

North Dakota Early Intervention
Data Guidance for **FFY 2020 APR** (7.1.20-6.30.21)

Issued:

| Indicator | Data Source | Data Documentation | FFY 2019 Data Review | Regional Data Deadline |
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| #1 Timely Initiation of Services | Therap: QERs completed within the federal fiscal year | <ul style="list-style-type: none"> • Only documentation of “new” (see definition below) services should occur in the following question of the QER: <i>“2. If child is less than 3 years of age and new Early Intervention Services were scheduled to begin during the current QER period, did they start before or on the date indicated on the IFSP?”</i> • <i>New service is defined as: a service with its original start date within the QER period.</i> • New Part C services include: Infant Development (home visits and consultations), and any other Part C/Early Intervention service (i.e. School for the Deaf, ND Vision Services/School for the Blind, etc.) • If there is a new service(s), then the program manager needs to decide if this service started on time or not • If no is chosen, there must be documentation in the following section of the QER: <i>“5. Comments and follow-up needed to address issues identified above.”</i> The documentation must contain the service and the reason for delay, | <ul style="list-style-type: none"> • Report containing the “no” responses will be issued back to the programs for purposes of confirming the reason for delay. Data fields may be: <ul style="list-style-type: none"> ○ Child’s ID # ○ Reason for delay, i.e. family, weather, or agency (illness, shortage, or oversight) • Information will be sent back to the state office via an excel spreadsheet • Examination of the data is completed at the state level. | QER activation must be done by 7.15.21 |

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|--------------------|-------------|--|---|--|
| | | <p>including family, weather, or agency (illness, shortage, or oversight.)</p> <ul style="list-style-type: none"> If no is documented, the next QER should document a follow-up note related to whether or not the service was started, and date service started. This should be documented in the following section of the QER: <i>“5. Comments and follow-up needed to address issues identified above.”</i> In addition, this information must be documented in the subsequent IFSP review in the outcome section or review section. | | |
| #3 – Child Outcome | AEPSi | <ul style="list-style-type: none"> Entrance child outcome tool must be completed prior to the initial IFSP & considered to be a part of the initial assessment for children determined eligible. Selection of Initial & Exit Child Outcome Tool must be completed Programs must use the AEPS as one of the evaluation/assessment tools to determine eligibility/IFSP plan development. If the administration of the AEPS is not for the purpose of measuring progress via the entrance and exit assessment, the “include in Part C data” box should not be checked. Exit child outcome tool must be completed within 30 days of a known exit & as soon as possible | <ul style="list-style-type: none"> Data will be pulled from AEPSi tool Examination of the data is completed at the state level. Review of the accuracy of Child Outcome Tool type (initial and exit) Review of the number of child outcome tools completed within stated timelines. | Any entrance or exit assessment completed on or before 6.30.21, must be entered into AEPSi by 7.31.21. |

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|----------------------|--|---|--|--|
| | | <p>after an unknown exit but must be completed prior to case closure.</p> <ul style="list-style-type: none"> ○ Child must be in services at least 6 months for exit child outcome tool to be completed. ○ 6 months is measured from the IFSP Start Date | | |
| #7 – 45-Day Timeline | Therap: IFSP meeting date and Referral Date from any child found eligible in a given federal fiscal year | <ul style="list-style-type: none"> • Referral Date must be entered into Therap • The IFSP meeting date is the date the IFSP Team meets to write the IFSP, which typically correlates to the date on the Prior Written Notice- IFSP meeting date must be entered into Therap Reason of delay will default when IFSP meeting date is over 45 days – reason must be selected including family, weather, or agency (illness, shortage, or oversight.) • Family reason can only be selected from the drop-down menu when there is a clearly documented connection to the family’s schedule and/or choice for the delay. There must be documentation that the family understands their rights and discussed at the IFSP meeting. • Weather reason can be selected from the drop-down menu for any instance of delay caused by nature. For prolonged natural disasters, documentation needs to support consistent communication with families | <ul style="list-style-type: none"> • If there is missing data (meeting date or reason for delay), this is considered noncompliance or may be used in making regional level of determinations. • Examination of the data is completed at the state level. | Any IFSPs written on or before 6.30.21 must be activated by 7.21.21. |

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|--|--------------|---|--|--|
| | | <p>Agency reason is used for any and all other delays, including absence of documentation. Agency reason must specify illness, shortage, or oversight.</p> <ul style="list-style-type: none"> • DDPM will verify that reason of delay is accurately documented prior to activation • Documentation in Therap must support the reason for delay • After missing the 45-day timeline, the IFSP must be completed within a reasonable amount of time, supported by documentation in Therap • Prior to the IFSP being written, all documentation must be done in Administrative Notes. Once the IFSP is developed, documentation regarding delay must be contained within the Family Assessment section of the IFSP, under “concerns, but not a priority at this moment.” | | |
| #8A – Transition: Steps and Services contained in IFSP | Therap: IFSP | <ul style="list-style-type: none"> • Outcomes or strategies need to be included in the IFSP no later than age of 2 years, 6 months, and all subsequent IFSPs, that address the child, family and receiving agency (Refer to the Case Review Tool) <ul style="list-style-type: none"> ○ For children referred after the age of 2-6, the outcomes or strategies need to be included in the initial IFSP ○ Outcome/strategies must be included in the child’s final | <ul style="list-style-type: none"> • Create a list of children that were 34 months from July 1, 2019 to June 30, 2020 • IFSPs will be reviewed to ensure outcomes or strategies are present by 2-6, and all subsequent IFSPs or in the initial IFSP for those referred after 2-6 • Examination of the data is completed at the state level. | Transition steps & services for all children who turned 34 months in the time period must be entered by 7.21.21. |

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|--|--------------|--|--|--|
| | | <p style="text-align: center;">IFSP. Outcome should be revised if met.</p> <ul style="list-style-type: none"> • If there is a delay in including the transition steps & services in the IFSP, the reason for the delay must be documented within the Family Assessment section of the IFSP. • Only Family, Weather or Agency (illness, shortage, or oversight) reason can be utilized | | |
| #8B – Transition: LEA & SEA Notification | Therap: IFSP | <ul style="list-style-type: none"> • LEA Notification must occur for children that have turned 2-6 or entered into service after 2-6. • LEA Notification radial button “Yes” or “Opt Out” must be selected and date must be entered. • LEA Notification or Opt Out Form, labeled LEA Notification or Opt Out Form, will be attached as a document to the IFSP in which it is most relevant (i.e. the IFSP in which the Notification was sent or Opt Out Form was received). • The State created LEA Notification form must be the form used. If another “version” is attached, this will be considered non-compliance. • LEA notification must be saved as a word document or PDF. | <ul style="list-style-type: none"> • Create a list of children that were 34 months from July 1, 2019 to June 30, 2020 • Examination of the data is completed at the state level. • Examination for use of the proper document for the LEA notification is completed at the state level. | LEA Notification date or Opt Out for all children who turned 34 months in our time period must be selected by 7.21.21. |
| #8C – Transition: Transition Conference | Therap: IFSP | <ul style="list-style-type: none"> • Document within the IFSP Review Section of the IFSP, labeled within the narrative box “Transition Planning Conference”, the date of the meeting and what is being done | <ul style="list-style-type: none"> • Create a list of children that were 34 months from July 1, 2019 to June 30, 2020 • The performance on this indicator will be focused on the timeliness of the 2-9 meeting. | Evidence of the Transition Conference for all children who turned 34 months in our |

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|---|-------------------------|--|--|---|
| | | <p>to support the child, family and receiving agency in transition. All Transition Conference Requirements are met on or before the child turns 2-9. If those requirements are not met timely, reason for delay is documented in the Family Assessment section of the IFSP. Reason for delay is specified for family, weather, or agency (illness, shortage, or oversight.)</p> <ul style="list-style-type: none"> • If a child comes in between 45-90 days prior to 3rd birthday, a Transition Conference should be held as soon as possible. • If a child comes 45 days or less than their 3rd birthday, no Transition Conference is required. | <ul style="list-style-type: none"> • Case Review Tool Items F and G under Section VII will be used to assess compliance • Examination of the data is completed at the state level. Family reason will be determined at the state level based on chart documentation | <p>time period must be documented within the IFSP by 7.21.21.</p> |
| <p>Quality Indicator: Functional Outcomes</p> | <p>IFSP Outcomes</p> | <ul style="list-style-type: none"> • Outcomes are contained within the IFSP and written in compliance with the functional outcome criteria • Note: Outcomes should be individualized across families amongst a variety of routines. | <ul style="list-style-type: none"> • Examination of a random sample from each region (according to program size), will be reviewed by the State Team to determine compliance with the functional outcome criteria including the family's typical routines in child outcomes in the IFSP. • The results of this review will be included in the Level of Determination for each program. | <p>Any IFSPs written on or before 6.30.21 must be activated by 7.21.21.</p> |
| <p>Quality Indicator: Appropriate LEA Notification Form</p> | <p>LEA Notification</p> | <ul style="list-style-type: none"> • Use of the State created & mandated LEA Notification Form | <ul style="list-style-type: none"> • Examination of a random sample from each region (according to program size), will be reviewed by the State Team to determine compliance with the use of the required form. | <p>Any LEA Notifications sent before 6.30.21 must be attached by 7.21.21.</p> |

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| | | | <ul style="list-style-type: none"> The results of this review will be included in the Level of Determination for each program. | |
| Quality Indicator: Appropriate labeling of transition documents | Opt-out Form/LEA Notification and Transition Planning Conference | <ul style="list-style-type: none"> Appropriately label documents attached to the IFSP Appropriately labeled "Transition Planning Conference" within the IFSP Review narrative box | <ul style="list-style-type: none"> Examination of a random sample from each region (according to program size), will be reviewed by the State Team to determine compliance with the appropriately labeling of the required documents. The results of this review will be included in the Level of Determination for each program. | Any transition documents completed before 6.30.21 must be appropriately labeled by 7.21.21. |
| Quality Indicator: Child Outcomes | AEPSi | <ul style="list-style-type: none"> Generate report in AEPSi system using the following steps: <ol style="list-style-type: none"> Login to www.aepsi.com Go to My Children and select a child profile. Select the child's reports from the left menu. Click the "View/Print" button next to "Child Progress Record". Select up to two test periods and choose "create report" button. <p>Note: If the child has more than two test periods, select the most recent two test periods.</p> | <ul style="list-style-type: none"> Data detailing number of Child Progress Record Reports will be generated quarterly from AEPSi database. Examination of a random sample from each region (according to program size) will be reviewed by the State Team to determine compliance with documentation within the IFSP. | Starting with all families 7.1.20-6.30-21. |

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|-----------|-------------|---|----------------------|------------------------|
| | | <ul style="list-style-type: none"> • Copy must be distributed to families at initial and annual IFSP meetings. • IFSP must have the note “Child Progress Record reviewed.” in the “Summary of Family Concerns, Priorities, and Resources” section, under the “Specific resources related to the family’s capacity to enhance the child’s development” header. | | |