indicator C 9 Worksheet) | 5 |

| | |
|---|---|
| 12. Number of findings <u>not</u> verified as corrected within one year [(1) minus (2)] | 1 |
|---|---|

Correction of FFY 2007 Findings of Noncompliance Not Timely Corrected (corrected more than one year from identification of the noncompliance):

| | |
|---|---|
| 13. Number of FFY 2007 findings not timely corrected (same as the number from (3) above) | 1 |
| 14. Number of findings the State has verified as corrected beyond the one-year timeline (“subsequent correction”) | 1 |
| 15. Number of findings <u>not</u> yet verified as corrected [(4) minus (5)] | 0 |

The above tables illustrate that all instances of non-compliance were corrected. On-site and desk audit verification activities conducted by Central Office have verified that each regional program was correctly implementing the specific regulatory requirements consistent with OSEP memo 09-02.

Discussion of GS Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY2007:

The chart above illustrates the Infant Toddler Program’s ability to timely correct 83.3% of findings of noncompliance identified in FFY 2007 within 12 months. This percentage suggests slippage from the 95% reported in the FFY 2007 APR. However, it is important to note that due to monitoring system refinements and effective program management, monitoring activities revealed significantly fewer incidents of non-compliance during FFY 2008 than in the preceding year (6 instances in FFY2008, down from 20 in FFY 2007). Only one instance was not timely corrected in each of the fiscal years and subsequent correction was verified in both years. Although the percentage of correction may appear to be reduced from the preceding year, the system is performing at a much higher level of overall compliance and is functioning effectively to meet the needs of eligible children and their families.

During 2005- 2007 the state made numerous changes to the system of general supervision. These included changes to the data system to increase the validity and reliability of measurement methods, revision of the Corrective Action Plan document and process, and introduction of a formalized verification process and a Focused Monitoring component. These changes were designed to enhance the reporting, monitoring, and validation processes and to strengthen the system of General Supervision.

Throughout 2007-2008, CO staff has continued to fine tune the system by reducing the time lag between a monitoring activity, the issuing of a written finding of non-compliance, and the development of a CAP to correct the finding. Regional data is verified using Data-Tot whenever possible. In addition, on-site visits are completed to verify file review data and to provide technical assistance if progress is insufficient over multiple quarters. In an effort to develop an efficient and sustainable system, refinements have been made to both the verification tools used and the system for selection of on-site verification activities.

During 2008-2009, a web-based, real time data system has been developed that will replace the Data Tot system. This new data base is scheduled for full implementation Spring of 2010. It will significantly improve timely data entry, data reliability, and will simplify report generation enabling better use of data for management and accountability purposes.

In July 2009, State rules took effect authorizing the Infant Toddler Program to establish a network of early intervention service coordinators to serve children under age three. Specially selected and well trained coordinators will work under contract to the Infant Toddler Program. This change enables increased supervision and control over 0-3 service coordinators and will have positive impact on the quality of service coordination and documentation.

The above listed activities have contributed to increased effectiveness of Central Office monitoring and regional correction of non-compliance within 12 months of identification.

In an effort to “connect the dots” and fully use the multiple elements from our system of General Supervision, we are beginning to cross-reference the diverse sets of information to triangulate the data from multiple sources. Data from one indicator is being used to inform other components of the system. For example, data from the Family Survey was used to select regions for focused monitoring. Also, data from the Child Outcome indicator was used to support requests for increased financial support from policy makers. As we identify the multiple opportunities, this use of data among and across the indicators will be expanded.

| Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008– 2009 |
|---|--|
| 1. Refine system of regional data verification | Materials were developed to refine the system of regional data verification. Data from five regions was verified using the new process. |
| 2. Report on statewide and regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees. | Public reporting was completed as written. |
| 3. Maintain current level of general funds for staffing and contracts (i.e. personnel). | The recent financial downturn has had significant impact on Idaho State Government revenues. To date, the Infant Toddler Program has maintained a level of state funding to assure compliance with the maintenance of effort requirement. The Infant Toddler Program has initiated rules developing a system of cost-sharing for families. If implemented, the family fee will be based on ability to pay and calculated on a sliding fee scale. |

Revisions, with Justification, to Improvement Activities / Timelines / Resources for FFY 2008 (if applicable):

| Improvement Activity Outlined in SPP for 2009-2010 | Proposed Revision for 2009-2010 and 2010-2011 | Justification |
|--|--|---|
| <ol style="list-style-type: none"> 1. Submit APR that addresses all required areas of performance reporting. 2. Collect and report the percent of corrections of all non-compliance findings (priority indicators and others) from regional self-assessment and monitoring visits conducted in | Delete Activities 1-6. | Activities 1-6 are redundant with the expected activities in the System of General Supervision outlined in SPP indicator 9. |

| Improvement Activity Outlined in SPP for 2009-2010 | Proposed Revision for 2009-2010 and 2010-2011 | Justification |
|--|---|---|
| <p>previous year.</p> <p>3. Review State Performance Plan and adjust activities and targets in APR, as needed.</p> <p>4. Conduct quarterly monitoring (or more frequent, if required) of regional corrective action plans for all regions with outstanding compliance. Increase interventions and intensity of TA, supports, analysis, on-site visits by central office personnel, reallocation of resources, and sanctions, as required.</p> <p>5. Conduct regional self-assessment visits for scheduled regions. Clearly record and report findings of non-compliance and timelines required for corrective action.</p> <p>6. Record and report findings of non-compliance and timelines required for corrective action.</p> | | |
| <p>7. Maintain and update, as needed, Data-Tot electronic data collection and reporting system.</p> | <p>7. Fully implement ITP web, the web based data system being developed to replace the existing Data Tot system.</p> | <p>7. The Data Tot system is no longer sufficient to meet Program needs and is being replaced with ITP Web to assure efficiency in extracting valid and reliable data to determine compliance and performance.</p> |
| <p>8. Prepare and submit personnel and funding requests for gubernatorial and legislative review/approval, as required, to increase resources/capacity to meet service demands of growing populations.</p> | <p>Delete activity</p> | <p>8. The financial downturn has had significant impact on Idaho State Government revenues. All state programs are required to reduce expenditures. It is not politically feasible to request an increase in personnel or funding at this time.</p> |
| <p>9. Report on statewide and regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees.</p> | <p>9. No change</p> | |

| Improvement Activity Outlined in SPP for 2009-2010 | Proposed Revision for 2009-2010 and 2010-2011 | Justification |
|--|--|--|
| | <p>Develop fee rules to establish a system for family cost participation to assist with funding of selected early intervention services.</p> | <p>This activity was directed by the Idaho legislature.– If passed, this legislation will provide a system for families to pay a portion of the cost of the early intervention services their child receives. This will assist in stabilizing funding resources for the program.</p> |
| | <p>Propose legislation that will eliminate negative impact to lifetime policy caps when early intervention services are billed to insurance.</p> | <p>This will promote use of family insurance as a payment source for early intervention services.</p> |

Part C State Annual Performance Report (APR) for 2008

Overview of the Annual Performance Report Development:

See the Overview of the Annual Performance Report Development, Page 1.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 10: Percent of signed written complaints with reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(1.1(b) + 1.1(c)) divided by 1.1] times 100.

| FFY | Measurable and Rigorous Target |
|--------------------------------|---|
| 2008 (2008-2009) | 100% of signed written complaints have reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint. |

Actual Target Data for FFY 2008: N/A

Idaho received no written complaint during the 2008-2009 reporting year.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Procedures for handling complaints were reviewed with regional Infant Toddler Program Staff and Management and the Attorney General’s office and Administrative procedures Section to assure that family inquiries or complaints are handled in order to assure full information and timely response.
- A log for complaints was maintained to track and measure timeliness of adjudication, however, the log remained unused.
- There was no complaint data to review with stakeholders so targets and activities/strategies in the APR will remain unchanged for another year.
- Idaho has no relevant complaint data to report on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees due to the fact that there were no formal complaints.

Improvement Activities/Timelines/Resources:

| Improvement Activity | Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008 – 2009 |
|---|--|---|
| Monitoring Procedural Safeguards/PWN | Monitor regional programs for consistent use of prior written notice at all required intervals by conducting a verification record review in those regions on monitoring schedule for self assessment. | Regional programs were monitored for consistent use of prior written notice at all required intervals by conducting a verification record review in five regions. This data was incorporated as an element in Regional, Annual Performance Reports to ensure a statewide sampling of this procedural safeguard practice. Record reviews were conducted by central office for verification in five regional on-site visits. |
| Parent Education on Procedural Safeguards | Contract with Idaho Parents Unlimited to provide training to families and information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints, as appropriate. | Contract activities were implemented by Idaho Parents Unlimited (IPUL) to provide training to families and information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints, as appropriate. Pacer Center materials were approved for use that included specific Idaho references. Attendance at events was limited. Families were provided with information about the availability of the information and that IPUL is a resource when they need basic information about family rights. |
| Report Regional Performance | Report regional program performance on the Department of Health and Welfare's website, ITP Progress reports, and to the interagency coordinating council and regional committees. | Completed as written. Reports regarding regional program performance were posted on the Department of Health and Welfare's website, and provided to the interagency coordinating council and regional committees. |
| | Additional Improvement Activities Completed | |

| Improvement Activity | Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008 – 2009 |
|---------------------------------------|--|--|
| Update Idaho Dispute Resolution Rules | Idaho’s contested case rules were approved and adopted by the Idaho Legislature that includes the comprehensive procedural safeguards consistent with IDEA. These rules updated Idaho Administrative Procedures to be consistent with current statute and regulations. | New dispute resolutions rules were promulgated to update state code to current procedural safeguards including administrative complaint procedures. In addition to mirroring the federal regulations, the OSEP vetted Idaho Procedural Safeguard/Family Rights pamphlet was used as a resource guide for the development of the adopted rules. |
| | | |
| | | |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009:

No Change.

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

See the Overview of the Annual Performance Report Development, Page 1.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 11: Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(3.2(a) + 3.2(b)) divided by 3.2] times 100.

| FFY | Measurable and Rigorous Target |
|---------------------|--|
| 2008 (2008-2009) | 100% of fully adjudicated due process hearing requests are fully adjudicated within the applicable timeline. |

Actual Target Data for FFY 2008: Not Applicable

There were no hearing requests on which to measure timely adjudication.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Procedures for Hearing requests were reviewed with regional Infant Toddler Program Staff and Management to assure that families’ inquiries or complaints are handled in order to assure full information and timely response.
- A log for complaint was maintained to track and measure timeliness of adjudication, however, the log remained unused.
- There was no complaint data and hearing timelines to review with stakeholders so targets and activities/strategies in the APR will remain unchanged for another year.
- Idaho has no relevant data to report on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees due to the fact that there were no hearing requests.

Improvement Activities/Timelines/Resources:

| Improvement Activity | Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008 – 2009 |
|---------------------------|--|---|
| | Review procedures for Hearing requests with regional Infant Toddler Program Staff and Management to assure that families' inquiries or complaints are handled in order to assure full information and timely response. | Completed, February, 2009 at an ITP Early Intervention Specialist and Supervisor Meeting. |
| | Maintain log for complaint tracking and to measure timeliness of adjudication. | A log was prepared and held ready but was unused as no formal complaints were received during the reporting period. |
| | Review status of complaint data and hearing timelines with stakeholders and revise targets and activities/strategies, as needed. Submit changes in APR, as needed. | No complaints were filed resulting in no data to be reviewed publicly. A recommendation to track informal complaints was implemented—see below. |
| | Report regional program performance on the Department of Health and Welfare's website, ITP Progress reports, and to the interagency coordinating council and regional committees. | Completed, May 2009. |
| New Activity 2008-2009 | Require all regional programs to submit complaint logs on quarterly basis so they can be reviewed by central office for potential areas of non-compliance and to support analysis of potential systemic issues or patterns in concerns identified. | All regions submitted complaint logs on a quarterly basis starting in the 3 rd quarter. Logs were reviewed to detect trends or patterns that might be reflective of systemic concerns or non-compliance. Review of the logs demonstrated a prompt correction of any personnel or contractor issues that had a negative impact on services. One complaint resulted in further inquiry of the regional program but no findings of non-compliance resulted from the review of the logs. |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009:

No change.

Part C State Annual Performance Report (APR) for FFY 2007

Overview of the Annual Performance Report Development:

See the Overview of the Annual Performance Report Development, Page 1.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 12: Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = (3.1(a) divided by 3.1) times 100.

| FFY | Measurable and Rigorous Target |
|---------------------|---|
| 2008 (2008-2009) | Not applicable--Part B due process procedures are not adopted |

Actual Target Data for FFY 2008: Not applicable. Part B due process procedures were not adopted.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

NA--Part B due process procedures were not adopted.

Improvement Activities/Timelines/Resources: NA

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009 and 2010:

N/A

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

See the Overview of the Annual Performance Report Development, Page 1.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 13: Percent of mediations held that resulted in mediation agreements.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(2.1(a)(i) + 2.1(b)(i)) divided by 2.1] times 100.

| FFY | Measurable and Rigorous Target |
|---------------------|---|
| 2008 (2008-2009) | Not applicable, no mediation requests received. |

Actual Target Data for FFY 2008: Not applicable. No mediation requests were received.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

Although there were no requests for mediation in FFY 2008, all improvement activities planned were addressed.

Improvement Activities/Timelines/Resources:

| Improvement Activity | Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008 – 2009 |
|-----------------------|---|---|
| Parent Education | Contract with Idaho Parents Unlimited to provide training to families and information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints and how to request mediation as an option to resolve disputes | Infant Toddler Program contracted with Idaho Parents Unlimited to provide information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints and how to request mediation as an option to resolve disputes. Training sessions for families related to procedural safeguards were provided in multiple regions. |
| Review Complaint Data | Review status of complaint data, review with stakeholders and revise targets and activities/strategies, as needed. Submit | N/A No complaints were received. Informal complaint logs were collected quarterly from regional programs and reviewed. |

| Improvement Activity | Improvement Activities planned in SPP for 2008-2009 | Activity Status update 2008 – 2009 |
|----------------------|---|---|
| | changes in APR, as needed. | |
| Training | Provide training to mediators to assure they have understanding of Part C requirements and processes. | While specific training was not provided, coordination with Part B was undertaken to update trained mediator lists and to achieve commitment for joint training efforts when mediators are convened in the future. Until that time, individual training in Part C procedures and requirements when there is a request for mediation will be provided and seems a more reasonable method to approach future training for such a low volume demand. |
| Report Performance | Report regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees. | Reports of regional performance were posted on the DHW website in May, 2008. |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2009:

No Change.

Part C State Annual Performance Report (APR) for 2008 (FFY 2008)

Overview of the Annual Performance Report Development:

For general overview information, see page 1.

Idaho will post the FFY 08 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2010. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: State reported data, including 618 data, State performance plan, and annual performance reports, are:

- a. Submitted on or before due dates (February 1 for child count and settings and November 1 for exiting and dispute resolution); and
- b. Accurate, including covering the correct year and following the correct measurement.

States are required to use the “Indicator 14 Data Rubric” for reporting data for this indicator (see Attachment B).

| FFY | Measurable and Rigorous Target |
|-----------------------------|--|
| 2008 (2008-2009) | 100% timely and accurate submission of 618 Data and Annual Performance Report |

Actual Target Data for (FFY 2008): 100%

| Date | Accurate OSEP Reports submitted “Timely” | Total OSEP Reports Required | % Accurate Reports submitted “Accurate & Timely” ** |
|---|--|-----------------------------|---|
| December 1, 2008 | 5 | 5 | 100% |
| ** Calculated as per Indicator 14 Self-Scoring Rubric worksheet | | | |

Idaho’s actual FFY 2008 performance (based on the total of 5 annual OSEP required reports) was **100%**. As defined by the Self-Scoring Rubric for Part C – Indicator 14 APR and 618 – State Reported Data, all of these data were reported as “Timely”, “Complete”, having “Passed the Edit Check”, and having “Responded to Data Note Requests” as necessary. They have also been determined to be “Valid and Reliable”, “Correctly Calculated”, and “Follow Instructions” as required.

State 618 Data Reports (Tables 1,2,3, and 4) were submitted as follows: Tables 1 and 2 prior to February 1, 2009 and Table 3 and Table 4 prior to November 1, 2008.

Following is a chart which summarizes how each of the system routines, backups, and other detailed safeguards work in combination to assure Idaho’s state reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate

| | Method of Verification | |
|---|--|---|
| | Valid & Reliable | Timely |
| <p>1, 7, 8</p> <p>compliance</p> <p>DATATOT supplemented</p> | <p>Periodic examination of pertinent data elements relative to indicator; Individual client record level edit checks as necessary; Routine review of report errors; Identification and correction of errors; Personnel contact regarding missing or errant data; Instruction / training / TA for personnel to assure understanding of requirements, fundamentals, and methodologies; Determination and selection of report samples; On site hard copy record verification and validation</p> | <p>Communication with Early Intervention Specialists, Data Entry Personnel, and Children’s Program Supervisors identifying expected due dates for regional server downloads and findings from record reviews of selected sample files.</p> <p>Reported by CO as per OSEP guidance</p> |
| <p>2, 3, 5, 6,</p> <p>618 rpts & performance</p> <p>DATATOT primary</p> | <p>Periodic examination of pertinent data elements relative to indicator; Individual client record level edit checks as necessary; Routine review of report errors; Identification and correction of errors; Personnel contact regarding missing or errant data; Instruction / training / TA for personnel to assure understanding of requirements, fundamentals, and methodologies; Assure compliance with reporting requirements; On site hard copy record verification and validation</p> | <p>Communication with Early Intervention Specialists, Data Entry Personnel, and Children’s Program Supervisors identifying expected due dates for regional server downloads</p> <p>Reported by CO as per OSEP guidance</p> |
| <p>4</p> <p>DATATOT</p> <p>Minor Supplemental role</p> | <p>Determination and selection of report samples; Assure contractual quality criteria are met; Confirm participant representativeness (age, ethnicity, geographic, etc); Review RASH analytical findings with lead agency analyst; On site hard copy record verification and validation</p> | <p>Reported by CO as per OSEP guidance</p> |
| <p>9</p> <p>compliance</p> <p>GEN SUPERVISION</p> | <p>Periodic examination of pertinent data elements relative to R-APR; Review and validate R-APR data via methods previously detailed; Individual client record level edit checks as necessary; Identification and correction of errors; Personnel contact regarding missing or errant data; Instruction / training / TA for personnel to assure understanding of requirements, fundamentals, and methodologies; On site hard copy record verification and validation of R-APR & CAP data</p> | <p>Review and insure compliance with terms and scheduled timelines detailed in issued CAPs; Require timely submission of R-APR data; Associated reporting by CO as per OSEP guidance</p> |
| <p>10, 11, 13</p> <p>Complaint Resolution</p> | <p>Maintain Complaint Protocol; Review Complaint Logs; Discovery and collection of information; Annual review of required timelines; Timely issuance of report(s)</p> | <p>Reported by CO as per OSEP guidance</p> |
| <p>12</p> <p>Complaint Resolution</p> | <p>NA - Idaho does not use PART B process procedures</p> | <p>NA - Idaho does not use PART B process procedures</p> |

| SPP/APR Data - Indicator 14 | | | |
|------------------------------|--|---------------------|-------|
| APR Indicator | Valid and Reliable | Correct Calculation | Total |
| 1 | 1 | 1 | 2 |
| 2 | 1 | 1 | 2 |
| 3 | 1 | 1 | 2 |
| 4 | 1 | 1 | 2 |
| 5 | 1 | 1 | 2 |
| 6 | 1 | 1 | 2 |
| 7 | 1 | 1 | 2 |
| 8a | 1 | 1 | 2 |
| 8b | 1 | 1 | 2 |
| 8c | 1 | 1 | 2 |
| 9 | 1 | 1 | 2 |
| 10 | 1 | 1 | 2 |
| 11 | 1 | 1 | 2 |
| 12 | N/A | N/A | N/A |
| 13 | 1 | 1 | 2 |
| | | Subtotal | 28 |
| APR Score Calculation | Timely Submission Points - If the FFY 2008 APR was submitted on-time, place the number 5 in the cell on the right. | | 5 |
| | Grand Total - (Sum of subtotal and Timely Submission Points) = | | 33 |

| 618 Data - Indicator 14 | | | | | |
|---|--------|---------------|-------------------|---------------------------------|-------|
| Table | Timely | Complete Data | Passed Edit Check | Responded to Data Note Requests | Total |
| Table 1 - Child Count Due Date: 2/1/09 | 1 | 1 | 1 | 1 | 4 |

| | | | | | |
|---|---|---|---------------------------------------|-----------------|----|
| Table 2 - Program Settings Due Date: 2/1/09 | 1 | 1 | 1 | 1 | 4 |
| Table 3 - Exiting Due Date: 11/1/09 | 1 | 1 | 1 | N/A | 3 |
| Table 4 - Dispute Resolution Due Date: 11/1/09 | 1 | 1 | 1 | N/A | 3 |
| | | | | Subtotal | 14 |
| 618 Score Calculation | | | Grand Total (Subtotal X 2.5) = | | 35 |

| Indicator #14 Calculation | |
|--|--------------|
| A. APR Grand Total | 33.00 |
| B. 618 Grand Total | 35.00 |
| C. APR Grand Total (A) + 618 Grand Total (B) = | 68.00 |
| Total NA in APR | 2.00 |
| Total NA in 618 | 0.00 |
| Base | 68.00 |
| D. Subtotal (C divided by Base*) = | 1.000 |
| E. Indicator Score (Subtotal D x 100) = | 100.0 |

*Note any cell marked as N/A will decrease the denominator by 1 for APR and 2.5 for 618

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2008):

Following is the status of improvement activities conducted during FFY 2008

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|----------------------------------|--|--|
| Enhance Data System Capabilities | Replace the current DATATOT program with web-based data collection system. | Partially completed: Development of the data system and training modules were delayed due to complications in development and so were not completed during FFY 2008. However, all have been completed as of December, 2009. Training is being delivered through January 2009 with statewide roll-out and implementation scheduled for early Spring, 2010. |

| Improvement Activity | Improvement Activities Planned in SPP for 2008-2009 | Activity Status Update 2008 – 2009 |
|--|--|--|
| Training and Technical Assistance | Implement annual data collection/data entry training for targeted regional personnel | Completed as written. Training occurred on existing Data Tot system |
| Reporting | Continue detailed semi-annual reporting of program data at the Central Office for maintaining baseline data and progress reporting for each region Maintain timely reporting of all 618 data and annual performance reporting | Completed as written |
| Monitoring and Tracking Accuracy and Validity of Data System Reports | Evaluate data needs and ability of Idaho Infant Toddler Program data system to meet those needs. Continue routine data verifications for accuracy, reliability, non-duplication, etc. | Completed as written |
| TARTIR | Use the interagency data collection system (TARTIR) for program evaluation, management, and outcome measurement and reporting | Use of the TARTIR system is no longer a feasible option following changes at the SDE. Although data continues to be shared with SDE, the TARTIR data system is not accessible as a result of personnel changes and decreased programmer time for maintenance and upgrades. |
| Tickler system | Calendar TABLE 4 Dispute Resolution report deadline date for submission on the program activities calendar. | Completed as written |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2008)

The following revisions are proposed for the FFY 2009 and FFY 2010 SPP.

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revision for FFY 2009 and FFY 2010 | Justification |
|---|--|--|
| 1. Replace the current DATATOT program with appropriate data collection system. | 1. Develop and implement a new web base Infant Toddler Program data system for staff and contractors to use. | New web-based data system is under development and will require extensive training for full implementation |
| 2. Implement annual data collection/date entry training for targeted regional personnel | 2. Provide training to staff and contractors for new data system. 3. Develop a data system e-manual for staff and contractors to use. | Same as #1. |

| Improvement Activities Planned in SPP for 2009-2010 | Proposed Revision for FFY 2009 and FFY 2010 | Justification |
|---|---|---|
| 3. Continue detailed semi-annual reporting of program data at the Central Office for maintaining baseline data and progress reporting for each region | Delete | Activities 3-6 and 8 are redundant with the expected activities in the System of General Supervision outlined in SPP indicator 9. |
| 4. Maintain timely reporting of all 618 data and annual performance reporting | Delete | Same as #3. |
| 5. Evaluate data needs and ability of Idaho Infant Toddler Program data system to meet those needs. | Delete | Same as #3. |
| 6. Continue routine data verifications for accuracy, reliability, non-duplication, etc. | Delete | Same as #3. |
| 7. Use the interagency data collection system (TARTIR) for program evaluation, management, and outcome measurement and reporting | 4. Explore strategies and mechanisms for routine data sharing between ITP and SDE. | Use of the TARTIR system is no longer a feasible option following changes at the SDE. Although annual data continues to be shared with SDE, the TARTIR system is not accessible as a result of personnel changes. |
| 8. Calendar TABLE 4 Dispute Resolution report deadline date for submission on the program activities calendar. | Delete | Same as #3. |
| | New Improvement Activities for FFY 2009 & 2010 | |
| | 5. Explore ability to design and develop interface between DAR billing system and ITP Web.(the ITP web-based data system currently under development) FFY 2010 - If feasible, design and develop an interface between DAR billing system and ITP Web, | This interface would increase data integration , reduce redundant data entry, and improve integrity of ITP data |