

## Part C State Annual Performance Report (APR) for FFY 2010 *(July 1, 2010-June 30, 2011)*

### Overview of the Annual Performance Report Development:

#### Who the Broad Stakeholders are:

- Family Support Service Advisory Council (FSSAC): This is Montana's Interagency Coordinating Council.
- Seven Regional Part C agencies: These seven agencies are the only ones who contract with the State to provide Part C services across Montana.
- Parent's Lets Unit for Kids (PLUK): It is the training and resource network on disabilities for parents and professionals in Montana. PLUK seeks input from parents.
- The above organizations include individuals who reside in all parts of Montana, from rural-remote areas to the State's largest communities.

**Broad Stakeholder Input:** Montana's lead agency, The Developmental Disabilities Program (DDP) of the Department of Public Health and Human Services engaged in a variety of activities to ensure broad stakeholder input on the 2010 Annual Performance Report - APR (federal fiscal year reporting period of July 1, 2010 to June 30, 2011) for submission on February 1, 2012.

- The Part C Coordinator and Part C technical assistant provider from the University of Montana-Rural Institute participated in OSEP's technical assistance conference calls and meetings, and reviewed all SPP/APR materials and updates to instructions to ensure Montana's SPP/APR would be in compliance with OSEP requirements, including the involvement by multiple means for stakeholders to provide input and participate in the development of the APR and any revisions that may need to occur for the SPP.
- DDP staff were informed and updated on the SPP/APR requirements, including stakeholder input.
- The Family Support Service Advisory Council (FSSAC - Montana's ICC) and seven regional Part C agency's staff participated in the initial development of the APR in the following ways: (1) were informed about the APR requirements and changes, and (2) reviewed and provided feedback on data collected for Child Count (618), the FFY 2010 Annual Performance Report, and the State Performance Plan through 2013.
- The Part C Coordinator and Part C technical assistant provider reviewed the APR data, obtained clarifications concerning the data when needed, and developed the APR draft.
- Stakeholder meeting was held on December 15, 2011 to review and provide feedback on the APR draft.
- The draft was revised where needed.
- The FSSAC chairperson provided additional assistance in reviewing and editing the draft to ensure that the information was clear and accurate for the submission of the FFY 2010 APR due February 1, 2012.
- The Family Support Service Advisory Council (FSSAC-Montana's ICC) and seven regional Part C agencies' staff and other key stakeholders had an opportunity to provide feedback and further input on the last draft of the SPP/APR January 26, 2012, prior to submission.

### Dissemination of Part C APR (including progress and slippage) to the Public:

#### State APR:

- Announcement of the availability of the Part C APR for the federal fiscal year (FFY) 2010 (submitted on February 1, 2012) and how to access a copy will be published in Montana's major newspapers.

- The Part C APR and the SPP revised in the previous FFY (2009) are on the DDP website ( <http://www.dphhs.mt.gov/fssac> ) and the following additional websites to ensure dissemination and accessibility: ; Office of Public Instruction (OPI) Special Education; Parent's Lets Unit for Kids (MT Parents Training Information Program, PLUK); Montana Council on Developmental Disabilities; and regional Part C agencies.
- Other advisory councils and planning groups associated with young children and people with disabilities will be made aware of the Part C APR and how to obtain access to a copy. PLUK will disseminate how to access a copy of the APR through their weekly electronic newsletter disseminated to parents of children with disabilities and professionals in early intervention and special education, which is also available in print.
- Montana State Library will have copies available to send out to other state libraries throughout Montana. On their website they will have a link, so that it can be accessed through the web. They will also include it in their electronic database catalog.
- The APR includes Montana's progress or slippage in meeting the measurable and rigorous targets found for each indicator in the SPP and APR.
- The new APR is reported to the public as soon as possible after February 1, 2012.

### **Seven Regional Part C Agencies APR (including each agency's performance on SPP targets):**

- Announcement of the availability of each of the seven regional Part C agency's APR for the federal fiscal year reporting period of 2010 and how to access a copy will be published in Montana's major newspapers.
- Each of the seven regional Part C agency's APR for the federal fiscal year reporting period of 2010 will be on the following website: DDP/FSSAC: <http://www.dphhs.mt.gov/fssac> and regional Part C agency.
- PLUK will disseminate how to access a copy of each of the seven regional Part C agencies' APRs through their weekly electronic newsletter disseminated to parents of children with disabilities and professionals in early intervention and special education, which is also available in print.
- Regional Part C agencies APRs for FFY 2010 will be available to the following groups: members of the FSSAC, Special Education Advisory Panel, Office of Public Instruction (OPI), Parents Let's Unit for Kids, Montana Council on Developmental Disabilities, Boards of Directors for the regional Part C agencies, and CSPD.
- Other advisory councils and planning groups associated with young children and people with disabilities will be made aware of the regional Part C agencies APRs for FFY 2010 and how to access a copy.
- Regional Part C APRs for FFY 2010 include each regional Part C agency's progress or slippage in meeting the measurable and rigorous targets found for each indicator in the SPP and APR.
- The new regional Part C agencies' APRs are reported to the public as soon as possible after February 1, 2012 but no later than April 30, 2012

**Monitoring Priority: Early Intervention Services In Natural Environments**

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

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

**Measurement:** Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.

Account for untimely receipt of services, including the reasons for delays.

FFY	Measurable and Rigorous Target
FFY 2010	100% of infants and toddlers with IFSPs will receive the early intervention services on their IFSPs in a timely manner.

**Actual Target Data for** *(July 1, 2010-June30, 2011):*

- 100% =86/86 \*100
- Montana met the target for this indicator

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June 30, 2011):*

**Explanation of Progress or Slippage:**

**Definition of Timely Services:**

The definition of “timely” of services is within 30 days of the parent (s) signing the IFSP. The Part C service(s) scheduled to be provided within the first 30 days were provided.

In Montana, the Part C Family Support Specialist (FSS) coordinates services provided by other early intervention service providers and directly provides child and family focused services. It is routine that Part C services on the child’s and family’s IFSP are provided immediately or very soon after the parent(s) sign the IFSP.

**Collection of Data:**

This data is based on two methods of data collection with each of the seven regional Part C agencies (covering the entire state). The two different data collection methods and schedules cover the delivery of services throughout the FFY 2010. Further, the data collection includes both children with their initial IFSP as well as children with subsequent IFSPs. (1) A survey method, following specific State Part C agency protocol, was used to collect data from each of the seven regional Part C agencies (covering the entire state). The data was collected on September of 2011 from children’s files for the time period of July 1, 2010 through June 30, 2011 and then submitted to the Part C Coordinator. Each agency randomly selected a certain number of files based on the number of infants and toddlers

that were served throughout the year from each agency. The number was based on each agencies child count data (618). The collection provides the state a proportional representation by region of the whole population served in Part C. After the selection of random files was made, the data was reviewed to document compliance to timely provision of services for each of the files. The data was submitted to the Part C Coordinator who reviewed the data to ensure compliance to Montana's definition of timely provision of services (a total of 51 individual files were reviewed - 10 from Region 1, 7 from Region II, 14 from Region III, 10 from Region IV, and 10 from Region V). Region I and III have two providers each of the other regions have one. (2) The second method was on-site monitoring by State Part C Quality Improvement Specialist (QIS) using Montana's Comprehensive Evaluation Process for Family Education and Support Tool Spreadsheet for the FFY 2010. Data was collected throughout the year by each Developmental Disability Program (DDP) regional office. A QIS individually scheduled on-site monitoring with the Part C agency(s) in their region. The monitoring indicated seven out of the seven regional Part C agencies (covering the entire state) were found to be in compliance with this indicator (total of 35 infants/toddlers' files were reviewed, five from each regional Part C agency). A total of 86 files (51 for method 1 and 35 for method 2) files were reviewed by these two methods.

#### **Data from Regional Part C agencies Sampling and Reporting for the APR Information:**

- Fifty-one out of fifty-one files randomly selected using the "Research Randomizer Program: indicated that infants and toddlers received Part C early intervention services within 30 days of parent(s) signing IFSP.

Montana collected the actual target data using the protocol described in the revised SPP (submitted with APR on February 1, 2011). A proportional sample from each of the seven regional Part C agencies (as explained in the previous section) was required to do a random sample of files using the "Research Randomizer Program" from all the Part C eligible children with an IFSP and received services in FFY 2010. The files were reviewed for each child/family selected to determine if services were provided according to the definition of timely services, and recorded: (1) if the Part C service(s) were provided in a timely manner and if not, (2) the number of days over the timely definition for each child if services scheduled were not provided within 30 days after the IFSP was signed, (3) the reason the services were not provided (e.g. child was sick, winter weather prevented travel, service provider canceled), and exceptional family circumstances listed in Part C Indicator Measurement Table (Expiration date:11/30/12).

The definition and procedures/instructions were developed by the Part C Coordinator and Part C Work Group (with representatives from each of the seven regional Part C agencies) to ensure uniform implementation of the data collection protocol. Each year the Part C Coordinator reviews the instructions with staff from each regional Part C agency. Each of the seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data for compliance, clarified the data if there were any questions with the regional Part C agency, and compiled the data for the APR. Each of the seven regional Part C agencies keeps a record for this indicator to include the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data.

#### **Data from Montana's Comprehensive Evaluation Tool Monitoring Spreadsheet:**

As part of Montana's general supervision and monitoring process, a State employee known as a Quality Improvement Specialist (QIS) is assigned to each of the seven regional Part C agencies (covering the entire state). The data was collected throughout the FFY 2010 because each DDP regional office and QIS individually schedule on-site monitoring with the Part C agency(s) in their region. The QIS conducted on-site reviews of a random sample of five files for children in Part C services using the Montana's Comprehensive Evaluation Process for Family Education and Support Services Tool Spreadsheet. The Tool addresses factors that promote the timely delivery of early intervention services. The following data is based on monitoring of children and families who received Part C services during the FFY 2010 (2010-2011). Seven out of the seven regional Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each regional Part C agency).

- Thirty-five out of thirty-five (100%) files reviewed indicated that services were provided without delay and according to Part C requirements for children/family.
- Thirty-five out of thirty-five (100%) files reviewed showed that each agency provided coordination services for each eligible child and family review.
- Thirty-five out of thirty-five (100%) files documented that resources and support services identified on the IFSP were provided to each eligible child and family.
- Thirty-five out of thirty-five (100%) files reviewed that IFSPs were in place within 45-days of the referral date.
- Thirty-five out of thirty-five (100%) files reviewed documented contacts with families for the purpose of providing support coordination, direct services, or supervision of and consultation with subcontracted personnel.

**Data from previous Monitoring:**

The data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool for the last seven fiscal years (FY 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, and 2009-2010), demonstrated 100% compliance for the 5 questions that were used for monitoring timelines (Please see SPP for details).

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Biannually Montana will continue to refine the tool, Montana’s Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State’s data collection process for this indicator.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP’s verification visit.		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana’s Dispute Resolution Manual 2010, and Part C to B transition guidelines.		
3. DDP will monitor the seven regional Part C agencies for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with Part C agency to determine the nature of noncompliance, develop,	July 1, 2010- June 30, 2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.

# APR Template – Part C (4)

Montana  
State

implement and monitor an improvement Plan or Corrective Action.		
<p><b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2010, the state provided trainings and TA on policies, procedures, and statues in regards to IDEA 2004. Each of the seven regional Part C agencies were also provided training on the new IFSP forms, guidelines, Montana Dispute Resolution Manual 2010, and Part C to B Transitioning handbook.</p>		

4. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 1.	July 1, 2010—June 30, 2011	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> The Part C Coordinator and the TA from the University of Montana-Rural Institute reviewed each of the seven regional Part C agencies policies and procedures in regards to IDEA2004 Statues. Prior to this review, each of the agencies also provided their training materials for review. Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 1. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand the definition of timely service, as demonstrated by review of IFSPs and the dates documented in the children’s files that indicated scheduled services were provided on time. Montana provided training on the new IFSP to be used across all regional Part C agencies. The new instructions included all items related to this indicator, including the IFSP timelines.</p>		
5. Biannually assess personnel development needs concerning early intervention practices associated with indicator 1.	July 1, 2010-June 30, 2011	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Montana trained on the new uniform IFSP and guidelines including providing timely services and the provision of services in the natural environment.</p>		
6. Montana will train on the new uniform IFSP to be used statewide.	July1, 2010 – November 15,2010	Regional Part C agency Managers and supervisors, FSSs, QISs, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Each of the seven regional Part C agencies and State staff received training on the new uniform IFSP and guidelines.</p>		
7. Montana will review and provide TA to all seven Regional Part C agencies in regards to their policies and procedures for IDEA 2004.	July1, 2010- March 30, 2011	Regional Part C agency Managers and supervisors, QIS, Part C technical assistance and trainers, and the Part C Coordinator
<p><b>Status:</b> The Part C Coordinator and the TA provider from the University of Montana reviewed all seven regional Part C agencies policies and procedures to ensure that they all were in-line with the Statutes of IDEA 2004. The Part C Coordinator and the TA provider from the University of Montana were able to</p>		

# APR Template – Part C (4)

\_Montana\_\_\_\_  
State

provide feedback on their policies, procedures, training documents, and provided additional resources information.		
8. Montana is developing a comprehensive data system to collect, analyze, and report data.	July 1, 2010 –June 30, 2011	Part C Coordinator, TA from University of Montana Rural Institute, Regional Part C agency Managers and supervisor, and contracted programmers.
<b>Status:</b> Montana began building the web based data system that will include the new uniform IFSP, Child Outcome Summary Forms, and reports needed for future APRs.		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2010-2011):**

**Monitoring Priority: Early Intervention Services In Natural Environments**

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

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

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

FFY	Measurable and Rigorous Target
FFY 2010	95% of infants and toddlers with IFSPs will primarily receive early intervention services in the home or programs for typically developing children.

**Actual Target Data for** (July 1, 2010-June30, 2011):

- 99.49% = (719/723\*100)
- Montana met the target for this indicator.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** (July 1, 2010-June30, 2011):

Table 2.1 Below are the 618 setting tables submitted for children with IFSPs on November 15, 2010:

PRIMARY SETTING OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2 Collected on November 15, 2010 and submitted February 1, 2011		
SETTING	NUMBER OF INFANTS AND TODDLERS FOR EACH SETTING	PERCENT BY SETTING
TOTAL (ROWS 1-3)	723	
1. HOME	690	95.44%= (690/723*100)
2. COMMUNITY-BASED SETTINGS	29	4.01%= (29/723*100)
3. OTHER SETTING	4	0.55%= (4/723*100)

\*Data collected on Table 2 of Information Collection 1820-0557 (Report of Program Settings Where Early Intervention Services are Provided to



Children with Disabilities and Their Families in Accordance with Part C)

Table 2.2

PRIMARY SETTINGS BY AGE			
AGE	TOTAL NUMBER SEVED BY AGE	NUMBER SERVED IN HOME (H) AND COMMUNITY-BASED (C) SETTINGS	PERCENTAGE
BIRTH TO ONE	103	96 (H) +6 (C) = 102	99.02%= (102/103*100)
ONE TO TWO	241	231 (H) +10 (C) = 241	100%= (241/241*100)
TWO TO THREE	379	363 (H) +13 (C) = 376	99.21%= (376/379*100)

**Explanation of Progress or Slippage:**

The target set for the FFY 2010 (2010-2011) was 95%. The actual target data was 99.4% of infants and toddlers received services in the home or programs for typically developing children. [99.4% - Table 2.1: (1. Home) 690 + (2. Community-Based Settings) 29 = 719/(Total Rows) 723 = 99.4%.] Montana’s Part C and child and family services provided through the DDP have since their inception in the 1970’s been based on a home-based model of service delivery instead of a center-based model. Training to the seven regional Part C agencies was provided on evidence based practices on delivering services in the natural environments. Training also occurred with the regional Part C agencies staff in regards to the definition of the settings categories and how to ensure the validity and reliability of the child count (618) data for Table 2 (Report of Program Settings where Early Intervention Services are Provided to Children with Disabilities and Their Families in Accordance with Part C).

Further, reviewing trend data from FFY 2001-2010 indicates there have been fluctuations in providing early intervention services in the home and programs for typically developing children by a 1 - 6% difference from year to year. For FFY 2007 and 2008, Montana stayed consistent in the number of infants and toddlers receiving services in the home or programs designed for typically developing children. Those children who received services in other settings were due to therapies.

Table 2.3 Child Count Data from 2000-2010

	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010
<b>Total number of children in December 1<sup>st</sup> Child Count</b>	600	574	628	677	724	679	633	731	649	723
<b>Home</b>	551/600 (92%)	527/574 (92%)	559/628 (89%)	600/677 (89%)	635/724 (88%)	605/679 (89%)	584/633 (92.25%)	671/731 (91.79%)	610/649 (98.16%)	690/723 (95.4%)
<b>Program designed for typically developing</b>	17/600 (3%)	20/574 (3%)	16/628 (3%)	24/677 (4%)	22/724 (3%)	25/679 (4%)	47/633 (7.42%)	52/731 (7.11%)	36/649 (5.54%)	29/723 (4.01%)

# APR Template – Part C (4)

Montana  
State

children										
<b>Total Home and Program for typically developing children</b>	568/600 (95%)	547/574 (95%)	575/628 (92%)	624/677 (93%)	657/724 (91%)	630/679 (93%)	631/633 (99.68%)	723/731 (98.90%)	646/649 (99.53%)	719/723 (99.4%)
<b>Other settings</b>	32/600 (5%)	27/574 (5%)	53/628 (8%)	53/677 (8%)	79/724 (11%)	49/679 (7%)	2/633 (0.32%)	8/731 (1.09%)	3/649 (.46%)	4/723 (.55%)

\*% were rounded to whole #'s, in rounding the % to whole numbers, the % may be lesser or greater than 100%, except 2007 & 2008.

In addition, the seven regional Part C agencies work closely with other local and regional providers of children's services to promote inclusion of children with disabilities in participation in services and community programs for all children. The Family Support Services Advisory Council (Montana's ICC) and the programs represented on the Council also promote statewide initiatives for the inclusion of children with disabilities in all community activities for children and families. Further, the State agency participated in initiatives to promote services in natural environments such as the Governor's Readiness Campaign. While promoting the inclusion of young children with disabilities in programs designed for typically developing children is a goal in Montana, the very rural nature of the state impacts those programs (e.g., distance from ranch to town).

### Improvement Activities from the SPP for FFY 2010 (2010-2011):

Activities from SPP FFY 2010	Timelines	Resources
1. Based on each regional Part C agencies 618 data and monitoring data, work with the regional Part C agencies and the Quality Improvement Specialist to continue to promote utilization of appropriate community settings and programs for typically developing children in which services are delivered.	July 1, 2010- June 30,2011	Seven regional Part C agencies, Part C Coordinator, Quality Improvement Specialist.
<p><b>Status:</b> Child Count (618) data was reviewed and discussed at both the FSSAC and regional Part C agencies meetings. Training was provided on the definitions on settings for natural environments. The FSS Comprehensive Certification process that took place twice during the year (November &amp; June) demonstrated through portfolios and interview that they know where and how to provide services in natural environments. The IFSP reviewed demonstrated that they provided services where typically developing children received services or in the child's home. The Quality Improvement Specialist (QIS) were provided Part C's current definition of natural environments.</p>		
2. Analyze with the Child and Family Services Division for providing training and technical assistance for the support of early childhood childcare settings that serve all children with appropriate high quality services.	July 1, 2010- June 30, 2011	Seven regional Part C agencies, Part C Coordinator, Child and Family Service Division, and Child Care Plus, Child Care Regional Resource Centers and child care providers.

**APR Template – Part C (4)**

\_\_Montana\_\_  
State

<p><b>Status:</b> Part C Coordinator participated in 3 meetings of the Early Childhood Partnership for Professional Development and 2 meetings of the Governor’s Readiness Workgroup, to discuss what communities and other professionals are doing for training, including full inclusion of young children with disabilities. The information that was provided from these meetings was then shared with the Regional Part C agencies during quarterly meetings.</p>		
<p>3. Based on Activity 2 above collaborate with the Child and Family Services Division for providing training and technical assistance for the support of early childhood childcare settings that serve all children with appropriate high quality services.</p>	<p>July 1, 2010—June 30, 2011</p>	<p>Seven regional Part C agencies, FSSAC, and Part C Coordinator.</p>
<p><b>Status:</b> Part C Coordinator participated in 3 meetings of the Early Childhood Partnership for Professional Development and 2 meetings of the Governor’s Readiness Workgroup, to discuss what communities and other professionals are doing for training. Family Services in Montana has supported inclusion of young children in child care settings by implementing policies that provide incentives to child care providers who serve young children with disabilities and supporting training for child care providers related to serving young children with disabilities. Each of the regional Part C agencies promotes full inclusion in child care settings in the communities they serve. The information that was provided from these meetings was then shared with the Regional Part C agencies during quarterly meetings.</p>		
<p>4. Annually review 618 data and monitoring data for state and each regional Part C agency and provide focused training and technical assistance for regional Part C agency staff/Family Support Specialists, Quality Improvement Specialist on 618 settings definitions and data collection requirements, monitoring requirements for Indicator 2.</p>	<p>July 1, 2010-June 30, 2011</p>	<p>Seven regional Part C agencies, FSSAC, and Part C Coordinator.</p>
<p><b>Status:</b> Child Count (618) data was reviewed and discussed at both the FSSAC and regional Part C agencies meetings in FFY 2010. Training was provided on the definitions on natural environment settings. The FSS Comprehensive Certification process that takes place twice a year (November 2010 &amp; June 2011) demonstrated that FSSs know where and how to provide services in natural environments. The IFSP reviewed demonstrated that they provided services where typically developing children received services or in the child’s home. The Quality Improvement Specialist (QIS) were provided Part C’s current definition of natural environments.</p>		
<p>6. Montana will train on the new uniform IFSP to be used statewide to all seven Regional Part C agencies. Training will contain content on functional outcomes that address natural environment within the context of daily routine. The training will help write appropriate justification statements on the IFSP, if services are not occurring in a natural environment.</p>	<p>July1, 2010 – November 15,2010</p>	<p>Regional Part C agency Managers and supervisors, FSSs, QISs, Part C technical assistance and trainers, and the Part C Coordinator.</p>

<p><b>Status:</b> Training on the new uniform IFSP did occur for each of the seven regional Part C agencies. The new guidelines outlines the importance of a justification needs to occur if a services is not provided in a natural setting. If a services is not provided in a natural environment they need to provide with the justification a timeline of when it will be moved to a natural setting. The QISs were provided training on the new IFSP and guidelines. Montana is further looking at strengthen our services in the Natural Environments and is planning on bring Robin McWilliams into the state to provide training to FSSs on writing functional outcomes to help enhance the natural and daily routines of the family and child in their natural environment.</p>		
<p>7. Montana will train on CSEFEL to support social emotional in the natural environment.</p>	<p>March 13, 2011- June 30, 2011</p>	<p>Regional Part C agency managers and supervisors, FSSs, child care providers, children’s mental health, Early Head Start, Head Start, Part C technical assistance and trainer, and the Part C Coordinator.</p>
<p><b>Status:</b> Montana provided training on CSEFEL curriculum and the use of it with a child’s normal (routine) day. The training was provided to at least one staff from each of the seven regional Part C agencies, along with staff from Early Head Start, Head Start, child care providers, children’s mental health agencies, and higher education.</p>		
<p>8. Montana will review and provide TA to all seven Regional Part C agencies in regards to their policies and procedures for IDEA 2004.</p>	<p>July 1, 2010- June 30, 2011</p>	<p>Regional Part C agency managers and supervisors, QIS, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> The Part C Coordinator and the TA from the University of Montana-rural Institute reviewed and provided TA to all seven Regional Part C agencies on their policies and procedures and training for the Statues IDEA 2004. The TA addressed the important developmental outcomes that can be achieved through providing services in the natural environment.</p>		
<p>9. Montana is developing a comprehensive data system to capture, analyze, and report data.</p>	<p>July 1, 2010- June 30, 2011</p>	<p>Part C Coordinator, TA from University of Montana Rural Institute, Regional Part C agency managers and supervisors, and contracted programmers.</p>
<p><b>Status:</b> Montana began building the web based data system that will include the new uniform IFSP, Child Outcome Summary Forms, and reports needed for future APRs.</p>		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2010-June30, 2011):**

Montana is further looking at strengthen our services in the Natural Environments and is planning on bring Robin McWilliam into the state to provide training to FSSs on writing functional outcomes to help enhance the natural and daily routines of the family and child in their natural environment.

**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:** Outcomes:

- 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.

Progress categories for A, B and C:

- 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.

FFY	Measurable and Rigorous Target
FFY 2010	<p><b>Outcome A: Positive social-emotional skills (including social relationships)</b></p> <p>1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time</p>

	<p>they turned 3 years of age or exited the program. 59%</p> <p>2. The percent of children who were functioning within age expectations in Outcome A by the time they turned 3 years of age or exited the program. 53%</p> <p><b>Outcome B: Acquisition and use of knowledge and skills (including early language/communication and early literacy)</b></p> <p>1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program. 61%</p> <p>2. The percent of children who were functioning within age expectations in Outcome A by the time they turned 3 years of age or exited the program. 44%</p> <p><b>Outcome C: Use of appropriate behaviors to meet their needs:</b></p> <p>1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program. 67%</p> <p>2. The percent of children who were functioning within age expectations in Outcome A by the time they turned 3 years of age or exited the program. 52%</p>
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**Target Data and Actual Target Data for FFY 2010** (July 1, 2010-June 30, 2011):

Table 3.1-Targets and Actual Data for Part C Children Exiting in FFY 2010 (July 1,2010-June 30,2011)

Summary Statements	Actual FFY 2009 (% and # children)	Actual FFY 2010 (% and # children)	Target FFY 2010 (% of children)
<b>Outcome A: Positive social-emotional skills (including social relationships)</b>			
1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they exited the program. Formula: $c+d / a+b+c+d$	59.3%  (n=248 )	64.1%  (n=295)	59%
2. The percent of children who were functioning within age expectations in Outcome A by the time they exited the program. Formula: $d+e / a+b+c+d+e$	54.8%  (n=336 )	51.6%  (n=376)	53%
<b>Outcome B: Acquisition and use of knowledge and skills (including early language/communication and early literacy)</b>			
1 Of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their	61.1%	65.3%	61%

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rate of growth by the time they exited the program. Formula: $c+d / a+b+c+d$	(n=285 )	(n=323 )	
2. The percent of children who were functioning within age expectations in Outcome B by the time they exited the program. Formula: $d+e / a+b+c+d+e$	45.5%  (n=336 )	43.4.%  (n=376 )	44%
<b>Outcome C: Use of appropriate behaviors to meet their needs</b>			
1 Of those children who entered or exited the program below age expectations in Outcome C, the percent who substantially increased their rate of growth by the time they exited the program. Formula: $c+d / a+b+c+d$	61.6%  (n=263 )	71.8%  (n=301 )	67%
2. The percent of children who were functioning within age expectations in Outcome C by the time they exited the program. Formula: $d+e / a+b+c+d+e$	53.3%  (n= 336)	54.5%  (n=376 )	52%

Table 3.2-Progress Data for Part C Children FFY 2010

A. Positive social-emotional skills (including social relationships):	Number of children	% of children
a. Percent of children who did not improve functioning	0	0
b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	106	28% (106/376*100=28.2)
c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach	76	20% (76/376*100=20.2)
d. Percent of children who improved functioning to reach a level comparable to same-aged peers	113	30% (113/376*100=30.1)
e. Percent of children who maintained functioning at a level comparable to same-aged peers	81	22% (81/376*100=21.5)
Total	N=376	100%
B. Acquisition and use of knowledge and skills (including early language/communication and early literacy):	Number of children	% of children
a. Percent of children who did not improve functioning	0	0
b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	112	30% (112/376*100=29.7)
c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach	101	27% (101/376*100=26.8)
d. Percent of children who improved functioning to reach a level comparable to same-aged peers	110	29% (110/376*100=29.2)
e. Percent of children who maintained functioning at a level comparable to same-aged peers	53	14% (53/376*100=14.1)
Total	N=376	100%
C. Use of appropriate behaviors to meet their needs:	Number of children	% of children
a. Percent of children who did not improve functioning	0	0
b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	85	23% (85/376*100=22.6)
c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach	86	23% (86/376*100=22.8)
d. Percent of children who improved functioning to reach a level comparable to same-aged peers	130	35%



		(130/376*100=34.5)
e. Percent of children who maintained functioning at a level comparable to same-aged peers	75	20% (75/376*100=19.9)
Total	N=376	100%

**Discussion of Summary Statements and a-e Progress Data for FFY 2010:**

Children who entered Part C below age expectations in positive social-emotional skills, substantially increased their rate of growth in positive social-emotional skills by the time they exited, was 64.1% in FFY 2010 compared to 59.3% in FFY 2009. The percent of children who were functioning within age expectations in social-emotional skills, by the time they exited was 43.0% for FFY 2010 compared to 54.8% for FFY 2009

Children, who entered Part C below age expectations in acquisition and use of knowledge and skills, substantially increased their rate of growth in acquisition and use of knowledge and skills by the time they exited, was 65.3% in FFY 2010 compared to 61.1% in FFY 2009. The percent of children who were functioning within age expectations in Acquisition and use of knowledge and skills, by the time they exited was 43.4% for FFY 2010 compared to 45.5% for FFY 2009.

Children who entered Part C below age expectations in use of appropriate behaviors to meet their needs, substantially increased their rate of growth in use of appropriate behaviors to meet their needs by the time they exited, was 71.8% in FFY 2010 compared to 61.6% in FFY 2009. The percent of children who were exited was 54.5% for FFY 2010 compared to 53.3% for FFY 2009.

Montana collected data from all infants and toddlers who (1) had baseline COSFs completed, (2) were in services at least six months, and (3) had an exit COSF were completed in the reporting period of 7/01/2010 to 06/30/2011 (FFY10). Data using exit COSFS were completed for 376 children during the reporting year. These data are for all children who were in Part C that met the above criteria from all of the regional Part C agencies. Montana had an increase of 40 children from the last reporting period which reported 336 children with exit data for the FFY 09. Montana used ECO’s COSF forms, rating scale and Summary Statement Calculator to provide the statements below.

Montana used ECO’s for the statements below.

**A. Social Emotional Skills**

- 100% (106(b)+76(c)+113(d)+81(e)=376/376\*100=100% of infants and toddlers participating in Montana’s Part C services for the FFY 10 made progress in their social relationships while they were enrolled.
- 22% (percentage from category A.e Table 3.2) of the infants and toddlers participating in Montana’s Part C services for the FFY 10 were functioning at age expectations at entry and at exit in this outcome area. 43% (percentage from statement A.2 Table 3.1) of the children were functioning at age expectations in this outcome area when they exited the program. (21.5%[43%-21.5=21.5%] started out behind and caught up, 22% entered and exited at age expectations.)
- 64.1% (percentage from statement A.1 Table 3.1) of the children who entered the program below age expectations made greater than expected gains, made substantial increases in their rates of growth (i.e. changed their growth trajectories).

**B. Acquiring and Using Knowledge and Skills**

- 100% ( $112(b)+101(c)+110(d)+53(e)=376/376*100%=100%$ ) of infants and toddlers participating in Montana's Part C services for the FFY 10 made progress in their acquiring and using knowledge and skills while they were enrolled.
- 14.1% (percentage from category B.e Table 3.2) of the infants and toddlers participating in Montana's Part C services for the FFY 10 were functioning at age expectations at entry and at exit in this outcome area. 43.4% (percentage from Statement B.2 Table 3.1) of the children were functioning at age expectations in this outcome area when they exited the program. ( $29.3[43.4-14.1=29.3\%]$  started out behind and caught up, 14.1% entered and exited at age expectations).
- 65.3% (percentage from statement B.1 Table 3.1) of the children who entered the program below age expectations made greater than expected gains, made substantial increases in their rates of growth. i.e. changed their growth trajectories.

C. Taking Appropriate Action to Meet Needs

- 100% ( $85(b)+86(c)+130(d)+75(e)=100%$ ) of infants and toddlers participating in Montana's Part C services for the FFY 10 made progress in their taking appropriate action to meet their needs while they were enrolled.
- 19.9% (percentage from category B.e Table 3.2) of the infants and toddlers participating in Montana's Part C services for the FFY 10 were functioning at age expectations at entry and at exit in this outcome area. 54.5% (percentage from statement C.2 Table 3.1) of children were functioning at age expectations in this outcome area when they exited the program. ( $34.6\% [54.5-19.9=34.6\%]$  started out behind and caught up, and 19.9% entered and exited at age expectations).
- 71.8% (percentage from statement C.1 Table 3.1) of the children who entered the program below age expectations made greater than expected gains, made substantial increased in their rates of growth (i.e. changed their growth trajectories).

The targets set for the FFY 2010:

- A.1 target was 59%. The actual target data was 64.1%, Montana met its target with a greater number of children increasing their growth trajectories.
- A.2 the target was 53%. The actual target data was 43%, Montana did not meet its target.
- B.1 target was 61%. The actual target data was 65.3%, Montana met its target with a greater number of children increasing their growth trajectories.
- B.2 the target was 44%. The actual target data was 43.3% , Montana did not meet its target.
- C.1 the target was 67%. The actual target data was 71.8%, Montana met its target with a greater number of children increasing their growth trajectories.
- C.2 the target was 52%. The actual target data was 54.5%, Montana met its target.

Reviewing Montana's data with regards to the patterns it appears that overall the numbers are evenly distributed for Outcomes A and B. When reviewing Outcomes C, statement "e" is higher in this area than the other two. This could be due to that as children enter into the program they appear to be developing like same age peers, as they move and grow within Part C there is an awareness that children need to continue to meet their needs, so when doing program planning including this into an outcome for all children. Although Montana's data for "a" (found in Table 3.2) was 0, the Part C Coordinator and the TA from the University of Montana-Rural Institute reviewed the data again and those children who entered and then exited Part C services without making progress were not in Part C services for at least six months, which is a minimum time requirement to be counted for the early childhood outcomes Indicator 3. The review also indicated that children who entered and exited with ratings of "1" or "2" the COSF team noted that these children still made some progress.

Montana's continues to provide each of the seven regional Part C agencies with their data on a quarterly basis. The TA provider from the University of Montana-Rural Institute provides feedback to agencies on

improvements or process that need to be made when completing the COSFs. The TA also provides guidance or assesses agencies when they have questions about a particular child or in resource materials in regards to Child Outcomes.

Montana continues to use the procedures and guidelines outlined in the SPP for Indicator 3.

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Biannually Montana will continue to refine the tool, Montana’s Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State’s data collection process for this indicator.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP’s verification visit.		
2. Provide initial and annual training for the Quality Improvement Specialists concerning child outcomes, the COSF process and data collection related to child outcomes.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana’s Dispute Resolution Manual 2010, and Part C to B transition guidelines.		
3. DDP will monitor the seven regional Part C agencies for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with Part C agency to determine the nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2010- June 30, 2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2010, the state provided trainings and TA on policies, procedures, and statues in regards to IDEA 2004. Each of the seven regional Part C agencies were also provided training on the new IFSP forms, guidelines, Montana Dispute Resolution Manual 2010, and Part C to B Transitioning handbook.		

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4. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 3.	July 1, 2010—June 30, 2011	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> The Part C Coordinator and the TA from the University of Montana-Rural Institute reviewed each of the seven regional Part C agencies policies and procedures in regards to IDEA2004 Statues. Along with this review each of the agencies provided their training materials for review. Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 1. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. The TA provider from the University of Montana-Rural Institute and the Part C Coordinator review each COSF and provided feedback to the regional Part C agencies on a quarterly basis.</p>		
5. Conduct quality assurance reviews of child outcomes COSFs and data, develop and disseminate quality assurance reports for each regional Part C agency specific technical assistance and training.	July 1, 2010-June 30, 2011	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> The Part C Coordinator and TA from the University of Montana- Rural Institute reviewed all COSFs from each of the seven regional Part C agencies. Each agency was provided their quarterly data and the State’s over all data for the quarter. T.A. calls were provided to those agencies that were in need of assistance.</p>		
6. Annually review and update all Montana manuals and resources concerning child outcomes, the COSF process and data collection related to child outcomes.	July1, 2010 – November 15,2010	Regional Part C agency Managers and supervisors, FSSs, QISs, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> TA from University of Montana- Rural Institute provided the seven regional Part C agencies information from ECO’s conference calls and web-page on COSF(s).</p>		
7. Montana is developing a comprehensive data system to collect, analyze, and report data.	July 1, 2010 –June 30, 2011	Part C Coordinator, TA from University of Montana Rural Institute, Regional Part C agency Managers and supervisor, and contracted programmers.
<p><b>Status:</b> Montana began building the web based data system that will include the new uniformed IFSP, Child Outcome Summary Forms, and reports needed for future APRs.</p>		

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2011**

NA

**Monitoring Priority: Early Intervention Services In Natural Environments**

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

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

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

**Measurement:**

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

FFY	Measurable and Rigorous Target
FFY 2010	<ul style="list-style-type: none"> <li>A. 93% will report that early intervention services has helped the family help their children develop and learn</li> <li>B. 93% will report that early intervention services has helped the family effectively communicate their children's needs.</li> <li>C. 88% will report that early intervention services has helped the family help their children develop and learn</li> </ul>

**Actual Target Data for** *(July 1, 2010-June30, 2011):*

- 4-A. 94% (272/288\*100= 94.4%), of respondent families reported that early intervention services have helped families know and understand their rights.
- 4-B. 97% (286/296\*100= 96.6%), of respondent families reported that early intervention services have helped the family effectively communicate their children's needs.
- 4-C. 95% = (283/298\*100= 94.9%), of respondent families reported that early intervention services have helped the family help their children develop and learn.
- Montana met the target for this indicator 4-C.

[ \* While the instructions asked families to respond to each question, families did not always respond to each question. The numerator is the number of respondents to the question and the denominator is the number of positive respondents to the question.]

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (July 1, 2010-June30, 2011):**

**Explanation of Progress or Slippage:**

**Table 4.1 Comparison of FFY 2008 and FFY 2009 Data for Indicator 4 Family Outcomes**

Types of Data	Data for FFY 2009	Date for FFY 2010	Targets for FFY 2010
Number surveys returned	284	319	
Return Rate	43.1% (284/659*100)	40.5%(319/788*100)	
4 A- know rights	93.8%	94.4%	93%
4 B- communicate child's needs	93.4%	96.6%	93%
4 C- help child develop and learn	93.9%	94.9%	88%

- Montana FFY 2010 target for 4-A was 93%. Montana’s actual data shows 94% (94.4%) of respondent families reported that early intervention services have helped the family know their rights. Montana met its target for this sub indicator FFY 10. This sub indicator had the least amount of responses. Montana is confident that more families do know their rights because: (1) there have been no formal complaints filed, (2) through reviewing files in portfolios for the Family Support Specialist Comprehensive Certification process, families sign off that they know the procedural safeguard (rights), and (3) interviews conducted by QIS’s with families during the monitoring of each of the regional Part C agencies indicate that these families are aware of the rights and procedural safeguards.
- Montana FFY 2010 target for 4-B was 93%. Montana’s actual data shows 97% (96.6%) of respondent families reported that early intervention services have helped the family effectively communicate their child’s needs. Montana had an increase of 4% of parents who responded that indicated that families can communicate their child’s need from FFY 09. Montana exceeded the target by 4%.
- Montana FFY 2010 target for 4-C was 88%. Montana’s actual data shows 95% (94.9%) of respondent families reported that early intervention services have helped the family help their child develop and learn. Montana had an increase of 1% of parents who responded that early intervention services have helped the family help their child develop and learn from FFY 09. Montana exceeded the target by 7%.

To ensure representation from across the state all seven regional Part C agencies conducted a parent survey for all families whose children had an IFSP and received Part C services in FFY 2010. Each of the seven regional Part C agencies incorporated into their survey the ECO Center’s three questions on Family Outcomes and used the ECO Center’s rating scale for Indicator 4. Each of the seven regional Part C agencies’ procedures and methods for disseminating and collecting survey information were reviewed and approved by DDP to ensure appropriate representation of families from across Montana. A total of 788 surveys were disseminated to parents participating in Part C throughout Montana by each of the seven regional Part C agencies; 319 of those surveys were returned for a 41% (319/788\*100=40.5%). The range for the percentage of surveys returned to the seven regional Part C agencies were 31% to 70%. All of the seven regional Part C agencies met the State’s minimal return rate of 30%.

Montana’s Child Count Data (618) for FFY 2010 served 723 children. The two largest race/ethnicity in Montana are “white” with a count of 520 (72%) and then “American Indian or Alaska Native” with a count of 128 (18%). Although the family surveys did not ask for race/ethnicity, it appears the return rates of

those agencies that served the largest populations of American Indian or Alaska Native (typically on or near the reservation) had sufficient return rates that would indicate representation from that race/ethnicity category. In addition, parents from every region of the state participated in the survey which included rural/remote areas as well as urban areas of Montana. Given the small number of families receiving services for each regional Part C agency, it is difficult obtain specific information about each family’s characteristics without compromising the disclosure of personally identifiable information.

As previously noted the instructions asked families to respond to each question; however families did not always respond to all three questions. Thus, it was noted in the Actual Target Data that each question had a different number of families that completed a particular question. Some families indicated either through notes on the survey or survey follow-up that they may not have understood the question.

Data collection occurred during each regional Part C agency’s annual parent survey process according to each agency’s timeline. The surveys were conducted through mailings, direct delivery, telephone or an in person interview. The parents or interviewers submitted the survey data anonymously. Each of the seven regional Part C agencies followed uniform procedures for filling out the report and submitting the form for Indicator 4. The Part C Coordinator compiled the data for the APR according to:

- How many total surveys were (1) sent out and (2) returned to each regional Part C agency (return rate).
- How many total responses each of the regional Part C agencies received for each question in response to Family Outcomes.
- All responses that were three, two, or one (ECO Center rating scale) were considered “no” responses.
- The “no” responses were totaled for the State.
- All questions with a five, six, or seven (ECO Center rating scale) were considered “yes” responses.
- The “yes” responses were totaled for the State.
- Any Family Outcomes question that did not have a response marked on the survey, was not included in the actual data. This accounts for the variation in the “actual” numbers used to calculate the percents for 4-A., 4-B. and 4-C.

**Data from Montana’s Comprehensive Evaluation Tool Monitoring Spreadsheet**

As part of Montana’s general supervision monitoring, Quality Improvement Specialist (QIS) reviewed 35 randomly selected files of children and families receiving Part C services from regional Part C agencies (all agencies are monitored each year) to determine compliance with Part C requirements. In addition, the QIS interviewed a sample of families who received Part C services to determine the impact of their satisfaction with Part C services. During the last year, all the interviewed families receiving services from the regional Part C agencies indicated that they thought the services benefitted their child and family and were satisfied with the services they received. Annually QIS conduct general supervision monitoring of all regional Part C agencies, thus parents from all the Part C agencies and from all regions of the state participated in this process.

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Biannually Montana will continue to refine the tool, Montana’s Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State’s data collection process for this indicator.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.

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<p><b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP’s verification visit. QISs continue to interview families who receive Part C services if they were explained their rights, happy with the services they receives and if there are areas for improvement in the services they were provided.</p>		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana’s Dispute Resolution Manual 2010, and Part C to B transition guidelines.</p>		
2. DDP will monitor the seven regional Part C agencies for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with Part C agency to determine the nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2010- June 30, 2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2010, the state provided trainings and TA on policies, procedures, and statues in regards to IDEA 2004. Each of the seven regional Part C agencies were also provided training on the new IFSP forms, guidelines, Montana Dispute Resolution Manual 2010, and Part C to B Transitioning handbook.</p>		
3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 4.	July 1, 2010—June 30, 2011	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> The Part C Coordinator and the TA from the University of Montana-Rural Institute reviewed each of the seven regional Part C agencies policies and procedures in regards to IDEA2004 Statues. Along with this review each of the agencies provided their training materials for review. Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 4. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand procedural safe guards, how to communicate with families, and help families and their child do things within their daily routines. Montana provided training on the new State IFSP and reviewing agencies policies and procedures for Part C and how they orientate new staff.</p>		
4. Montana will train on the new uniform IFSP and guidelines to be used statewide.	July 1, 2010-November 15, 2011	Regional Part C agency managers and supervisors, Part C technical assistance



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		and trainers, and the Part C Coordinator.
<p><b>Status:</b> Each of the seven regional Part C agencies and State staff received training on the new uniform IFSP and guidelines, including those items most closely related to Indicator 4.</p>		
5. Developmental Disability Program will monitor the seven regional Part C agencies return rates on family surveys.	July 1, 2010—June 30, 2011	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Each regional Part C agency had a return rate of 30% or more on their family surveys. At a quarterly FSSAC and Part C provider meeting it was discussed how agencies could improve their return rates. Those agencies that had a higher return rate shared their strategies with the other too.</p>		
6. Montana will provide training on the Montana’s Part C Dispute Resolution Handbook dated October 2010.	July 1, 2010—June 30, 2011	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Part C Coordinator and the TA provider from the University of Montana-Rural Institute provided training to each of the seven regional Part C agencies on the Handbook. QISs were provided this document too. The document can be found on the FSSAC website at <a href="http://www.dphhs.mt.gov/fssac">http://www.dphhs.mt.gov/fssac</a> under the report section and then guidance materials.</p>		

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(July 1, 2010-June30, 2011):*

**Monitoring Priority: Effective General Supervision Part C / Child Find**

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

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

**Measurement:**

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

FFY	Measurable and Rigorous Target
FFY 2010	Part C in Montana will serve 1.39% of all infants in the state

**Actual Target Data for** (July 1, 2010-June30, 2011):

- 0.85% (103/12,157\*100)
- Montana’s November 15, 2010, Child Count Data (618) indicates 0.85% of Montana’s infants are served compared to 1.03% for the national baseline.
- Montana is ranked 37<sup>th</sup> for all 50 states, District of Columbia and Puerto Rico.

(Table C-13. Percent of infants and toddlers receiving early intervention services under IDEA, Part C, by age and state: 2010)

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** (July 1, 2010-June30, 2011):

**Explanation of Progress or Slippage:**

Montana’s SPP target for FFY 2010 (2010 – 2011) was to serve on the 618 child count date 1.39% of all infants in the state. Montana’s actual data shows 0.85% of all infants being served on the child count date (618). Montana maintains the same percentage as FFY 09 reporting period, but Montana did not meet its SPP Target. While Montana maintained the number of infants being served, the data in Table 6.3, Collaborative Child Find Events Conducted (see Indicator 6), indicate Montana had an increase in the number of events by 226 from the last reporting period. Montana also had an increase in the number of referrals from primary referral sources by 11, which can be found on Table 6.4 (see Indicator 6). Maintaining the same percentage may be due to Montana’s decrease in the number of infant’s birth to one for the population estimate from the previous year. There were 681 less than FFY 09, due in part to the new (actual) 2010 census data coming out in comparison to estimated census data for several of the previous years.

Montana for several years has engaged in a variety of annual activities to better understand the slippage in the percent of infants served in Part C, including: (1) reviews and analysis of child count data since 1995 - 2010; (2) reviews of child find activities and initiatives with the Family Support Services Advisory Council (FSSAC - Montana’s ICC) and each of the seven regional Part C agencies. At the State and regional levels, there has been a high amount of staff turnover and vacant positions in most health and human service state programs that have cooperated in coordination of Part C child find and public awareness activities, thus there has been less coordination of these activities.

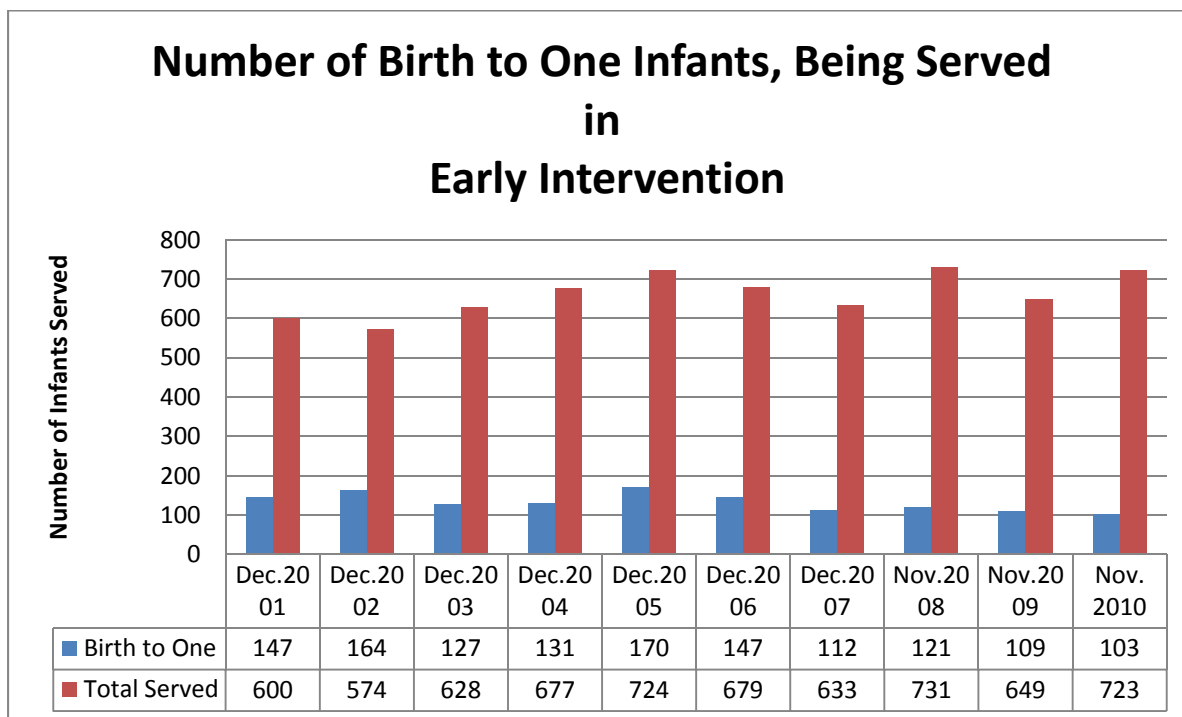
Montana's state programs in health and human services often only have one person responsible for these activities in their program (e.g., newborn screening program) and when that position is vacant for a long period, there is no one to coordinate or work with on child find and public awareness. (3) discussions with Part C technical assistance providers and personnel from other states concerning Indicator 5 data and activities; and (4) discussions with Mr. James Sylvester, Bureau of Business and Economic Research at the University of Montana (appointed by Montana's Governor as the contact for the U.S. Census Bureau's Federal State Cooperative Program for Population Estimates), to gain a better understanding of each year's census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates. Further, Mr. Sylvester also assisted in reviewing child count data from 1995 to 2009 relative to Montana's infant general population census data and estimates for that time period.

Montana will continue to look at child count and population data in order to develop specific activities designed to make improvements in the percent of infants and toddlers served in Part C. [See status updates in Improvement Activities section. Data and other information to support the initial findings are reported in the Additional Child Count Data and Comparison section.] Several activities that have occurred to improve the number of infants being served in Montana, including:

- Discussions with the Family Support Services Advisory Council (FSSAC-Montana's ICC) and each of the regional Part C agencies to review child count data (618) and population data in order to develop specific activities designed to make improvements in the percent of infants served in Part C. Both stakeholder groups reviewed Mr. James Sylvester, explanation of census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates.
- Montana revised the SPP target for percent of infants served in Part C (SPP revision submitted with 2-1-2010 APR). After thoughtful review of the options, the decision was to base the revised percent of infants served on the combination of Montana's average percent infants served since 1995 and the average improvement increment for each year the percent infants served increased from the previous year.
- These stakeholders also reviewed improvement activities and updated future improvement activities to increase the infant population percent.

Also see Indicator 6. for additional information about child count data and child find improvement activities.

**Table 5.1 Additional Child Count Data and Comparisons:**



- November 12, 2009, 109 of 649 (23%) are children, birth to 1.
  - November 15, 2010, 103 of 723 (14%) are children, birth to 1.
- Mean number of infants served from December 2000 to December 2010 is 140 (range 112-170).

(See Montana’s SPP for past FFY data)

**Table 5.2 Comparison of Birth-12 Months Population and Child Count Data from 1995-2010 Using U.S. Census Bureau Revised Birth-12 Months Population Estimates**

Child Count Year	Montana Birth-12 Months Population Revised Estimates	Population Difference from Previous Year	Number of Birth-12 Months Child Count in Part C	Percent of Birth-12 Months in Part C Using Revised Estimates
1995	10,779		93	0.86
1996	10,676	103 (-)	94 (+)	0.88 (+)
1997	10,433	243 (-)	101 (+)	0.97 (+)
1998	10,413	20 (-)	141 (+)	1.35 (+)
1999	10,527	114 (+)	114 (-)	1.08 (-)
2000	10,804	277 (+)	147 (+)	1.36 (+)
2001	10,964	160 (+)	164 (+)	1.50 (+)
2002	10,982	18 (+)	127 (-)	1.16 (-)
2003	11,279	297 (+)	131 (+)	1.16 (same)
2004	11,559*	280 (+)	170 (+)	1.47* (+)
2005	11,655*	96 (+)	147 (-)	1.26* (-)
2006	11,644	11 (-)	112 (-)	0.96 (-)
2007	12,355**	711 (+)	121 (+)	0.98 (+)
2008	12,773**	418 (+)	136 (+)	1.06 (+)
2009	12,838**	65 (+)	109 (-)	0.85 (-)
2010	12,157***	681 (-)	103 (-)	0.85 (same)

OSEP data taken from U.S. Department of Education’s website. All birth-12 months population census data are U.S. Census Bureau “revised” estimates except for 2000 which is actual state census data and \*\* 2007 – 2009 are years the census data for individual age years were not revised. The (\*) population data and % data for 2004-2006 is not the data used by OSEP for the APR tables. The (+) and (-) indicate an increase or decrease from the previous year. \*\*\* The 2010 data is based on the actual census data collected for the latest census collection.

- According to Montana’s U.S. Census Bureau’s Federal State Cooperative Program for Population Estimates contact, there is an error of (+) or (-) 1000 for the birth - 3 general population in Montana which could greatly impact the percent calculation for the percent of birth - 12 months (infants) in Part C on the child count date.
- In comparing the birth - 12 months **general population data** from year to year, in five comparisons, the general population number decreased from the previous year.
- In comparing the birth- 12 months **child count data for number of infants in Part C** from year to year, in six comparisons, the number of infants in Part C decreased from the previous year.
- In comparing the birth - 12 months **child count data for percent of infants in Part C** from year to year, in six comparisons, the percent of infants in Part C decreased from the previous year.
- Analysis of the birth – 12 months general population data for 1995 (10,779) in comparison to the same data for 2010 (12,157) indicate an increase of 1378 infants which is a **88.6%** increase.
- Analysis of the birth– 12 months number of infants in Part C for 1995 (93) in comparison to the same data for 2010 (103) indicate an increase of 10 infants is a **10.7%** increase.
- Analysis of the birth – 12 months general population data for 2009 (12,838) in comparison to the same data for 2010 (12,157) indicate a decrease of 681 infants which is a **18.8%** decrease.
- Analysis of the birth– 12 months number of infants in Part C for 2009 (109) in comparison to the same data for 2010 (103) indicate a decrease of 6 infants is an **5.5%** decrease.

**Table 5.3 Comparison of Birth-12 Months Population and Child Count Data from 2004-2010 Using U.S. Census Bureau Revised Birth-12 Months Population Estimates**

Child Count Year	Montana Birth-12 Months Population Reported by OSEP for APRs	Revised Montana Birth-12 Months Population	Number of Birth-12 Months Child Count in Part C	APR Reported Percent of Birth-12 Months in Part C	Percent of Birth-12 Months in Part C revised to Reflect Revised Population
2004	10,738	11,559	170	1.58	1.47
2005	11,076	11,655	147	1.33	1.26
2006	11,644	11,977	112	0.96	0.94
2007	12,355	(NA)	121	0.98	(NA)
2008	12,773	(NA)	136	1.06	(NA)

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2009	12,838	(NA)	109	.85	(NA)
2010	12,157*	(NA)	103	.85	(NA)

Annually the U.S. Census Bureau revises their population estimates for each year back to the last full census. The birth-12 months general population census data is from U.S. Census Bureau revised population data for Montana. \*\* 2007 – 2009 are years the census data for individual age years were not revised. \* The 2010 data is based on the actual census data collected for the latest census collection.

- Table 5.3 demonstrates the problem of using population estimates. The population estimates are generated by the U.S. Census Bureau for each year but are based on a limited set of information and methods to estimate population change from the previous year and are represented in column two. For the years 2004 – 2006, the U.S. Census Bureau would recalculate the previous year population estimates based on additional data. However, they stopped making these annual revisions for 2007 – 2008.
- In 2010 the Census Bureau collected new actual census data and the birth – 12 month was actually significantly lower (12,157) than the estimated population for 2008 (12,773) and 2009 (12,838).
- The second column, Montana birth-12 Months Population Reported by OSEP for APRs, are initial estimates based on less accurate data, and the year to year comparison reflects somewhat smaller birth-12 months population growth and then a major increase from 2005-2006. The data provided by OSEP to be used for the 2004 – 2006 reports were not as accurate as the Revised Montana birth-12 Months Population data.
- The fifth column, Percent of birth-12 Months in Part C Revised to Reflect Revised birth-12 Months Population, compared to the fourth column, APR Reported Percent of birth-12 months population served in Part C on the child count date for each year are a more accurate calculation of the percent of the birth-12 month populations in Part C for each of the years noted.

### Improvement Activities from the SPP for FFY 2010 (2010-2011):

Activities from SPP FFY 2010	Timelines	Resources
1. Annually review child find data by state and regional Part C agency to determine steps needed to improve child find efforts.	July 1, 2010- June 30,2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Child count (618) data was reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Each of the seven regional Part C agencies received an Annual Performance Report and Determination Letters concerning each of the 14 Indicators that Montana needed to report. Determination Letters were disseminated to each of the seven regional Part C agencies. Montana's Letters of Determinations for each agency were based on all the compliance and performance indicators. Since Indicator 5 is a performance indicator the letters reflected whether the regional Part C agency met the target for percent of infants served for the year. In addition, each agency was given population data of children in the birth to 1, 1 to 2 and 2 to three year age ranges about that population for each county in each agency's region and given SPP targets, the number that are estimated to be served and the number to be served based on the actual Montana 618 data and actual national data. This helps each agency target future public awareness and child find activities for particular areas.</p>		

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2. Annually review, revise (when needed), develop and disseminate child find materials and activities.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> The Part C Coordinator and TA provider from the University of Montana-Rural Institute reviewed each of the seven regional Part C policies and procedures, along with that process reviewed the materials that each of the agencies were using to describe Part C services and the child find process.</p>		
3. Disseminate child find materials and conduct public awareness activities with targeted medical staff in clinics and hospitals on an ongoing bases and analyze impact, revise strategies if need and materials biannually.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Each of the seven regional Part C agencies reviewed their current practices of how they interacted with medical staff in clinics and hospital to come up with a plan of how to obtain a better relationship with this group of professionals to educate them about early intervention services (Part C) and the importance of making a referral. At a FSSAC and Part C provider quarterly meeting agencies shared how they were making the connections to these professional to gain more referrals. Some of the strategies that were shared with the group were having one point of contact within their agency to make visits to the sites, doing follow up calls after the visits, providing a RX so the doctors just had to fill it out like a prescription, and providing the referral source with how many of the referrals they made were eligible for Part C services.</p>		
4. Montana will continue to provide information from the TRACE and other documents with recommendations that are relevant to the State's child find system.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> The Technical Assistance provider from University of Montana-Rural Institute on a quarterly basis provided the FSSAC and seven regional Part C agencies with resources developed by TRACE and other technical assistance providers about evidence-based practices designed to improve public awareness and child find activities.</p>		
5. Annually review to ensure linkage of Part C early intervention to other local early childhood health and human services with specific emphasis on programs and providers serving infants.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Each of the seven regional Part C agencies provided materials about Part C services. Data was collected to see how many child finds were conducted with others and how many referrals were made from different sources.</p>		
6. Review annually and enhance linkages of Part C early intervention with the Department of Public Health and Human Services statewide programs for infants, toddlers and young children and their screening and child find programs.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> The Part C Coordinator continues to participate in the Governor's Readiness Council, working</p>		

with the Coordinator of the Universal Newborn Hearing, and Early Childhood Partnership for Professional Development.

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(July 1, 2010-June30, 2011):*

NA



**Monitoring Priority: Effective General Supervision Part C / Child Find**

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

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

**Measurement:**

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

FFY	Measurable and Rigorous Target
FFY 2010	Part C in Montana will serve 2.14% of all infants and toddlers in the state

**Actual Target Data for** *(July 1, 2009-June30, 2010):*

- 1.95%= (723/37,122\*100)
- Montana’s November 15, 2010, Child Count Data (618) indicates 1.95% of Montana’s infants and toddlers are served compared to 2.82% for the national baseline.
- Montana is ranked 45<sup>th</sup> for all 50 states, District of Columbia and Puerto Rico .

(Table C-13. Percent of infants and toddlers receiving early intervention services under IDEA, Part C, by age and state: 2010)

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June30, 2011):*

**Explanation of Progress or Slippage:**

Montana’s SPP target for FFY 2010 (2010- 2011) was to serve on the 618 child count date 2.14% of all infants and toddlers in the state. Montana’s actual data shows 1.95% of all infants and toddlers being served on the child count date (618). Montana had a 26% increase from the last reporting period of FFY 09. Although Montana had 0.19% slippage from the SPP target for FFY 2010, Montana continues to improve the percentage in the numbers of children being served. The data in Table 6.3, Collaborative Child Find Events Conducted, indicate Montana had an increase in the number of events by 226 from the last reporting period. Montana also had an increase in the number of referrals from primary referral sources by 11, which can be found on Table 6.4. Although there is an increase in the primary referral sources noted by the regional Part C agencies, Montana saw a decline in the referrals made by child protective services, public health and other social services. This may be due to the turnover and vacant positions in other state programs and public health departments that have cooperated in coordination of Part C child find and public awareness activities, thus there has been less coordination of these activities.

ARRA funds were made available for improving child find. Each regional Part C agency submitted a “Child Find Project” to the Part C Coordinator to improve-child find and to gain more referrals from primary referral sources within their communities. The agencies identified a community/county within their region that they would focus on for child find. After the agencies provided their child find project plan and it was reviewed, they were provided ARRA dollars to help with the project.

Montana’s Child Count (618) data for the reporting period of November 15, 2011 demonstrated an increase in the number of infants and toddlers being served in Montana. The “Child Find Project” help

increase the efforts in the number of child find events, referral sources contacted, and the number of children served in Montana.

For several years Montana as engaged in a variety of annual activities to better understand the slippage in the percent of infants served in Part C, including: (1) reviews and analysis of child count data since 1995 - 2010; (2) reviews of child find activities and initiatives with the Family Support Services Advisory Council (FSSAC - Montana’s ICC) and each of the seven regional Part C agencies; (3) discussions with Part C technical assistance providers and personnel from other states concerning Indicator 5 data and activities; and (4) discussions with Mr. James Sylvester, Bureau of Business and Economic Research at the University of Montana (appointed by Montana’s Governor as the contact for the U.S. Census Bureau’s Federal State Cooperative Program for Population Estimates), to gain a better understanding of each year’s census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates. Further, Mr. Sylvester also assisted in reviewing child count data from 1995 to 2009 relative to Montana’s infant general population census data and estimates for that time period.

Montana will continue to look at child count and population data in order to develop specific activities designed to make improvements in the percent of infants and toddlers served in Part C. [See status updates in Improvement Activities section. Data and other information to support the initial findings are reported in the Additional Child Count Data and Comparison section.] Several activities that have occurred to improve the number of infants being served in Montana, including:

- Discussions with the Family Support Services Advisory Council (FSSAC-Montana’s ICC) and each of the regional Part C agencies to review child count data (618) and population data in order to develop specific activities designed to make improvements in the percent of infants served in Part C. Both stakeholder groups reviewed Mr. James Sylvester, explanation of census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates.
- Montana revised the SPP target (SPP revisions submitted in 2-1-10 with APR) for percent of infants served in Part C. After thoughtful review of the options, the decision was to base the revised percent of infants served on the combination of Montana’s average percent infants served since 1995 and the average improvement increment for each year the percent infants served increased from the previous year.
- These stakeholders also reviewed improvement activities and updated future improvement activities to increase the infant population percent.

**Additional Child Count Data and Comparisons:**

**Table 6.1 Comparison of Birth-3 Population and Child Count Data from 1995-2009 Using U.S. Census Bureau Revised Birth-3 Population Estimates**

Child Count Year	Montana Birth-3 Population Revised Estimates	Population Difference from Previous Year	Number of Birth-3 Child Count in Part C	Percent of Birth-3 in Part C Using Revised Estimates
1995	33,106		512	1.55
1996	32,655	451 (-)	508 (-)	1.56 (+)
1997	32,233	422 (-)	531 (+)	1.65 (+)
1998	32,174	59 (-)	580 (+)	1.8 (+)
1999	32,243	69 (+)	628 (+)	1.95 (+)
2000	32,512	269 (+)	574 (-)	1.77 (-)
2001	31,551	961 (-)	600 (+)	1.9 (+)
2002	32,093	542 (+)	574 (-)	1.79 (-)
2003	32,268	175 (+)	628 (+)	1.95 (+)
2004	32,555	287 (+)	677 (+)	2.08 (+)

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Montana  
State

2005	32,706	151 (+)	724 (+)	2.21 (+)
2006	35,033	2,327 (+)	679 (-)	1.94 (-)
2007	36,003*	970 (+)	633 (-)	1.76 (-)
2008	37,583*	1,580 (+)	731 (+)	1.95 (+)
2009	38,324*	741 (+)	649 (-)	1.69 (-)
2010	37,122**	1,202 (-)	723 (+)	1.95 (+)

OSEP data taken from U.S. Department of Education’s website. All birth-3 population census data are U.S. Census Bureau “revised” estimates except for 2000 which is actual state census data. The population data and percent data for 2004-2006 is not the data used by OSEP for the APR tables. The (+) and (-) indicate an increase or decrease from the previous year. (\* actual estimates, not revised, 2007 – 2009 are years the census data for individual age years were not revised and \*\* the 2010 data is based on the actual census data collected for the latest census collection.).

- According to Montana’s U.S. Census Bureau’s Federal State Cooperative Program for Population Estimates contact, there is an error of (+) or (-) 1000 for the birth - 3 general population in Montana which could greatly impact the percent calculation for the percent of birth - 3 infants and toddlers in Part C on the child count date.
- In comparing the birth - 3 **general population data** from year to year, in four comparisons, the general population number decreased from the previous year.
- In comparing the birth- 3 **child count data** for number of infants and toddlers in Part C from year to year, in six comparisons, the number of infants and toddlers in Part C decreased from the previous year.
- In comparing the birth - 3 **child count data** for percent of infants and toddlers in Part C from year to year, in five comparisons, the percent of infants and toddlers in Part C decreased from the previous year.
- Analysis of the birth– 3 year old general population data for 1995 (33,106) in comparison to the same data for 2010 (37,122) indicate an increase of 4,016 infants and toddlers which is a **12.13%** increase. Analysis of the birth– 3 year old number of infants and toddlers in Part C for 1995 (512) in comparison to the same data for 2010 (723) indicate an increase of 211 infants and toddlers is a **41.21%** increase.
- Analysis of the birth–3 year old general population data for 2009 (38,324) in comparison to the same data for 2010 (37,122) indicate a decrease of 1,202 infants and toddlers which is a **3.13%** decrease. Analysis of the birth– 3 year old number of infants and toddlers in Part C for 2009 (649) in comparison to the same data for 2010 (723) indicate an increase of 74 infants and toddlers is an **11.40%** increase.

**Table 6.2 Comparison of Birth-3 Population and Child Count Data from 2004-2010 Using U.S. Census Bureau Revised Birth-3 Population Estimates**

Child Count Year	Montana Birth - 3 Population Reported by OSEP for APRs	Revised Montana Birth - 3 Population	Number of Birth-3 Child Count in Part C	APR Reported Percent of Birth-3 in Part C	Percent of birth-3 in Part C Revised to Reflect Revised birth-3 Population
2000	32,512	32,552	574	1.77%	1.76%
2001	31,551	32,763	600	1.9% (+)	1.83%
2002	32,093	32,822	574	1.79% (-)	1.75%
2003	32,268	33,406	628	1.95% (+)	1.88%

2004	32,555	34,073	677	2.08% (+)	1.99%
2005	32,706	34,685	724	2.21% (+)	2.09%
2006	35,033	35,036	679	1.94% (-)	1.93%
2007	36,003	36,003*	633	1.76% (-)	NA
2008	37,583	37,583*	731	1.95% (+)	NA
2009	38,324	38,324*	649	1.69% (-)	NA
2010	37,122	37,122**	723	1.95% (+)	NA

Annually the U.S. Census Bureau revises their population estimates for each year back to the last full census. The birth - 3 general population census data is from U.S. Census Bureau revised population data for Montana. (\* actual estimates, not revised, 2007 – 2009 are years the census data for individual age years were not revised and \*\* the 2010 data is based on the actual census data collected for the latest census collection.)

- In 2010 the Census Bureau collected new actual census data and the birth – 3 was actually significantly lower (37,122) than the estimated population data for 2008 (37,583) and 2009 (38,324) used by OSEP.
- The second column, Montana birth-3 Population Reported by OSEP for APRs, are initial estimates and the year to year comparison reflects somewhat smaller birth-3 population growth and then a major increase of 2,327 infants and toddlers from 2005-2006.
- The third column is the Revised Montana birth-3 Population data that was calculated by the U.S. Census Bureau for years 2000-2006 using more current population data to adjust the previous year’s estimate and is considered the most accurate estimate. For four of the six years the revised estimates were made, the differences between the initial estimates (column two) and the revise estimates (column three) were substantial (over 1,000 difference).
- The fifth column, Percent of birth-3 in Part C Revised to Reflect Revised birth-3 population, compared to the fourth column, APR Reported Percent of birth-3 population served in Part C on the child count date for each year. Further, the percents noted in the fifth column are a more accurate calculation of the percent of the birth-3 populations in Part C for each of the years noted.

**Additional Child Find Data:**

**Table 6.3 Collaborative Child Find Events Conducted**

Agency	# of activities for 2009-2010	# of activities for 2010-2011	Comparison of the years
School	182	236	(+) 54
Head/Early Start	33	41	(+) 8
Public Health	32	16	(-) 16

EPST	0	0	0
Other	101	281	(+) 180

**Table 6.4 Total # of Referrals Received by Regional Part C Agencies  
from Primary Referral Sources**

Agency	# of referrals for 2009-2010	# of referrals for 2010-2011	Comparison of the years
Hospitals	70	65	(-) 5
Physicians	283	285	(+) 3
Parents	280	285	(+) 5
Child care	27	19	(-) 8
Schools	39	52	(+)13
Public Health	72	54	(-) 18
Child Protective	186	175	(-) 11
Other Social Services	120	111	(-) 9
Other Healthcare Provider	44	43	(-) 1
Other	160	202	(+) 42

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Annually review child find data by state and regional Part C agency to determine steps needed to improve child find efforts.	July 1, 2010- June 30,2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Child count (618) data was reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Each of the seven regional Part C agencies received an Annual Performance Report and Determination Letters concerning each of the 14 Indicators that Montana needed to report. Determination Letters were disseminated to each of the seven regional Part C agencies. Montana's Letters of Determinations for each agency were based on all the compliance and performance indicators. Since Indicator 6 is a performance indicator the letters reflected whether the regional Part C agency met the target for percent of infants served for the year. In addition, each agency was given population data of children in the birth to 1, 1 to 2 and 2 to three year age ranges about that population for each county in each agency's region and given SPP targets, the number that are estimated to be served and the number to be served based on the actual Montana 618 data and actual national data. This helps each agency target future public awareness and child find activities for particular areas.</p>		
2. Annually review, revise (when needed), develop and disseminate child find materials and activities.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> The Part C Coordinator and TA provider from the University of Montana-Rural Institute reviewed each of the seven regional Part C agencies policies and procedures, along with that process, they reviewed the materials that each of the agencies were using to describe Part C services and the child find process.</p>		
3. Disseminate child find materials and conduct public awareness activities with targeted medical staff in clinics and hospitals on an ongoing bases and analyze impact, revise strategies if need and materials biannually.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Each of the seven regional Part C agencies reviewed their current practices of how they interacted with medical staff in clinics and hospital to come up with a plan of how to obtain a better relationship with this group of professionals to educate them about early intervention services (Part C) and the importance of making a referral. At a FSSAC and Part C provider quarterly meeting agencies shared how they were making the connections to these professional to gain more referrals. Some of the strategies that were shared with the group were having one point of contact within their agency to make visits to the sites, doing follow up calls after the visits, providing a RX so the doctors just had to fill it out like a prescription, and providing the referral source with how many of the referrals they made were eligible for Part C services.</p>		
4. Montana will continue to provide information from the TRACE and other documents with recommendations that are relevant to the State's child find system.	July 1, 2010- June 30, 2011	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.

# APR Template – Part C (4)

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<p><b>Status:</b> The Technical Assistance provider from University of Montana-Rural Institute on a quarterly basis provided the FSSAC and seven regional Part C agencies with resources developed by TRACE and other technical assistance providers about evidence-based practices designed to improve public awareness and child find activities.</p>		
<p>5. Annually review to ensure linkage of Part C early intervention to other local early childhood health and human services with specific emphasis on programs and providers serving infants.</p>	<p>July 1, 2010- June 30, 2011</p>	<p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> Each of the seven regional Part C agencies provided materials about Part C services. Data was collected to see how many child finds were conducted with others and how many referrals were made from different sources.</p>		
<p>6. Review annually and enhance linkages of Part C early intervention with the Department of Public Health and Human Services statewide programs for infants, toddlers and young children and their screening and child find programs.</p>	<p>July 1, 2010- June 30, 2011</p>	<p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> The Part C Coordinator continues to participate in the Governor’s Readiness Council, working with the Coordinator of the Universal Newborn Hearing, and Early Childhood Partnership for Professional Development.</p>		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2010-June30, 2011):**

NA

**Monitoring Priority: Effective General Supervision Part C / Child Find**

**Indicator 7:** Percent of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C’s 45-day timeline.  
(20 U.S.C. 1416(a)(3)(B) and 1442)

**Measurement:**

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

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

FFY	Measurable and Rigorous Target
FFY 2010	100% of all infants and toddlers eligible for Part C services will have completed evaluation(s) and assessment(s) and an initial IFSP meeting conducted within Part C’s 45-day timeline.

**Actual Target Data for** *(July 1, 2010-June30, 2011):*

- 100%= (35/35\*100)
- Montana met its target for this indicator.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June30, 2011):*

**Explanation of Progress or Slippage:**

**Collection of Data:** This data is based on monitoring with Montana’s Comprehensive Evaluation Process for Family Education and Support Tool Spreadsheet, for the FYY 2010, seven out of the seven regional Part C agencies (covering the entire state) were found to be in compliance with this indicator (35 files reviewed, five for each agency). The data was collected throughout the FFY 2010 by each of DDP QIS who individually schedule on-site monitoring with the Part C agency(s) in their region.

**Data from Montana’s Comprehensive Evaluation Tool Spreadsheet:** As part of Montana’s general supervision and monitoring process, a State employee known as a Quality Improvement Specialist (QIS) is assigned to each of the seven regional Part C agencies (covering the entire state). The QIS conducted on-site reviews of a random sample of five files for children in Part C services (during the FFY 2010) using the Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool Spreadsheet. The Tool addresses factors that promote the timely delivery of early intervention services, including the completion of evaluations and assessments and holding an initial IFSP meeting within the 45 day requirement. In Montana, the initial IFSP must be completed within 45 days unless there are family circumstances that interfere with meeting the timeline. The



following data is based on monitoring for the FFY 2010 (2010-2011). Seven out of the seven regional Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each regional Part C agency).

- Thirty-five out of thirty-five (100%) files reviewed indicated that IFSPs were in place within 45-days of the referral date. [In order to meet this standard, evaluations and assessments necessary for the IFSP must be completed].
- Thirty-five out of thirty-five (100%) files reviewed indicated that services were provided without delay and according to Part C requirements for children/family. [Again, services cannot be provided without the completion of evaluations, assessments and IFSP.]
- Thirty-five out of thirty-five (100%) files reviewed showed that each agency provided coordination services for each eligible child and family review.
- Thirty-five out of thirty-five (100%) files documented that resources and support services identified on the IFSP were provided to each eligible child and family.
- Thirty-five out of thirty-five (100%) files reviewed documented contacts with families for the purpose of providing support coordination, direct services, or supervision of and consultation with subcontracted personnel.

#### **Data from previous Monitoring**

The data from Montana's Comprehensive Evaluation Process for Family Education and Support Services Tool for the last six FFYs (FFY 2003-2004, through FFY 2009-2010 demonstrated 100% compliance for the 5 questions that are used for monitoring timelines (please see SPP for details).

#### **Supportive Data from Regional Part C agencies Sampling and Reporting for the APR Information:**

- Forty-eight out of forty-eight files randomly selected using the "Research Randomizer Program" indicated that infants and toddlers received Part C early intervention services within 30 days of parents signing IFSP.

Montana collected the actual target data using the protocol that was described in the SPP with the addition of using the pilot of selecting a larger sample from regional Part C agencies. Each of the seven regional Part C agencies (covering the entire state) was required to do a random sample of files using the "Research Randomizer Program" from all the Part C eligible children with an IFSP in FFY 2010. The files were reviewed for each child/family selected to determine if serves were provided according to the definition of timely services, and recorded: (1) if the Part C service(s) were provided in a timely manner, and if not, (2) the number of days over the timely definition for each child if services scheduled were not provided within 30 days after the IFSP was signed (3) the reason the services were not provided (e.g. child was sick, winter weather prevented travel, service provider canceled, and exceptional family circumstance listed in Part C Indicator Measurement Table) – (Expiration date:11/30/12). The definition and procedures/instructions were developed by the Part C Coordinator and Part C Work Group (with representatives from each of the seven regional Part C agencies) to ensure uniform implementation of the data collection protocol. Each of the seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data for compliance, clarified the data if there were any questions with the regional Part C agency and compiled the data for APR. Each of the seven regional Part C agencies keeps a record for this indicator to include the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data. (See Indicator 1.)

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Biannually Montana will continue to refine the tool, Montana’s Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State’s data collection process for this indicator.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP’s verification visit.		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2010- June 30,2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana’s Dispute Resolution Manual 2010, and Part C to B transition guidelines.		
3. DDP will monitor programs for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with program to determine nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2010, the state provided trainings and TA on policies, procedures, and statues in regards to IDEA 2004. Each of the seven regional Part C agencies were also provided training on the new IFSP forms, guidelines, Montana Dispute Resolution Manual 2010, and Part C to B Transitioning handbook.		
4. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 7.	July 1, 2010- June 30, 2011	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> The Part C Coordinator and the TA from the University of Montana-Rural Institute reviewed each		

<p>of the seven regional Part C agencies policies and procedures in regards to IDEA2004 Statues. Along with this review each of the agencies also provided their training materials for review. Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 7. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand the 45-day timeline demonstrated by review of IFSPs and the dates documented in the children’s files that indicated the 45-day timeline.</p>		
<p>5. Montana will train on the new uniform IFSP to be used statewide.</p>	<p>July1, 2010 – November 15,2010</p>	<p>Regional Part C agency Managers and supervisors, FSSs, QISs, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Each of the seven regional Part C agencies and State staff received training on the new uniform IFSP and guidelines, including the timelines for evaluations, assessments, IFSP development/meetings.</p>		
<p>6. Montana will review and provide TA to all seven Regional Part C agencies in regards to their policies and procedures for IDEA 2004.</p>	<p>July1, 2010- March 30, 2011</p>	<p>Regional Part C agency Managers and supervisors, QIS, Part C technical assistance and trainers, and the Part C Coordinator</p>
<p><b>Status:</b> The Part C Coordinator and the TA provider from the University of Montana reviewed all seven regional Part C agencies policies and procedures to ensure that they all were in-line with the Statutes of IDEA 2004. The Part C Coordinator and the TA provider from the University of Montana were able to provide feedback on their policies, procedures, training documents, and provided additional resources information.</p>		
<p>7. Montana is developing a comprehensive data system to collect, analyze, and report data.</p>	<p>July 1, 2010 –June 30, 2011</p>	<p>Part C Coordinator, TA from University of Montana Rural Institute, Regional Part C agency Managers and supervisor, and contracted programmers.</p>
<p><b>Status:</b> Montana began building the web based data system that will include the new uniformed IFSP, Child Outcome Summary Forms, and reports needed for future APRs.</p>		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2010-June30, 2011):**

**Monitoring Priority: Effective General Supervision Part C / Effective Transition**

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

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

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

**Measurement:**

- A. Percent = [(# of toddlers with disabilities exiting Part C who have an IFSP with transition steps and services at least 90 days, and at the discretion of all parties at least nine months, prior to their third birthday) divided by the (# of toddlers with disabilities exiting Part C)] times 100.
- B. Percent = [(# of toddlers with disabilities exiting Part C where notification (consistent with any opt-out policy adopted by the State) to the SEA and LEA occurred at least 90 days prior to their third birthday for toddlers potentially eligible for Part B preschool services) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100.
- C. Percent = [(# of toddlers with disabilities exiting Part C where the transition conference occurred at least 90 days, and at the discretion of all parties at least nine months prior to the toddler’s third birthday for toddlers potentially eligible for Part B) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100.

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

FFY	Measurable and Rigorous Target
FFY 2010	<p>100% of all children exiting Part C will receive timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including.</p> <ul style="list-style-type: none"> <li>A. 100% IFSPs with transition steps and services</li> <li>B. 100% Notification to LEA, if child potentially eligible for Part B; and</li> <li>C. 100% Transition conference occurred, if child potentially eligible for Part B.</li> </ul>

**Actual Target Data for** (July 1, 2010-June30, 2011):

- 8A - 100%= (39/39 \* 100) of children exiting Part C had an IFSP with transition steps and services.

- Montana met the target for Indicator 8A.
- 8B - 100% =  $(38/38 * 100)$  of children exiting Part C and potentially eligible for Part B had notification sent to the LEA.
- Montana met the target for Indicator 8B.
- 8C - 100%=  $(38/38 * 100)$  of children exiting Part C and potentially eligible for Part B had the transition conference occur.
- Montana met the target for Indicator 8C.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June 30, 2011):*

As part of DDP's monitoring of Part C services, each of the seven regional Part C agencies (covering the entire state) randomly selected files using the Research Randomizer Program of all eligible children (with IFSPs) who turned 36 months during FFY 2010. A survey method, following specific State Part C agency protocol, was used to collect data from each of the seven regional Part C agencies. The data was collected and then submitted to the Part C Coordinator in September of 2011 from children's files that turned 36 month for the time period of July 1, 2010 through June 30, 2011. Each agency randomly selected a certain number of files based on the number of infants and toddlers that exited throughout the year from each agency. The number was based on each agencies child count data (618). After the selection of random files was made, the data was reviewed to document compliance for each of the files. The data was submitted to the Part C Coordinator who reviewed the data to ensure compliance (a total of 39 individual files were reviewed - 6 from Region I, 6 from Region II, 10 from Region III, 8 from Region IV, and 9 from Region V). Region I and III have two providers each of the other regions have one. The files were reviewed for each child/family selected to determine: (1) if transition steps and services were on the IFSP, (2) if notification to LEA occurred if the child was potentially eligible for Part B, and (3) if a transition conference was held 90 days prior to 3<sup>rd</sup> birthday, if the child was potentially eligible for Part B. If any of the above steps did not occur, an explanation was provided. The seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data, clarified information that was not clear, and compiled the data for the APR. Each of the seven regional Part C agencies keeps a record for this indicator which includes the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data.

100% for 8A, 8B, and 8C, was the target set for the FFY 2010. The actual target data for FFY 2010 was based on Provider Survey and Reporting and exceptional family circumstances:

- 100%=  $(39/39*100)$  of children exiting Part C had an IFSP with transition steps and services on the IFSPs. Thirty-nine files reviewed had documentation that there were transition steps and services on each IFSP.
- 100%=  $(38/38*100)$  of children exiting Part C and potentially eligible for Part B had notification sent to the LEA. All thirty-eight files reviewed had documentation that the LEA was notified of the potential child being eligible for Part B services.
- 100%=  $(38/38*100)$  of children exiting Part C and potentially eligible for Part B had the transition conference occur. All thirty-eight files reviewed had documentation that the transition conference occurred as scheduled.

\*Although thirty-nine files were reviewed for 8 B and C, one file for each had exceptional family circumstances outside of the regional Part C agency's control.

- One file documented for both B and C, the child was potential eligible that the family had an emergency and would not be available for two months.

**Other Data Related to Transition:****Monitoring Data:**

Data was collected from Montana's Comprehensive Evaluation Process for Family Education and Support Service Tool Spreadsheet which is part of Montana's general supervision and monitoring process that addressed factors dealing with transition for the FY 2010-2011 (total of 35 randomly selected files were reviewed, five from each agency, covering the entire state).

- Thirty-five out of thirty-five (100%) files documented that the agency cooperated and coordinated with other community service agencies in meeting child and family needs.
- Thirty-five out of thirty-five (100%) files reviewed included documentation that let parents know that their child would be exited from Part C Services when they become three years of age.
- For each of the seven regional Part C agencies in addition to the 35 files reviewed an additional two files for transition-aged children were also reviewed for each agency. Fourteen out of fourteen files of children who were at transition age had documentation that the families were made aware of the differences and similarities between Part C and Part B services.
- Seven out of seven agencies notified the regional DDP office about changes in services to individual children on a client status sheet.
- Seven out of the seven agencies have interagency agreements in place with local education agencies which support smooth transitions for children and families to preschool services. The data from Montana's Comprehensive Evaluation Process for Family Education and Support Services tool for the last six fiscal years 2003 through 2010 demonstrated 100% compliance for the 5 questions that are used for monitoring transition (please see SPP for details).

**Child Count Report (618):**

Montana relies on data collected for OSEP's Child Count Report (618) from each of the seven regional Part C agencies to better understand the relationship between transition and all other types of exits. This data is for all children birth to 3 who exited Part C and compares reasons for children exiting the program with those children determined eligible or eligibility not determined for Part B services. Chart 8.1 and Table 8.1 compares 2010-2011 Child Count Data to previous child counts.

This data is included in the chart and table below:

Chart 8.1 Exit Data for FFY 2002-2010

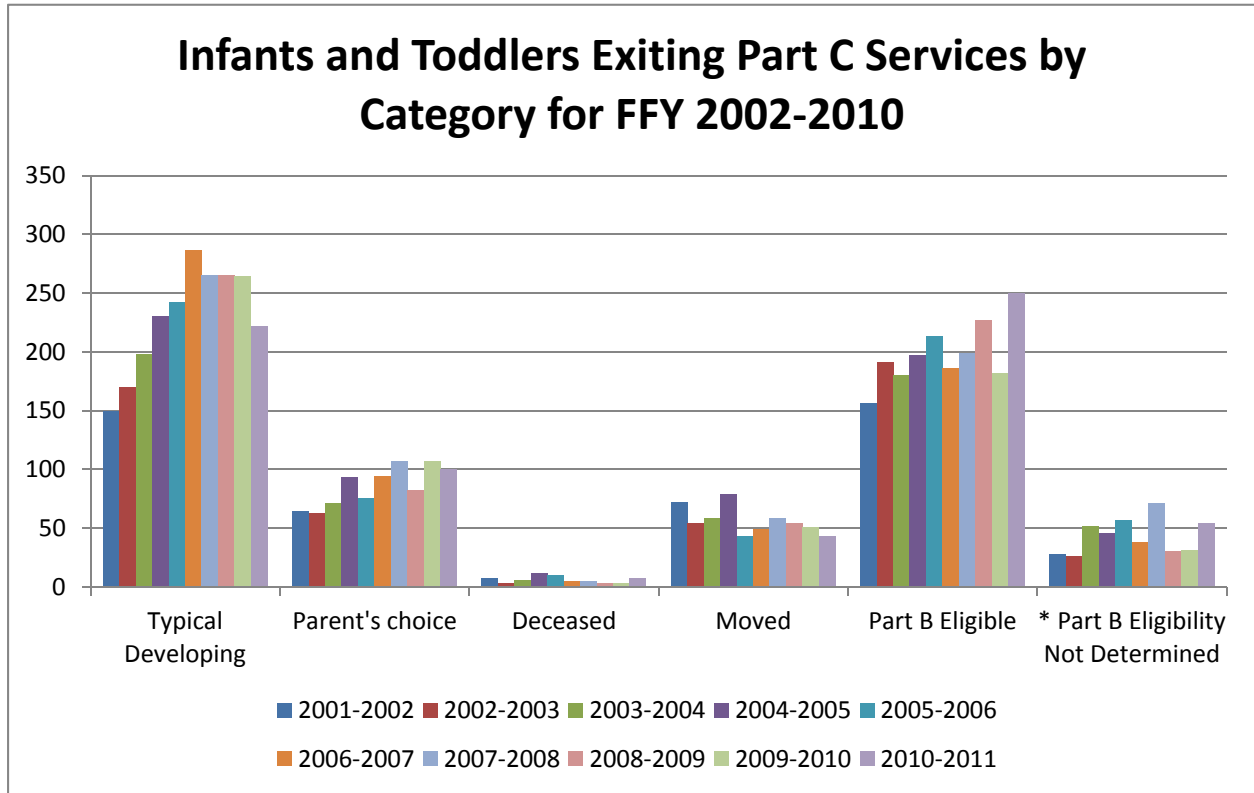


Table 8.1 Numbers and Percentages of Infants and Toddlers Exiting Part C services by Category for FFY 2002-2010

Year	Typical Developing	Parent's choice	Deceased	Moved	Part B Eligible	* Part B Eligibility Not Determined
2001-2002	149 (29%)	64 (12%)	7 (1%)	72 (14%)	156 (30%)	28 (5%)
2002-2003	170 (30%)	63 (11%)	3 (1%)	54 (9%)	191 (33%)	26 (5%)
2003-2004	198 (31%)	71 (11%)	6 (1%)	58 (9%)	180 (28%)	52 (8%)
2004-2005	230 (32%)	93 (13%)	12 (2%)	79 (11%)	197 (27%)	46 (6%)
2005-2006	242 (32%)	75 (10%)	10 (1%)	43 (6%)	213 (28%)	57 (8%)
2006-2007	286 (38%)	94 (12%)	5 (1%)	49 (6%)	186 (25%)	38 (5%)
2007-2008	265 (30%)	107 (12%)	5 (1%)	58 (7%)	199 (27%)	71 (8%)
2008-2009	265 (37%)	82 (12%)	3 (0.4%)	54 (8%)	227 (32%)	20 (4%)
2009-2010	264 (38%)	107(15%)	3 (0.4%)	51 (7%)	182 (26%)	31 (5%)
2010-2011	222 (29%)	100(13%)	7 (0.9%)	43(6%)	250(33%)	54(7%)

\*[Parents did not want to pursue Part B at this time or child was not potentially eligible for Part B.]

**Improvement Activities from the SPP for FFY 2010** (2010-2011):

Activities from SPP FFY 2010	Timelines	Resources
1. Review and revise Part C transition policies and procedures to ensure compliance to the IDEA 2004 statutes.	July 1, 2010-June 30, 2011	Regional Part C agency Managers and supervisors, QIS, Part C technical assistance and trainers, and Part C and B 619 Coordinators
<b>Status:</b> Montana's DDP and State Lead Special Education Department with the technical assistance of Mountain Plains Regional Resource Center and National Early Childhood Technical Assistance Center developed a uniform/statewide Transition Manual from Part C to B in FFY 09. The Part B 619 Coordinator, TA provider from the University of Montana-Rural Institute, and Part C Coordinator provided training and TA on the new manual to all seven regional Part C agencies and school districts staff.		
2. Review and revise transition resources materials for FSS.	July 1, 2010-June 30, 2011	Regional Part C agency Managers and supervisors, QIS, Part C technical assistance and trainers, and Part C and B 619 Coordinators.
<b>Status:</b> Montana's DDP and State Lead Special Education Department with the technical assistance of Mountain Plains Regional Resource Center and National Early Childhood Technical Assistance Center developed a uniform/statewide Transition Manual from Part C to B in FFY 09. The Part B 619 Coordinator, TA provider from the University of Montana-Rural Institute, and Part C Coordinator provided training and TA on the new manual to all seven regional Part C agencies and school districts staff.		
3. Montana will review and revise the parent and family information resources, First Steps document.	July 1, 2010-June 30, 2011	Regional Part C agency Managers and supervisors, QIS, Part C technical assistance and trainers, PLUK, and Part C and B 619 Coordinators.
<b>Status:</b> Montana reviewed, but did not make any revisions of the First Step document at this time.		
4. Work with the Part B Coordinator to provide technical assistance and/or training on transition with providers of Part C and School Districts.	July 1, 2010- June 30, 2011	Part C coordinator and Part B 619 Coordinator.
<b>Status:</b> Montana has implemented a uniform IFSP and guidelines that lays out how to write a transition plan in the IFSP with timelines. Training on Montana Transition Manual form Part C to B was conducted by both the Part B 619 Coordinator, TA provider from the University of Montana-Rural Institute, and Part C Coordinator provided training a TA on the new Manual to all seven regional Part C agencies and school districts staff.		
5. Montana will continue to refine the tool, Montana's Comprehensive Evaluation Process for Family Education and Support Services to enhance the State's data collection process for this indicator.	July 1, 2010- June 30,2011	Regional Part C agency Managers and supervisors, QIS, Part C technical assistance and trainers, PLUK, and Part C and B 619 Coordinators.



# APR Template – Part C (4)

Montana  
State

<p><b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP’s verification visit.</p>		
<p>6. Provide initial and annual training for the Quality Improvement Specialists.</p>	<p>July 1, 2010- June 30,2011</p>	<p>FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana’s Dispute Resolution Manual 2010, and Part C to B transition guidelines.</p>		
<p>7. Based on annual transition data collected, provide training and technical assistance in areas that indicate possible transition problems.</p>	<p>July 1, 2010- June 30, 2011</p>	<p>Part C Coordinator, Part B 619 Coordinator, Part C technical assistance and regional Part C Agencies.</p>
<p><b>Status:</b> Montana has implemented a uniform IFSP and guidelines that lays out how to write a transition plan for an IFSP with timelines. Training on Montana Transition Manual form Part C to B was conducted by both the Part B 619 Coordinator, TA provider from the University of Montana-Rural Institute, and Part C Coordinator provided training a TA on the new Manual to all seven regional Part C agencies and school districts staff.</p>		

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2010-June30, 2011):**

NA

**Monitoring Priority: Effective General Supervision Part C / General Supervision**

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

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

**Measurement:**

Percent of noncompliance corrected within one year of identification:

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

States are required to use the “Indicator 9 Worksheet” to report data for this indicator (see Attachment 1).

FFY	Measurable and Rigorous Target
FFY 2010	100% noncompliance identified through general supervision system will be corrected as soon as possible but in no case later than one year from identification for each of the following.

**Actual Target Data for** *(July 1, 2010-June30, 2011):*

- a. Montana had 0 findings of noncompliance for FFY 10.
- b. Montana had 0 corrections completed as soon as possible but in no case later than one year from identification. (Please find W-9 for FFY 10)
  - 100%= (0/0\*100) for FFY 10

Montana met the target for this indicator

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June30, 2011):*

100% was the target set for indicator 9 for the FFY 2010. The actual target data for FFY 2010 was a 100% using the Indicator C-9 Worksheet.

**Noncompliance related to monitoring priority areas and indicators.**

Montana’s general supervision and data collection systems for the SPP/APR indicators are described in the SPP and APR for each indicator. Through implementing general supervision and data collection systems for the FFY 2010 APR, noncompliance was not found. (See each indicator in this APR for the specific general supervision and data collection processes.)

**Noncompliance related to areas not included in the above monitoring priority areas and indicators.**

Montana did not find any noncompliance issues related to areas not included in the above monitoring priority areas and indicators.

Montana's general supervision and data collection systems also address other areas concerning the supervision, monitoring, implementation and evaluation of Part C services. Again, general supervision and data collection in areas not directly associated with the SPP/APR indicators are described in the SPP and Montana's Developmental Disabilities Program Part C General Supervision and Data Manual. Montana's Comprehensive Evaluation Process for Family Education and Support Service Tool covers nearly 80 items of program compliance, implementation and administration. Quality Improvement Specialist (QIS) are assigned to each regional Part C agency and completes an annual on-site program monitoring which also includes interviews with agency personnel and families receiving Part C services. In addition, Montana's requires all Family Support Specialist (FSS) to attain full certification. This includes the development of a portfolio of documents (e.g., child assessments, family information gathering, IFSPs, individualized child development programs, home visit reports) that reflect the FSS's knowledge, ability and skills in providing early intervention services according to IDEA 2004 and evidence-based practices. Each portfolio is reviewed by a panel that include Part C staff, early intervention providers (certified FSS and agency administrators), parents of a child who has received Part C services and higher education representative with early intervention expertise. In addition to the portfolio, the panel interviews each FSS seeking certification. These above methods are used to find noncompliance in areas outside of the SPP/APR indicators. During the FFY 2009, noncompliance through these and other activities was not found.

**Noncompliance identified through other mechanisms (complaints, due process hearings, mediations, etc.).**

The data below is based on Montana's Comprehensive Evaluation Process for Family Education and Support Tool (specific to procedural safeguards/complaint procedures. For the FY 2008-2009, seven out of the seven regional Part C agencies (covering the entire state) were found to be in compliance with this indicator. (35 files reviewed, five for each agency)

**Supportive Data from monitoring of the seven regional Part C agencies for the FFY 2010, using Montana's Comprehensive Evaluation Process for Family Education and Support Service Tool:**

- Thirty-five out of thirty-five (100%) files reviewed documented that agencies provided each family with a copy of its internal complaint procedure and/or procedure to appeal agency decisions. (Monitoring in FFY 2004-2005 through 2009-2010 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that families were informed of specific complaint and appeal processes for issues of eligibility, screening, and IFSP's. (Monitoring in FFY 2004-2005 through 2009-2010 were 100%)
- Thirty-five out of thirty-five (100%) files documented that families received all information on services (including information on families' rights and safeguards) in their native language or typical means of communication, and in language that is jargon-free. (Monitoring in FFY 2004-2005 through 2009-2010 were 100%)

**Informal Complaints**

Each of the seven regional Part C agencies documented informal complaint(s) that they received for FFY 2010 (2010-2011). None of the seven regional Part C agencies received a formal complaint. The informal complaints were situations that ranged from clarifications of Part C services to requesting a different Family Support Specialist (FSS). Each agency documented the basis of the complaint/issue, how the informal complaint was resolved, by whom, how many days it took to

resolve the issue, and if there was documentation in the child’s file that the family was informed about mediation and due process. The Part C Coordinator reviewed all informal complaints and found no findings.

**State formal or informal complaints:**

At the State level there were no formal or informal complaints filed for FFY 2010.

(See Montana SPP for further discussion of Montana’s General Supervision System regarding monitoring and compliances procedures.)

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Montana will continue to refine the tool, Montana’s Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State’s data collection process for this indicator.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP’s verification visit.		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2010- June 30,2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana’s Dispute Resolution Manual 2010, and Part C to B transition guidelines.		
3. DDP will monitor programs for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with program to determine nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2010, the state provided trainings and TA on policies, procedures, and statues in regards to IDEA 2004. Each of the seven regional Part C agencies were also provided training on the new IFSP forms, guidelines, Montana Dispute Resolution Manual 2010, and Part C to B Transitioning handbook. Note that activities for 10, 11, and 13 are also related to indicator 9.		

4. To update the information that is located in our handbook called <b>First Steps</b> , which is provided by Parents Let’s Unite for Kids.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> Montana reviewed, but did not make any revisions of the First Step document at this time.		
5. Review, monitor and revise when necessary Montana’s Part C Systems Improvement Comprehensive Strategic Plan.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> The plan was shared and discussed at each of the quarterly meetings with the FSSAC and Part C provider meetings.		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2010-June 30, 2011):**

NA

**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, or because the parent (or individual or organization) and the public agency agree to extend the time to engage in mediation or other alternative means of dispute resolution, if available in the State.

(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
FFY 2010	100% of signed written complaints will be resolved within the 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.

**Actual Target Data for** *(July 1, 2010-June 30, 2011):*

- For the FFY 2010 reporting period, Montana did not have any written complaints.
- Montana met the target for this indicator.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June 30, 2011):*

**Explanation of Progress or Slippage:**

While there were no written complaints, the regional Part C agencies (covering the entire state) document informal complaints that were resolved between the family and the agency at the local level. Further, parties may contact the Part C Coordinator with an issue of concern, after being informed again of the various Part C dispute resolution methods, and if the party chooses to address the issue through normal means.

**Informal Complaints:**

Each of the seven regional Part C agencies and DDP documented informal complaint(s) that they received for FFY 2010 (2010-2011). None of the seven regional Part C agencies received a formal complaint. The informal complaints were situations that ranged from clarifications of Part C services to requesting a different Family Support Specialist (FSS). Each agency documented the basis of the complaint/issue, how each informal complaint was resolved, by whom, how many days it took to resolve the issue, and if there was documentation that the family was informed about mediation and due process. The Part C Coordinator reviewed all informal complaints and found no findings.

**State formal or informal complaints:**

At the State level there were no formal or informal complaints filed for FFY 2010.

**Supportive Data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool.**

The following data is from the monitoring of the seven regional Part C agencies for the FFY 2010 (2010 – 2011) (35 files reviewed, five from each agency):

- Thirty-five out of thirty-five (100%) files reviewed documented that agencies provided each family with a copy of its internal complaint procedure and/or procedure to appeal agency decisions. (Monitoring in FFY 2004-2005, through 2009-2010 were 100%.)
- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific compliant and appeal processes for issues of eligibility, screening, and IFSP's. (Monitoring in FFY 2004-2005 through 2009 - 2010, and were 100%.)
- Thirty-five out of thirty-five (100% files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2004-2005 through 2009-2010 were 100 %.)
- Thirty-five out of thirty-five (100%) files documented that families received all information on services (including information on families' rights and safeguards) in their native language or typical means of communication, and in language that is jargon-free. (Monitoring in FFY2004-2005 through 2009-2010 were 100%.)

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Montana will continue to refine the tool, Montana's Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State's data collection process for this indicator.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP's verification visit.		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2010- June 30,2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana's Dispute Resolution Manual 2010, and Part C to B transition guidelines.		
3. DDP will monitor programs for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with program to determine nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review		

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<p>was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2010, the state provided trainings and TA on policies, procedures, and statues in regards to IDEA 2004. Each of the seven regional Part C agencies were also provided training on the new IFSP forms, guidelines, Montana Dispute Resolution Manual 2010, and Part C to B Transitioning handbook. Note that activities for 10, 11, and 13 are also related to indicator 9.</p>		
<p>4. To update the information that is located in our handbook called <b>First Steps</b>, which is provided by Parents Let’s Unite for Kids.</p>	<p>July 1, 2010- June 30, 2011</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> Montana reviewed, but did not make any revisions of the First Step document at this time.</p>		
<p>5. Review, monitor and revise when necessary Montana’s Part C Systems Improvement Comprehensive Strategic Plan.</p>	<p>July 1, 2010- June 30, 2011</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> The plan was shared and discussed at each of the quarterly meetings with the FSSAC and Part C provider meetings.</p>		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(July 1, 2010-June 30, 2011)*



**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 or a timeline that is properly extended by the hearing officer at the request of either party.

(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
FFY 2010	100% of fully adjudicated due process hearing requests will be fully adjudicated within the applicable timeline.

**Actual Target Data for** *(July 1, 2010-June 30, 2011):*

- For the FFY 2010 (2010-2011) reporting period Montana did not have any requests for due process.
- Montana met the target for this indicator.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June 30, 2011):*

**Explanation of Progress or Slippage:**

If there is a request for due process, DDP will follow the following policies and procedures:

The Developmental Disabilities Program (DDP-Montana’s lead agency for Part C in the Department of Public Health and Human Services) had adopted complaint policies, procedures and a statewide system to ensure that the requirements for filing complaints within the timelines (60 days) meet the IDEA Part C statutes, and rules and regulations. Further, the DDP has engaged in dissemination (e.g., through interagency agreements, documents) of these complaint policies and procedures to parents through the regional Part C agencies and other agencies and programs associated with Part C services. In addition, DDP monitoring ensures that regional Part C agencies inform Part C parents of complaint procedures annually when developing the IFSP and as needed in between IFSPs. (Also see Montana’s SPP and **Part C Early Intervention Service Dispute Handbook - 2010** for details of the process.)

**Supportive Data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool.**

The data below is from the monitoring of the seven regional Part C agencies for the FFY 2010 (2010-2011) (35 randomly selected files reviewed, five from each agency covering the entire state). The data was collected throughout the FFY for the specific year because each DDP regional office and QIS individually schedule on-site monitoring with the regional Part C agency(s) in their regions.

- Thirty-five out of thirty-five (100%) files reviewed documented that agencies provided each family with a copy of its internal complaint procedure and/or procedure to appeal agency decisions.

(Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, and 2009-2010 were 100%.)

- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific compliant and appeal processes for issues of eligibility, screening, and IFSP's. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, and 2009-2010 were 100%.)
- Thirty-five out of thirty-five (100% files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, and 2009-2010 were 100%.)
- Thirty-five out of thirty-five (100%) files documented that families received all information on services (including information on families' rights and safeguards) in their native language or typical means of communication, and in language that is jargon-free. (Monitoring in FFY2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, 2008-2009, and 2009-2010 were 100%.)

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2010	Timelines	Resources
1. Montana will continue to refine the tool, Montana's Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State's data collection process for this indicator.	July 1, 2010- June 30,2011	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana reviewed the tool to ensure that it collected data that was needed for this indicator, no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations that were received from OSEP's verification visit.		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2010- June 30,2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> QISs participated in the training and TA that was provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004. They also participated on the training of the New IFSP form, guidelines, Montana's Dispute Resolution Manual 2010, and Part C to B transition guidelines.		
3. DDP will monitor programs for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with program to determine nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2010, the state provided trainings and TA on policies,		

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procedures, and statues in regards to IDEA 2004. Each of the seven regional Part C agencies were also provided training on the new IFSP forms, guidelines, Montana Dispute Resolution Manual 2010, and Part C to B Transitioning handbook. Note that activities for 10, 11, and 13 are also related to indicator 9.		
4. To update the information that is located in our handbook called <b>First Steps</b> , which is provided by Parents Let's Unite for Kids.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> Montana reviewed, but did not make any revisions of the First Step document at this time.		
5. Review, monitor and revise when necessary Montana's Part C Systems Improvement Comprehensive Strategic Plan.	July 1, 2010- June 30, 2011	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> The plan was shared and discussed at each of the quarterly meetings with the FSSAC and Part C provider meetings.		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(July 1, 2010-June 30, 2011):*

NA

**Monitoring Priority: Effective General Supervision Part C / General Supervision**

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

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

**Measurement:**

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

FFY	Measurable and Rigorous Target
FFY 2010	Montana's Part C program has not adopted Montana's Part B due process system. Thus, the issues of resolution session agreements do not apply.

**Actual Target Data for** *(July 1, 2010-June 30, 2011):*

NA

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June 30, 2011):*

NA

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(July 1, 2010-June 30, 2011):*

NA

**Monitoring Priority: Effective General Supervision Part C / General Supervision**

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

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

**Measurement:**

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

FFY	Measurable and Rigorous Target
FFY 2010	Montana will set targets when 10 or more requests for mediations have occurred.

**Actual Target Data for** *(July 1, 2010-June 30, 2011):*

- Montana did not have any request for mediation for the FFY 2010, which follows the trend from previous APRs.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June 30, 2011):*

**Explanation of Progress or Slippage:**

Montana will establish a baseline when 10 or more mediation are brought to the State. If there is a request for mediation, DDP will follow the medication policies and procedures. (Please reference the SPP for the Dispute Process)

**Data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool:**

The data below is from the monitoring of the seven regional Part C agencies for the FFY 2010 (2010-2011) (35 files reviewed, five from each agency, covering the whole state and all Part C agencies). The data was collected throughout the FFY for each specific year because each DDP regional office and QIS individually schedule on-site monitoring with the regional Part C agency(s) in their regions.

- Thirty-five out of thirty-five (100%) files reviewed documented that agencies provided each family with a copy of its internal complaint procedure and/or procedure to appeal agency decisions. (Monitoring in FFY 2004-2005 through 2009-2010, and were 100%.)
- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific compliant and appeal processes for issues of eligibility, screening, and IFSP’s. (Monitoring in FFY 2004-2005 through 2009-2010 were 100%.)
- Thirty-five out of thirty-five (100%) files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2004-2005 through 2009-2010 were 100%.)
- Thirty-five out of thirty-five (100%) files documented that families received all information on services (including information on families’ rights and safeguards) in their native language or typical means of communication, and in language that is jargon-free. (Monitoring in FFY 2004-2005 through 2009-2010 were 100%.)

**Montana will establish improvement activities/timelines/resources when 10 or more requests for mediations have occurred.**

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(July 1, 2010-June 30, 2011)*:

NA

**Monitoring Priority: Effective General Supervision Part C / General Supervision**

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

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

**Measurement:**

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

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

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

FFY	Measurable and Rigorous Target
FFY 2010	100% compliance for reporting on time and accurately.

**Actual Target Data for** *(July 1, 2010-June 30, 2011):*

- 100% compliance for reporting on time and accurately for the 618 data, SPP, and APR, Montana used the Part C Indicator 14 Data Rubric to determine the 100%.
- Montana met the target for this indicator.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(July 1, 2010-June 30, 2011):*

**Explanation of Progress or Slippage:**

- Montana has submitted all required reports on time and accurately:
- 618 Data-submitted February 1 and November 1 of 2011.
- Data notes were completed and submitted to DAC-WESTAT
- SPP-submitted December 1, 2005 (original SPP)
- Revised SSP- submitted February 2, 2011
- Last APR (FFY 2009-2010) - submitted February 1, 2011
- OSEP did not request follow-up or corrections

Montana ensures that data submitted is valid and reliable: DDP has developed **Montana’s Developmental Disabilities Program Part C General Supervision and Data Manual**. The manual outlines the procedures that state staff and the seven regional Part C agencies staff do to ensure that all data submitted is valid and reliable. All data is reviewed at a minimum of two levels at DDP prior to public submission. In addition DDP develops an annual APR data calendar that notes what APR/618 data is due from the seven regional Part C agencies, when data collection and submission instructions should be sent to the seven regional Part C agencies, when DDP needs to submit reports and application (including APRs and letters of determination for the seven regional Part C agencies), and reporting appropriate reports to the public. Also note the

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quality control, general supervision and monitoring components and data collection and review protocols discussed for each of the APR indicators and SPP.

Further, 618 reports, APR and SPP are reviewed by Montana's Family Support Services Advisory Council (ICC) prior to submission and if needed, changes and corrections are made.

The results of the data calculations are noted in the following table. A score of 1 indicates that the data was provided and a zero indicates no data.

SPP/APR Data - Indicator 14			
APR Indicator	Valid and Reliable	Correct Calculation	Total
1	1	1	2
2	1	1	2
3	1	1	2
4	1	1	2
5	1	1	2
6	1	1	2
7	1	1	2
8a	1	1	2
8b	1	1	2
8c	1	1	2
9	1	1	2
10	1	1	2
11	1	1	2
12	1	1	2
13	1	1	2
		<b>Subtotal</b>	30
<b>APR Score Calculation</b>	<b>Timely Submission Points</b> - If the FFY 2010 APR was submitted on-time, place the number 5 in the cell on the right.		5
	<b>Grand Total</b> - (Sum of subtotal and Timely Submission Points) =		35



618 Data - Indicator 14					
Table	Timely	Complete Data	Passed Edit Check	Responded to Data Note Requests	Total
Table 1 - Child Count Due Date: 2/1/11	1	1	1	1	4
Table 2 - Program Settings Due Date: 2/1/11	1	1	1	1	4
Table 3 - Exiting Due Date: 11/1/11	1	1	1	NA	3
Table 4 - Dispute Resolution Due Date: 11/1/11	1	1	1	NA	3
				<b>Subtotal</b>	14
<b>618 Score Calculation</b>			<b>Grand Total (Subtotal X 2.5)</b> =		35

Indicator #14 Calculation	
A. APR Grand Total	35.00
B. 618 Grand Total	35.00
C. APR Grand Total (A) + 618 Grand Total (B) =	70.00
Total NA in APR	0.00
Total NA in 618	0.00
<b>Base</b>	<b>70.00</b>
D. Subtotal (C divided by Base*) =	1.000
E. Indicator Score (Subtotal D x 100) =	100.0

**Improvement Activities from the SPP for FFY 2010 (2010-2011):**

Activities from SPP FFY 2009	Timelines	Resources
1. Annually review DDP data collection instructions, procedures and monitoring activities for 618, SPP, and APR reports to determine steps needed to improve data collection, analyses and verification efforts.	July 1, 2010- June 30,2011	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.
<b>Status:</b> The Part C Coordinator, DDP staff and Part C technical assistance provider reviewed DDP's data collection instructions, procedures and monitoring activities for 618, SPP, and APR. The Part C Coordinator updated the data collection instructions for FFY2010-2011.		
2. Annually provide a review, training, and/or technical assistance (for new DDP or regional Part C agency staff) concerning data requirements for the 618, SPP and APR reports.	July 1, 2010- June 30, 2011	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.
<b>Status:</b> The Part C Coordinator provided overview training and reviewed <b>Montana's Developmental Disabilities Program Part C General Supervision and Data Manual</b> , with DDP and regional Part C agency staff. In addition, the FSSAC was made aware of the Manual, its' purpose and how to access a copy. Technical assistance was provided to regional Part C agency staff with specific data management responsibilities (e.g., local data manager for 618 data updates and reporting requirements and supervisors for collection of APR data).		
3. Annually participate in OSEP's training and technical assistance activities concerning the 618, SPP and APR reports, and makes any necessary changes to DDP's policies procedures for data collection and monitoring. Incorporate changes in the training and technical assistance noted in Activity 2 above.	July 1, 2010—June 30, 2011	Part C Coordinator, regional Part C agency managers and staff, and DDP staff
<b>Status:</b> The Part C Coordinator has participated in OSEP's training events, conferences and conference calls concerning 618, SPP, and APR. In addition the Part C technical assistance provider also participated in OSEP's conferences, conference calls, and NECTAC, MPRRC, and ECO Center's technical assistance activities (e.g., communities of practice) concerning Indicator 14. Appropriate information concerning Indicator 14 was shared with DDP staff, FSSAC and regional Part C agencies.		
4. Prior to submission, annually review the 618, SPP and APR with the DDP, regional Part C agencies, and FSSAC to determine if changes, additions or corrections are needed and make such modifications and obtain FSSAC approval for the	July 1, 2010-June 30, 2011	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.

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\_Montana\_\_\_\_  
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SPP/APR to be submitted.		
<b>Status:</b> 618, SPP, and APR was reviewed by the FSSAC, regional Part C agencies and DDP staff to determine if changes, additions or corrections were needed and modifications were made when needed.		
5. Annually, the DDP accurately complete 618, SPP, and APR reports and submit according to OSEP due dates.	July 1, 2010-June 30, 2011	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.
<b>Status:</b> DDP has accurately completed 618, SPP, and APR reports and submitted them according to OSEP's due dates. The APR and 618 data were reported to the public and are available on the FSSAC Website, <a href="http://www.dphhs.mt.gov/fssac/index.shtml">http://www.dphhs.mt.gov/fssac/index.shtml</a>		

Note that the Montana State Improvement Plan includes improvement activities from the SPP/APR activities for the 13 indicators applicable to Montana.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(July 1, 2010-June 30, 2011):*

NA