

Part C State Annual Performance Report (APR) for FFY 2012**Overview of the Annual Performance Report Development:**

The Idaho Infant Toddler Program completed the following activities to develop the FFY 2012 APR:

- The 618 data in the report was drawn from the program's web-based data system. The extensive effort completed to define the report criteria for the newly updated database structure and parameters enabled timely and accurate data for the 618 and APR reporting.
- Data that was not reportable from the program's web-based data system was submitted by regional staff and was subsequently verified by Central Office using a variety of strategies as outlined in individual indicators and Indicator 14.
- The newly updated web-based data system was implemented in April of 2013. The updated system integrated the billing process and improved our capability to assure complete, accurate and timely data reports for 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: program managers, hub and regional program supervisors, the Early Childhood Coordinating Council and their Infant Toddler Program Ad Hoc Committee.

- Early Childhood Outcome data was analyzed and reviewed. We continued to track ECO data and each region's process to continue aligning procedures for consistent reporting from all areas of the state.
- The Central Office Infant Toddler Program staff joined all of the OSEP APR Technical Assistance Calls offered throughout the year and used the SPP/APR package of materials/instructions to complete the reporting process. These sources of information and support assisted us to prepare the APR with reduced time invested in its development.
- Idaho posted the FFY 2011 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. Program staff alerted the Early Childhood Coordinating Council of the status of performance data and the availability of the Public Reporting. We continued to use the previously developed charts to show multiple year data and for greater ease of accurately interpreting the data.

Idaho will post the FFY 2012 results to the public regarding 'measurable and rigorous targets' and compliance results for each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page no later than February 3, 2013. In addition, information will be reviewed through other public forums such as the hub and regional supervisors, program managers, and Early Childhood Coordinating Council meetings.

Part C State Annual Performance Report (APR) for FFY 2012

Overview of the Annual Performance Report Development:

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

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
FFY 2012	100% of infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner

Actual Target Data for FFY 2012: 2,093/2280 = **91.8%**

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
2,280	1,883 81.8%	210 9.2%	2,093/2,280 91.8%

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

The Actual Target (performance) data reported for FFY 2012 for all regions shows comparable performance. State data showed that **91.8%** of children received timely services in FFY 2012, which is close to the FFY 2011 data reported last year. This is a remarkable feat considering Idaho's birth - 1 and birth - 3 enrollment numbers have continually increased the past few years without any increase in staff.

The Idaho Infant Toddler Program continues to work diligently each year to ensure children with IFSP's receive timely services. In Idaho, timely services are defined as the actual start date being equal to or less than the projected start date for initial and ongoing IFSPs. A report encompassing all services projected to start in FFY 2012 (July 1, 2012 – June 30, 2013) was generated from the ITP KIDS data system for all

regions. 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.

Statewide, 210 children had delays in timely service delivery due to exceptional family/extenuating 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
Conflict with family scheduling/appointment
Child/family illness or hospitalization
Family declined service
Family no show
Unable to make contact with family
Family request for later service start date

Statewide, 187 children had a delay in timely service due to agency reasons. They were included in the actual target data denominator. Please refer to the table below for examples of agency reasons.

Agency Reasons
High caseload/therapist unavailable
Interpretation/translation issue
Therapist ill
Delay in evaluation

The services identified in IFSP’s were provided, although late, for all of the 397 children reported as delayed (due to agency and family reasons) during FFY 2012 unless the child was no longer within the jurisdiction of the EIS program, the family declined services, or the EIS program was not able to make contact with the family.

The following strategies were implemented to maintain a high rate of timely service provision to children and their families:

- The Infant Toddler Program Service Coordination Network has created more accountability for timely service provision.
- Increased regional participation in service delivery model changes designed to improve family centered practices and teaming through use of a primary interventionist approach.
- Enhancements to the ITP web-based data system making it easier to record and track projected and actual start dates.
- Timely Service alert generated by the ITP web-based data system for service providers and service coordinators.
- Timely Service Alert generated to regional admin users (hub supervisors and regional human services supervisors) to assist with tracking timely services.
- Development of regional reports that calculate the number and percentage of children with timely services for each program, thus allowing consistent reviewing of data without having to hand calculate.
- Regular regional review of timely services data by hub leaders, supervisors, and regional teams using Crystal Report software.

APR Template – Part C

Idaho

State

Correction of FFY 2011 Findings of Noncompliance (if State reported less than 100% compliance):
 State reported for FFY 2011 for this indicator: 93%

1. Number of findings of noncompliance the State made during FFY 2011 (the period from July 1, 2011, through June 30, 2012)	1
2. Number of FFY 2011 findings the State verified as timely corrected (corrected within one year from the date of notification to the EIS program of the finding)	0
3. Number of FFY 2011 findings <u>not</u> verified as corrected within one year [(1) minus (2)]	1

The services identified in IFSP's were provided, although late, for all of the 145 children reported as delayed during FFY 11 unless the child was no longer within the jurisdiction of the EIS program, the family declined services, or the EIS program was not able to make contact with the family. One instance of non-compliance identified (Region 4) was not corrected within 12 months from the date of notification, but was subsequently corrected (November 20, 2013).

Correction of each individual incidence of non-compliance was verified through ITP KIDS. Monitoring activities and functions conducted by Central Office staff verified that regions were correctly implementing the specific regulatory requirements and state's definition related to timely services. This is consistent with OSEP Memorandum 09-02.

Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update for FFY 2012
Monitoring	<ol style="list-style-type: none"> Continue tracking service start dates to ensure all children are served in a timely manner. 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. 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. 	<ol style="list-style-type: none"> Service start dates are tracked on a regular basis at all levels of the state using ITP KIDS alerts and Crystal Reports to ensure all children are served in a timely manner. The development of a CAP is required when non-compliance is identified in any region. The CAP outlines strategies to correct the non-compliance as soon as possible but no later than one year from the date of identification. All regions with a CAP are monitored through monthly data submissions, quarterly reports, and routine phone contact as required and/or specified in their plan to ensure correction as soon as possible but no later than a year from the date of identification.

APR Template – Part C

Idaho

State

Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update for FFY 2012
	<p>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.</p>	<p>4. Program performance is evaluated on an ongoing basis at all levels of the state to determine the need for additional resource recruitment or other strategies to assure timely services delivery in accordance with IFSPs.</p>
<p>Training</p>	<p>Ensure regional training is provided to Service Coordinators (public and private) re: responsibilities, timelines, and procedural requirements outlined in IDEA Part C and the Idaho Implementation manual.</p>	<p>Regions provided regular update trainings using the updated ITP eManual and other resources to existing Service Coordinators and trainings for new Service Coordinators on a regular basis.</p>
<p>Maintenance of Interagency Agreements and Contracts</p>	<p>1. Periodic review of interagency agreements with other early intervention providers who serve children through an IFSP. Ensure requirements regarding timelines and procedural safeguards continue to be addressed.</p> <p>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.</p>	<p>1. Regions reviewed 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 continued to be addressed.</p> <p>2. Regions reviewed and renewed contracts for providers on an annual basis. These contracts were 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 2012, regions monitored these contracts on a regular basis to ensure compliance.</p>

Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update for FFY 2012
Reporting	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.	ITP quarterly performance data was reported to central office administration, program managers, hub supervisors, and regional supervisors. In addition, quarterly performance data was 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).
Data System	<ol style="list-style-type: none"> 1. Regional Admin users will track services for children receiving early intervention services using the work list summary function in ITP KIDS. 2. Service coordinators and providers using ITP KIDS will track timely services using the work list function in ITP Web. 3. Central office and regions will use consistent reporting templates to track timely services. 	<ol style="list-style-type: none"> 1. Regional Admin users tracked services using the work list function in ITP KIDS and the Crystal Report software. 2. Service coordinators and providers used the work list functionality in ITP KIDS to track timely services. 3. Central office and regions used crystal reporting templates on a regular basis to track timely services.
Personnel Recruitment	Continue to work with Human resources to advertise and recruit for new early intervention “therapist” classification (OT, PT, SLP).	Central office and regions have continued to work with human resources staff to actively advertise and recruit for early intervention “therapists.”

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

Overview of the Annual Performance Report Development:

See the Overview of the Annual Performance Report Development, Page1.

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
FFY 2012	Services in Home or Community-Based Settings = 94.5%

Actual Target Data for FFY 2012: 1827/1878 = **97.3%**

Data Source: ITP Web Data System 618 Report Data – December 1, 2012		
Service Setting	Data	Percent
EI CTR	17	0.9%
RESIDENT	0	0.0%
SVC PROV	28	1.5%
COMMUNITY SETTING	183	9.7%
IN-HOSP	0	0.0%
OTHER	6	0.3%
HOME	1644	87.5%
COMMUNITY SETTING	183	9.7%
TOTAL N.E.	1827	97.3%
Total Services Provided	1878	100%

Idaho’s FFY 2012 target was **94.5%** of children in Idaho receive services in homes and community based settings. Actual target (performance) from the 618 December 1, 2012 data revealed that **97.3%** infants and toddlers are primarily receiving services in their homes and community based settings, exceeding the established target for FFY 2012.

APR Template – Part C

Idaho
State

Snapshot data for enrolled children as of December 1, 2012 was generated from ITP Web to report data for this indicator. Please refer to indicator # 14 for reference to the validity and reliability of the ITP Web, now ITP KIDS data system.

Correction of FFY 2011 Findings of Noncompliance (if State reported less than 100% compliance):
State reported for FFY 2011 for this indicator: 96.2%

4. Number of findings of noncompliance the State made during FFY 2011 (the period from July 1, 2011, through June 30, 2012)	1
5. Number of FFY 2011 findings the State verified as timely corrected (corrected within one year from the date of notification to the EIS program of the finding)	1
6. Number of FFY 2011 findings <u>not</u> verified as corrected within one year [(1) minus (2)]	0

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

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 the Idaho data system (ITP KIDS) and file reviews.

Providing services to children in natural environments continues to be a strength for the state. All regions have demonstrated high levels of performance. These statewide efforts demonstrate continued performance and focus on providing quality early intervention services to infants and toddlers in natural learning environments.

Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update for FFY 2012
Monitoring and Public Reporting	<ol style="list-style-type: none"> 1. Monitor 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. 2. Post Service Setting data, including regional performance results annually on the Idaho Department of Health and Welfare, Infant Toddler Program website, included in the published Progress Report that is widely distributed, and provided to the Interagency Coordinating Council and the Regional committees. 	<ol style="list-style-type: none"> 1. Central office completed quarterly (and in many instances, monthly) reviews of service setting data via phone conference to consistently examine regional performance. 2. ITP quarterly performance data was reported to central office administration, management team, hub leaders, and regional supervisors. In addition, quarterly performance data has been posted on the internal Department of Health and Welfare website. Semi-annual reports regarding performance data were provided to the Early

Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update for FFY 2012
		Childhood Council (EC3), serving as the State Interagency Coordinating Council (ICC).
Contracts	Maintain contract requirement for delivery of service in natural environments unless the child cannot benefit from the service in the natural environment.	Contracts and memoranda of agreements were maintained for the delivery of service in natural environments unless the child could not benefit from the service in the natural environment. Regions continue to monitor service provider contracts to ensure the provision of services in natural environments.
IFSP	New IFSP requiring comprehensive documentation of justification statements and specific timelines to review any service provided outside of a natural environment.	A new IFSP developed in 2011 that includes comprehensive documentation on justification statements and specific timelines continues to be used by ITP staff and contractors. This requirement has assisted Idaho in ensuring staff, contractors and families have a good understanding of providing services in natural environments, using comprehensive documentation when a service is provided outside of the natural environment, and developing timeframes for the IFSP team to review.
Evidence Based Early Intervention Practice	Implement Evidence Based Early Intervention Practices that includes identifying functional outcomes that are addressed in natural environments within the context of everyday learning environments.	Evidence Based Early Intervention Practices continue to be implemented statewide. This practice includes the identification of functional outcomes that are addressed in natural environments within the context of everyday learning environments.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

Overview of the Annual Performance Report Development:

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

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 3: Percent of infants and toddlers with IFSPs who demonstrate improved:

- A. Positive social-emotional skills (including social relationships);
- B. Acquisition and use of knowledge and skills (including early language/ communication); and
- C. Use of appropriate behaviors to meet their needs.

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

Measurement:

- A. Positive social-emotional skills (including social relationships):
 - a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

If a + b + c + d + e does not sum to 100%, explain the difference.

- B. Acquisition and use of knowledge and skills (including early language/communication):
 - a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)]

times 100.

- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})]$ times 100.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})]$ times 100.

If a + b + c + d + e does not sum to 100%, explain the difference.

C. Use of appropriate behaviors to meet their needs:

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \div (\# \text{ of infants and toddlers with IFSPs assessed})]$ times 100.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})]$ times 100.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \div (\# \text{ of infants and toddlers with IFSPs assessed})]$ times 100.
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})]$ times 100.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \div (\# \text{ of infants and toddlers with IFSPs assessed})]$ times 100.

Summary Statements for Each of the Three Outcomes:

Summary Statement 1: Of those infants and toddlers who entered or exited early intervention below age expectations in each Outcome, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 1: Percent = $[\# \text{ of infants and toddlers reported in progress category (c) plus } \# \text{ of infants and toddlers reported in category (d)} \div [\# \text{ of infants and toddlers reported in progress category (a) plus } \# \text{ of infants and toddlers reported in progress category (b) plus } \# \text{ of infants and toddlers reported in progress category (c) plus } \# \text{ of infants and toddlers reported in progress category (d)}]$ times 100.

Summary Statement 2: The percent of infants and toddlers who were functioning within age expectations in each Outcome by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 2: Percent = $[\# \text{ of infants and toddlers reported in progress category (d) plus } \# \text{ of infants and toddlers reported in progress category (e)} \div (\text{total } \# \text{ of infants and toddlers reported in progress categories (a) + (b) + (c) + (d) + (e)})]$ times 100.

Actual Target Data for Part C Exiting in FFY 2012:

Summary Statements	Actual FFY 2011 (# & % of children)	Actual FFY 2012 (# & % of children)	Targets FFY 2012 (% of children)
Outcome A: Positive social-emotional skills (including social relationships)			
1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they exited the program	501/831 = 60.28%	495/828 = 59.8%	65.2%
2. The percent of children who were functioning within age expectations in Outcome A by the time they exited the program	599/1,106 = 54.16%	628/1,136 = 55.3%	53.9%
Outcome B: Acquisition and use of knowledge and skills (including early language/ communication and early literacy)			
1. Of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they exited the program	586/916 = 63.97%	629/968 = 65%	67.7%
2. The percent of children who were functioning within age expectations in Outcome B by the time they exited the program	553/1,106 = 50.0%	561/1,136 = 49.4%	51%
Outcome C: Use of appropriate behaviors to meet their needs			
1. Of those children who entered or exited the program below age expectations in Outcome C, the percent who substantially increased their rate of growth by the time they exited the program	589/884 = 66.6%	595/890 = 66.9%	70.8%
2. The percent of children who were functioning within age expectations in Outcome C by the time they exited the program	645/1,106 = 58.3%	652/1,136 = 57.4%	58.8%

Progress Data for Part C Children FFY 2012

A. Positive social-emotional skills (including social relationships):	Number of children	% of children
a. Percent of children who did not improve functioning	47	4.1%
b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	286	25.2%
c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach	175	15.4%
d. Percent of children who improved functioning to reach a level comparable to same-aged peers	320	28.2%
e. Percent of children who maintained functioning at a level comparable to same-aged peers	308	27.1%
Total	1,136	100%
B. Acquisition and use of knowledge and skills (including early language/communication):	Number of children	% of children
a. Percent of children who did not improve functioning	45	4.0%
b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	294	25.9%
c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach	236	20.8%
d. Percent of children who improved functioning to reach a level comparable to same-aged peers	393	34.6%
e. Percent of children who maintained functioning at level comparable to same-aged peers	168	14.8%
Total	1,136	100%
C. Use of appropriate behaviors to meet their needs:	Number of children	% of children
a. Percent of children who did not improve functioning	54	4.8%
b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	241	21.2%
c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach	189	16.6%
d. Percent of children who improved functioning to reach a level comparable to same-aged peers	406	35.7%
e. Percent of children who maintained functioning at a level comparable to same-aged peers	246	21.7%
Total	1,136	100%

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY2012:

Improvement Activity planned for 2012-2013	Activities Status Update 2012-2013
1. Early Childhood Outcome data integrity will be monitored at both the regional and state level on a semiannual basis.	Data reports were pulled and shared with regional staff in October 2013. The regions also have the capacity to view reports and correct data errors on a regular basis in ITPKIDS. These reports provide regions and central office the ability to maintain a higher level of data integrity and review data trends/patterns.
2. Dialogue will occur with Regional and Hub Leadership addressing system challenges they encounter, completion of anchor assessments and the COSF.	ECO data, process, and anchor assessments were discussed at Hub Leadership and Policy video conferencing meetings throughout the year. Individualized discussions and training were provided including the identification of data errors that needed correction along with ongoing technical assistance.
3. Continued training on the Decision tree, requirement for team participation in completing the COSF, inter-rater reliability, and timely data entry will be provided by staff to front-line personnel.	Regional and Hub leadership regularly review the listed tools and processes with their staff at routine all-staff meetings. In addition they assured that “new hires” were oriented to the tools, materials, and processes required for accurate completion of the COSF using the ITP eManual. The requirements for completion of the COSF were also discussed at Hub Leadership and Policy video conferencing meetings throughout the year.
4. Infant Toddler Program staff will assist with data analysis, development of training materials, and provision of training activities.	Infant Toddler Program staff completed ECO data analysis and reviewed data with various groups. Regional and Hub supervisory staff provided ongoing training to their staff and contractors using existing ECO materials and resources in the ITP eManual. The initiation to develop updated ECO processes and training materials is a goal for this upcoming FFY.
5. Explore incorporating ECO rating process into IFSP development. Research strategies used by other states and propose a process for combining requirements for Idaho.	The Infant Toddler Program is currently starting the initial research to update the current ECO process that may include incorporating ECO ratings into the IFSP. ITP has started to research strategies used by other states and will be focusing on this body of work during this upcoming FFY.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

Overview of the Annual Performance Report Development:

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

A total of 2,593 paper-based surveys were distributed across 7 regions to all parents enrolled in the Infant Toddler Program as of June 30, 2013. 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 were enclosed for all families identified with Spanish as their primary language (n=182). 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 the beginning of August 2013. The final cutoff date for processing surveys was September 30, 2013 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. A unique identifier was included in each survey to enable tracking of respondent demographics.

In total, 381 surveys were returned for a 14.69% return rate. Of these, 377 provided useable data (others skipped too many questions or the survey wasn’t legible). This number is high enough for the estimated statewide percent 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 Infant Toddler 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)

Measurement:

- 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.
- 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.
- 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.

FFY	Measurable and Rigorous Target
FFY 2012	<ul style="list-style-type: none"> A. 64% of respondent families participating in Part C will report that early intervention services have helped the family know their rights. B. 61% of respondent families participating in Part C will report that early intervention services have helped the family effectively communicate their children's needs. C. 75% of respondent families participating in Part C will report that early intervention services have helped the family help their children develop and learn.

Actual Target Data for FFY 2012:

Indicator #4A:

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

Standard: A. .95 likelihood of a response of “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.” The measure representing the standard for indicator 4A is 539.

Percent at or above established cutscore for Indicator 4A standard: 248/377 = 65.8%

Indicator #4B:

Percent of families participating in Part C who report that early intervention services have helped the family: Effectively communicate their children’s needs.

Standard: A. .95 likelihood of a response of “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.” The measure representing the standard for indicator 4B is 556.

Percent at or above established cutscore for Indicator 4B standard: 241/377 = 63.9%

Indicator #4C:

Percent of families participating in Part C who report that early intervention services have helped the family: Help their children develop and learn.

Standard: A .95 likelihood of a response of “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 understands my child’s special needs.” The measure representing the standard for indicator 4C is 516.

Percent at or above established cut score for Indicator 4C standard: 282/377 = 74.8%

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	312	82%	74.6%
Black or African/American	2	<1%	2.0%
Hispanic or Latino	32	8%	18.7%
Asian or Pacific Islander	4	1%	2.0%
American Indian or Alaskan Native	0	0%	2.7%
Multi-Racial	31	8%	NA

*Idaho 0-2 Populations Data - July 1, 2012 Idaho Vital Records

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY2012:

	Data for FFY 2011	Data for FFY 2012	Targets for FFY 2012
Number valid surveys returned	391	381	
Return Rate	14.99%	14.69%	
% Responses above established cut score			
4A – know rights	69.5%	65.8%	64%
4B – communicate child’s needs	65.5%	63.9%	61%
4C – help child develop and learn	79.6%	74.8%	75%

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As evidenced by the chart above, the Idaho Infant Toddler Program exceeded two of the three targets set for FFY 2012. Please see below for a status update on the improvement activities that were completed during FFY 2012.

Improvement Activity planned for 2012-2013	Activities Status Update 2012 – 2013
<p>Develop and implement strategies to address program strengths and need areas identified through analysis of the NCSEAM Family Outcome Survey.</p>	<p>Information from FFY 2012 Family Survey has been shared with key regional representatives. Family Survey results were sent to all regions. Based on the regional findings, each region will develop and implement strategies to address program need areas to improve outcomes for families.</p>
<p>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>Family Survey results are posted on the DHW ITP website, provided to Hub Leadership staff, and to the interagency coordinating council and regional committees.</p>
<p>Increase responses of the Parent Survey by all parents with a special focus on the Hispanic and Native American populations 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 and Native American families, when survey is being distributed and have them encourage their families to complete and return the survey. • Explore opportunities for targeted outreach to the Hispanic/Latino community through Migrant Head Start, Spanish-language support groups, and the Hispanic Community Center. 	<p>The state made outreach efforts for both English and Spanish speaking families and encouraged them to return the survey. Activities included the following:</p> <ul style="list-style-type: none"> • Distributed postcards 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 ITPKIDS. • Requested service coordinators and therapists to remind all families (with an emphasis on Hispanic and Native American) during home visits to complete and return the survey. • Central office monitored return rates and informed Hub Leaders of the status so staff and contractors were regularly encouraged to prompt families to complete the Family Survey. • Regions have maintained ongoing contact with Migrant Head Start and the Hispanic Community Center throughout the year to continually explore options for targeted outreach.
<p>Continue with Statewide implementation of the evidence-based early intervention practices of teaming, coaching, and effective service delivery in natural learning environments through training and technical assistance to assure adherence to practices.</p>	<p>All regional teams received half-day “booster shot” trainings provided by Dathan Rush and M’Lisa Shelden via video-conferencing to participants across the state. Teams in all regions are now implementing these practices in their routine intervention with families. Fidelity measures are being implemented by each team to promote consistent use of the practices.</p>

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<p>Restructure and retrain statewide TA network utilizing experienced ITP staff, contractors, and faculty from higher education to ensure ongoing training of the evidence-based practices as taught by Dathan Rush and M'Lisa Shelden. Provide quarterly conference calls with Dathan and M'Lisa to assure quality and ensure TA providers maintain fidelity to practices.</p>	<p>The Infant Toddler Program is developing a State Mentor team with a Master Mentor leader to provide support and technical assistance to regional teams across the state. The State Mentor team will consist of experienced ITP staff and contractors in evidence-based early intervention practices. The Master Mentor and State Mentor team will work with Dathan and M'Lisa to assist in building the state mentor team, assure quality, and maintain fidelity practices when working with the regional teams.</p>
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Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

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 / 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 toddlers 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
FFY 2012	1.62% of infants under 1 year of age receive early intervention services

Actual Target Data for FFY 2012: 1.81% of infants under 1 year of age

Date	0 – 1 Population Served	OSEP 0-1 State Population	% 0-1 Served
December 1, 2012	402 *	22,190 **	1.81% **

* 618 Count Data
 ** 2012 US OSEP Data

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

The Actual Target for FFY 2012 in infants aged birth to one enrolled was 0.19% above the target of 1.62% and 0.20% higher than the Actual Target data reported in the FFY 2011 APR. The following practices have significantly increased the state’s performance for this indicator:

- Coordinated outreach to families with infants that received a new born hearing screen.
- Increased statewide outreach to Healthy Connection physicians, nurses and nurse practitioners, family physicians, and birthing hospitals in Idaho.
- Provided statewide outreach and education to WIC programs.
- Offered screening clinics throughout the state.

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- Partnered with rural libraries to provide computer access to rural families and encourage enrollment in Developmental Milestones.
- Partnered with rural WIC clinic to provide computer access to families and encourage enrollment in Developmental Milestones.
- Partnered with Walmart to provide brochures to families for both the Idaho Infant Toddler Program and Developmental Milestones.
- Partnered with Idaho STARS regarding Idaho Child Cares training modules to encourage the use of Developmental Milestones for all children under the age of three (3) who attend child care.

The state's increase in performance is very impressive considering that Idaho's birth rate and population of children birth to three years of age has continued to decrease several years in a row.

Comparison to National Data

Idaho is a state that does not serve "at risk" children. Idaho's identification of infants from birth to one for FFY 2012 compares to other states as follows:

- On December 1, 2012, 402 infants age birth to one were enrolled in Idaho. Idaho placed 3rd in the nation when ranked among other states with Category C (established by the ITCA Data Committee, 2013) eligibility criteria (obtained from IDEA Infant Toddlers Coordinators Association.)
- Idaho served 1.81% of its state's infant's age birth to one. This figure is .75% above the OSEP National Baseline average of 1.06% for all 50 states, D.C., and P.R.

Improvement Activities Planned in SPP for FFY 2012	Activity Status Update FFY 2012
Continue centralized online ASQs and Child Find activities within the regional regarding public awareness, education, outreach, screening, and coordination with Part B.	In 2010 we launched a campaign to implement electronic ASQs. The current process allows families to participate on-line using the electronic ASQs or receive paper questionnaires. Currently 92% of families are opting for paper. However, the availability of the electronic ASQs has resulted in a higher number of referrals for families searching the internet due to concerns regarding their child. This previously unidentified benefit demonstrates the continued need to provide on-line access to developmental screenings. Awareness of the monitoring program is done at the regional level with outreach activities, referral of children who are evaluated but not eligible for early intervention, families who no longer need Part C intervention, and home visiting programs.
Provide orientation for new employees, and technical assistance/support for staff related to new ASQ system and related Child Find system as needed.	There is an on-going need for this activity as employees, contractors, and staff in partnering agencies change on a regular basis. Activities completed include providing notification of child find changes to regional staff, as well as making presentations to partner agencies regarding centralizing the developmental monitoring process and implementing the new on-line system. Regional programs have been required to increase community screening

	<p>activities, and some areas began offering monthly screening clinics.</p>
<p>Exhibit Infant Toddler Program Information at conferences and health fairs. Conduct regional and statewide outreach activities targeting the general public, hospitals, child care, and other social service providers to encourage timely referral of eligible children.</p>	<p>Over the past year, brochures and other outreach materials have been distributed by central office and regions to the target audiences. Information has been shared statewide at conferences and health fairs. Developmental information has been published in local newspapers. Participation in the Idaho Family Physician Conference, Idaho Nurse Practitioner Conference, Idaho Pediatrician Conference, and the Perinatal Conference has increased the awareness of the Idaho Infant Toddler Program and Developmental Milestones (Idaho’s developmental monitoring program). Additionally, referral protocols have been implemented for these groups and we are currently in the process of implementing an on-line referral form.</p>
<p>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>ITP quarterly performance data was reported to central office administration, program managers, hub supervisors, and regional supervisors. In addition, quarterly performance data was posted on the internal Department of Health and Welfare website. Semi-annual reports regarding performance data were provided to the Early Childhood Coordinating Council (EC3), serving as the State Interagency Coordinating Council (ICC).</p>
<p>Child Find brochures and developmental checklists will be broadly distributed.</p>	<p>Orientation to the ASQ on-line, Developmental Milestones, and eligibility criteria were provided to child care consultants and is being implemented into the Idaho Child Care Resource and Referral training modules available to participating child care centers statewide.</p> <p>In-service trainings were provided directly to child care providers discussing monitoring programs and referrals to Infant Toddler Program.</p> <p>Training and coursework for people seeking an AAS degree in child development has been provided to requesting colleges and universities.</p>
<p>Coordinate with Early Head Start, child care health consultants, and physicians’ offices to participate in on-line developmental monitoring (Developmental Milestones).</p>	<p>The cost involved with agencies participating in on-line hubs has proved to make this approach ineffective at this time. Instead we have partnered with these agencies to provide scoring, results, recommendations, activities to families when needed, and continued monitoring of families between well child visits. This partnership approach seems to be working well.</p>

Additional Activities Completed in SPP for FFY 2012	Activity Status Update FFY 2012
<p>Coordinate with libraries, WIC, Walmart and other community partners to increase awareness of and make Developmental Milestones available in the rural areas of the state.</p>	<p>Part of our child find plan was to research the possibility of having the electronic ASQ available to families using a Kiosk at Walmart. While Walmart was accepting of the idea, it was determined that the location did not provide the space and items that would be needed for a parent to actually have their child attempt the activities as described in the ASQ. Alternatively, Walmart stores provided space in their stores to display the Infant Toddler brochures, Developmental Milestone brochures, and the Developmental Checklists in the infant department.</p> <p>Through a partnership with the Idaho Commission for Libraries, the Idaho Infant Toddler Program provided 54 computers to rural libraries. This allows families in rural areas to have access to Developmental Milestones on-line. In addition, the Libraries provide families with Infant Toddler brochures, Developmental Milestone brochures, and the Developmental Checklists.</p> <p>One rural WIC office also received a computer for use by families enrolled in WIC to have internet access to Developmental Milestones on-line. We have had 4 families enroll using this computer. This is an activity we may want to expand when our budget can support additional computer purchases.</p>

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

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 / 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 toddlers 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
FFY 2012	2.75% of infants and toddlers birth to three receive early intervention services

Actual Target Data for FFY 2012: 2.78% of infants and toddlers birth to three

Date	0 – 3 Population Served	OSEP 0-3 State Population	% 0-3 Served
December 1, 2012	1,878 *	67,661 **	2.78% **

* 618 Count Data

** 2012 OSEP Data

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

The Actual Target for FFY 12 of infants aged birth to three enrolled in Idaho was 0.03% above the target of 2.75% and 0.33% higher than the Actual Target data reported in the FFY 2011 APR. The following practices have increased the state’s performance for this indicator:

- Coordinated outreach to families with infants that received a new born hearing screen.
- Increased statewide outreach to Healthy Connection physicians, nurses and nurse practitioners, family physicians, and birthing hospitals in Idaho.
- Provided statewide outreach and education to WIC programs.
- Offered screening clinics throughout the state.
- Partnered with rural libraries to provide computer access to rural families and encourage enrollment in Developmental Milestones.

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- Partnered with rural WIC clinic to provide computer access to families and encourage enrollment in Developmental Milestones.
- Partnered with Walmart to provide brochures to families for both the Idaho Infant Toddler Program and Developmental Milestones.
- Partnered with Idaho STARS regarding Idaho Child Cares training modules to encourage the use of Developmental Milestones for all children under the age of three (3) who attend child care.

Comparison to National Data

Idaho is a state that does not serve “at risk” children. Idaho’s identification of infants from birth to one for FFY 2012 compares to other states as follows:

- On December 1, 2012, 1,878 infants aged birth to three were enrolled in Idaho. Idaho placed 5th in the nation when ranked among other states with Category C (established by the ITCA Data Committee, 2013) eligibility criteria (obtained from IDEA Infant Toddlers Coordinators Association).
- Idaho served 2.78% of its state’s infant’s age birth to three. This figure is .01% above the OSEP National Baseline average of 2.77% for all 50 states, D.C., and P.R.

Improvement Activities Planned in SPP for FFY 2012	Activity Status Update FFY 2012
Continue centralized online ASQs and Child Find activities within the regional regarding public awareness, education, outreach, screening, and coordination with Part B.	<p>In 2010 we launched a campaign to implement electronic ASQs. The current process allows families to participate on-line using the electronic ASQs or receive paper questionnaires. Currently 92% of families are opting for paper. However, the availability of the electronic ASQs has resulted in a higher number of referrals for families searching the internet due to concerns regarding their child. This previously unidentified benefit demonstrates the continued need to provide on-line access to developmental screenings.</p> <p>Awareness of the monitoring program is done at the regional level with outreach activities, referral of children who are evaluated but not eligible for early intervention, families who no longer need Part C intervention, and home visiting programs.</p>
Provide orientation for new employees, and technical assistance/support for staff related to new ASQ system and related Child Find system as needed.	There is an on-going need for this activity as employees, contractors, and staff in partnering agencies change on a regular basis. Activities completed include providing notification of child find changes to regional staff, as well as making presentations to partner agencies regarding centralizing the developmental monitoring process and implementing the new on-line system. Regional programs have been required to increase community screening activities, and some areas began offering monthly screening clinics.
Conduct regional and statewide outreach activities targeting the general	Over the past year, brochures and other outreach materials have been distributed by central office and regions to the

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<p>public, hospitals, child care, and other social service providers to encourage timely referral of eligible children.</p>	<p>target audiences. Information has been shared statewide at conferences and health fairs. Developmental information has been published in local newspapers. Participation in the Idaho Family Physician Conference, Idaho Nurse Practitioner Conference, Idaho Pediatrician Conference, and the Perinatal Conference has increased the awareness of the Idaho Infant Toddler Program and Developmental Milestones (Idaho's developmental monitoring program). Additionally, referral protocols have been implemented for these groups and we are currently in the process of implementing an on-line referral form.</p>
<p>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>ITP quarterly performance data was reported to central office administration, program managers, hub supervisor, and regional supervisors. In addition, quarterly performance data was posted on the internal Department of Health and Welfare website. Semi-annual reports regarding performance data were provided to the Early Childhood Coordinating Council (EC3), serving as the State Interagency Coordinating Council (ICC).</p>
<p>Child Find brochures and developmental checklists will be broadly distributed.</p>	<p>Orientation to the ASQ on-line, Developmental Milestones, and eligibility criteria were provided to child care consultants and is being implemented into the Idaho Child Care Resource and Referral training modules available to participating child care centers statewide.</p> <p>In-service trainings were provided directly to child care providers discussing monitoring programs and referrals to Infant Toddler Program.</p> <p>Training and coursework for people seeking an AAS degree in child development has been provided to requesting colleges and universities.</p>
<p>Coordinate with Early Head Start, child care health consultants, and physicians' offices to implement hubs for online developmental monitoring (Developmental Milestones).</p>	<p>The cost involved with agencies participating in on-line hubs has proved to make this approach ineffective at this time. Instead we have partnered with these agencies to provide scoring, results, recommendations, activities to families when needed, and continued monitoring of families between well child visits. This partnership approach seems to be working well.</p> <p>For families who are participating in Developmental Milestones, once their child reaches the age of three, they are provided with information that would allow them to continue to participate using on-line access through the Nationwide Easter Seals "Make the First Five Count Campaign"</p>
<p>Additional Activities Completed in SPP for FFY 2012</p>	<p>Activity Status Update FFY 2012</p>
<p>Coordinate with libraries, WIC, Walmart and other community partners to increase awareness of and make Developmental Milestones available in</p>	<p>Part of our child find plan was to research the possibility of having the electronic ASQ available to families using a Kiosk at Walmart. While Walmart was accepting of the idea, it was determined that the location did not provide the space and</p>

<p>the rural areas of the state.</p>	<p>items that would be needed for a parent to actually have their child attempt the activities as described in the ASQ. Alternatively, Walmart stores provided space in their stores to display the Infant Toddler brochures, Developmental Milestone brochures, and the Developmental Checklists in the infant department.</p> <p>Through a partnership with the Idaho Commission for Libraries, the Idaho Infant Toddler Program provided 54 computers to rural libraries. This allows families in rural areas to have access to Developmental Milestones on-line. In addition, the Libraries provide families with Infant Toddler brochures, Developmental Milestone brochures, and the Developmental Checklists.</p> <p>One rural WIC office also received a computer for use by families enrolled in WIC to have internet access to Developmental Milestones on-line. We have had 4 families enroll using this computer. This is an activity we may want to expand when our budget can support additional computer purchases.</p>
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Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

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 / Child Find

Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial 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 eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C’s 45-day timeline) divided by the (# of eligible infants and toddlers evaluated and assessed for whom an initial IFSP 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
FFY 2012	100% of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted with Part C’s 45-day timeline

Actual Target Data for FFY 2012: 442/452 = 97.8%

Referral Range	Number/Percent within 45 Days	Number/Percent Delayed Due to Family-Related Reasons	Total Number/Percent in Compliance with Timeline
FFY 2012 *Data from 4/1/13 – 6/30/13 n = 452	362 80.1%	80 17.7%	442 97.8%

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 or later following the referral date), regions must record the reason for the late meeting in the Idaho web based data system, ITP KIDS. Data was generated from ITP KIDS for all children enrolled between 4/1/2013 and 6/30/2013. Selection of this quarter’s data best reflects the status of the state as it provides time within the targeted fiscal year for regions to correct any findings of non-compliance that had previously been identified

through the state’s monitoring process. See indicator #14 for reference to the validity and reliability of the ITP KIDS data system.

Eighty (80) children had IFSPs delayed past 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 of exceptional family circumstances.

Reasons Due to Exceptional Family Circumstances (Justifiable)
Child or family illness or hospitalization
Difficulty making contact with family
Conflict with family scheduling/appointment
Family indecisiveness to participate in program
Family cancelled
Family moved

Ten (10) children had IFSPs delayed past 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)
High referrals/caseloads
Staff unavailable
Conflict w/ agency scheduling appointment
Delay in receiving documentation to determine eligibility

The initial evaluation, assessment and IFSP meeting were conducted, although late, for all of the 90 children reported as delayed during FFY 2012 unless the child was no longer within the jurisdiction of the EIS program.

Correction of FFY 2011 Findings of Noncompliance (if State reported less than 100% compliance)
 State reported for FFY 2011 for this indicator: 98.1%

7. Number of findings of noncompliance the State made during FFY 2011 (the period from July 1, 2011, through June 30, 2012)	2
8. Number of FFY 2011 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 2011 findings <u>not</u> verified as corrected within one year [(1) minus (2)]	0

The initial evaluation, assessment, and IFSP meeting were conducted, although late, for all of the 9 children reported in the R-APR as having services delayed during FFY 2011 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 ITP KIDS. Correction included initial evaluation and IFSP development. Two regions had not corrected prior to notification and were issued findings of non-compliance. All instances of non-compliance were corrected within a timely manner and no later than one year from the date of identified non-compliance.

Subsequent data review functions conducted by central office staff verified that regions were correctly implementing the specific regulatory requirements related to the 45-day timeline.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

Actual Target data reported for FFY 2012 showed comparable performance across all regions. State data showed that in FFY 2012, 97.8% of children had an initial evaluation, assessment, and IFSP meeting conducted within the Part C 45-day timeline. This is very close to the FFY 2011 data reported last year and demonstrates that the state maintained a high level of performance. The Infant Toddler Program has been able to sustain high level of performance even with the continued increase in enrollment numbers over the past few years, and without an increase in staff.

Enhancements to the ITP web-based data system make it easier to record and track when initial IFSPs are due. The 45-day timeline is routinely reviewed by hub leaders, supervisors, and regional teams using the Crystal Reporting software. In addition, service coordinators receive alerts in ITP KIDS notifying them when an initial IFSP is due.

Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update FFY 2012
Monitoring and Public Reporting	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.	ITP quarterly performance data was reported to central office administration, management team, hub leaders, and regional supervisors. In addition, quarterly performance data has been posted on the internal Department of Health and Welfare website. Semi-annual reports regarding performance data were provided to the Early Childhood Coordinating Council (EC3), serving as the State Interagency Coordinating Council (ICC).
Training Activities	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.	As part of the service coordination requirements, service coordinators received training using the updated ITP eManual and other resources that included information on the required timelines, policies, procedures, and family centered practice requirements of IDEA Part C, including the 45 Day IFSP development requirement. In addition, the Infant Toddler Program continues to work closely with Children and Family Services to foster and facilitate effective collaboration with staff from both programs. The CQI process for CFS includes a review of indicators regarding timely referral for all children birth to 3 with substantiated reports of child abuse and neglect. An electronic training module for service coordinators that specifies requirements for referral between the Infant Toddler Program

Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update FFY 2012
		and the CFS system is under development and is slated to be implemented this next FFY.
Data System	<ol style="list-style-type: none"> 1. Interim service coordinators using ITP KIDS track the 45-day timeline using the work list function in ITP KIDS. 2. Regional Admin data system users track the 45-day timeline using the work list summary function in ITP KIDS. 3. Continue tracking 45-day timeline to ensure all initial IFSPs are developed within 45 days from referral date. 4. Central office and regions use consistent reporting templates to track the 45-day timeline. 	<ol style="list-style-type: none"> 1. The ITP KIDS data system has a built-in work list for service coordinators to track the 45-day timeline. The system automatically generates and removes the work list based on action taken by the user in the system. This work list allows SCs the ability to track when initial IFSP's are due. It also allows supervisors to monitor the completion of initial IFSP's within the 45-day timeline. 2. Regional program specialist and supervisors are the regional admin data system users. These users are able to access all work lists to track the 45-day timeline in their region. 3. Regional program specialists, supervisors, and central office staff consistently use the 45 Day data report from ITP KIDS using Crystal Reports software to ensure all initial IFSPs are developed within 45 days from the referral date. 4. A single report template using Crystal Reports software has been developed for regional supervisors and program specialists and central office to track the 45-day requirement in a consistent manner.
General Supervision	When non-compliance is identified in any region, require development of a Corrective Action Plan (CAP) outlining strategies to correct the deficit within one year from date of identification.	Regional non-compliance is identified using data from ITP KIDS. If regional non-compliance is identified, a CAP is developed which documents the non-compliance. The CAP outlines specific strategies to correct the non-compliance as soon as possible but no later than one year from the date of identification. Central office monitors the completion and

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Improvement Activity	Improvement Activities Planned in SPP for FFY 2012	Activity Status Update FFY 2012
		implementation of the CAP.
Monitoring	Monitor all regions with active CAPs through periodic data submission, quarterly reports, routine phone contact, and on-site visits as required and/or specified in their plan.	All regions with a CAP are monitored by central office through monthly or quarterly data submissions, quarterly reports, file reviews, and routine conference calls as specified in their plan to ensure correction as soon as possible but no later than one year from the date of identification.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

Overview of the Annual Performance Report Development:

To obtain the data for Indicator 8 A, B, and C, Central Office personnel randomly selected 15 files from ITP KIDS 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 Central Office as part of the Regional-APR, which is part of our monitoring process. Information from the ITPKIDS system was used to validate the regional information.

Idaho will post the FFY 2012 monitoring 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 no later than February 3, 2014. In addition, information will be shared through other public forums such as the Hub Leadership and Supervisor’s quarterly meetings, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / Effective Transition

Indicator 8: Percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has:

- A. Developed an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler’s third birthday;
- B. Notified (consistent with any opt-out policy adopted by the State) the SEA and the LEA where the toddler resides at least 90 days prior to the toddler’s third birthday for toddlers potentially eligible for Part B preschool services; and
- C. Conducted the transition conference held with the approval of the family at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler’s third birthday for toddlers potentially eligible for Part B preschool services.

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

Measurement:

- A. Percent = [(# of toddlers with disabilities exiting Part C who have an IFSP with transition steps and services at least 90 days, and at the discretion of all parties not more than nine months, prior to their third birthday) divided by the (# of toddlers with disabilities exiting Part C)] times 100.
- B. Percent = [(# of toddlers with disabilities exiting Part C where notification (consistent with any opt-out policy adopted by the State) to the SEA and LEA occurred at least 90 days prior to their third birthday for toddlers potentially eligible for Part B preschool services) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100.
- C. Percent = [(# of toddlers with disabilities exiting Part C where the transition conference occurred at least 90 days, and at the discretion of all parties not more than nine months prior to the toddler’s third birthday for toddlers potentially eligible for Part B) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100.

Account for untimely transition planning under 8A, 8B, and 8C, including the reasons for delays.

FFY	Measurable and Rigorous Target
FFY 2012	8A = 100% 8B = 100% 8C = 100%

Actual Target Data for FFY 2012:

8A. 102/105 = 97.14%
8B. 105/105 = 100%
8C. 104/104 = 100%

To obtain the data for Indicator 8 A, B, and C, Central office personnel randomly selected 15 files from ITP KIDS of children that met the requirements to be included in this indicator per region, or 100% eligible files if fewer than 15 were available 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 central office as part of the Regional-APR, which is part of our monitoring process. Information from the ITP KIDS system was used to validate the regional information.

NOTE: Idaho did not report in its calculation children for whom we identified the cause for the delay as exceptional family circumstances.

A. Children Exiting Part C who Received Timely Transition Planning:

a. Number of children exiting Part C who have an IFSP with transition steps and services	103
b. Number of children exiting Part C	105
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 (Percent = [(a) divided by (b)] times 100)	98%

B. Children Exiting Part C who Received Timely Transition Planning (Notification to LEA):

c. Number of children exiting Part C and potentially eligible for Part B where the notification to the LEA occurred	105
d. Number of children exiting Part C who were potentially eligible for Part B	105
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 (Notification to LEA) (Percent = [(a) divided by (b)] times 100)	100%

C. Children Exiting Part C who received Timely Transition Planning (Transition Conference):

e. Number of children exiting Part C and potentially eligible for Part B where the transition conference occurred	104
f. Number of children exiting Part C who were potentially eligible for Part B	104
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 (Transition Conference) (Percent = [(a) divided by (b)] times 100)	100%

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

Improvement Activities planned in SPP for FFY 2012	Activity Status update for FFY 2012
Infant Toddler Program central office staff will conduct monitoring activities in accordance with the state monitoring plan outlined in Indicator #9.	Monitoring activities were completed in accordance with the state monitoring plan as outlined in Indicator #9.
Conduct periodic checks to assure compliance with newly revised joint Policy Document with SDE, Statewide Interagency Agreement, local interagency protocol boilerplate, and other tools developed to enhance and streamline transition-related activities for both Part C and Part B personnel	The ITP and State Department of Education (SDE) work together to assure compliance with the revised SDE joint policy document, Statewide Interagency Agreement, local interagency protocols, and other tools developed to enhance and streamline transition-related activities for both Part C and Part B personnel. ITP and SDE are currently in the process of reviewing all materials in order to identify enhancements and potential areas of improvement.
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.	The ITP and SDE work together to review regional protocols between the LEA and IT programs to assure inclusion of required policies, procedures, and documentation requirements to meet Part C and Part B regulations. The ITP and SDE are planning a collaborative training in 2014 that will provide an overview of all updated materials and requirements for ITP and SDE staff.
Report on EIS regional program performance on DHW, ITP website, ITP Progress reports, and to Interagency Coordinating Council (known in Idaho as the Early childhood Coordinating Council) and regional committees.	Transition results are posted on the DHW ITP website, and provided to Hub Leadership staff, the interagency coordinating council, and regional committees.
Track use by staff of electronic training modules on a variety of topics including the key principles of early intervention, service	Hub leaders and supervisors continue to track the completion of electronic training modules for staff and contractors through performance management and

Improvement Activities planned in SPP for FFY 2012	Activity Status update for FFY 2012
coordination responsibilities including transition, and quality IFSP development.	contract monitoring activities.
Explore strategies to centralize notification of potentially eligible children to LEA and SEA. If feasible, move to a streamlined and centralized notification process	<p>The ITP and SDE worked together to streamline the LEA and SEA notification process. Reports were created to identify Part B potentially eligible children by school district, statewide. The ITP selected and trained two staff responsible for providing reports to the LEA's and SEA.</p> <p>The notification process involves sending a report on a monthly basis to the LEA's and a report on a quarterly basis to the SEA. The notification information is also recorded in ITPKIDS for tracking and verification.</p>

The *Actual Target Data (Performance)* reported above reflects an excellent level of achievement with Transition indicators 8A, 8B and 8C.

Transition 8A shows an increase from 91.4% in FFY 2011 to 98% in FFY 2012. Five regions scored 100% with this indicator. Region 5 showed a significant increase from 53.33% to 100% due to their extraordinary efforts to improve this area. Regions 1 and 3 each had one child found to be missing transition related steps in the child's IFSP.

Transition 8B shows 100% compliance by all seven regions with the requirement to provide notice of potentially eligible children to the LEA. This shows consistent implementation of strategies by the regions to maintain 100% compliance for two consecutive years, FFY 2011 and FFY 2012.

Transition 8C shows an increase from 98% in FFY 2011 to 100% in FFY 2012. Meeting 100% compliance shows a big improvement in ensuring transition planning is completed.

Statewide Interagency Agreements with participating agencies (Part B and C lead agencies and Head Start) are 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.

Correction of FFY 2011 Findings of Noncompliance (if State reported less than 100% compliance):

Level of compliance (actual target data) State reported for FFY 2011 (period from July 1, 2011 through June 30, 2012) for this indicator:

Transition 8 A FFY 2011 Actual Target Data was 96/105= **91.4%**
 Three findings of non-compliance were identified during FFY 2011. All three were verified as corrected within one year by Central Office.

Transition 8 C FFY 2011 Actual Target Data was 98/100 = **98%**
 One finding of non-compliance was made during FFY 2011. It was verified as corrected within one year by Central Office.

Correction of Previously Identified Non-compliance from FFY 2011, and Specific Action Taken to Verify Correction

All findings of noncompliance identified in FFY 2011 related to transition (IFSP transition steps (8A) and timely transition conferences (8C) were corrected timely in FFY 2012 (see Indicator 9).

8A. *Idaho Part C verifies that each EIS program with noncompliance reflected in the data reported for this indicator: (1) is correctly implementing the IFSP transition content requirements (i.e., achieved 100% compliance) in 34 CFR §303.148(b)(4) and 303.344(h) (i.e., achieved 100% compliance) based on a review of data subsequently collected through on-site monitoring; and (2) has developed an IFSP with transition steps and services for each child, unless the child is no longer within the jurisdiction of the EIS program, consistent with OSEP Memo 09-02.*

FFY 2011 R-APR

In FFY 2011, transition steps on the IFSP were missing for nine children, 2 from Region 1 and 7 from Region 5. These children exited the Program prior to correction. Correction was not possible as the children were no longer within the jurisdiction of the EIS program.

Re-visiting the ITP transition policies in the ITP eManual was completed to assure the regions were correctly implementing and documenting the regulatory transition requirements. In addition, Region 1 and 5 identified strategies to address non-compliance in this area which included the review of regional policies regarding transition, initiating review of IFSP's, implementing ongoing file reviews, and providing targeted training to staff related to transition requirements.

In monitoring subsequent data, both of these regions were found to have 100% of IFSPs with transition steps, demonstrating full correction and compliance with this indicator.

FFY 2011 Administrative Complaint

Additionally, in FFY 2011 an Administrative Complaint was received for region 5. Although there were no violations of Part C transition requirements, a file review was initiated by central office resulting in a finding of non-compliance. Region 5 identified strategies to address non-compliance in this area which included the review of regional policies regarding transition, initiating review of IFSP's, implementing ongoing file reviews, and providing targeted training to staff related to transition requirements.

In monitoring subsequent data, this region was found to have 100% of IFSPs with transition steps, demonstrating full correction and compliance with this indicator.

8C. *Idaho verifies that each EIS program with noncompliance reflected in the data reported for this indicator: (1) is correctly implementing the timely transition conference requirements in 34 CFR §303.148(b)(2)(i) (as modified by IDEA section 637(a)(9)(A)(ii)(II)) (i.e., achieved 100% compliance) based on a review of data subsequently collected through on-site monitoring; and (2) has conducted a transition conference, although late, for any child potentially eligible for Part B whose transition conference was not timely, unless the child is no longer within the jurisdiction of the EIS program, consistent with OSEP Memo 09-02.*

In FFY 2011, a timely transition meeting wasn't held for two potentially eligible children in Region 1. These children exited the Program prior to correction. Correction was not possible as the children were no longer within the jurisdiction of the EIS program.

Re-visiting the ITP transition policies in the ITP eManual was completed to assure the region was correctly implementing and documenting the regulatory transition requirements. In addition, Region 1 identified strategies to address non-compliance in this area which included the review of regional policies regarding transition, initiating review of IFSP's, implementing ongoing file reviews, and providing targeted training to staff related to transition requirements

In monitoring subsequent data shortly after the finding of non-compliance, Region 1 was found to have held transition conferences for 100% of the potentially eligible children, demonstrating full correction and compliance with this indicator.

APR Template – Part C

Idaho

State

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

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 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.

States are required to use the “Indicator C9 Worksheet” to report data for this indicator (see Attachment 1).

FFY	Measurable and Rigorous Target
FFY 2012	100% of non-compliance corrected within one year of identification

Actual Target Data for FFY 2012: 7/8 = 87.5%

Describe the process for selecting EIS programs for Monitoring:

All Regions are monitored annually through a process of Regional Annual Performance Reports (R-APR) and a data review conducted by central office personnel. In addition, regions are 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 2012:

During FFY 2011, Idaho continued to have all but one identified instance of non-compliance corrected within 12 months of identification. We did not meet the target of 100% due to one instance of uncorrected non-compliance. However, system correction for the one identified instance of non-compliance, although late, has subsequently been achieved.

Discussion of Data Table (Attachment 1)

1. Timely Services:

One region was found to be out of compliance during FFY 2011. Region 4 had a finding of non-compliance requiring a Corrective Action Plan (CAP). Although this region did not correct within 12 months of identification, correction for Region 4 was subsequently verified on November 20, 2013. Although this finding was not corrected timely, all findings of non-compliance identified during FFY 2011 are now corrected. Corrections were verified by Central Office.

Please see Indicator 1 for a description of the steps taken to ensure full correction consistent with OSEP memo 09-02.

2. Natural Environment Justification:

One region was found to be out of compliance during FFY 2011. Region 4 had a finding of non-compliance that required a CAP. Region 4 was able to correct within 12 months of identification. All findings of non-compliance identified during FFY 2011 are now corrected. Corrections were verified by Central Office.

Please see Indicator 2 for a description of the steps taken to ensure full correction consistent with OSEP memo 09-02.

7. 45 Days:

Two regions were found to be out of compliance during FFY 2011. Region 3 and 5 had findings of non-compliance requiring a CAP. All non-compliance was corrected within 12 months.

Please see Indicator 7 for additional details regarding activities used to promote correction of regional non-compliance and to verify correction consistent with OSEP memo 09-02.

8. Transition:

8A. FFY 2011 R-APR - Two regions were found to be out of compliance during FFY 2011. Region 1 and 5 had findings of non-compliance requiring a CAP. Both instances of non-compliance were corrected within 12 months.

FFY 2011 Administrative Complaint

An Administrative Complaint was received for region 5 during FFY 2011. Although there were no violations of Part C transition requirements, a file review was initiated by Central Office resulting in a finding of non-compliance. This instance of non-compliance was corrected within 12 months.

8C. One region was found to be out of compliance during FFY 2011. Region 1 had a finding of non-compliance requiring a CAP. This instance of non-compliance was corrected within 12 months.

Please see Indicator 8 for additional details regarding activities used to promote correction of regional non-compliance and to verify correction consistent with OSEP memo 09-02 for the Transition indicators.

Improvement Activities planned in FFY 2012	Activity Status update in FFY 2012
<p>Monitor statewide use of ITP KIDS data system by ITP employees and contractors. Track the quality of data entry and utilization of reports for supervision/program management.</p>	<p>The upgraded data system, ITP KIDS, replaced ITP Web in the Spring of 2013. As part of replacing the system and converting existing data, the developers and ITP data analyst completed a comprehensive review of the type and quality of data. This activity provided the program with the opportunity to focus on the quality and accuracy of data in the system. Additionally, all existing and new ad-hoc reports were built using Crystal Reports with data from ITP KIDS to continue the existing data monitoring process.</p>
<p>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>ITP quarterly performance data was reported to central office administration, program managers, hub supervisor, and regional 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).</p>
<p>Revise Family Fee Rules to align with Federal Requirements outlined in Part C regulations issued September 2011. Following rule revision, modify ITP KIDS (new data system) to accommodate revised billing structure and implement billing requirements. Target timeframe for full implementation is July 2015.</p>	<p>Based on the complexity of the new requirements in the Part C regulations issued in September of 2011, the Idaho Infant Toddler Program made the final decision to NOT implement Family Fees. This has been documented in Idaho’s System of Payment policy.</p>
<p>Conduct focused monitoring visits to two regions addressing a selected topic area based on current program data and stakeholder input.</p>	<p>With the many operational changes, developing and implementing an updated data system, implementing a new process to receive Medicaid reimbursement, and updating policies and procedures to be in alignment with the newly updated Part C regulations, the Infant Toddler Program has been pushed beyond its capacity for the past few years. As a result, we did not have the capacity to complete focused monitoring visits. However, monitoring at the regional level continued by using ITP KIDS data reports and verification activities rather than a focused monitoring process.</p>

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

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
FFY 2012	Not applicable--Part B due process procedures are not adopted

Actual Target Data for FFY 2012: 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 2012:

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

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
FFY 2012	Not applicable, no mediation requests received.

Actual Target Data for FFY 2012: Not applicable. No mediation requests were received.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

Although there were no requests for mediation in FFY 2012, all improvement activities planned were addressed.

Improvement Activities/Timelines/Resources:

Improvement Activity	Improvement Activities planned for FFY 2012	Activity Status update for FFY 2012
Training	Provide training to all new Infant Toddler Program service coordinators on how to provide information to families about family rights and procedural safeguards including instruction to families about how to prepare and file written complaints and how to request mediation as an option to resolve disputes.	All new Infant Toddler Program service coordinators are provided with training at the regional level on family rights and procedural safeguards using the ITP eManual and Procedural Safeguards brochure to ensure families are provided with the appropriate family rights information including written complaints and mediation.
Review Complaint Data	Review status of complaint data, review with stakeholders and revise targets and activities/strategies, as needed. Submit	Complaint data was reviewed with the EC3, an Infant Toddler Program Committee. However, the low level of activity does not warrant changes to targets, and

APR Template – Part C

Idaho

State

Improvement Activity	Improvement Activities planned for FFY 2012	Activity Status update for FFY 2012
	changes in APR, as needed.	activities/strategies in the APR will remain unchanged. Informal complaint logs were collected quarterly from regional programs and reviewed.
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 February 2013.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

N/A

Part C State Annual Performance Report (APR) for FFY 2012

Overview of the Annual Performance Report Development:

For General Overview Information, see Page 1.

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 6 for child count and settings and November 6 for exiting and dispute resolution); and
- b. Accurate, including covering the correct year and following the correct measurement.

FFY	Measurable and Rigorous Target
FFY 2012	100% timely and accurate submission of 618 Data and Annual Performance Report

Actual Target Data for FFY 2012: Date	Accurate OSEP Reports submitted "Timely"	Total OSEP Reports Required	% Accurate Reports submitted "Accurate & Timely" **
December 1, 2013	5	5	100%
** Calculated as per Indicator 14 Self-Scoring Rubric worksheet			

Idaho’s actual FFY 2012 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 to “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 6, 2013 and Table 3 and Table 4 prior to November 6, 2013.

The following is a table 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.

Indicator	Method of Verification	
	Valid & Reliable	Timely
<p>Data Source</p> <p>1, 7, 8</p> <p>Compliance</p> <p>3</p> <p>Results</p> <p>ITPWEB/ITP KIDS 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, timelines, fundamentals, and methodologies; Determination and selection of report samples; Hard copy record verification and validation</p>	<p>Communication with Hub and regional supervisors, and data personnel identifying expected due dates</p> <p>Reported by central office as per OSEP guidance</p>
<p>2, 5, 6</p> <p>618 rpts & Performance</p> <p>ITP Web/ITP KIDS 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, timelines, fundamentals, and methodologies; Assure compliance with reporting requirements; Hard copy record verification and validation</p>	<p>Communication with Hub and regional supervisors, and data personnel identifying expected due dates</p> <p>Reported by central office as per OSEP guidance</p>
<p>4</p> <p>Results</p> <p>Contractor NCSEAM Family Survey</p>	<p>Determination and selection of report samples; Assure contractual quality criteria are met; Confirm participant representativeness (age, ethnicity, geographic, etc.)</p>	<p>Reported by central office 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, timeliness, fundamentals, and methodologies; On site hard copy record verification and validation of R-APR & CAP data</p>	<p>Review and ensure compliance with terms and scheduled timelines detailed in issued CAPs to demonstrate correction ASAP and no later than 12 months from identification; Require timely submission of R-APR data; Associated reporting by central office as per OSEP guidance</p>

APR Template – Part C

Idaho

State

Indicator	Method of Verification	
	Valid & Reliable	Timely
Data Source		
12 Complaint Resolution	N/A - Idaho does not use PART B process procedures	N/A - Idaho does not use Part B process procedures
13 Mediation	Maintain Complaint Protocol; Review Complaint Logs; Discovery and collection of information; Annual review of required timelines; Timely issuance of report(s)	Reported by central office as per OSEP guidance

FFY 2012 APR (State)

Indicator 14 - SPP/APR Data			
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
12	N/A	N/A	N/A
13	1	1	2
		Subtotal	24
APR Score Calculation	Timely Submission Points - If the FFY 2012 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) =		29

618 Data – Indicator 14					
Table	Timely	Complete Data	Passed Edit Check	Responded to Date Note Requests	Total
Table 1 – Child Count Due Date: 2/6/13	1	1	1	1	4
Table 2 – Program Settings Due Date: 2/6/13	1	1	1	1	4
Table 3 – Exiting Due Date: 11/6/13	1	1	1	N/A	3
Table 4 – Dispute Resolution Due Date: 11/6/13	1	1	1	N/A	3
				Subtotal	14
618 Score Calculation			Grand Total (subtotal x 2.2)		30.8

Indicator #14 Calculation	
A. APR Grand Total	29.00
B. 618 Grand Total	30.80
C. APR Grand Total (A) + 618 Grand Total (B) =	59.80
Total N/A in APR	0.00
Total N/A in 618	0.00
Base	59.80
D. Subtotal (C divided by Base*) =	1.000
E. Indicator Score (Subtotal D x 100) =	100%

* Note any cell marked as N/A will decrease the denominator by 1 for APR and 2.2 for 618

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012:

The Infant Toddler Program’s updated and improved web-based data system, ITP KIDS has further capabilities to pull in-depth reports electronically that eliminate any manual hand-tabulation and calculations. In addition, the system allows users to pull reports at any time from any location. Part of the data system improvements included incorporating billing system features as an integrated component of the system. The transition from the old system to the new system has gone smoothly due to sufficient training of supervisors, staff, and contractors.

Improvement Activities Planned in SPP for FFY 2012	Activity Status Update for FFY 2012
Maintain current report templates for regional and state management and program monitoring.	All Crystal report templates that were used in conjunction with the previous data system were updated to work with the new data system.
Continue detailed semi-annual reporting of program data at the Central Office for maintaining baseline data and progress reporting for each region.	The updated Crystal reports are being used for detailed quarterly and semi-annual reporting of program data. Administrative oversight continues to be provided through the Hubs.
Maintain timely reporting of all 618 data and annual performance reporting.	All 618 reports and the FFY 2012 APR were submitted timely.
Evaluate data needs and ability of Idaho Infant Toddler Program data system to meet those needs.	The new data system provides us with broader capabilities of the kind of data we can capture in order to better administer and manage the program. We continue to look for areas to improve the new system.
Continue routine data verifications for accuracy, reliability, non-duplication, etc.	Numerous Crystal reports were created to check for data errors in our new data system. These reports have made it easier for hub supervisors to identify missing or incorrect data.
Additional Activities Completed in SPP for FFY 2012	Activity Status Update for FFY 2012
Provide training to staff and contractors for the new billing component of our new data system. (Carried over from last year.)	Training and implementation of new system was done in the Spring of 2013. Training videos and manuals were developed to assist with training staff and contractors.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2013:

NA