

Part C State Annual Performance Report (APR) for 2007**Overview of the Annual Performance Report Development:**

The Idaho Infant Toddler Program completed the following activities to develop the FFY 07 APR:

- Extensive effort was made to report and analyze data from the electronic data system and record review reporting to enable more timely development of APR information. Data submitted by regional staff was validated by Central Office using a variety of strategies as outlined in Indicator 14.
- Program performance data was reviewed and input was received regarding APR indicators, targets, and improvement strategies from a variety of stakeholders including the following: regional managers, early intervention specialists, supervisors, the Early Childhood Coordinating Council, and Regional Early Childhood Committees.
- Two ITP Program Specialists attended a 3 day technical assistance meeting convened and facilitated by Western Regional Resource Center. This meeting provided an opportunity to have early drafts of the APR reviewed by national TA providers. This input allowed the Program to identify and correct data discrepancies and formatting problems prior to APR submission. We believe this support has greatly enhanced the overall quality of the APR document and will contribute to stakeholder's comprehension when the data is posted for public reporting.
- Idaho posted the FFY 06 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.

The FFY07 regional compliance results will be posted as soon as possible but no later than May of 2009. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, and the Early Childhood Coordinating Council.

Part C Annual Performance Review (APR) for FFY 2007 (2007-2008)

Overview of the Annual Performance Report Development:

For general overview information, see 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 the 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.

FFY	Measurable and Rigorous Target
2007 (2007-2008)	100% of infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner.

Actual Target Data for (FFY 2007): 1957/2513 = **78%**

Number of Eligible Children	Number/Percent of Children with all Services Delivered Timely	Number/Percent of Family Related Reasons/Other Extenuating Circumstances for Delays	Number/Percent of Children with Timely Delivery of services
2,513	1,819 72.4%	138 5.5%	1,957 78%

- To report the percent of children with IFSPs who received initial and subsequent services in a timely manner, a report using a “Snapshot” of all children enrolled in the reporting period as of June 1, 2007 was generated from the Idaho Infant Toddler database (Data Tot). The report analyzed data using the current definition of children receiving timely services that compares the service initiation date to the projected start date on initial IFSP and subsequent IFSPs. In Idaho, timely services are defined as the actual start date is equal to or less than the projected start date for initial and ongoing IFSPs. See Indicator #14 for reference to the validity and reliability of the Data Tot data system.

- 116 children had delays in timely service delivery due to family related reasons 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 family related circumstances.

Reasons due to Family Related Circumstances (Justifiable)
Child or family illness
Child re-admitted to hospital
Family moved/could not be located
Family not responding to contact attempts
Family scheduling conflicts
Family vacation
Cancellation/Issues with Child Protection Worker in the Children and Family Services program

- 22 children had delays in timely services due to other extenuating circumstances. They are included in both the actual target data numerator and denominator. Please refer to the table below for examples of other extenuating circumstances.

Reasons due to Other Extenuating Circumstances (Justifiable)
Inclement weather prohibiting travel

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

Agency Reasons (Non-Justifiable)
Scheduling difficulties
Staff not available
Interpreter/translation issue
Delay in evaluation
Delay in regional transfer

- Of the 556 children that had a delay in timely services, all 556 of these children were verified to have eventually received the services identified in their IFSP using data from our current data system (Data Tot).

Data results by service – Timely Services (85%)

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

Number of Services	Number/Percent of Services Delivered Timely	Number/Percent of Family Reasons/Other Extenuating Circumstances for Delays	Number/Percent of Timely Services
4,455	3,602	171	3773
	81%	3.8%	84.8%

Correction of Identified Non-Compliance

Based on completed regional Corrective Action Plans, 5 of 5 regions with noncompliance identified in FFY 06 came into compliance within one year of identification.

Year of Findings	Total Findings of Noncompliance with Indicator 1	Findings Verified as Corrected within One Year	Findings of Noncompliance Remaining
FFY 06	5	5	0
FFY 05	6	6	0

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2007):**Explanation of Slippage**

The Idaho Infant Toddler Program has dealt with a lack of service providers compared to the number of children receiving services from the program. In addition, the state Program noticed early signs of the tough economic times that would impact the Program in the upcoming years. The state is using a number of strategies to address recruitment and retention, and contract enhancement with the continued lack of funding and more recent impending budget cuts.

Upon further examination, the following challenges impacted the state's slippage when providing services to children in a timely manner:

- Provider shortages – Shortage of therapeutic providers is a nationwide issue. Idaho continues to feel the affect of the shortage, especially speech language pathologists.
- Staff turnover – The Infant Toddler Program continues to face competition with other programs/businesses for qualified providers. Examples include hospitals, private clinics, and school districts.
- Time to train new staff – Due to staff turnover, the state must continuously train new staff members. Training new staff takes time for existing staff members to complete.
- Children referred to the program but do not qualify – With provider shortages and staff turnover, completing the intake process, evaluations, and multi-disciplinary team to determine if a child meets eligibility takes up time and staff resources.
- Increased program referrals resulting in higher caseload demands.
- Idaho's rural areas – Having an adequate number of contracted staff that is able to drive long distances to see children in natural environments is a challenge for the state.

Of the 556 children that did not receive services in a timely manner, 239 or 43% of those children received more than one service, but only one service was delayed. Further analysis of the individual services being delayed revealed that SLP is one of the services Idaho struggles with to find qualified providers.

2007-2008 SPP Improvement Activities Completed

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

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
Resource Recruitment	<ol style="list-style-type: none"> 1. If the legislative funding request is supported, social workers, speech, occupational, and physical therapists, etc. will be recruited and hired according to personnel shortages in specific geographic areas. 2. If legislative funding request is not supported, a supplemental funding request for the remainder of SFY 2007 will be prepared and submitted and an enhancement request will be submitted for SFY 2008. 3. Recruitment of additional service contracts will be pursued to assure timely implementation of all IFSPs. 	<ol style="list-style-type: none"> 1. Although a funding request was prepared by the agency, additional state funding was not appropriated by the Idaho Legislature in FFY 2007. 2. The legislative criterion for supplemental funding was not met and as a result no request was made for SFY 2007. In addition, the program prepared an enhancement request for SFY 2008. However, the governor did not include it in his funding recommendations. 3. Contracts were pursued and negotiated to increase the number of providers to assure timely implementation of IFSP services. In addition, regions have pursued more hours of service provision from existing providers in an effort to decrease the number of contracts to monitor. This remains a challenging task to complete due to the nationwide shortage of providers.
Monitoring	<ol style="list-style-type: none"> 1. Continue tracking service start dates to ensure all children are served in a timely manner. 2. When noncompliance is identified in any region, require development of a corrective action plan (CAP) outlining strategies to correct the deficit within one year from the date of identification. 3. Monitor all regions with active CAPs through monthly data submissions, quarterly reports, routine phone contact, and on-site visits as required and/or specified in their plan to assure correction within one year of identification of noncompliance. 	<ol style="list-style-type: none"> 1. Projected service start dates and actual start dates identified on initial and subsequent IFSPs are tracked and monitored using Data Tot on an annual basis to determine the timeliness of services. 2. For regions identified out of compliance, CAPs were developed outlining evidence of change statements and strategies to correct the deficit as soon as possible but no later than one year from the date of identification. 3. All regions with CAPs were monitored through data submissions, reports, phone contacts, or on-site visits as

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
		<p>required and/or specified in their plans. Strategies on CAPs were reviewed on a regular basis, and if necessary, existing strategies were modified or new ones developed to assist regions in meeting compliance. Technical assistance was provided by central office as the need was identified.</p>
<p>Training</p>	<ol style="list-style-type: none"> 1. 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. 2. Identify and bring in national experts to train staff/contractors on a primary interventionist service delivery model and cost and time saving service delivery model/strategies. 3. Ongoing trainings will be held for regional staff regarding the revised ITP Manual that includes the policies and procedures regarding timely services. 4. A standardized ITP training curriculum will be developed for the orientation and training of new staff, thus allowing consistent statewide training of timely services. 	<ol style="list-style-type: none"> 1. Regions provided orientation and annual training for Service Coordinators focusing on the responsibilities, timelines, and procedural requirements outlined in IDEA Part C and the new Idaho eManual. 2. June 2008 Training – Approximately 141 ITP staff, contractors, and partner agency staff attended orientation training to the Coaching Model. In November, 2008 four regional teams participated in the evidence based practice two day training for the coaching pilot implementation and planning purposes. 3. Central office provided continued technical assistance/trainings for modifications or additions to policies and procedures regarding timely evaluations, assessments, and IFSP development. The Idaho Infant Toddler Program manual was put into a new electronic eManual. This format provides easy access to standardized information for all internal and external providers. Web-Ex training was held in September, 2008. The training included internal staff, contracted providers, and Part B staff. The training was comprised of how to use the eManual, new sections, and new and modified policies/procedures. The eManual resides on the Infant Toddler Program internet webpage allowing easy access to internal and external

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
		<p>providers. As part of Idaho’s continued effort to adhere to program requirements, a self study module in the eManual was developed. The self study module provides information regarding the new eManual, updated policy/procedure information, and new topics not previously addressed in the Idaho Infant Toddler Implementation manual.</p> <p>4. An Infant Toddler Program training workgroup was established as a result of an Infant Toddler Planning Summit meeting with ITP central office staff, FACS program managers, early intervention specialists, and supervisors in October 2007. Subsequently, meetings have been held to study and analyze practice models and develop key principles and recommendations to address program training needs and issues.</p>
<p>Maintenance of Interagency Agreements (IAA) and Contracts</p>	<ol style="list-style-type: none"> 1. Periodic review of IAA with other early intervention providers who serve children through an IFSP. Ensure requirements regarding timelines and procedural safeguards continue to be addressed. 2. Annual review and renewal of contracts issued to early intervention providers to service children through an IFSP. Ensure requirements regarding timelines and procedural safeguards continue to be included in all early intervention contracts as specified in the boilerplate and are monitored for compliance. 	<ol style="list-style-type: none"> 1. Regions review their local interagency agreements and contracts on a regular basis with community partners, Regional Early Childhood Committee, and early intervention providers who serve children through and IFSP to ensure that requirements regarding timelines and procedural safeguards continue to be addressed. 2. Regions review and renew contracts on an annual basis issued to early intervention providers serving children through an IFSP. These contracts are diligently reviewed with the necessary revisions made to ensure requirements regarding timelines and procedural safeguards continue to be included in all early intervention contracts as specified in the state approved standard contract. Regions monitor the contracts on a regular basis to ensure compliance.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
Reporting	<p>1. 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>1. ITP quarterly performance data was reported to central office administration, regional program managers, early intervention specialists, and supervisors. In addition, quarterly performance data has been posted on the internal Department of Health and Welfare website. Semi-annual reports regarding performance data was provided to the Early Childhood Coordinating Council (EC3), serving as the State Interagency Coordinating Council (ICC).</p>
Policy Review and Revisions	<p>1. In October 2007, and Infant Toddler Planning Summit meeting with ITP central Office staff, CFS/ITP managers, early intervention specialists, and supervisors was held to address current program needs and issues. As a result of this meeting, the following workgroups were formed:</p> <ul style="list-style-type: none"> • Contract • Practice Model • Efficiency and Quality Assurance • Training <p>In FFY 2007, the workgroups will meet to study, analyze data, and develop recommendations to address program needs and issues. The program with stakeholder input will identify a recommendation in FFY 08.</p>	<p>1. All groups have met to study, analyze data, and develop recommendations.</p> <ul style="list-style-type: none"> • Contract – The contract workgroup is currently working on developing a standard contract management manual for the Infant Toddler Program to use. The standard contract was revised to emphasize teaming, family centered practice, and coaching to support services in natural environments. In addition, as a result of analyzing statewide data, the regions are working on decreasing the number of provider contracts to improve quality and oversight. • Practice Model - Infant Toddler Program development of Key Principles has been initiated with stakeholder input. • Efficiency and Quality Assurance – The identified priority for this group was to have a new data system developed for the Infant Toddler Program. A new data system is currently being developed for the program with a projected implementation date of summer, 2009. • Training – Meetings have been held to study and analyze information and develop recommendations to address program training needs and

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
		issues.
Data System	<p>Additional Improvement Activities Completed</p> <ol style="list-style-type: none"> 1. Complete RFP process to purchase and implement a new Infant Toddler Program data system. The new data system will provide more efficiency to record information through a web based system and report on natural environment data. 2. Identify alternative method to purchase and develop a new Infant Toddler Program web based data system to efficiently record and report natural environment data. 	<p>Additional Improvement Activity Status Update 2007-2008</p> <ol style="list-style-type: none"> 1. Completed the RFP process. Due to the cost of the data systems, the RFP was cancelled. 2. A new web based system is currently being developed using Department of Health and Welfare IT contractors. The system is slated to be implemented by the end of FFY 2008.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2007):

New improvement activities have been added to the Improvement/Timeliness/Resources section of the FFY 2008 SPP to increase performance levels and ensure early intervention services are being provided in natural environments.

Improvement Activities Planned in SPP for 2008-2009	Proposed Revision	Justification
Training	<ol style="list-style-type: none"> 1. Provide four pilot sites staff and contractors with intensive evidence based practice including coaching training to prepare four sites to pilot the model. 2. Ongoing technical assistance, review, and training will be provided by contracted coaching model trainers to the four pilot sites. 	<ol style="list-style-type: none"> 1. Prepare staff and contractors to pilot the evidence based practice model. 2. Provide appropriate level of technical assistance to pilot sites to implement the evidence based practice model.
Data System	<ol style="list-style-type: none"> 1. Develop and implement a new web base Infant Toddler Program data system for staff and contractors to use. 	<ol style="list-style-type: none"> 1. The current Access data system for the Infant Toddler Program needs to be replaced for data and reporting capabilities. 2. Training for the new data system

Improvement Activities Planned in SPP for 2008-2009	Proposed Revision	Justification
	<ol style="list-style-type: none"> 2. Provide training to staff and contractors for new data system. 3. Develop a data system manual for staff and contractors to use. 	<p>must be provided to staff and contractors prior to implementation.</p> <ol style="list-style-type: none"> 3. Users of the new system need a data system manual to ensure data entry and reporting capabilities.
Service Coordination	<ol style="list-style-type: none"> 1. If new Service Coordination rules are approved during the 2009 Legislative session, develop a timeline and process for the Infant Toddler Program to become the sole provider of birth to three service coordination services using existing program staff and contractors by summer, 2009. 	<ol style="list-style-type: none"> 1. The Infant Toddler Program will have more authority over and quality controls for service coordination functions being the sole provider.
Contracts	<ol style="list-style-type: none"> 1. Contracts workgroup will work to improve incentives to secure sufficient contracted personnel for assurance of timely services. 	<ol style="list-style-type: none"> 1. The Infant Toddler Program will have sufficient contracted personnel to provide timely services.
Resource Recruitment/Development	<ol style="list-style-type: none"> 1. Develop new Infant Toddler Program Therapist state employee classification to enhance recruitment, hiring, and retention of therapeutic disciplines including SLPs. 	<ol style="list-style-type: none"> 1. The Infant Toddler Program will have a unique therapist classification to provide better opportunities to recruit, hire, and retain therapeutic providers.

Part C Annual Performance Review (APR) for FFY 2007

Overview of the Annual Performance Report Development:

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

Monitoring Priority: Early Intervention Services in Natural Environments

Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing peers.

(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 programs for typically developing children divided by the total # of infants and toddlers with IFSPs times 100.

FFY	Measurable and Rigorous Target
2007 (2007-2008)	Services in Home and Community Based Settings – 92.5%

Actual Target Data for (FFY 2007): 1805/1938 = **93.1%**

Data Source: ITP Data-Tot System 618 Report Data – December 1, 2007		
Service Setting	%	Data
EI CTR	0.4%	8
HOME	90.7%	1,758
SVC PROV	6.2%	121
COMMUNITY SETTING	2.4%	47
IN-HOSP	0.1%	2
RESIDENT	0.1%	2
OTHER	0%	0
TOTAL N.E.	93.1%	1,805
Total Enrolled	100%	1,938

Idaho’s FFY 2007 target - **92.5%** of children in Idaho receive services in homes and community based settings. Actual target (performance) from the 618 December 1, 2007 data revealed that **93.1%** infants and toddlers are primarily receiving services in their homes and community based settings, exceeding the established target for FFY 2007. In addition, data calculated for six out of the seven Idaho regions revealed **97.2%** of infants and toddlers are served in natural environments.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2007):

The Idaho Infant Toddler Program continues to uphold efforts in assuring early intervention services are provided in home or community based settings or an appropriate justification of the extent, if any, to which services are not provided in a natural environment.

Regions continue to work with and educate new and existing providers regarding the requirements, importance, and benefits of providing services in natural environments for infants and toddlers. In addition, regions made changes to incorporate additional payment for travel time and family no shows for Infant Toddler Program contractors. Careful assessment of every day family routines in home and community settings from intake through the development of an IFSP provides a mechanism to support the provision of services in natural environments. These statewide efforts demonstrate consistent improvement in providing services to infants and toddlers in natural environments.

Idaho continues to monitor natural environment justifications via file reviews and the Idaho data system (Data Tot). Technical assistance and informal trainings have been provided to regions at regular Early Intervention/Supervisor quarterly meetings, phone conferences, or on site visits.

618 data and monitoring in 2007 demonstrate that Idaho has no systemic issue related to children receiving services in natural environments in FFY 2007. Providing services to children in natural environments continues to be a strength for the state. Six regions have continued a high level of performance in providing services to children in natural environments according to 618 data. One region is still out of compliance, but has made considerable progress via their corrective action plan. Please refer to indicator #9 for more in depth information.

2007-2008 SPP Improvement Activities Completed

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP. Serving children in natural environments continues to be a strength for the Idaho. As a result, the improvement activities below continue to clearly support the states ability to provide services in natural environments.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
Monitoring and Public Reporting	1. Routine monitoring of service setting data by central office; required regional plan strategies to demonstrate improvement within one year if any region drops below state average performance or established target of previous year.	1. Central office completed quarterly (and in many instances, monthly) monitoring of service setting data via phone conference and in some instances, in on-site visits to consistently examine regional performance.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
	<p>2. Service Setting data, including regional performance results will be posted annually on the Idaho Department of Health and Welfare, Infant Toddler Program website, included in the published Progress Report that is widely distributed, and provided to the interagency coordinating council and the regional committees.</p>	<p>2. ITP quarterly performance data was reported to central office administration, management team, regional program managers, early intervention specialists, and supervisors. In addition, quarterly performance data has been posted on the internal Department of Health and Welfare website. Semi-annual reports regarding performance data were provided to the Early Childhood Council (EC3), serving as the State Interagency Coordinating Council (ICC).</p>
<p>Training Activities</p>	<p>1. Provide information statewide through mailings or presentations to physicians and related service contractors regarding early childhood best practices and benefits of services in the natural environments.</p> <p>2. Ongoing trainings will be held for regional staff regarding the revised ITP Manual that include the policies, procedures, and benefits of providing services in natural environments. A standardized ITP training curriculum will be developed for the orientation and training of new staff, thus allowing consistent statewide training of providing services in natural environments.</p> <p>Additional Improvement Activity Completed</p> <p>Provide staff and contractors with introductory training to the Coaching model.</p>	<p>1. Packets with program information including early childhood best practices and the benefits of services in natural environments were developed and distributed to all pediatricians in Idaho. These packets opened the door to facilitate physician presentations regarding information in the packets, thus promoting a better understanding of the benefits of the program and the opportunity to develop or strengthen working relationships.</p> <p>2. The Idaho Infant Toddler Program manual was re-formatted into a new electronic eManual. A web ex training was held in September of 2008. The training including a wide range of participants: internal staff, external contract providers, external service coordinators, and Part B staff. For ongoing access, the training included how to use the eManual, how to search for topics, new topics added to the eManual, new policies/ procedures, and modified policies/ procedures. The eManual lives on the Infant Toddler Program internet webpage allowing access to all internal and external providers. As part of the continued effort to adhere to program requirements, including service provision in natural environments, a self study module (The Idaho Infant Toddler Program eManual Training) was developed for all service providers. This self study module provides information regarding the new eManual, updated policy/procedure</p>

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
		<p>information, and new topics not previously addressed in the Idaho Infant Toddler Interim Implementation manual. The eManual provides easy access to standardized information regarding program practice for all internal and external providers to understand and implement natural environment requirements.</p> <p>Additional Improvement Activity Status Update 2007 – 2008</p> <p>The Infant Toddler Program contracted with trainers who provided a two day Coaching Model introduction training to 150 participants including state staff, contractors, partner agencies, etc.</p>
Contracts	<p>1. Infant Toddler Program will maintain the contract requirement for delivery of service in natural environments unless the child cannot benefit from the service in the natural environment.</p>	<p>1. 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 incorporate financial incentives in service provider contracts (i.e. reimbursement for travel time and no shows, etc.) to ensure the provision of services in natural environments.</p>
Data System	<p>Additional Improvement Activities Completed</p> <p>1. Complete RFP process to purchase and implement a new Infant Toddler Program data system. The new data system will provide more efficiency to record information through a web based system and report on natural environment data.</p> <p>2. Identify alternative method to purchase and develop a new Infant Toddler Program web based data system to efficiently record and report natural environment data.</p>	<p>Additional Improvement Activity Status Update 2007 – 2008</p> <p>1. Completed the RFP process. Due to the cost of the data systems, the RFP was cancelled.</p> <p>2. A new web-based system is currently being developed using Department of Health and Welfare IT contractors. The system is slated to be implemented by the end of FFY 2008.</p>

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2007):

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

Improvement Activities Planned in SPP for 2008-2009	Proposed Revision	Justification
Training	<ol style="list-style-type: none"> 1. Provide four pilot sites staff and contractors with intensive evidence based practice including coaching training to prepare four sites to pilot the model. 2. Ongoing technical assistance, review, and training will be provided by contracted coaching model trainers to the 4 pilot sites. 	<ol style="list-style-type: none"> 1. Prepare staff and contractors to pilot the evidence based practice model. 2. Provide appropriate level of technical assistance to pilot sites to implement the evidence based practice model.
Data System	<ol style="list-style-type: none"> 1. Develop and implement a new web base Infant Toddler Program data system for staff and contractors to use. 2. Provide training to staff and contractors for new data system. 3. Develop a data system manual for staff and contractors to use. 	<ol style="list-style-type: none"> 1. The current Access data system for the Infant Toddler Program needs to be replaced for data and reporting capabilities. 2. Training for the new data system must be provided to staff and contractors prior to implementation. 3. Users of the new system need a data system manual to ensure correct data entry and reporting capabilities.
Quality Service Provision	<ol style="list-style-type: none"> 1. Revise contracts for all providers to strengthen emphasis on routine-based intervention in natural learning environments, coaching, and learning. 2. Develop Key Principles document to guide practice and serve as the foundation for the Program and identified training. 	<ol style="list-style-type: none"> 1. Ensure that all services are provided in natural environments unless an appropriate justification has been identified by the IFSP team. 2. To have a guiding practice document for all staff and contractors to serve as the foundation of the Program and trainings that includes providing services in natural environments using routine-based interventions.

Overview of the Annual Performance Report Development:

See the Overview of the State Performance Plan, 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 and early literacy):

- 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.

C. Use of appropriate behaviors to meet their needs:

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 the (# 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 the (# 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 the (# 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 the (# of infants and toddlers with IFSPs assessed)] times 100.

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

FFY	Measurable and Rigorous Target
	<i>Not required for "new" Indicator 3, See SPP for additional information</i>

Actual Target Data for *(Insert FFY):*

N/A, *See SPP for additional information*

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

N/A

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

[If applicable]

N/A

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

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

The survey administered by the ITP included two rating scales developed and validated by the National Center for Special Education Accountability Monitoring (NCSEAM). The 22-item Impact on Family Scale (IFS) measures the extent to which early intervention helped families achieve positive outcomes, including the three outcomes specified in Indicator #4. The 25-item Family-Centered Services Scale (FCSS) measures the quality of family-centered services provided to families. See attached survey.

A total of 2,613 paper-based surveys were distributed across 7 regions to all parents enrolled in the Infant Toddler Program on July 1, 2007. 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. Sampling was not used in the survey distribution process.

The survey along with a postage-paid Business Reply Envelope and a cover letter in both English and Spanish were mailed out in July of 2008. The final cutoff date for processing surveys was mid-September in order to allow families the maximum amount of time possible to respond. The cover letter explained the purpose of the survey and how to complete and return it. In addition, the cover letter explained how to complete the survey electronically using the Internet. A unique identifier was included in each survey to enable tracking of respondent demographics.

In total, 542 surveys were returned for a 20.74% return rate. Of these, 530 provided useable data (others skipped too many questions or the survey wasn’t legible). This number is high enough for the estimated statewide percents on the indicator to be within an adequate confidence interval, based on established survey sample guidelines (e.g., <http://www.surveysystem.com/sscalc.htm>). Data from each of the scales were analyzed through the Rasch measurement framework.

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

Monitoring Priority: Early Intervention Services In Natural Environments

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

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

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

<p>Measurement:</p> <p>A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.</p> <p>B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.</p> <p>C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.</p>
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FFY	Measurable and Rigorous Target
<p>2006 (2006-2007)</p>	<p>A. 57% of respondent families participating in Part C will report that early intervention services have helped the family know their rights.</p> <p>B. 53% of respondent families participating in Part C will report that early intervention services have helped the family effectively communicate their children's needs.</p> <p>C. 69% of respondent families participating in Part C will report that early intervention services have helped the family help their children develop and learn.</p>

Actual Data for FFY 2007 (Survey collected July- September 2008):

SPP/APR Indicator #4a:

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

A. Know their rights.

Standard:

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

<p>Percent at or above established cutscore for Indicator 4A standard: 320/530 =60.4%</p>
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SPP/APR Indicator #4b:

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

B. Effectively communicate their children’s needs.

Standard:

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

Percent at or above established cutscore for Indicator 4A standard: 301/530 = 56.8%

SPP/APR Indicator #4c:

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

C. Help their children develop and learn.

Standard:

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

Percent at or above established cut score for Indicator 4C standard: 381/530 = 71.9%

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	435	80%	81.5%
Black or African/American	3	<1%	1.1%
Hispanic or Latino	40	7%	14.7%
Asian or Pacific Islander	9	2%	1.3%
American Indian or Alaskan Native	4	<1%	1.4%
Multi-Racial	42	8%	NA
Missing	9	2%	NA

The percent of Hispanic returns (7%) was below expected levels based on state demographics. However, the categories for multi-racial and missing data may account for this shortfall.

All seven regions of the state were adequately represented among the survey responses. Regional return rates varied between 16% - 26%.

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

This survey data is valid, reliable, and representative of the population served by the Program as evidenced by geographic distribution, ethnic representation, and age of the children represented.

Please see the Improvement Activities/Timelines section for strategies that will be implemented to increase the representation of the Hispanic population in the 2009 survey process.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for 2007:

	Baseline for FFY 2006	Data for FFY 2007	Targets for FFY 2007
Number surveys returned	419	542 (*530 useable)	
Return Rate	15.33%	20.74%	
% Responses above established cutscore			
4A – know rights	58.2%	60.4%	58%
4B – communicate child's needs	54.3%	56.8%	54%
4C – help child develop and learn	71.9%	71.9%	70%

*Note: of the 542 surveys returned, 530 provided useable data (others skipped too many questions or the survey wasn't legible).

As evidenced by the chart above, The Idaho Infant Toddler Program has improved in all three areas from FFY 2006 data and have exceeded all targets set for FFY 2007. Please see below for a status update on the improvement activities that were completed during FFY 2007 and the additional strategies we intend to implement during FFY 2008.

Improvement Activities/Timelines/Resources 2007-2008

Improvement Activity planned in SPP for 2007-2008	Activities Status Update 2007 – 2008
1a. Increase responses of the Parent Survey by all parents with a special focus on the Hispanic population using a selection of the following strategies: <ul style="list-style-type: none"> • Print postcard for distribution to families prior to survey distribution in Spanish as well as English. • Notify service coordinators of all children, including those coordinating for Hispanic families, when survey is being distributed and have them encourage their families to complete and return the survey. 	1a. Completed. The state made a significant effort to reach both English and Spanish speaking families and encourage them to return the survey. This included the following: <ul style="list-style-type: none"> • Contracted with a parent to call other parents and urge returns. • Distributed flyers in both English and Spanish to parents before the survey was mailed alerting them that the survey was coming.

Improvement Activity planned in SPP for 2007-2008	Activities Status Update 2007 – 2008
<p>1b. Collaborate with a University (BSU or U of I) to further analyze the representation of the 2006 survey respondents regarding gender, age and ethnic distribution as compared to the population served by the Program.</p> <p>1c. Obtain recommendations regarding the survey distribution process and low-cost follow-up activities to increase the response rates and survey representation.</p>	<ul style="list-style-type: none"> • Included copy of Spanish survey in all Survey packets identified as “Spanish primary language” in Data Tot. • Requested service coordinators and therapists to remind the family during home visits to complete and return the survey. <p>1b. Completed. Analysis completed by internal resources rather than university personnel</p> <p>1c. Completed, Recommendations obtained from NECTAC staff, EC3 stakeholders, and university faculty.</p>
<p>2. Develop and implement strategies to address program strengths and need areas identified through analysis of the NCSEAM Family Outcome Survey (e.g. increased focus on linkage to community resources, assisting families to integrate their child into “typical” community activities and events, and supporting the <u>Family’s</u> needs in addition to the developmental needs of the child.</p> <ul style="list-style-type: none"> • Set and monitor distribution policy for Family Books to ensure appropriate families receive a copy at entry. • Ensure EIS and Supervisors provide training and information to staff and Service Coordinators regarding referral to and knowledge about Idaho Parent’s Unlimited (IPUL), Idaho’s Parent Advocacy agency and other community resources that will be supportive for families. 	<p>2. Completed.</p> <ul style="list-style-type: none"> • Family books that include information about community resources were reprinted and distributed to families eligible for early intervention services. • Information and brochures about IPUL was shared with EIS and supervisors to distribute to regional staff and to share with families.
<p>3. Support the IPUL annual conference through funding for parent scholarships and/or speakers.</p>	<p>3. Completed</p>
<p>4. Report on EIS regional program performance related to targets on DHW, ITP website, ITP Progress Reports, and to interagency coordinating council (EC3) and regional committees (RECCs).</p>	<p>4. Completed</p>

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

Improvement Activities listed in SPP for 2008-2009	Proposed Revisions
<p>2008-2009</p> <p>1. Report progress data in APR on the following:</p> <p style="padding-left: 40px;">The percent of families participating in Part C who report that early intervention services have helped the family:</p> <ul style="list-style-type: none"> ○ Know their rights; ○ Effectively communicate their children's needs; and ○ Help their children develop and learn. <p>2. Compare performance to targets; adjust targets with public input as needed.</p> <p>3. Develop and implement strategies to address program strengths and need areas identified through analysis of the NCSEAM Family Outcome Survey.</p> <p>4. Report on EIS regional program performance related to targets on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees</p>	<p>No change for activities 1-4</p>
New Improvement Activities to add to SPP for FFY 2008-2009	Justification
<p>Contract with Idaho Parent's Unlimited (IPUL) to provide training to families on Procedural Safeguards.</p>	<p>This training will help parents understand their rights and the safeguards available through IDEA Part C.</p>
<p>Engage Dathan Rush and M'Lisa Shelden to provide in-depth training to staff from 4 pilot sites about evidence-based practices including teaming, coaching and natural learning practices.</p>	<p>This training will provide additional tools and resources to regional staff to use in their work with families and will strengthen family centered practices.</p>

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

The Idaho Infant Toddler Program completed the following activities to develop the FFY 07 APR:

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

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

- o Gathered FFY 2007 regional and statewide data from record reviews and Data-Tot using the Regional Annual Performance Report process.
- o Completed routine analysis of Data Tot data to verify regional information.
- o Developed a Focus Monitoring process for the state.
- o Completed one regional Focus Monitoring visit that provided important regional and statewide information regarding areas of strength and areas of improvement around Early Intervention.

Idaho will post the FFY 07 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2009. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / Child Find

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

- A. Other States with similar eligibility definitions; and
- B. National data

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

Measurement:

- A. 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 the same percent calculated for other States with similar (narrow, moderate or broad) eligibility definitions.
- B. 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.

Actual Target Data (FFY 2007) : 1.62%

FFY	Measurable and Rigorous Target
2007 (2007-2008)	1.62% of infants under 1 year of age receive early intervention services

Idaho’s FFY 2007 target – 1.62% of the total statewide population of infants and toddlers age birth to one enrolled for services into the Infant Toddler Program. This target was established in the SPP using demonstrated performance history and calculations made with state provided Vital Statistics figures.

Actual Target (Performance) Data for 2007 : 465 / 24,352 = 1.91%

Date	0 – 1 POPULATION 1 SERVED	OSEP 0-1 Population	0-1 % SERVED
December 1, 2007	465 *	24,352 **	1.91% **

* 618 Count Data

** Reference Source is OSEP provided Table C-9-a : 2007

Idaho exceeded the FFY 2007 target of 1.62% by enrolling and serving 1.91% of the total statewide population of infants and toddlers age birth to one enrolled for services into the program. Identification of eligible children is a strength for the Idaho Infant Toddler Program.

5A Comparison to all Other States with similar eligibility definitions

Idaho has been federally classified and grouped among the 16 states using “Narrow” eligibility enrollment criteria. As per OSEP Tables 8-3a-3 and 8-3b-3, these so categorized states include both those that do and those that do not provide services to children identified as “at risk”. Idaho does not provide services to children identified as “at risk”.

Idaho’s identification of infants from birth to one for FFY 2007 ranked 2nd among all “Narrow” eligibility states. Overall ranking of these states regarding their enrollment of infants age birth to one is demonstrated below in descending order by percent of state birth to one population served.

NARROW ELIGIBILITY CRITERIA STATES	0-1 POPULATION SERVED	OSEP STATE 0-1 POPULATION BASE	PERCENT POPULATION SERVED	NATIONAL BASELINE DIFFERENCE **
NORTH DAKOTA	178	8,377	2.12	1.07
IDAHO	465	24,352	1.91	0.86
OKLAHOMA	649	55,527	1.17	0.12
MONTANA	121	12,355	0.98	0.07
SOUTH CAROLINA	585	60,204	0.97	-0.08
CONNECTICUT	392	41,785	0.94	-0.11
NEVADA	372	40,917	0.91	-0.14
NEBRASKA	208	26,712	0.78	-0.27
MISSOURI	617	80,673	0.76	-0.29
TENNESSEE	590	82,984	0.71	-0.34
MAINE	99	13,925	0.71	-0.34
UTAH	339	53,376	0.64	-0.41
OREGON	299	49,229	0.61	-0.44
ARIZONA	606	103,799	0.58	-0.47
GEORGA	689	151,173	0.46	-0.59
D.C.	22	7,916	0.28	-0.77
NATIONAL BASELINE	45,367	4,313,294	1.05 *	-

* 50 states, D.C., and outlying areas

** All National Baseline Differences are listed here from figures provided by OSEP in Tables C-9-a, 8-3a-3, and 8-3b-3.

5B Comparison to National Data

Idaho is a state which does not serve “at risk” children. According to OSEP’s Table C-9-a, Idaho’s identification of infants from birth to one for FFY 2007 compares to all other states as follows :

On December 1, 2007, 465 infants aged birth to one were enrolled in Idaho. Idaho placed 7th in the nation when ranked among all 50 states, D.C., and outlying areas regardless of inclusion or exclusion of services to “at risk” populations.

Idaho served 1.91% of its state’s infants age birth to one. This figure is 0.86% above the OSEP National Baseline average of 1.05% for all 50 states, D.C., and outlying areas.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2007) :

Explanation of Progress

Idaho has tracked numerous aspects of its enrollment counts (including percentage of state Birth to one enrollment) since December, 1990. Until FFY 2007, all baseline population census data used to determine, monitor, and project future enrollment targets was from the Idaho Department of Health and Welfare, Bureau of Health Policy and Vital Statistics. Data included in the FFY 2005 SPP and APR was determined using the above identified population census resource.

Beginning with the FFY 2006 APR, OSEP is now providing the “official” state population census data to be used by all states in making their calculations, analysis, and determinations for inclusion in the APR. These census data are indeed more recently refined and accurate count determinations, but vary noticeably from the data available and previously used by the state in its state and federal (618) reporting.

All data reported in this indicator is now aligned to match the “official” OSEP provided population census release figures, however the state Vital Statistics count was used in setting original targets.

On December 1, 2007, 465 infants aged birth to one were enrolled in Idaho. Updated OSEP provided census data (Tables C-9-a, 8-3a-3, and 8-3b-3) indicated a 1.91% enrollment figure.

By using updated figures provided in these OSEP tables, Idaho statewide enrollment of infants and toddlers birth to one exceeded its projected enrollment target of 1.62% by +0.29%.

2007-2008 Improvement Activities Completed

Following is the status of improvement activities conducted during FFY 2007.

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP. Serving appropriate age related numbers of children continues to be a strength for the Idaho Infant Toddler Program. As a result, the improvement activities identified and discussed below continue to support Idaho’s ability to identify and serve these children.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007-2008
Outreach Activities	1. Continue child find activities including developmental monitoring and community screening 2. Confirm referral protocol with major birthing hospitals. Stock ITP brochures, developmental checklists and child find brochures with discharge planners and nurses for use in birthing hospitals and centers, newborn nursery areas, and pediatric wings of hospitals. 3. Supply special needs packets for use in all newborn intensive care nurseries for distribution to parents of infants who are medically fragile or are born with disabilities. Maintain supplies of materials with Idaho	1. Child find activities included implementing contracts for developmental monitoring and community screening linked with LEAs. 2. Met with major birthing hospital to clarify referral protocol and ensure effective communication flow. 3. Contracted with Idaho Parents Unlimited to complete this activity.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007-2008
	<p>Parents Unlimited</p> <p>4. Provide outreach visits and presentations for staff at homeless and domestic violence shelters. Supply with ITP brochures, developmental checklists and child find brochures</p> <p>5. Implement changes as determined appropriate through evaluation of child find contracts with district health departments. Implement continuation or changes, as determined appropriate through the evaluation committee and public input</p> <p>6. Exhibit Infant Toddler Program information at conferences and health fairs: adoptions conference, perinatal conference, foster parent conference, child care conferences, ISDB Parent weekend, IPUL (PTI) conference, etc</p>	<p>4. Some regional programs provided outreach to and partnered with Substance Abuse Treatment programs to coordinate services for domestic violence and homeless shelters and assure early referrals.</p> <p>5. Evaluation of efficacy and performance of Child Find contracts with district health departments was extended into FFY 2007.</p> <p>6. Exhibited Infant Toddler Program information at conferences and medical professional health fairs, i.e. adoptions conference, perinatal conference, foster parent conference, child care conferences, Developmental Disabilities conferences, Idaho Parents Unlimited (IPUL) Parent Leadership events, etc</p> <p>Additional Improvement Activity Status Update 2007-2008</p> <p>Continued regular participation in the Idaho Sound Beginnings Advisory Committee as well as continued support for a successful hearing screening program and coordination of referrals from the Idaho Sound Beginnings program to the Idaho School for the Deaf and Blind (ISDB) Outreach Program.</p>
<p>Training and Technical Assistance</p>	<p>1. Provide continued training and technical assistance/support for staff to identify children whose eligibility is based on delays in social and emotional development. Provide technical assistance related to all Idaho eligibility criteria, as needed</p> <p>2. Evaluate awareness of physicians</p>	<p>1. Provided training and technical assistance/support for staff to identify children whose eligibility is based on delays in social and emotional development.</p> <p>Provided ongoing statewide training for Children and Family Service workers confirming referral requirement and introducing a revised protocol for CAPTA referrals.</p> <p>2. The Idaho Infant Toddler</p>

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007-2008
	and medical community and determine whether need for training regarding referral requirements and protocol exists for this target audience	Program and Early Childhood Coordinating Council distributed outreach information packets detailing program services, newborn hearing screening, positional plagiocephaly, and the Children's Health Insurance Program to Pediatricians and Family Physicians statewide. Regional Early Childhood Coordinating Council committees facilitated that distribution.
Monitoring and Tracking	<p>1. Report on 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>2. Monitor data on referral sources, track trends and analyze by regions the identification of eligible children. Evaluate appropriateness of distribution of ethnicity in eligible population relative to distribution in general population factoring variable that influence risk and potential eligibility</p>	<p>1. Reported on ITP regional program performance on the Department of Health and Welfare's website, ITP Progress reports, and to the interagency coordinating council and regional committees. Efforts in identifying and serving children in this age demographic appear to be at or above original planning expectations. Data or referral sources were tracked and analyzed by the regions.</p> <p>2. Monitored data on referral sources, tracked trends, and analyzed by regions the identification of eligible children.</p>

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

Whereas the indicator target was exceeded this year, no new improvement activities for FFY 2008 are currently planned to assist in sustaining continued identification of all eligible birth to one aged children.

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

The Idaho Infant Toddler Program completed the following activities to develop the FFY 07 APR:

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

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

- o Gathered FFY 2007 regional and statewide data from record reviews and DataTot using the Regional Annual Performance Report process.
- o Completed routine analysis of DataTot data to verify regional information.
- o Developed a Focus Monitoring process for the state.
- o Completed one regional Focus Monitoring visit that provided important regional and statewide information regarding areas of strength and areas of improvement around Quality Services.

Idaho will post the FFY 07 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2009. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C/ Child Find

Indicator 6: Percent of infants and toddlers birth to three with IFSPs compared to:

- A. Other States with similar eligibility definitions; and
- B. National data.

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

Measurement:

- A. Percent = # of infants and toddlers birth to three with IFSPs divided by the population of infants and toddlers birth to three times 100 compared to the same percent calculated for other States with similar (narrow, moderate or broad) eligibility definitions.
- B. Percent = # of infants and toddlers birth to three with IFSPs divided by the population of infants and toddlers birth to three times 100 compared to National data.

Actual Target Data (FFY 2007) : 2.75%

FFY	Measurable and Rigorous Target
2007 (2007-2008)	2.75% of infants and toddlers birth to three receive early intervention services

Idaho’s FFY 2007 target – 2.75% of the total statewide population of infants and toddlers age birth to three enrolled for services into the program. This target was established in the SPP using demonstrated performance history and calculations made with state provided Vital Statistics figures available at that time

Actual Target Data for FFY 2007 : 1,938 / 72,108 = 2.69%

Date	0 – 3 POPULATION SERVED SNAPSHOT	OSEP 0-3 Population	0-3 % Served
December 1, 2007	1,938 *	72,108 **	2.69 % **

* 618 Count Data

** Reference Source is OSEP provided Table C-8-1: 2007

Idaho barely missed its FFY 2007 target of 2.75% by enrolling and serving 2.69% of the total statewide population of infants and toddlers age birth to three enrolled for services into the program. Nonetheless, identification of eligible children remains a strength for the Idaho Infant Toddler Program.

The reason for the apparent slippage in meeting this target is detailed on page 4 in the Discussion of Improvement Activities and Explanation of Progress or Slippage that occurred for FFY 2007 section.

As with all 618 related data, this information is collected in conformance with all requirements assuring validity and reliability.

6A Comparison to all Other States with similar eligibility definitions

Idaho has been federally classified and grouped as a state using “Narrow” eligibility enrollment criteria. According to OSEP Table 8-4a, Idaho’s identification of infants and toddlers from birth to three for FFY 2007 ranked 3rd among all states using similar “Narrow” eligibility criteria definitions and “excludes children at risk”. As per OSEP Table 8-3a, among states in the “Narrow” eligibility category that reported “including” service provision to children “at risk”, Idaho also ranked 3rd.

Analysis of data relative to those states classified as “Narrow” eligibility and “excluding” service provision to children “at risk” is demonstrated below. States are ranked in descending order by percent of population served.

NARROW ELIGIBILITY CRITERIA STATES	0-3 POPULATION SERVED	OSEP STATE 0-3 POPULATION BASE	OSEP PERCENT POPULATION SERVED	NATIONAL BASELINE DIFFERENCE
CONNECTICUT	4,182	124,987	3.35	0.82
NORTH DAKOTA	811	24,682	3.29	0.76
IDAHO	1,938	72,108	2.69	0.16
MAINE	996	41,883	2.38	-0.15
SOUTH CAROLINA	3,848	180,052	2.14	-0.39
UTAH	2,989	155,483	1.92	-0.61
OKLAHOMA	3,065	161,117	1.90	-0.63
ARIZONA	5,510	305,226	1.81	-0.72
TENNESSEE	4,461	247,539	1.80	-0.73
OREGON	2,553	143,799	1.78	-0.75
MONTANA	633	36,003	1.76	-0.77
NEBRASKA	1,361	78,342	1.74	-0.79
NEVADA	1,986	119,218	1.67	-0.86
MISSOURI	3,450	238,086	1.45	-1.08
GEORGA	5,383	447,559	1.20	-1.33
D.C.	271	22,825	1.19	-1.34
NATIONAL BASELINE	321,894	12,719,727	2.53 *	-

* 50 states, D.C., and outlying areas

** All National Baseline Differences are listed here from figures provided by OSEP in Tables 8-1, 8-2, 8-3a, and 8-4a.

6B Comparison to National Data

Idaho is a state which does not serve “at risk” children. According to OSEP’s Tables 8-1 and 8-2, Idaho’s identification of infants from birth to three for FFY 2007 compares to other states with similar eligibility definitions as follows:

On December 1, 2007, 1,938 infants and toddlers age birth to three were enrolled in Idaho. Idaho placed 23rd in the nation when ranked among states that exclude provision of services to those children “at risk” and 23rd in the nation when ranked among all states regardless of inclusion or exclusion of service provision to “at risk” populations.

Again according to Tables 8-1 and 8-2, Idaho served 2.69% of its state’s infants and toddlers age birth to three. This figure remains above the OSEP national baseline average of 2.48% (Table 8-4a) for all 50 states, D.C., and outlying areas by 0.21% excluding services to children at risk, and 0.16% above the 2.53% (Table 8-3a) average of states including services to children at risk.

Identification of eligible children continues to be a strength for the Idaho Infant Toddler Program.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2007) :

On December 1, 2007 calculated enrollment of 2.69% of children age birth to three translates to a miss of the projected enrollment target (2.75%) by a scant -0.06%.

Idaho still ranks a respectable 23rd in the nation in its abilities to identify and enroll eligible children age birth to three. Additionally, Idaho places 3rd among those states using similar “Narrow” eligibility criteria definitions and “excluding children at risk” and 5th in the “Narrow” eligibility category of states that report “including” service provision to children “at risk”.

Idaho has tracked numerous elements of its enrollment counts (including percentage of state birth to three enrollment) since December, 1990. Until FFY 2007, all baseline population census data used to determine, monitor, and project future enrollment targets was from the Idaho Department of Health and Welfare, Bureau of Health Policy and Vital Statistics. Data included in the FFY 2005 SPP was determined using this state population census resource. All data now reported for this indicator is aligned to match the “official” OSEP provided population census release figures.

On December 1, 2007, 1,938 infants age birth to three were enrolled in Idaho. Updated OSEP provided census data used for APR reporting (Tables C-9-a, 8-3a-3, and 8-3b-3) indicated a 2.69% enrollment figure. Idaho statewide enrollment of infants and toddlers age birth to three is calculated to have missed its projected enrollment target of 2.75% by -0.06%.

By comparison, when using data provided by state Vital Statistics tables as of December 1, 2007, (the population census source used for the original targets), Idaho statewide enrollment of infants and toddlers age birth to three calculates to 2.78%. Reports generated in January, 2007 used this reference source and the enrollment figure exceeds its projected enrollment target of 2.75% by +0.03%.

Additional to current OSEP enrollment monitoring expectations, Idaho has tracked its cumulative count (program year) enrollment since December, 1992. Idaho's FFY 2007 cumulative count of children age birth to three was 3,702 (unduplicated). Using current OSEP provided birth to three population census data (72,108), this cumulative figure represents 5.13% of the population while using “current” state Vital Statistics data available at that time (69,778), the calculation yields 5.33%.

The Idaho Infant Toddler Program continues to have a highly successful and valued child find system consisting of multifaceted and diverse activities managed through contracts, partnerships, outreach, and effective identification and referral processes. Over 4,500 infants and toddlers are enrolled in developmental monitoring using the ASQ and ASQ-SE screenings. Screenings are routinely conducted in multiple communities across the state and are frequently coordinated with local school districts. The EC3 and RECCs participated in targeted outreach for physicians statewide. The Early Hearing Detection and Intervention newborn screening is reaching 98% of Idaho hospital births and an effective central directory (211 Idaho CareLine) is efficient in directing referrals. Identification of eligible children age birth to one continues to be a strength for the Idaho Infant Toddler Program.

2007-2008 Improvement Activities Completed

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP. Serving appropriate age related numbers of children continues to be a strength for the Idaho Infant Toddler Program. As a result, the improvement activities identified and discussed below continue to support Idaho's ability to identify and serve all eligible children.

All planned SPP improvement activities related to this indicator were completed during FFY 2007.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007-2008
Outreach Activities	<p>1. Continue child find activities including developmental monitoring and community screening linked with LEAs.</p> <p>2. Implement changes as determined appropriate through evaluation of child find contracts with district health departments. Implement continuation or changes, as determined appropriate through the evaluation committee and public input.</p> <p>3. Exhibit Infant Toddler Program information at conferences and health fairs: adoptions conference, perinatal conference, foster parent conference, child care conferences, ISDB Parent weekend, IPUL (PTI) conference, Early Years Conference, etc.</p>	<p>1. Child find activities included implementing contracts for developmental monitoring and community screening linked with LEAs.</p> <p>2. Began evaluation of efficacy and performance of Child Find contracts with district health departments pilot study to determine recommendations in the management of developmental monitoring.</p> <p>3. Exhibited Infant Toddler Program information at conferences and medical professional health fairs; i.e. adoptions conference, perinatal conference, foster parent conference, child care conferences, IPUL (PTI) Parent Leadership events, etc.</p>
	<p>Additional Improvement Activity Completed</p> <p>1. ITP Early Intervention Specialists participated as regular members of the Idaho Sound Beginnings Advisory Committee.</p>	<p>1. Completed.</p>
Training and Technical Assistance	<p>1. Provide continued training and technical assistance/support for staff to identify children whose eligibility is based on delays in social and emotional development. Provide technical assistance related to all Idaho eligibility criteria, as needed</p> <p>2. Provide necessary training or outreach to physicians and medical community and determine whether need for training regarding referral requirements and protocol exists for this target audience</p>	<p>1. Provided ongoing training and technical assistance/support for staff to identify children whose eligibility is based on delays in social and emotional development.</p> <p>2. The Idaho Infant Toddler Program and Early Childhood Coordinating Council distributed outreach information packets detailing program services, newborn hearing screening, positional plagiocephaly, and the Children's Health Insurance Program to Pediatricians and Family Physicians statewide. Regional Early Childhood Coordinating Council committees facilitated that distribution.</p>

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007-2008
Monitoring and Reporting	<ol style="list-style-type: none"> 1. Monitor data on referral sources, track trends and analyze by regions the identification of eligible children. 2. Evaluate appropriateness of distribution of ethnicity in eligible population relative to distribution in general population factoring variable that influence risk and potential eligibility. 3. Report on EIS regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees. 	<ol style="list-style-type: none"> 1. Monitored data on referral sources, tracked trends, and analyzed by regions the identification of eligible children. 2. Analysis of distribution of ethnicity was completed. 3. Reported on ITP regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees.

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

No new improvement activities are currently planned for FFY 2008 to assist in sustaining continued identification of all eligible children age birth to three.

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

For general overview information, see page 1.

Monitoring Priority: Effective General Supervision Part C/ Child Find

Indicator 7: Percent of 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 # of eligible infants. Account for untimely evaluations.

FFY	Measurable and Rigorous Target
2007 (2007-2008)	100%

Actual Target Data for (FFY 2007): 435/471 = **92.4%**

Referral Range	Number/Percent within 45 days	Number/Percent delayed due to family-related reasons	Total Number/Percent in compliance with timeline
FFY 2007	427	47	469
n=506	83.4%	9.3%	92.7%

- The report is based on the calculation of actual number of days between the date of referral and the date of the initial IFSP meeting for each child. When an untimely IFSP occurs, (46 days later than the referral date) regions must record the reason for the late meeting in the Idaho data system (Data Tot). Data for this indicator was generated from the Idaho Infant Toddler database (Data Tot) for all children enrolled for a period of time during the FFY reporting period. See indicator #14 for reference to the validity and reliability of the Data Tot data system.
- 47 children had a delay in meeting the 45 day timeline due to exceptional family circumstances as defined by IDEA Part C. They are included in both the actual target data numerator and denominator. Please refer to the table below for examples.

Reasons due to Exceptional Family Circumstances (Justifiable)
Child or family illness
Family moved/could not be located
Family not responding to contact attempts
Family scheduling conflicts
Family vacation
Inability to locate referred family

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

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

- The above reasons account for untimely evaluations as well as delays in IFSP development. Our current data base does not differentiate whether the 45 day timeline is not met due to untimely evaluations. However, the new web based data system slated to be in production by the summer of 2009 will be able to identify whether the 45 day timeline is not met due to untimely evaluations.
- Of the 37 children that had a delay in meeting the 45 day timeline, all 37 of these children were verified to have an IFSP completed as verified by data from our current data system (Data Tot).

Correction of Identified Non-Compliance

Based on completed regional Corrective Action Plans, 4 of 4 findings of noncompliance identified in FFY 06 came into compliance within one year of identification.

Year of Findings	Total Findings of Noncompliance with Indicator 1	Findings Verified as Corrected within One Year	Findings of Noncompliance Remaining
FFY 06	4	4	0
FFY 05	7	7	0

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2007):

Explanation of Progress

System delays are routinely monitored by the state and region to identify trends and identify strategies for improvement. Upon further examination, the following details the reasons why eligible children were unable to have timely evaluation and assessments and initial IFSP meetings:

- Continued trend of increased program referrals resulting in higher intake caseload demands.
- Increased time to complete the intake and IFSP process for child protection CAPTA referrals. When a child is referred to our program, it often takes time to identify where the child’s biological family resides when seeking consent. Sometimes they are in jail, in another state, or just unresponsive to lead agency contacts. In addition, it takes time to coordinate working with CFS foster families.
- Staff/contractor shortages. The program faces a shortage of intake workers and evaluation staff to complete the intake and process to determine eligibility and complete the IFSP within 45 days.
- Locating family when an outside source provided a referral.
- Recruitment and retention. The Idaho Infant Toddler Program has many others such as schools, hospitals, clinics, etc. it must compete with for qualified service providers.
- Training time to bring new staff/contractors up to speed with program requirements.
- Idaho’s rural areas – Having an adequate numbers of contracted staff that are able to drive long distances to see children and families to complete the intake and IFSP process within 45 days.

2007-2008 SPP Improvement Activities Completed

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP. Idaho shows a 2.1% increase in meeting the 45 day requirement from FFY 07 to FFY 08. The improvement activities below have supported the states ability improve performance.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
<p>Enhance Relationships with External Partners</p>	<p>1. Enhance relationships with Dept. of Corrections to facilitate procedures for access to parents in prison for consent and involvement in service provision</p>	<p>1. Regional outreach activities have been completed to improve access to jails and relationships with sheriffs, police, jailers, and judges. Additionally, state level actions have been led by the Director of the lead agency in his role on the Idaho Criminal Justice Commission. He chaired a work group on early childhood and the importance of addressing risk factors including poverty, substance abuse, domestic violence, etc. The program manager has participated in a workgroup on reaching incarcerated parents. The group has supported parent education curricula on child development in a county jail, surveyed all incoming prison inmates about location and ages of children, cross checked services access for lead agency services, and distributed information to alternative caregivers.</p>
<p>Responsibility of the Children’s Developmental Specialist Subject Matter</p>	<p>1. Central office will continue to screen developmental specialist applicants on the hiring lists in a diligent and expedited fashion, allowing regions to complete the interview and hiring procedures in a timely manner.</p>	<p>1. Worked with the Division of Human Resources to develop a consistent schedule for applicants to be sent to the central office program specialist to complete scoring. As a result, the central office program specialist normally scores applicants on the hiring</p>

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
		list within 24-48 hours upon receipt to expedite the access of candidate lists by hiring program.
Review of policy and procedures	<p>1. Review and evaluate existing Idaho policy requiring completion of IFSP in 45 days versus holding the 1st IFSP meeting within 45 days. Solicit input and guidance from stakeholders.</p> <p>2. The Infant Toddler Program and Children and Family Services will continue to work together to ensure existing policies and procedures are sufficiently meeting the programs needs when jointly serving children.</p> <p>3. In October 2007, and Infant Toddler Planning Summit meeting with ITP central Office staff, CFS/ITP managers, early intervention specialists, and supervisors was held to address current program needs and issues. As a result of this meeting, the following workgroups were formed: Contractor Practice Efficiency and Quality Assurance Training</p> <p>In FFY 2007, the workgroups will meet to study, analyze data, and develop recommendations to address program needs and issues. The program with stakeholder input will identify a recommendation in FFY 08.</p>	<p>1. The current IFSP 45-day requirement has been reviewed by stakeholders. The majority of IFSPs are completed at the 1st meeting. As a result, changing the current policy would have little to no effect on Idaho's data in meeting the 45 day timeline.</p> <p>2. Regional CFS/ITP program managers meet with central office program managers on a quarterly basis to ensure existing policies are sufficiently meeting programmatic needs. These meetings also provide the opportunity for managers to continually review program policies and procedures and discuss and problem solve identified issues.</p> <p>3. All groups have met to study, analyzed data, and develop recommendations.</p> <p>Contractor – The contractor workgroup is currently working on developing a standard contract manual for the Infant Toddler Program to use. In addition, as a result of analyzing statewide data, the regions are working on decreasing the number of provider contracts and increasing the volume of contractors for those providing quality early intervention services in natural environments for more manageable oversight and quality control.</p> <p>Practice - Infant Toddler Program development of Key Principles has been initiated with stakeholder input.</p> <p>Efficiency and Quality Assurance – The identified priority for this group was to have a new data system developed for the Infant Toddler Program. A new web based data system is currently being developed for the program with a projected implementation date of summer, 2009.</p>

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
		<p>Training – Meetings have been held to study and analyze information and develop recommendations to address program training needs and issues.</p>
<p>Training</p>	<ol style="list-style-type: none"> 1. Ensure regional orientation and annual training is provided for interim SC regarding the required timelines, policies, procedures, family-centered practice, and collaboration with Children and Family Services 2. A standardized ITP training curriculum will be developed for the orientation and training of new staff thus allowing consistent statewide training of timely evaluations, assessment, and IFSP development. 3. Ongoing trainings will be held for regional staff regarding the revised ITP Manual that include the policies and procedures regarding timely evaluations, assessments and IFSP development. 	<ol style="list-style-type: none"> 1. Regions provided orientation and annual training for Service Coordinators focusing on the responsibilities, timelines, and procedural requirements outlined in IDEA Part C and the new Idaho eManual. In addition, information regarding the Infant Toddler Program and CAPTA referral standards are continually incorporated into the Departments CFS Academy training. 2. An Infant Toddler Program training workgroup was established as a result of an Infant Toddler Planning Summit meeting with ITP central office staff, CFS/ITP managers, early intervention specialists, and supervisors in October 2007. Subsequently, meetings have been held to study and analyze information and develop recommendations to address program training needs and issues. 3. Central office has provided continued technical assistance/trainings for modifications or additions to policies and procedures regarding timely evaluations, assessments, and IFSP development. The Idaho Infant Toddler Program manual was put into a new electronic format. The eManual provides easy access to standardized information for all internal and external providers. A web ex training was held in September, 2008. The training included approximately 75-100 internal staff, contracted providers, and Part B staff. The training was comprised of how to use the eManual, new sections, new and modified policies/procedures. The eManual resides on the Infant Toddler Program internet webpage allowing easy access to internal and external providers. As part of Idaho's continued effort to adhere to program requirements, a self study module in the

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007 – 2008
		eManual was developed. The self study module provides information regarding the new eManual, updated policy/procedure information, and new topics not previously addressed in the Idaho Infant Toddler Implementation Manual.
Data System	<p>Additional Improvement Activities Completed</p> <p>1. Complete RFP process to purchase and implement a new Infant Toddler Program data system. The new data system will provide more efficiency to record information through a web based system and report on natural environment data.</p> <p>2. Identify alternative method to purchase and develop a new Infant Toddler Program web based data system to efficiently record and report natural environment data.</p>	<p>Additional Improvement Activity Status Update 2007 – 2008</p> <p>1. Completed the RFP process. Due to the cost of the data systems, the RFP was cancelled.</p> <p>2. A new web based system is currently being developed using Department of Health and Welfare IT contractors. The system is slated to be implemented by the end of FFY 2008.</p>

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (FFY 2007):

New improvement activities have been added to the Improvement/Timeliness/Resources section of the - FFY 2008 SPP to increase performance levels and ensure IFSPs are created within the 45 day timeline.

Improvement Activities Planned in SPP for 2008-2009	Proposed Revision	Justification
Data System	<p>1. Develop and implement a new web base Infant Toddler Program data system for staff and contractors to use.</p> <p>2. Provide training to staff and contractors for new data system.</p> <p>3. Develop a data system manual for staff and contractors to use.</p>	<p>1. The current Access data system for the Infant Toddler Program needs to be replaced for data and reporting capabilities.</p> <p>2. Training for the new data system must be provided to staff and contractors prior to implementation.</p> <p>3. Users of the new system need a data system manual to ensure data entry and reporting capabilities.</p>
Service Coordination	1. If new Service Coordination rules	1. The Infant Toddler Program will

Improvement Activities Planned in SPP for 2008-2009	Proposed Revision	Justification
	<p>are approved during the 2009 Legislative session, develop a timeline and process for the Infant Toddler Program to become the sole provider of birth to three service coordination services using existing program staff and contractors by summer, 2009.</p>	<p>have more authority over and quality controls for service coordination functions being the sole provider.</p>

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

As part of statewide monitoring, a Regional Annual Performance Report (RAPR) was developed by Central Office, distributed and completed by each regional program. The data was submitted to central office in September 2008 and was collected from files current between July 2007 and June 2008. Three indicators on the RAPR were identical to the OSEP required transition information,

To obtain the data, Central office selected 105 records that met the parameters for the measurement from the seven regions. The selected names were provided to the regions. The regions then completed the file review to gather required data for components A, B and C of this indicator. Information from the Data Tot system and in some instances, on-site file review by Central Office staff was available to validate regional information.

Idaho will post the FFY 07 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2009. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / Effective Transition

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

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

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

Measurement:

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

FFY	Measurable and Rigorous Target
2007 (2007-2008)	100% for A, B, and C

Actual Target (Performance) Data for FFY 2007: A. 103/105=98%, B. 104/104=100%, C. 102/103=99%

- A. 98% = [(103 children exiting Part C who have an IFSP with transition steps and services) divided by the (105 children exiting Part C)] times 100.
- B. 100% = [(104 children exiting Part C and potentially eligible for Part B where notification to the LEA occurred) divided by the (104 children exiting Part C who were potentially eligible for Part B)] times 100. **Note:** One child included in 8A was not included in the denominator for indicator 8B because the child entered the IT Program at 33 months of age and timely notice to the LEA wasn't possible. Although the LEA was notified as soon as possible, this child was excluded from the sample for indicator B.
- C. 99% = [(102 children exiting Part C and potentially eligible for Part B where the transition conference occurred) divided by the (103 children exiting Part C who were potentially eligible for Part B)] times 100. **Note:** The denominator for 8C excludes two children in 8A who were determined "not potentially eligible" for Part B services. One family moved out of state prior to the transition meeting and the other parent declined transition planning with Part B programs. Other transition planning occurred for both of these children

Correction of Previously Identified Non-compliance from FFY 2006

All findings of noncompliance identified in FFY 2006 related to transition (e.g., IFSP transition steps (8A), notification to the LEA (8B) and timely transition conferences (8C)) were timely corrected in FFY 2007 (see Indicator 9). Since findings, as reported in Indicator 9, reflect grouping of individual instances of noncompliance, it is Idaho's policy, to the extent possible, to also verify correction of all identified individual instances of non-compliance.

8 A. Last year, transition steps on the IFSP were missing for one child from Region 3 and one from Region 5. Transition goals were subsequently developed for those children reflecting correction of noncompliance.

8 B. In FFY 2006, Region 2 had one and Region 5 had three children for whom timely notification to the LEA did not occur. These children have since left the program and no notification was made to the LEA. However, in monitoring conducted during FFY 2007 both regions were found to be at 100% compliance demonstrating full correction of previously identified non-compliance.

8 C. In FFY 2006, Region 3 had one and Region 5 had two children for whom a transition conference with Part B did not occur. These children have since left the program and no transition conference was held with Part B. However, in monitoring conducted during FFY 2007 both regions were found to be at 100% compliance demonstrating full correction of previously identified non-compliance.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (FFY 2007):

Explanation of Slippage or Progress

The *Actual Target Data (Performance)* reported above show excellent progress toward full compliance for all transition indicators since the last reporting period (A shows us holding steady at 98%; B increased from 96.1% to 100%; and C increased from 97% to 99%). The state achieved the target of 100% for indicator B and continued a very high level of performance for indicators A and C demonstrating substantial compliance for all three transition indicators.

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

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

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

Central Office monitors and verifies regional performance as described in Indicator 9 to assure ongoing compliance and continued progress toward the 100% target. Whenever possible, individual incidents of non-compliance are corrected for the child involved.

Improvement Activities/Timelines/Resources:

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
Refine policies, procedures and documentation requirements with TA providers and SDE	1. Work with WRRRC, and NECTAC in an intensive TA effort targeting transition to assure needed system changes are accomplished to promote increased stability and continued compliance with transition data from all regions. Specifically, SDE and ITP central office staff will review regional protocols between LEA and IT programs to assure inclusion of required policies, procedures, and documentation requirements.	1. Partially completed. Process was temporarily suspended for SDE to complete portions of work for which they are responsible. ITP is prepared to resume the activity upon availability of SDE personnel.
	1. Joint regional training activities on transition policies, procedures, documentation and relationship development will be held biennially. Service coordinators (public and private), LEA personnel, and ITP personnel will be invited to attend.	1. Training at the regional level occurred as needs were identified. However, statewide training has been postponed until policies/ procedures are finalized w/SDE
Work with Medicaid	1. Central Office ITP staff will work with Medicaid to clarify SC provider responsibilities and reimbursable functions to comply with new CMS regulations and minimize receipts loss 2. Central office ITP staff will work with Medicaid to modify the rate structure for 0-3 service coordination.	1. Completed 2. A favorable reimbursement structure for Medicaid funded service coordination is being developed through rule promulgation for implementation

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
		in Spring 2009. Rules are pending legislative approval for ITP to be primary provider of Service Coordination for 0-3 population. This would enhance quality control and accountability of service coordinators.
Refine QA system for private sector SC	1. Central office ITP staff and regional staff will implement quality assurance systems for increased accountability (compliance with timelines/requirements tied to payment) for private sector service coordinators	1. Multiple regions modified contract requirements and monitoring practices to improve compliance.
Periodic Monitoring	1. Infant Toddler Program central office staff will conduct monitoring activities in accordance with the state monitoring plan outlined in Indicator #9.	1. Regional monitoring activities were completed as planned.
Public Reporting of Data	1. Report regional program performance on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees.	1. Public reporting activities were completed as planned.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2007 and 2008:

The State evaluated the improvement activities completed in 2007-2008 and those included in the SPP for 2008-2009. The past activities have proven effective in correcting non-compliance with transition requirements. We are proposing the following changes (with justifications).to activities for 2008-2009

Improvement Activity planned in SPP for 2008-2009	Proposed Revision	Justification
Central office ITP staff and regional staff will implement quality assurance systems for increased accountability (compliance with timelines/requirements tied to payment) for private sector service coordinators	Negotiate with Medicaid for ITP to be primary provider of Service Coordination for 0-3 population. This strategy would require changes to existing Medicaid rules.	This would minimize the quality assurance issues of private sector service coordination and enhance quality controls and accountability of service coordination.
Report on EIS regional program performance on DHW, ITP website, ITP Progress reports, and to interagency coordinating council and regional committees.	No change	

Improvement Activity planned in SPP for 2008-2009	Proposed Revision	Justification
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.	No change	
Research feasibility of adopting a national certification curriculum for 0-3 service coordinators.	Delete	Not a feasible strategy at this time given current resource restrictions.
Infant Toddler Program central office staff will conduct monitoring activities in accordance with the state monitoring plan outlined in Indicator #9.	No change	

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

Overview of the Annual Performance Report Development:

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

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 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.

For any noncompliance not corrected within one year of identification, describe what actions, including technical assistance and/or enforcement that the State has taken.

FFY	Measurable and Rigorous Target
2007 (2007-2008)	100% of noncompliance corrected within 12 months of identification

Actual Target Data for FFY 2006: 19 of 20 findings of non-compliance (95%) was corrected within 12 months of identification.

- a. 20 findings of noncompliance.
 - b. 19 corrections completed as soon as possible but in no case later than one year from identification.
- 95% = [(20) divided by (19)] times 100.

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2006 (7/1/06 to 6/30/07)	(a) # of Findings of noncompliance identified in FFY 2006 (7/1/06 to 6/30/07)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	5	5	5
	Dispute Resolution (Complaints, due process hearings)	0		
2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	2	2	1
	Dispute Resolution (Complaints, due process hearings)	0		
3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	NA		
	Dispute Resolution (Complaints, due process hearings)	0		

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2006 (7/1/06 to 6/30/07)	(a) # of Findings of noncompliance identified in FFY 2006 (7/1/06 to 6/30/07)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
4. Percent of families participating in Part C who report that early intervention services have helped the family	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	0	0	
	Dispute Resolution (Complaints, hearings)	0		
5. Percent of infants and toddlers birth to 1 with IFSPs 6. Percent of infants and toddlers birth to 3 with IFSPs	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	0	0	
	Dispute Resolution (Complaints, hearings)	0		
7. Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	4	4	4
	Dispute Resolution (Complaints, hearings)	0		

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2006 (7/1/06 to 6/30/07)	(a) # of Findings of noncompliance identified in FFY 2006 (7/1/06 to 6/30/07)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: A. IFSPs with transition steps and services;	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	3	3	3
	Dispute Resolution (Complaints, hearings)	0		
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: B. Notification to LEA, if child potentially eligible for Part B	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	3	3	3
	Dispute Resolution (Complaints, hearings)			
8. Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including: C. Transition conference, if child potentially eligible for Part B.	Monitoring: (Self-Assessment/ Local APR, Data Review/Desk Audit/ On-Site Visit, etc.)	3	3	3
	Dispute Resolution (Complaints, hearings)			
Sum the numbers down Column a and Column b			20	19

19/20 times 100=95% non-compliance corrected within one year of identification

Discussion of Data Table**1. Timely Services:**

Five regions were found to be out of compliance during FFY 2006 and corrected within 12 months (during FFY 2007). Please see indicator #1 for details regarding improvement activities to promote correction of non-compliance.

2. Natural Environments

One region (Region 4) was found to be out of compliance with the requirement for appropriate justification for children served outside a natural environment during FFY 06. This region was able to correct within 12 months of identification.

One region (Region 5) has uncorrected non-compliance from the previous year. As a result of the below listed sanctions, this region has made significant progress but did not correct to target. The region moved from 57.7% to 89.5% of children served in the natural environment or having appropriate justification. However, 10.5% of children continue to receive services outside the natural environment without appropriate justification.

Significant efforts have been made by the region and CO staff to correct this non-compliance. In accordance with sanctions, enforcement, and follow-up activities outlined in the SPP document, the region was required to do the following:

- The region was required to prepare a corrective action plan with targeted improvement activities. Data reports as outlined in the evidence of change statements in the CAP were monitored quarterly by CO.
- The region was linked to TA resources and participated in training on the Coaching Model provided by Dathan Rush and M'Lisa Shelden.

After careful analysis of the region's data, they have narrowed the problem to primarily one large contracted provider agency. Since that time, multiple interventions with the non-compliant agency have occurred. These included the following:

- Frank dialogue about Program requirements
- Contract rate revisions placing a financial incentive on services in natural environments
- Other contract modifications regarding payment for no-shows, travel time, or mileage

Despite these steps, this agency continues to serve children in a clinic setting.

In accordance with Idaho policy and as outlined in the SPP, the following sanctions, enforcement, and follow-up activities can be imposed by the region to correct ongoing non-compliance by contractors:

- Monitoring of contracts at least every six months
- Releasing payments only upon receipt of documentation of actual service provision
- Denying or recouping payment for services for which non-compliance is documented
- Halting all new referrals until the deficiency is substantially remediated by the contractor,
- Amending the provider contract to shorten the term by revising the end date,
- Termination or non-renewal of the provider contract.
- After written notification of impending enforcement action, the contractor has the opportunity to meet with the Lead Agency staff to review the available data, explain what will be necessary to achieve compliance, and review the evidence of change that will be required to demonstrate sufficient improvement to reverse the enforcement action, if appropriate.

If full compliance is not achieved upon expiration of the current CAP, Central Office will instruct the region to implement the following enforcement actions with the contractor:

The region will be required to provide written notification of impending enforcement actions to the identified agency. Enforcement actions will include taking actions to reduce the number of Part C children the non-compliant agency serves and eventually, unless significant improvement is made, terminating the contract. This reduction is difficult as there are not alternative providers available in that geographic area. The region has been instructed to recruit/develop alternative agencies over the next 12 months who are willing /able to provide services in the natural environment. As additional resources become available, children will be referred to the new provider and services by the non-compliant agency will be terminated.

7. 45 Days

All four regions with newly identified findings of non-compliance during FFY 06 were able to correct within 12 months of identification. Please see indicator 7 for additional details.

8. Transition

8 A (percent of children exiting Part C who have an IFSP with transition steps and services). The above chart shows 3 regions called out of compliance during this reporting period. All regions that had been out of compliance implemented a Corrective Action Plan that was monitored through Central Office. All three regions came into full compliance within twelve months of identification. Please see indicator 8 for additional details.

8 B (percent of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred). The above chart shows three regions with findings of non-compliance during this reporting period. All regions that had been out of compliance implemented a Corrective Action Plan that was monitored through Central Office. All three with newly identified non-compliance came into full compliance within twelve months of identification. Please see indicator 8 for additional details.

8 C (percent of children exiting Part C and potentially eligible for Part B where the transition conference occurred). The above chart shows three regions that had findings of non-compliance during this reporting period (FFY 2007). All regions that were out of compliance implemented a Corrective Action Plan that was monitored through Central Office.

All regions with findings of non-compliance were able to correct within 12 months of identification. Please see indicator 8 for additional details.

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

The chart above illustrates the Infant Toddler Program's ability to identify and timely correct 95% of findings of noncompliance identified in FFY 2006.

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

Throughout 2007-2008, CO staff has continued to fine tune the system by reducing the time lag between a monitoring activity, the issuing of a written finding of non-compliance, and the development of a CAP to correct the finding. Additional system refinements include efforts to develop a web-based, real time data system, and negotiation for rule changes with Medicaid regarding payment rates and increased oversight of service coordination for children ages birth-to-3.

Focused Monitoring

In early 2007, Idaho Central Office began working with staff from NCSEAM, WRRRC and NECTAC to develop and implement a focused monitoring system to further enhance our system of General Supervision. These TA agencies provided phone and on-site consultation throughout the year culminating in an on-site focused monitoring visit to one region in September 2007. The techniques and tools used in that visit were modified and used successfully with another region in July, 2008. Additional focused monitoring visits are planned for FFY 2008.

Data Verification System

Regional data is verified using Data-Tot whenever possible. In addition, on-site visits are completed to verify file review data and to provide technical assistance if progress is insufficient over multiple quarters. In an effort to develop an efficient and sustainable system, refinements have been made to both the verification tools used and the system for selection of on-site verification activities.

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

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

Improvement Activities/Timelines/Resources:

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
Data System Replacement	1. Explore/develop options to replace or supplement Data Tot electronic data system to ensure continued access to required data to ensure an effective system of GS.	1. Completed. An RFP process exploring options to replace Data Tot was issued. Due to excessive cost of the proposed data systems, the RFP for development was cancelled. However, development of a web-based system using Department of Health and Welfare IT contractors is under analysis. Design and development will occur in FFY 2008.
Resource Procurement	1. Prepare and submit personnel and funding requests for gubernatorial and legislative review/approval, as required, to increase resources/capacity to meet service demands of growing populations.	1. Completed. A funding request was developed and submitted for consideration. Due to competing demands for funding and limited state resources, the request was not supported.
Public Reporting	1. 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	1. Completed.

Improvement Activity Outlined in SPP for 2008-2009	Proposed Revision	Justification
<p>Tot electronic data collection and reporting system.</p> <p>8. Prepare and submit personnel and funding requests for gubernatorial and legislative review/approval, as required, to increase resources/capacity to meet service demands of growing populations.</p> <p>9. Report on statewide and regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees.</p>	<p>data system using Department of Health and Welfare IT contractors to replace the existing Data Tot system.</p> <p>8. Maintain current level of general funds for staffing and contracts (i.e. personnel).</p> <p>9. No change</p>	<p>longer sufficient to meet Program needs and needs to be replaced to assure efficiency in extracting valid and reliable data to determine compliance and performance.</p> <p>8. The recent financial downturn has had significant impact on Idaho State Government revenues. All state programs are required to reduce expenditures.</p>
	New Proposed Improvement Activity	Justification
	Refine system of regional data verification	The existing system of data verification is cumbersome and difficult to sustain. More efficient strategies need to be developed and implemented.

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

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

Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

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

FFY	Measurable and Rigorous Target
<p>2007 (2007-2008)</p>	<p>100% of signed written complaints have reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.</p>

Actual Target Data for FFY 2007: 1/1 =100%

Idaho received 1 (one) written complaint during the 2007-2008 reporting year. The actual data indicates that the report was issued within the 60 day timeline of receiving the written complaint.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2007:

Idaho Infant Toddler Program received an administrative complaint on June 13, 2007. An investigation was conducted and report issued on August 03, 2007—meeting the 60 day timeline. There was a finding of non-compliance related to timely services, however, prior to completion of the investigation, the services outlined in the IFSP were provided. A Corrective Action Plan was already in place with the regional program for non-compliance of timely service and there was correction by the program within 12 months. While this was the first formal administrative complaint in recent Idaho history, the lead agency was able to issue the report and demonstrate resolution within the 60 day timeline.

Improvement Activities/Timelines/Resources:

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
<p>Monitoring Procedural Safeguards/PWN</p>	<p>Monitor regional programs for consistent use of prior written notice at all required intervals by conducting a verification record review in those regions on monitoring schedule for self</p>	<p>Regional programs were monitored for consistent use of prior written notice at all required intervals by conducting a verification record</p>

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
	assessment.	review in four regions. This data was incorporated as an element in Regional, Annual Performance Reports to ensure a statewide sampling of this procedural safeguard practice. Record reviews were conducted by central office for verification in four regional on-site visits.
Parent Education on Procedural Safeguards	Contract with Idaho Parents Unlimited to provide training to families and information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints, as appropriate.	Contract activities were implemented by Idaho Parents Unlimited (IPUL) to provide training to families and information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints, as appropriate. Pacer Center materials were adapted to include specific Idaho references. Although widely announced, attendance at events was limited. Families were provided with information about the availability of the information and that IPUL is a resource when they need basic information about family rights.
Report Regional Performance	Report regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees.	Reports regarding regional program performance were posted on the Department of Health and Welfare’s website, and provided to the interagency coordinating council and regional committees.
	Additional Improvement Activities Completed	
Update Idaho Dispute Resolution Rules	Idaho’s contested case rules did not include the comprehensive procedural safeguards consistent with IDEA. Rules were drafted to update these rules to be consistent with current statute and regulations.	New dispute resolutions rules were drafted for promulgation to update state code to current procedural safeguards including administrative complaint procedures. In addition to mirroring the federal regulations, the OSEP vetted Idaho Procedural Safeguard/Family Rights pamphlet was used as a resource guide for the DAG.

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
Technical Assistance	Technical guidance was provided to regional programs to reinforce practices to consistently provide written invitation for participation in IFSP meetings	In scheduling quick turnaround with evaluations and development of IFSPs, some regional programs had eliminated the written invitation for IFSP and simply engaged in phone and e-mail communication with families, a less formal but more personal method. Because of a discovery during the investigation from the one administrative complaint received, all regions were instructed to use a written invitation to strengthen the information to families about the importance of the IFSP process, even when it was necessary, due to tight scheduling, to hand the letter during the face to face IFSP meeting. This strategy was to reinforce the understanding of the importance of the planning and commitments that occur during the IFSP development.
Training on procedural safeguards	Training was provided for the lead Deputy Attorney General (DAG) responsible for overseeing the lead agencies contractual arrangements for impartial hearing officers during FFY 2007 to assure a core understanding of Part C and early intervention requirements and timelines.	Legal staff in the DAG’s Office were oriented to Part C provisions and provided with copies of IDEA, Idaho Code, procedural manuals and the Idaho Infant Toddler Program Child and Family Safeguards.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2007:

No Change.

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

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

Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

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

FFY	Measurable and Rigorous Target
2007 (2007-2008)	100% of fully adjudicated due process hearing requests are fully adjudicated within the applicable timeline.

Actual Target Data for FFY 2007: Not Applicable

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

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2007:

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

Improvement Activities/Timelines/Resources:

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
	Review procedures for Hearing requests with regional Infant Toddler Program Staff and Management to assure that families' inquiries or complaints are handled in order to assure full information and timely response.	Completed, Sept.-November 2007.
	Maintain log for complaint tracking and to measure timeliness of adjudication.	The administrative complaint received was logged and timelines were tracked to assure report and resolution were timely.
	Review status of complaint data and hearing timelines with stakeholders and revise targets and activities/strategies, as needed. Submit changes in APR, as needed.	The administrative complaint was reviewed with the EC3, and with regional and state management. No need was identified for changes to improvement strategies, however, during the Idaho Verification Visit a recommendation was made by OSEP to improve process for tracking informal complaints that are filed with regional programs on a more frequent basis. A new related improvement activity is found below.
	Report regional program performance on the Department of Health and Welfare's website, ITP Progress reports, and to the interagency coordinating council and regional committees.	Completed, May 2008.

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

Improvement Activity planned in SPP for 2008-2009	Proposed Revision	Justification
New Improvement Activity	Require all regional programs to submit complaint logs on quarterly basis so they can be reviewed by central office for potential areas of non-compliance and to support analysis of potential systemic issues or patterns in concerns identified.	The state decided that the current process of annual submission of complaints by regional programs was determined to be inadequate for timely

Improvement Activity planned in SPP for 2008-2009	Proposed Revision	Justification
		<p>review by central office to identify potential areas of non-compliance and to support analysis of potential systemic issues or patterns in concerns identified. The action was based on discussions with OSEP during the State Verification Visit.</p>

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

Overview of the Annual Performance Report Development:

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

Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

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

FFY	Measurable and Rigorous Target
2007 (2007-2008)	Not applicable--Part B due process procedures are not adopted

Actual Target Data for FFY 2007: 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 2007:

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

Improvement Activities/Timelines/Resources: NA

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008 and 2009:

N/A

Part C State Annual Performance Report (APR) for 2007

Overview of the Annual Performance Report Development:

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

Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

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

FFY	Measurable and Rigorous Target
2007 (2007-2008)	Not applicable, no mediation requests received.

Actual Target Data for FFY 2007: Not applicable. No mediation requests were received.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2007:

Although there were no requests for mediation in FFY2007, all improvement activities planned were addressed.

Improvement Activities/Timelines/Resources:

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
Parent Education	Contract with Idaho Parents Unlimited to provide training to families and information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints and how to request mediation as an option to resolve disputes	Infant Toddler Program contracted with Idaho Parents Unlimited to provide information support related to family rights and procedural safeguards and instruction to families about how to prepare and file written complaints and how to request mediation as an option to resolve disputes. Training sessions for families related to procedural safeguards were provided in multiple regions.
Review Complaint Data	Review status of complaint data, review with stakeholders and revise targets and activities/strategies, as needed. Submit	Complaint investigation data and the report findings from the sole administrative complaint were reported to the EC3, all regional program management staff with

Improvement Activity	Improvement Activities planned in SPP for 2007-2008	Activity Status update 2007 – 2008
	changes in APR, as needed.	recommendations for practices to prevent similar incidents of non-compliance. Mediation was offered but declined by the family who filed the administrative complaint.
Training	Provide training to mediators to assure they have understanding of Part C requirements and processes.	While specific training was not provided. Coordination with Part B was undertaken to update trained mediator lists and to achieve commitment for joint training efforts when mediators are convened in the future. Until that time, individual training in Part C procedures and requirements when there is a request for mediation will be provided and seems a more reasonable method to approach future training for such a low volume demand.
Report Performance	Report regional program performance on the Department of Health and Welfare’s website, ITP Progress reports, and to the interagency coordinating council and regional committees.	Reports of regional performance were posted on the DHW website in May, 2008.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008 and 2009:

N/A

Part C Annual Performance Review (APR) for FFY 2007

Overview of the State Performance Plan Development:

For general overview information, see page 1.

Idaho will post the FFY 07 results to the public regarding ‘measurable and rigorous targets’ and performance on each EIS program in the SPP on the Idaho Department of Health and Welfare Infant Toddler home page as soon as possible but no later than May of 2009. In addition, information will be shared through other public forums such as the early intervention specialist/supervisor quarterly meeting, program managers, Early Childhood Coordinating Council, etc.

Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

Measurement:

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

- a. Submitted on or before due dates (February 1 for child count, including race and ethnicity, settings and November 1 for exiting, personnel, dispute resolution); and
- b. Accurate (describe mechanisms for ensuring accuracy)

Actual Target Data for (FFY 2007): 100% timely and accurate submission of 618 Data and State Performance Plan

FFY	Measurable and Rigorous Target
2007 (2007-2008)	100% timely and accurate submission of 618 Data and State Performance Plan

Actual Target Data for FFY 2007 : 97.05%

Date	Accurate OSEP Reports submitted “Timely”	Total OSEP Reports Required	% Accurate Reports submitted “Accurate & Timely” **
December 1, 2007	4	5	97.05%

**Calculated as per Indicator 14 Self-Scoring Rubric worksheet

Idaho's actual FFY 2007 performance (based on the total of 5 annual OSEP required reports) was **97.05%**. As defined by the Self-Scoring Rubric for Part C – Indicator 14 APR and 618 – State Reported Data, the vast majority of these data were reported as “Timely”, “Complete”, having “Passed the Edit Check”, and having “Responded to Data Note Requests” as necessary. They have also been determined to be “Valid and Reliable”, “Correctly Calculated”, and “Follow Instructions” as required.

State 618 Data Reports (Tables 1,2,3, and 4) were submitted as follows : Tables 1 and 2 prior to February 1, 2008 and Table 3 prior to November 1, 2007, and Table 4 after the November 1 deadline.

Measures employed to insure both “timeliness” and “accuracy” in reporting are detailed below in Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred (FFY 2007).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred (FFY 2007) :

A high degree of importance is attributed to the timely submission of 618 data by the Idaho Infant Toddler Program. With one exception (TABLE 4 Dispute Resolution), 618 program data reports were submitted before required due dates.

It is important to identify crucial factors which contributed to this rare oversight, not the least of which involves some confusion surrounding the table's reporting requirements.

One year ago, this newly devised report first appeared on the list of required 618 data reports. It assumed the table number of a not long retired previous, snapshot count report (a count of services currently delivered by category). This “new” Table 4 differs significantly from the other three tables in at least two ways :

It is not a “traditional” child count report (“traditional” in the sense that it is not a snapshot child count, snapshot service setting count, or count of exited children over the past year).

The reporting period is not “synchronized” with the other three OSEP reports as it attempts to identify all related activities occurring from July 1 to June 30 vs. all other tables reporting their annual counts as of any date chosen between October 1 and December 1 the previous year (originally required December 1). This lack of coordination in reporting timelines introduces a significant prospect for missing timely report submission.

An additional element of confusion that contributed to Idaho's missing the Table 4 report deadline was, even though report instructions for all four 618 tables are sent to states as a hardcopy group collection, actual electronic report vehicles for Tables 3 and 4 are released and emailed at seemingly random, unpredictable, and untimely dates relative to the actual report due date. In other words, report data may be collected, verified, analyzed, and ready for submission long before the actual report form to be used for data submission is released to states for use. Given that actuality, by the time the report form is received, it can go unnoticed or “get lost” in the paper and activity dominating the program's attention at that time. This situation was further aggravated by accidental lack of inclusion in the report form release due to the use of an old/nonfunctional e-mail address.

Finally, Idaho historically has almost no incidence of family complaints. Though inexcusable, this newest, least familiar, oddly timed, “nontraditional” 618 report is not yet integrated in the reporting routine and therefore more easily falls through the program accounting cracks to become overlooked and forgotten.

To date Idaho demonstrates an exceptionally high level of compliance in it's timeliness of data submission, either on or prior to required submission due dates. Improvement activities to address

identified deficiencies in the “timeliness” area and enhance this performance are detailed in the Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2007 section.

With regard to data reporting “accuracy”, the Idaho Infant Toddler Program has a well documented history of integrity and precision in its reporting of program 618 data. This achievement and the state data collection system (DATATOT) continued to be challenged during the past year by the increased federal emphasis on the collection of data and the subsequent increasing demands on data system capacity.

Although currently requiring ongoing intensive scrutiny and attention regarding system functionality, DATATOT remains the mainstay of information for analysis of Infant Toddler Program 618 data (Indicators 2, 5, and 6). Idaho is fortunate in that enrollment numbers remain small enough to allow for any report delivering “suspect” collective results to be dissected, analyzed, evaluated, and confirmed (or dispelled and corrected) at the individual client record level. This is the level of quality review and control routinely performed on 618 reports to assure verification and validation of findings.

SPP and APR report data not based on 618 data findings is also produced or augmented by DATATOT (Indicators 1, 3, 7, and 8). Similarly rigorous scrutiny is devoted to assuring that data is equally “Valid and Reliable”, “Correctly Calculated”, and applied as per “Instructions Followed” as defined on the Self-Scoring Rubric for Part C – Indicator 14 APR and 618 – State Reported Data. All results are edit checked, evaluated, and appraised to assure appropriate measurability, consistent interpretation of report related definitions, and completion of all required reporting elements which will assure findings to be error free and consistent.

The continuing capacity to scrutinize and “edit check” the entire program client data base and accomplish this degree of data integrity through identification and correction of deviant data at the client record level virtually eliminates the probability of reporting errors.

The Idaho Infant Toddler Program has a well established system of information gathering and data collection, troubleshooting, cleaning, validation, edit checking, and reporting for both state and federal purposes. This comprehensive system has served the program well over the years and provides multiple sources of valid and reliable data for analysis of systemic issues, the capacity to respond with identified problem area remediation, and 618 / 616 reporting. Fundamental elements of this system include :

- Ongoing regional data entry personnel, Early Intervention Specialist, and Children’s Programs Supervisor data system orientation, procedural and technical training, and TA necessary to assure data is collected, analyzed, and reported appropriately with common definitions.
- Training and TA is devised and presented as necessary to assure all data collection and reporting methods are accurate, duplicable, and reliable in their support of program management (including coaching regarding communications of necessary instructions to field staff and contractors necessary and helpful in assuring their provision of correct and consistent raw data to the data system necessary for required reporting parameters in a timely manner).
- Ongoing gathering and analysis of data including quarterly, semi-annual, and annual data downloads, quarterly compliance monitoring analysis, and various reports (including any complaints that are documented and resolved without being elevated to a higher level of formal complaint resolution)
- Continuous ongoing data system troubleshooting, data validation, identification of erroneous findings, assessment of inter-collector reliability, data analysis, and system corrective action, repair, and revalidation of data findings.

- Routine communication with regional personnel regarding ongoing access to resources necessary in support of their data collection, validation, analysis, and reporting responsibilities
- Routine communication with regional personnel regarding procedures and methodologies used in their identification, analysis, monitoring, and explanation of significant data events and trends.
- Periodic regional “hard copy” file reviews as confirmation of electronic system (DATATOT) currency/accuracy verification.
- Complaint investigation, fact finding, and event documentation.
- An annual performance and status report disaggregated by region which includes descriptions of data verification processes, data system functionality analysis, extracted program data analysis, and reports (including complaints that are documented and resolved).
- A process for improvement planning and/or corrective action planning for accurate data.
- Ongoing scheduled tracking of corrective action plans for accurate data.

Additionally, program data is further assured to be current and reliable by numerous informal system practices and safeguards. These practices are considered just as important as those listed above, and are also integral components of the Idaho data collection system. They include:

- Commitment by the program data manager to maintain a personal relationship with each regional data entry person, Early Intervention Specialist, and Children’s Programs supervisor. In Idaho, maintenance of data accuracy is more than an employment responsibility. It is a personal commitment.
- Informal feedback loop from multiple stakeholders (agency and private contractors).
- Regional data entry personnel are in routine, almost daily contact with the program data manager either by e-mail or telephone. All are indoctrinated to contact the program data manager any time there is uncertainty regarding any aspect of program data entry or data system (DATATOT) functionality.
- Personal on site visits to each region are made at least annually by the program data manager. During these visits, recurrent data system orientation and training is provided to data entry personnel and Early Intervention Specialists. This training includes: one on one review of data system functionality, review and discussion of the procedures and mechanisms by which data are collected and routed to the data entry station, extraction and review of regional data reports for completeness, correctness, review of importance, procedures, and methodology of data validation, and review and discussion of changes in program policy which influence data management, analysis, and/or reporting.
- During site visits, meetings are scheduled with program service coordinators, providers, managers, and ancillary staff. The purpose of these meetings is to share most current regional and state data and to evaluate program status. Additionally, these meetings serve as a forum to remind, discuss, and insure attendees understand data related policies and procedures and to reinforce their role and importance in the provision of timely and accurate data to their regional data entry personnel.
- Each region maintains their Infant Toddler Program data on a regional computer server. Each server is in turn directly accessible by the program data manager to allow for retrieval of data and system program software maintenance, repair, and version updating.

- Quarterly quality reviews of each region’s data are done by the program data manager. Should any data element return yield results significantly deviant from previous quarterly findings, the appropriate regional data entry person, Early Intervention Specialist, and (if proper) Children’s Program supervisor is contacted and those findings are reviewed. Unusual or unexpected data and causes for deviations are identified, corrected, and/or explained, then validated to the satisfaction of the program data manager.
- Prior to actual data report submission (state, 618, or SPP/APR), data reliability and accuracy is analyzed, crosschecked, and validated with respect to all count non-duplication, completeness, computational and arithmetic accuracy, and explanatory comment inclusion as needed.
- Finally, Idaho is a relatively “small” state in terms of its enrollment numbers. An important benefit of this reality is that even if all else fails, necessary regional personnel and the program data manager can personally inspect individual client records necessary to track down and corroborate suspect data detail or correct erroneous data entries associated with those records.

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

Indicator	Method of Verification	
	Valid & Reliable	Timely
<p>1, 7, 8</p> <p>compliance</p> <p>DATATOT supplemented</p>	Periodic examination of pertinent data elements relative to indicator; Individual client record level edit checks as necessary; Routine review of report errors; Identification and correction of errors; Personnel contact regarding missing or errant data; Instruction/ training/TA for personnel to assure understanding of requirements, fundamentals, and methodologies; Determination and selection of report samples; On-site hard copy record verification and validation.	Communication with Early Intervention Specialists, Data Entry Personnel, and Children’s Program Supervisors identifying expected due dates for regional server downloads and findings from record reviews of selected sample files. Reported by CO as per OSEP guidance.
<p>2, 3, 5, 6,</p> <p>618 rpts & performance</p> <p>DATATOT primary</p>	Periodic examination of pertinent data elements relative to indicator; Individual client record level edit checks as necessary; Routine review of report errors; Identification and correction of errors; Personnel contact regarding missing or errant data; Instruction / training / TA for personnel to assure understanding of requirements, fundamentals, and methodologies; Assure compliance with reporting requirements; On site hard copy record verification and validation.	Communication with Early Intervention Specialists, Data Entry Personnel, and Children’s Program Supervisors identifying expected due dates for regional server downloads. Reported by CO as per OSEP guidance.
<p>4</p> <p>DATATOT</p> <p>Minor Supplemental role</p>	Determination and selection of report samples; Assure contractual quality criteria are met; Confirm participant representativeness (age, ethnicity, geographic, etc); Review RASH analytical findings with lead agency analyst; On site hard copy record verification and validation.	Reported by CO as per OSEP guidance.

Indicator	Method of Verification	
	Valid & Reliable	Timely
9 compliance GEN SUPERVISION	Periodic examination of pertinent data elements relative to R-APR; Review and validate R-APR data via methods previously detailed; Individual client record level edit checks as necessary; Identification and correction of errors; Personnel contact regarding missing or errant data; Instruction/ training/TA for personnel to assure understanding of requirements, fundamentals, and methodologies; On site hard copy record verification and validation of R-APR & CAP data.	Review and insure compliance with terms and scheduled timelines detailed in issued CAPs; Require timely submission of R-APR data; Associated reporting by CO as per OSEP guidance.
10, 11, 13 Complaint Resolution	Maintain Complaint Protocol; Review Complaint Logs; Discovery and collection of information; Annual review of required timelines; Timely issuance of report(s).	Reported by CO as per OSEP guidance.
12 Complaint Resolution	NA - Idaho does not use PART B process procedures.	NA - Idaho does not use PART B process procedures.

The Indicator 14 Self-Scoring Rubric worksheet yielded an APR Score Calculation Grand Total of "33".

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
10	1	1	2
11	1	1	2
12	NA	NA	NA
13	1	1	2
		Subtotal	28
APR Score Calculation	Timely Submission Points (5 pts for submission of APR/SPP by February 2, 2009)		5
	Grand Total		33

Findings from the use of the 618 Data – Indicator 14 Self-Scoring Rubric worksheet yielded a 618 Score Calculation Grand Total of “33”

Indicator 14 - 618 Data					
Table	Timely	Complete Data	Passed Edit Check	Responded to Date Note Requests	Total
Table 1 – Child Count Due Date: 2/1/08	1	1	1	1	4
Table 2 – Settings Due Date: 2/1/08	1	1	1	1	4
Table 3 – Exiting Due Date: 11/1/08	1	1	1	NA	3
Table 4 – Dispute Resolution Due Date: 11/1/08	0	1	1	N/A	2
				Subtotal	13
			Weighted Total (subtotal X 2.5; round ≤ .49 down and ≥ .50 up to whole number)		33
Indicator # 14 Calculation					
			A. APR Total	33	33
			B. 618 Total	35	33
			C. Grand Total	68	66
Percent of timely and accurate data = (C divided by 68 times 100)			(C) / (68) X 100 = 100% (68)		66 / 68 = 97.05%

A total Indicator 14 “score” was determined to 97.05%

Improvement Activities Completed 2007 – 2008

Improvement activities are designed to assist the state in meeting their measurable and rigorous targets identified in the SPP.

DATATOT remains the program’s principle electronic data system. During FFY 2007, the Infant Toddler Program devoted considerable attention in its attempt to maintain and prolong the life of this outdated and greatly overburdened data system. Most direct system attention was focused on the ongoing daily struggle to maintain remaining functionality in the system. While doing so, an unsuccessful effort at acquisition of a replacement data system through the RFP process consumed a significant portion of the year, but ultimately failed due to a lack of sufficient funding available for that purpose.

Following is the status of improvement activities conducted during FFY 2007.

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007-2008
Enhance Data System Capabilities	<p>1. Replace the current DataTot program with one more equal to the job now at hand.</p> <p>2. Modify data system if required to generate data to assure outcome measure and other needed compliance data is collected, and reliable.</p>	<p>1. Replacement of DataTot system through RFP process was unsuccessful due to insufficient funds. By end of FFY 2007, an “in-house” (DHW) plan for system enhancement, modification, and revision was undertaken.</p> <p>2. DataTot functionality was monitored daily, repaired and/or “work arounds” created as necessary, and maintained as best as possible to remain compliant with reporting requirements.</p>
Training and Technical Assistance	<p>1. Implement annual data collection/data entry training for all regional data entry personnel and early intervention specialists.</p>	<p>1. This implementation included the following activities:</p> <ul style="list-style-type: none"> • Ongoing regional data system management, oversight, and user competency training was completed. • Periodic statewide evaluations of data system capabilities to meet needs were conducted. • DataTot system training via phone and/or e-mail and routine program electronic file maintenance via department servers for each region was provided by the program data manager. • To assist in the maintenance of their expanded roles in data collection/data management responsibilities, the program data manager provided technical support to all Regional data collection and data entry personnel via phone and/or e-mail. Some of this support was exhibited in the form of : <ul style="list-style-type: none"> --assistance in understanding the reasons and logic behind the need for expanded data collection (i.e. why the need to extract, analyze, and validate accuracy of specific reports) --assistance in understanding the appropriate methodology of data reporting (i.e. where to locate and how to utilize newly required data elements within the

Improvement Activity	Improvement Activities Planned in SPP for 2007-2008	Activity Status Update 2007-2008
		<p>DataTot system and how to make calculations necessary to derive needed report information)</p> <p>--assistance in understanding proper “new” data element entry into DataTot (i.e. where to locate the information on submitted data entry forms and where to appropriately enter that information into DataTot)</p> <p>--assistance with ongoing data troubleshooting/ cleanup/ validation (i.e. formatting, extracting, analyzing, and recognizing errant data returns)</p> <p>--creating greater self-reliance on regional level data analysis and reporting</p>
Reporting	<ol style="list-style-type: none"> 1. Continue detailed semi-annual reporting of program data at the Central Office for maintaining baseline data and progress reporting for each region 2. Maintain timely reporting of all 618 data and annual performance reporting 	<ol style="list-style-type: none"> 1. Continued in-depth semi-annual (June 1 and December 1) reporting of data at the Central Office for statewide program monitoring, maintenance of baseline data, and progress reporting for each region 2. All 618 and APR data was submitted to OSEP with the exception of the Dispute Resolution Table 4 referenced above. The FFY 2006 APR was placed on the DHW website for access by the legislature and general public.
Monitoring and Tracking Accuracy and Validity of Data System Reports	<ol style="list-style-type: none"> 1. Evaluate data needs and ability of Idaho Infant Toddler Program data system to meet those needs. 2. Use the interagency data collection system (TARTIR) for program evaluation, management, and outcome measurement and reporting 3. Continue routine data verifications for accuracy, reliability, non-duplication, etc. 	<ol style="list-style-type: none"> 1. A complete analysis of data system requirements was completed for inclusion in data system RFP. 2. Continued promotion of completion and use of the interagency data collection system (TARTIR) for program evaluation, management, outcome measurement, and reporting with Part B. 3. Maintained a continued rigorous routine of data verifications for accuracy, reliability, non-duplication, etc.

Additional Improvement Activities Initiated during FFY 2007 :

One new improvement activity was developed during the year to help sustain the ability to provide continued timely and accurate reporting :

- By the last month of FFY 2007, Idaho had set into motion another effort to replace the current DATATOT program with one more equal to the job now at hand. This new system construct will be created “in house” (DHW) by department contractors, will result in a more stable and reliable software platform, allow some new functionality required to meet the current OSEP reporting requirements, and be a web based application. Project completion and statewide implementation is expected by June, 2009.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2007 :

The following new improvement activity has been added to the Improvement / Timeliness / Resources section of the FFY 2009 SPP to better performance levels and ensures compliance with all 618 report deadlines.

Improvement Activity Planned in SPP for 2008-2009	Proposed Revision	Justification
Enhance Data System Capabilities	1. Calendar TABLE 4 Dispute Resolution report deadline date for submission on the program activities calendar.	1. Serve as a reminder of submission deadline and prevent further noncompliance related to this report.

A suggestion has been made to WESTAT that perhaps a “reminder” of the impending report deadline date could be e-mailed from them to states a couple of weeks prior to the November 1 submission deadline and further reduce the incidence of late submissions of this sole “out of sync” report.