

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

Monitoring Priority: Effective General Supervision Part C/Child Find

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

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

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

Overview of Issue/Description of System or Process:

Oregon has a seamless system of services for children with disabilities from birth through age five that is operated by the Oregon Department of Education (ODE). ODE contracts with nine Education Service Districts (ESDs) across the state to provide Early Intervention/Early Childhood Special Education (EI/ECSE) services in 35 local programs. All of the ESDs either provide services or subcontract with local providers to provide EI/ECSE services. This system includes Part C for children birth to age three and Part B for children from age three to kindergarten age, which is age five in Oregon. Children who are age five by September 1 are eligible for public school with special education services provided by the local school district.

Each Oregon county has a designated referral and evaluation agency that acts as the single point of entry for children into the EI/ECSE system. When an early intervention referral is received by the designated agency, the agency works with the family to schedule an early intervention eligibility evaluation. Local school districts have the legal and fiscal responsibility for conducting EI eligibility evaluations. Most districts contract with the local EI/ECSE program to fulfill the evaluation responsibilities, including conducting the evaluation within 45 days. When the evaluation is complete, the EI/ECSE program convenes a team to determine EI eligibility and if eligibility is established, develop the initial IFSP. The EI/ECSE program is responsible for conducting initial IFSP (Individualized Family Service Plan) meetings within 45 days of the child's referral to the program.

The standard operating procedures for this indicator include:

- EI/ECSE programs submit monthly 45-day timeline data to ODE.
- ODE notifies the area contractor and county coordinator of noncompliance with the 45-day timeline (34 CFR §§303.310(a) and 303.342(a)).
- EI/ECSE programs submit a corrective action plan (CAP) for any child for whom the 45-day timeline was not met. Included in the CAP are:
 - The number of days needed to complete the referral, eligibility and initial IFSP meeting.
 - The child's initials and birth date.
 - The specific reasons for not meeting the 45-day timeline.
 - Corrective actions based on an analysis of the problem(s).
 - Activities planned to address each problem identified.
- ODE verifies that each program with noncompliance is correctly implementing the 45-day timeline through review of subsequent monthly data submissions (achieving 100% compliance).
- ODE requires additional corrective action for programs showing ongoing noncompliance.

FFY	Measurable and Rigorous Target
2012 (2012-2013)	100% of eligible infants and toddlers with IFSPs will have evaluation, assessment, and initial IFSP meetings conducted within 45 days.

Actual Target Data for FFY 2012 (2012-2013):

99.7% = [(4,120 infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C's 45-day timeline) divided by the (4,132 infants and with IFSPs evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] times 100.

The percentage was calculated using data collected monthly from all EI/ECSE programs in the state. The data are cumulative from July 1 through June 30 every year.

EI evaluations and initial IFSP meetings completed in 45 days

Year	Percent of EI evaluations and initial IFSP meetings completed within 45 days
2010-2011	99.8% (3,483/3,489)
2011-2012	99.6% (3,664/3,678)
2012-2013	99.7% (4,120/4,132)

Source: Monthly EI/ECSE reports to ODE

FFY 2012 data include 130 EI evaluations and initial IFSP meetings justified as meeting the 45-day timeline due to documented family or other circumstances outside of the EI/ECSE program's control. Justified circumstances for not meeting the 45-day timeline were determined by ODE personnel and included parents not responding to multiple documented attempts to schedule evaluations or initial IFSP meetings (23), family move (5), parents not attending scheduled evaluation, eligibility and/or IFSP meeting (20), family illness (25), family vacation (9), parent request (46), and family emergency (2).

Account of untimely evaluations, assessments and initial IFSP meetings, including the reasons for delay

In FFY 2011, there were 14 incidents of noncompliance. These 14 incidents resulted in six findings across six programs. Three programs had a total of one incident each for a total of three findings; two programs had two incidents for a total of two findings; and one program had seven incidents for a total of one finding. ODE verified that 100% (14/14) of incidents of noncompliance in FFY 2011 were corrected within one year and that the programs with noncompliance (1) correctly implemented 34 CFR §§303.310(a) and 303.342(a) (i.e., achieved 100% compliance) based on a review of subsequent monthly data, and (2) conducted the initial evaluation, assessment, and IFSP meeting, although late, for any child for whom the 45-day timeline was not met, unless the child was no longer within the jurisdiction of the program.

In FFY 2012, 12 evaluations and initial IFSP meetings did not meet the 45-day timeline for the following reasons: staff communication problems (1), staff illness (1), evaluation schedule full (7), data entry error (1), and staff training issues (2). The programs with noncompliance developed and implemented CAPs detailing solutions for 100% compliance. The CAPs included staff training, development of alternative plans when staff became ill, and working with school districts to hire additional evaluators.

In FFY 2012, there were 12 incidents of noncompliance. These 12 incidents resulted in four findings across four programs. Two programs had a total of one incident each for a total of two findings; one program had three incidents for a total of one finding; and one program had seven incidents for a total of one finding. ODE verified that 100% (12/12) of the incidents of noncompliance in FFY 2012 were corrected within one year. Programs with noncompliance (1) correctly implemented 34 CFR §§303.310(a) and

303.342(a) (i.e., achieved 100% compliance) based on a review of subsequent monthly data, and (2) conducted the initial evaluation, assessment, and IFSP meeting, although late, for any child for whom the 45-day timeline was not met based on a review of their CAPs, unless the child is no longer within the jurisdiction of the program, consistent with OSEP Memo 09-02.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2012 (2012-2013):

Data Summary

In FFY 2012, 99.7% (4,120/4,132) of early intervention eligibility evaluations and initial IFSPs were completed within the established 45-day timeline, an increase of 0.1% from FFY 2011.

Improvement Activity 1: ODE will review statewide compliance data, identify barriers to the completion of evaluation, assessment, and initial IFSP meetings being conducted within 45 days, and disseminate information to EI/ECSE programs to ensure compliance with this indicator.

Discussion: ODE reviewed and distributed information on the identified barriers to 100% compliance for FFY 2012. These included staff communication problems, staff illness, full evaluation schedule, data entry error, and staff training issues.

Improvement Activity 2: ODE will work with a select number of EI/ECSE programs whose data show both high and low compliance with this indicator to identify effective practices and barriers to compliance with the 45-day timeline.

Discussion: ODE contacted programs with the highest and lowest compliance for FFY 2012. Barriers to meeting the 45-day timeline included scheduling issues after program breaks, full evaluation schedules, and staff communication issues. Effective practices included adding additional evaluation days following vacations and additional FTE for evaluations. Staff trainings, referral tracking spreadsheets and family reminder calls the day before an evaluation were also given as effective practices to meet the 45 day timeline.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2013 (2013-2014):

No revisions.