

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

Montana

Overview of the Annual Performance Report Development: The Montana Department of Public Health and Human Services, Developmental Disabilities Division, Montana Early Intervention Program, as the lead agency for the implementation of the Individuals with Disabilities Education Act (IDEA) Part C developed the Annual Performance Report (APR) in conjunction with stakeholders residing in all parts of Montana representing Montana's Interagency Coordinating Council, the Family Support Services Advisory Council (FSSAC) and the seven regional contracted Part C provider agencies.

In this document, the Montana Department of Health and Human Services, Developmental Disabilities Division, Montana Part C Early Intervention Program will be referred to as the "lead agency." In order to ensure services are provided to eligible infants and toddlers and their families in accordance with IDEA, the lead agency enters into contract with seven local entities. These local programs will be referenced as the "Part C provider agencies" within this document.

Stakeholder Input: Montana's lead agency engages in a variety of activities to ensure stakeholder input for the 2012 APR (Federal Fiscal Year reporting period of July 1, 2012 to June 30, 2013) for submission by February 3, 2014.

- Montana's Part C Coordinator participated in OSEP's technical assistance conference call 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 needed to occur for the SPP.
- Lead agency administrative staff were informed and updated on the SPP/APR requirements, including stakeholder input.
- The FSSAC, Montana's ICC, and seven Part C provider agencies' staff participated in the development of the APR in the following ways: (1) informed of the APR requirements and changes, and (2) reviewed and provided feedback on data collected for Child Count (618), the FFY 2012 Annual Performance Report, and the State Performance Plan through 2013.
- Montana's Part C Coordinator reviewed the APR data, obtained clarifications concerning the data as needed, and developed the APR draft.
- Stakeholder meeting was held on January 16, 2014 to review and provide feedback for the FFY 2012 APR.
- The draft was revised as needed.
- The FSSAC chairperson reviewed and edited the draft to ensure clear and accurate information for the submission of the FFY 2012 APR due February 3, 2014.
- The FSSAC, Montana's ICC, seven Part C provider agencies' staff, and Montana's Part C Coordinator provided feedback and further input on the last draft of the SPP/APR prior to submission February 3, 2014.

Dissemination of Montana's Part C FFY 2012 APR to the Public:

- Montana's FFY 2012 is available on Montana Department of Public Health and Human Services website, <http://www.dphhs.mt.gov/fssac/partcreports/index.shtml>, along with websites of Montana's Office of Public Instruction (OPI) Special Education; Parents Let's Unite for Kids (PLUK); Montana Council on Developmental Disabilities, and local provider agencies.
- PLUK disseminates information to access copies of the FFY 2012 APR through their weekly electronic newsletter shared with the families of children with disabilities and professionals in early intervention and special education. The newsletter is also available in print format.
- Montana State Library provides a link to access the State's FFY 2012 APR through state libraries' websites. It is also included in their electronic database catalog.
- The FFY 2012 APR includes Montana's progress or slippage in meeting the measurable targets found for each indicator in the SPP and APR.
- The FFY 2012 APR is reported to the public as soon as possible after February 3, 2014.

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Dissemination of Part C Provider Agencies' FFY 2012 APRs to the Public:

- Each Part C provider agencies' FFY 2012 APR will be available at <http://www.dphhs.mt.gov/fssac/partcreports/index.shtml> and at each local provider agency website.
- PLUK disseminates information to access copies of each local provider agencies' FFY 2012 APRs through their weekly electronic newsletter shared with families of children with disabilities and professionals in early intervention and special education. The newsletter is also available in print format.
- Local provider agencies' FFY 2012 APRs will be available to the members of the FSSAC, Office of Public Instruction (OPI), and Parents Let's Unite for Kids (PLUK), and Boards of Directors for Part C provider agencies.
- Part C provider agencies' FFY 2012 APRs include progress or slippage in meeting the measurable targets found for each indicator in the SPP and APR.
- Part C provider agencies' FFY 2012 APRs are reported to the public as soon as possible after February 3, 2014 but no later than April 30, 2014.

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Monitoring Priority: Early Intervention Services In Natural Environments

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

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

Measurement:

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

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

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

Montana met its target for FFY 2012. Actual Target Data for FFY 2012 (July 1, 2012 – June 30, 2013):

REPORT OF PROGRESS – INDICATOR 1			
	Measurable and Rigorous Target FFY 2012	Actual Target Data FFY 2011	Actual Target Data FFY 2012
Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.	100%	100%	100%

RAW DATA CALCULATION – INDICATOR 1				
A	B	C	D	E
Total child records reviewed.	Children with IFSPs receiving early intervention services in a timely manner.	Children with IFSPs not receiving early intervention services in a timely manner due to documented exceptional family circumstances.	Percent of children with IFSPs who received early intervention services on their IFSPs in a timely manner or there was a documented exceptional family circumstance that prevented timely	Total children not receiving timely service delivery for reason other than documented exceptional circumstances.

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135	130	5*	service delivery.	0
			100%	

*Exceptional family circumstances: 1 child was hospitalized out of state and the family received early intervention services 44 days late, 1 family moved out of state prior to the implementation of services, one child was hospitalized out of state and the family received early intervention services 5 days late, one family had a serious illness for one family member and the family received early intervention services 12 days late, 1 child was immediately hospitalized in the NICU for a lengthy period and the family early intervention services were received four months later.

Methods Used in Collection of Data:

Data is based on two methods of data collection with each Part C provider agency. The two different data collection methods and schedules cover the delivery of services throughout FFY 2012 including both children with their initial IFSP as well as children with subsequent IFSPs.

Method 1: A survey method, following specific State Part C protocol, was used to collect data from each Part C provider agency from children's files for the Federal Fiscal Year of July 1, 2012 through June 30, 2013 and submitted to Montana's Part C Coordinator. Each agency randomly selected a specified number of files based on the number of infants and toddlers served throughout the year. The collection provides the State a proportional representation by geographical region of the whole population served in Montana's Part C. After the selection of random files, data was reviewed to document compliance to timely provision of services for each file. A total of 100 individual files were reviewed from geographical regions around the State: 17 from Region 1; 15 from Region 2; 28 from Region 3; 20 from Region 4; and 20 from Region 5. Region 1 and 3 has two Part C provider agencies; each of the other regions has one.

Method 2: The second method was annual on-site monitoring by Montana's Part C Quality Improvement Specialists (QIS) using Montana's Comprehensive Evaluation Process for Family Education and Support Tool Spreadsheet for FFY 2012. Data was collected throughout the year by each Montana Developmental Disability Program (DDP) regional office. A QIS individually scheduled on-site monitoring with the Part C provider agencies in their region. The monitoring indicated seven of seven Part C provider agencies were found to be in compliance with this indicator (total of 35 infants/toddlers' files were reviewed, five from each regional Part C provider agency). A total of 135 files (100 for Method #1 and 35 for Method #2) were reviewed.

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

- 100/100 children's files randomly selected using the *Research Randomizer Program* indicated infants and toddlers received Part C early intervention services within 30 days of parent(s) signing IFSP.

A proportional sample from each of the seven regional Part C provider agencies for all Part C eligible children with an IFSP and receiving services in FFY 2012 was obtained. 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) due to exceptional family circumstances or not.

The definition and procedures/instructions ensure uniform implementation of data collection protocol. Each of the seven Part C provider agencies reported data to the Part C Coordinator who reviewed data for compliance and compiled the data for the APR. Each of the seven regional Part C provider agencies maintains a record for **Indicator 1** to include the identification of the children/families randomly selected. During the annual monitoring visit, the Quality Improvement Specialist verifies the accuracy (reliability and validity) of the data submitted.

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 provider agencies. The

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data is collected throughout FFY 2012 as each DDP Regional Office and QIS individually schedule on-site monitoring with the local Part C provider agency in their region. The QIS conducts on-site reviews of five files randomly selected for children in Part C services using Montana's Comprehensive Evaluation Process for Family Education and Support Services Tool Spreadsheet. The following data is based on monitoring of children and families who received Part C services during FFY 2012. Seven out of seven regional Part C provider agencies were found to be in compliance with this indicator (total of 35 files reviewed, five from each regional provider agency).

- 35/35 (100%) files reviewed indicated services were provided without delay and according to Part C requirements for children/family.
- 35/35 (100%) files reviewed showed each agency provided coordination services for each eligible child and family review.
- 35/35 (100%) files documented resources and support services identified on the IFSP were provided to each eligible child and family.
- 35/35 (100%) files reviewed found IFSPs were in place within 45-days of the referral date.
- 35/35 (100%) files reviewed documented contacts with families for the purpose of providing support coordination, direct services, or supervision of and consultation with subcontracted personnel.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2012¹:

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

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

N/A

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012 (if applicable):

N/A

¹ In an effort to reduce reporting burden, in the FFY 2012 APR, States: 1) Are not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. 2) Are not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target. 3) May provide one set of improvement activities for the entire APR as long as the Improvement Activities are indexed back to reference the relevant indicators.

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Monitoring Priority: Early Intervention Services In Natural Environments

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

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

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

FFY	Measurable and Rigorous Target
FFY 2012	95% of infants and toddlers with IFSPs will primarily receive early intervention services in the home or programs for typically developing children.

Montana met its target for FFY 2012. Actual Target Data for FFY 2012 (July 1, 2012 – June 30, 2013):

REPORT OF PROGRESS – INDICATOR 2			
	Measurable and Rigorous Target FFY 2012	Actual Target Data For FFY 2011	Actual Target Data For FFY 2012
Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.	95%	99.86	98%

A	B	C	D	E
Infants and toddlers with IFSPs receiving services in the home	Infants and toddlers with IFSPs receiving services in community-based settings	Infants and toddlers with IFSPs receiving services in other settings.	Total infants and toddlers with IFSPs reported.	Percent of infants and toddlers with IFSPs receiving services in the home or community-based settings.
618	34	15	667	98%

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

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Notes: Montana is committed to a multi-year plan for implementing Dr. Robin McWilliam's models for Routines-Based Interview™ (RBI) and Routines-Based Early Intervention™ (RBEI) to further strengthen early intervention services in the natural environments. The model focuses on developing functional outcomes to help enhance the implementation of early intervention in natural and daily routines of the family and child in their home and community. By June 2014, every Montana Part C consumer will participate in a RBI and all IFSPs will have participation-based outcomes (6-12 outcomes required, at least three child and three family outcomes).

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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Monitoring Priority: Early Intervention Services In Natural Environments

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

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

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

Measurement:

A. Positive social-emotional skills (including social relationships):

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

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

B. Acquisition and use of knowledge and skills (including early language/communication):

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

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same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

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

C. Use of appropriate behaviors to meet their needs:

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

Summary Statements for Each of the Three Outcomes:

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

Measurement for Summary Statement 1: Percent = # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in category (d) divided by [# of infants and toddlers reported in progress category (a) plus # of infants and toddlers reported in progress category (b) plus # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in progress category (d)] times 100.

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

Measurement for Summary Statement 2: Percent = # of infants and toddlers reported in progress category (d) plus [# of infants and toddlers reported in progress category (e) divided by the total # of infants and toddlers reported in progress categories (a) + (b) + (c) + (d) + (e)] times 100.

FFY	Measurable and Rigorous Target
FFY 2012	<p>Outcome A: Positive social-emotional skills (including social relationships)</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>

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	<p>they turned 3 years of age or exited the program. Target: 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. Target: 53%</p> <p>Outcome B: Acquisition and use of knowledge and skills (including early language/communication and early literacy)</p> <p>1. Of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program. Target: 61%</p> <p>2. The percent of children who were functioning within age expectations in Outcome B by the time they turned 3 years of age or exited the program. Target: 44%</p> <p>Outcome C: Use of appropriate behaviors to meet their needs:</p> <p>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 turned 3 years of age or exited the program. Target: 67%</p> <p>2. The percent of children who were functioning within age expectations in Outcome C by the time they turned 3 years of age or exited the program. Target: 52%</p>
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Actual Target Data for FFY 2012 (July 1, 2012 – June 30, 2013):

REPORT OF PROGRESS – INDICATOR 3, OUTCOME A			
Positive social-emotional skills (including social relationships)			
	Measurable and Rigorous Target	Actual Target Data FFY 2011	Actual Target Data FFY 2012
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.	59%	62%	63%
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%	51%	50% (-3%)

REPORT OF PROGRESS – INDICATOR 3, OUTCOME B			
Acquisition and use of knowledge and skills (including early language/communication and early literacy)			
	Measurable and Rigorous Target	Actual Target Data FFY 2011	Actual Target Data FFY 2012
1. Of those children who entered or exited the	61%	67%	63%

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program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program.			
2. The percent of children who were functioning within age expectations in Outcome B by the time they turned 3 years of age or exited the program.	44%	44%	42% (-2%)

REPORT OF PROGRESS – INDICATOR 3, OUTCOME C			
Use of appropriate behaviors to meet their needs			
	Measurable and Rigorous Target	Actual Target Data FFY 2011	Actual Target Data FFY 2012
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 turned 3 years of age or exited the program.	67%	61%	67%
2. The percent of children who were functioning within age expectations in Outcome C by the time they turned 3 years of age or exited the program.	52%	54%	49% (-3%)

RAW DATA CALCULATION – INDICATOR 3						
	Indicator 3 Outcome A Positive social-emotional skills		Indicator 3 Outcome B Acquisition and use of knowledge and skills		Indicator 3 Outcome C Use of appropriate behaviors to meet their needs	
	Number of Children	%	Number of Children	%	Number of Children	%
a. Percent of infants and toddlers who did not improve functioning.	0	0	0	0	0	0
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to	95	35%	104	32%	86	27%

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functioning comparable to same-aged peers.						
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it.	65	20%	82	26%	78	24%
d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers.	98	30%	101	31%	96	30%
e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers.	64	20%	35	11%	62	19%
Total	N=322	100%	N=322	100%	N=322	100%

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

Montana's data showed a mixture of improvement and slight decreases.

FFY 2012 Targets met:

Indicator 3A, Summary Statement 1, of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program was 63% exceeding the target but slipping 4% over FFY 2011.

Indicator 3B, Summary Statement 1, of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program was 63% exceeding the target but slipping 4% over FFY 2011.

Indicator 3C, Summary Statement 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 turned 3 years of age or exited the program was 67% meeting the target and increasing 6% over FFY 2011.

FFY 2012 Targets not met:

- **Indicator 3A, Summary Statement 2**
- **Indicator 3B, Summary Statement 2**
- **Indicator 3C, Summary Statement 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 was 50% which did not meet the target of 51% (-1%) and showed a decrease of 3% over FFY 2011.

The percent of children who were functioning within age expectations in Outcome B by the time they turned 3 years of age or exited the program was 42% which did not meet the target of 44% (-2%) and showed a decrease of 2% over FFY 2011.

The percent of children who were functioning within age expectations in Outcome C by the time they turned 3 years of age or exited the program was 49% which did not meet the target of 52% (-3%) and showed a decrease of 5% over FFY 2011.

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From FFY 2011 APR:

For FFY 2011, the Part C Coordinator reviewed the data of each individual Part C agency to address slippage specifically in Outcome C1: *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.* Upon review, data from five of the seven Part C agencies indicate less than 60% of children substantially increased their rate of growth by the time of exit.

Working with the targeted Part C agencies, the Part C Coordinator will determine if either system or practice focused improvement activities may improve measurements for Outcome C.1. Closer monitoring of Child Outcomes Summary Forms for identified agencies will commence immediately followed by professional development to enhance understanding of the Outcome. This will include completion of the online training module: *Understanding Young Children's Development: A Focus on Taking Appropriate Action to Meet Needs* (content by the University of Connecticut Center for Excellence in Developmental Disabilities, January 2012).

From FFY 2012 APR data:

With the additional assistance and monitoring, data from five of seven Part C agencies indicated more than 66% of children substantially increased their rate of growth by the time of exit for FFY 2012.

In reviewing the raw Outcomes data, reviewing 322 baseline and exit COSFs, receiving feedback from Part C agency personnel and FSSAC members, a variety of conclusions may be drawn regarding the quality and consistency of the ratings. Given Montana's current Outcomes data, some specific strategies are planned to aid Family Support Specialists and their teams in determining Outcomes ratings, determinations whether the utilization of specific assessment tools may impact ratings, and a sustainable, systemic approach to professional development opportunities state-wide to improve rating quality are planned for FFY 2013-FFY 2014.

Activities from SPP FFY 2011	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 July 1, 2012- June 30, 2013	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Update: The FSSAC has created and will be implementing Strategic Initiative 2 (2/6 Strategic Initiatives for FFY 2014): <i>Ensure efficiency and effectiveness with processes and requirements.</i> A small focus group made up of the Part C Coordinator, State Quality Improvement Specialists, Family Support Specialists, and select FSSAC members are in the process of re-writing the Monitoring Tool to make it more reflective of Montana's early intervention current practices. This will be complete in early FFY 2014. Completed the previous year. Montana reviewed the tool to ensure it collected data needed for this indicator and no changes have occurred since the last revision of the document that occurred in FFY 08 after the recommendations received from OSEP's verification visit.</p>		
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, 2011- June 30, 2012	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.

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<p>Update: The FSSAC has created and will be implementing Strategic Initiative 1 (1/6 Strategic Initiatives for FFY 2014): <i>Provide an effective professional development system - noting its primary importance to the improvement of Part C in Montana.</i> Outside assistance will be requested to provide professional development to Part C provider agency personnel and Quality Improvement Specialists. This will be a component of a State-wide effort for systemic and sustained professional development practices being developed in conjunction with Montana State University's Early Childhood Practitioner Registry with an expected implementation in FFY 2014.</p> <p>Status: QISs participated in the training and TA provided to the seven Regional Part C agencies on policies, procedures, and IDEA Statues 2004 and new Part C Rules and Regulations. They participated in the training of the new IFSP form and guidelines, Montana's Dispute Resolution Manual (2010), and Part C to B transition guidelines.</p>		
<p>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.</p>	<p>July 1, 2011- June 30, 2012</p>	<p>FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p>Update: Child Outcome Status Forms will be monitored by Quality Improvement Specialists as part of the updated Monitoring Tool and utilizing the Early Intervention electronic module implemented March 2013 (Strategic Initiative 1). Status: Each regional Part C agency was monitored and provided feedback on their review. Noncompliance was not found for any regional Part C agency. 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 monitored.</p>		
<p>4. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 3.</p>	<p>July 1, 2011 - June 30, 2012</p>	<p>Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p>Update: The importance of a State-wide systemic and sustainable professional development system for Family Support Specialist and Quality Improvement Specialists both new to the job or seasoned staff is a primary focus for upcoming FFY 2014. This, too, will be a component of a State-wide effort for systemic and sustained professional development practices being developed in conjunction with Montana State University's Early Childhood Practitioner Registry with an expected implementation in FFY 2014 (Strategic Initiative 1). Status: 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 trainings 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 provide feedback to the regional Part C agencies on a quarterly basis.</p>		
<p>5. Conduct quality assurance reviews of child outcomes COSFs and data develop and disseminate quality assurance reports for each regional Part C</p>	<p>July 1, 2011-June 30, 2012</p>	<p>Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>

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agency specific technical assistance and training.		
<p>Update: Quality assurance reviews require additional focus. Professional development will be provided State-wide to improve the quality of Outcomes ratings. A newly formed work group consisting of the Part C Coordinator, representatives from all Part C provider agencies, and a member of the FSSAC will be meeting to determine next steps for content and measurement (Strategic Initiative 2). Status: The TA provider 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 overall data for the quarter. TA calls were provided to agencies 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, 2011 – November 15, 2011	Regional Part C agency Managers and supervisors, FSSs, QISs, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Update: The Montana manuals and resources concerning child outcomes, the COSF process and data collection related to child outcomes have not been updated since January 2009. This, too, will be a component of the above noted small work group (Strategic Initiative 2). Status: The TA provider 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). The COS manuals were not updated in FFY 2011.</p>		
7. Montana is developing a comprehensive data system to collect, analyze, and report data.	July 1, 2011 –June 30, 2012	Part C Coordinator, TA from University of Montana Rural Institute, Regional Part C agency Managers and supervisor, and contracted programmers.
<p>Update: Montana went online with its electronic module for Early Intervention in March 2013. It houses IFSPs, Outcome Summary documents, transition documents, and has the ability to provide specific OSEP reporting functions. It will be completely up to date with all children within the early intervention system in FFY 2015 (Strategic Initiative 5: <i>Develop data connection and analysis to improve outcomes</i>). Status: Montana continued to develop a new 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 2012:

NA

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Monitoring Priority: Early Intervention Services In Natural Environments

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

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

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

Measurement:

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

FFY	Measurable and Rigorous Target
FFY 2012	<p>A. 93% will report early intervention services has helped the family help their children develop and learn</p> <p>B. 93% will report early intervention services have helped the family effectively communicate their children's needs.</p> <p>C. 88% will report early intervention services has helped the family help their children develop and learn</p>

Montana met its FFY 2012 targets. Actual Target Data for FFY 2012 (July 1, 2012 – June 30, 2013):

REPORT OF PROGRESS – INDICATOR 4			
	Measurable and Rigorous Target FFY 2012	Actual Target Data FFY 2011	Actual Target Data FFY 2012
Indicator 4A: Percent of families who report that early intervention services have helped the family know their rights.	93%	95%	96%
Indicator 4B: Percent of families who report that early intervention services have helped the family effectively communicate their children's needs.	93%	97%	97%
Indicator 4C: Percent of families	93%	96%	97%

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who report that early intervention services have helped the family help their children develop and learn.			
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RAW DATA CALCULATION – INDICATOR 4A		
A	B	C
Total surveys received	Total families reporting that early intervention services have helped their family know their rights.	Percent of families reporting that early intervention services have helped their family know their rights.
333	319	96%

RAW DATA CALCULATION – INDICATOR 4B		
A	B	C
Total surveys received	Total families reporting that early intervention services have helped their family communicate their children’s needs.	Percent of families reporting that early intervention services have helped their family communicate their children’s needs.
333	322	97%

RAW DATA CALCULATION – INDICATOR 4C		
A	B	C
Total surveys received	Total families reporting that early intervention services have helped their family help their children develop and learn.	Percent of families reporting that early intervention services have helped their family help their children develop and learn.
333	322	97%

Montana’s child count data (618) for FFY 2012 indicate 667 children served. The two largest races/ethnicities in Montana are white with a count of 478 (72%) and American Indian or Alaska Native with a count of 113 (17%). Although family surveys did not ask for race/ethnicity, return rates of those agencies serving the largest populations of American Indian or Alaska Native (typically on or near reservations) had sufficient return rates to indicate representation from that race/ethnicity category. In addition, parents from every region of the State participated in the survey including 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 to obtain specific information about each family’s characteristics without compromising the disclosure of personally identifiable information.

Data from Montana’s Comprehensive Evaluation Tool Monitoring Spreadsheet

As part of Montana’s general supervision monitoring, Quality Improvement Specialists (QISs) reviewed 35 randomly selected files of children and families receiving Part C services from regional Part C provider agencies (all agencies are monitored annually) and interviewed a sample of families who received Part C services to determine the impact of their satisfaction with Part C services. During the past year, all interviewed families receiving services from the regional Part C agencies indicated the services benefitted their child and family and were satisfied with the services they received.

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

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Notes: Part C Procedural Safeguards, July 2013, are shared with all Part C families and available on the State's website: <http://www.dphhs.mt.gov/fssac/partcreports/index.shtml>.

A closed-captioned Procedural Safeguards video was developed in conjunction with the Part C Coordinator and Early Childhood Intervention, Part C provider agency in Billings, Montana. It has been personalized for each Part C provider agency and will be posted on individual provider websites and the State's website. This became available January 16, 2014.

Suggestions received from all Part C provider agencies indicate a need to alter the survey to an electronic means rather than paper and pencil surveys delivered to agencies. This is being taken under advisement by the Part C Coordinator with a desire to pilot an online survey in FFY 2014.

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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Monitoring Priority: Effective General Supervision Part C / Child Find

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

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

Measurement:

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

FFY	Measurable and Rigorous Target
FFY 2012	Part C in Montana will serve 1.39% of all infants in the state

Montana met its FFY 2012 target. Actual Target Data for FFY 2012 (July 1, 2012 – June 30, 2013):

REPORT OF PROGRESS – INDICATOR 5			
	Measurable and Rigorous Target FFY 2012	Actual Target Data FFY 2011	Actual Target Data FFY 2012
Indicator 5: Percent of infants and toddlers with IFSPs birth to 1.	1.39%	1.03%	1.43%

Montana’s data showed improvement and met the target for Indicator 5 exceeding it by .04%.

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

Notes: Systemic and sustained approaches to sharing Part C early intervention information and referrals continue to be ongoing in all regional areas.

The FSSAC has created and implemented Strategic Initiative 3: *Build a collaborative culture* for FFY 2014 in an effort to build a roadmap of systems and services to provide information about our partners and a linked system of professional development, implementation systems, and strategies to increase awareness of early identification and early referrals.

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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Monitoring Priority: Effective General Supervision Part C / Child Find

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

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

Measurement:

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

FFY	Measurable and Rigorous Target
FFY 2012	Part C in Montana will serve 2.14% of all infants and toddlers in the state

Montana did not meet its FFY 2012 target. Actual Target Data for FFY 2012 (July 1, 2012 – June 30, 2013):

REPORT OF PROGRESS – INDICATOR 6			
	Measurable and Rigorous Target FFY 2012	Actual Target Data FFY 2011	Actual Target Data FFY 2012
Indicator 5: Percent of infants and toddlers with IFSPs birth to age 3.	2.14%	2.00%	1.80% (-.34%)

Montana's data showed slippage and did not meet the target for **Indicator 6** and decreased .20% from FFY 2011. Data indicates the population rate increased slightly from FFY 2011 (36,336) to FFY 2012 (37,122).

All Part C provider agencies participate in a variety of child find events in their regions working with varied partners such as young parent groups and in various locations such as Walmart. Each child find event provides an opportunity to increase collaboration, awareness, and understanding of early intervention in Montana; however, providers debate the value of the events to actually identify children with special needs.

Collaborative Child Find Events			
Program	Number of activities for FFY 2011	Number of activities for FFY 2012	Comparison of the years
Schools/Special Education Cooperatives	168	125	-43
Early Head Start/Head Start	36	26	-10
Public Health	21	15	-6
EPSDT	0	0	0
Other	119	112	-5

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On the other hand, Part C provider agencies have enhanced their linkages with referral sources over the course of the past year and data shows increases in referrals from the majority of the sources during FFY 2012.

Two agencies in particular, STEP and ECI of Billings, Montana, have collaborated in an effort to increase their numbers of children identified and served in one of the most populous cities and counties in Montana. Their attention to ongoing meetings and the sharing of mutual brochures with primary referral sources along with a targeted mail campaign for all infants born in Yellowstone County indicate a return on their investment as their child count numbers continue to increase.

Referrals Received by Regional Part C Agencies			
Primary Referral Sources	Number of referrals FFY 2011	Number of referrals for FFY 2012	Comparison of the years
Hospitals	137	116	-21
Physicians	258	355	+97
Parents	243	268	+25
Child care	11	105	+94
Schools	49	30	-19
Public Health	61	75	+14
Child Protective	154	153	-1
Other Social Services	61	201	+140
Other Healthcare Provider	41	46	+5
Other	130	118	-12

Activities from SPP FFY 2011	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, 2011- June 30, 2012	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Update: The FSSAC has taken on the as a Strategic Initiative: (4/6 Strategic Initiatives for FFY 2014) <i>Promote early identification through public awareness and child find systems. Two parent representatives from the FSSAC along with our Part B partner member and Child and Family Services partner member will be working together to determine our next steps to a state-wide coordinated effort for early identification.</i></p> <p>Status: 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 Indicators 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 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 3 years 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>Update: As part of Strategic Initiative 4, the work group have set forth three specific work steps:</p> <ul style="list-style-type: none"> • Have all Provider agencies share their brochures, public awareness programs, etc., to determine who is doing what. From that comparison, develop a consistent State-wide message determining the theme, and how to distribute the consistent message. How can we measure the success of the message? • To disseminate the information, we need to identify the funding we require and identify communities with active support groups. • Are we utilizing "Human Media" such as parent support groups, one-to-one interactions, teacher to parents and vice versa? <p>Status: 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 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, 2011- June 30, 2012	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Update: Part C provider agencies have enhanced their linkages with referral sources over the course of the past year and data shows increases in referrals from the majority of the sources during FFY 2012. Two agencies in particular, STEP and ECI of Billings, Montana, have collaborated in an effort to increase their numbers of children identified and served in one of the most populous cities and counties in Montana. Their attention to ongoing meetings and the sharing of mutual brochures with primary referral sources along with a targeted mail campaign for all infants born in Yellowstone County indicate a return on their investment as their child count numbers continue to increase. Status: Annually each of the seven regional Part C agencies review their current practices of how they interact with medical staff in clinics and hospital to develop a plan of how to enhance their relationship with this group of professionals and to inform them about Part C early intervention services and the importance of making referrals. At a FSSAC and Part C provider quarterly meeting, agencies shared how they were making the connections to these professionals to gain more referrals. One strategy shared with the group was 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 filled 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, 2011- June 30, 2012	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Update: TRACE information has not been shared with the FSSAC according to FSSAC meeting minutes for the past two years. The Part C Coordinator will investigate this more thoroughly to determine if this resource has been beneficial and should be implemented again. Status: 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</p>		

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find activities.		
5. Annually review to ensure linkage of Part C early intervention to other local childhood health and human services with specific emphasis on programs and providers serving infants.	July 1, 2011- June 30, 2012	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
Status: 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.		
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, 2011- June 30, 2012	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
Update: The Governor's Readiness Council no longer exists due to changes in the Administration January 2013. The Part C Coordinator is currently involved with Montana's Early Childhood Bureau which is an effective linkage to Part C partners. Status: 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.		

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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Monitoring Priority: Effective General Supervision Part C / Child Find

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

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

Measurement:

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

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

FFY	Measurable and Rigorous Target
FFY 2012	100% of 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.

Montana met its FFY 2012 target. Actual Target Data for FFY 2012 (July 1, 2012 – June 30, 2013):

REPORT OF PROGRESS – INDICATOR 7			
	Measurable and Rigorous Target FFY 2012	Actual Target Data FFY 2011	Actual Target Data FFY 2012
Indicator 7: Percent of eligible infants with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C’s 45-day timeline.	100%	100%	100%

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RAW DATA CALCULATION – INDICATOR 7				
A	B	C	D	E
Total child records reviewed	Children with timely evaluation and assessment and initial IFSP.	Children with evaluation and assessment and initial IFSP completed more than 45 days from the child's referral, with documented exceptional family circumstances that caused the delay.	Percent of children with timely evaluation and assessment and initial IFSP or there is a documented exceptional family circumstance that caused the delay in the completion of the evaluation and assessment and initial IFSP.	Children whose evaluation and assessment and initial IFSP were held more than 45 days from the date of the referral for reasons other than documented exceptional family circumstances.
135	132	3*	100%	0
*Exceptional family circumstances: all three IFSPs were late due to families being out of state due to illness/hospitalization of the child or a family member.				

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

- 100/100 children's files randomly selected using the *Research Randomizer Program* indicated infants and toddlers received timely evaluation and assessment and initial IFSP within 45 days.

A proportional sample from each of the seven regional local provider agencies was required to complete a random sample of files using the *Research Randomizer Program* from all Part C eligible children with an IFSP and received services in FFY 2012. 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 IFSP was provided in a timely manner and if not, (2) the number of days over the child's referral, (3) the reason the IFSP was not completed prior to the 45 day timeline.

Data from Montana's Comprehensive Evaluation Tool Monitoring Spreadsheet:

- 35/35 (100%) files reviewed found IFSPs were in place within 45-days of the referral date.

The data is collected throughout FFY 2012 as each DDP Regional Office and QIS individually schedule on-site monitoring with the local provider agency in their region. The QIS conducts on-site reviews of five files randomly selected for children in Part C services using Montana's Comprehensive Evaluation Process for Family Education and Support Services Tool Spreadsheet. The data is based on monitoring of children and families who received a Part C services and were evaluated and assessed with an initial IFSP completed within 45 days during FFY 2012. Seven out of seven regional provider agencies were found to be in compliance with this indicator (total of 35 files reviewed, five from each regional provider agency).

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

NA

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

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Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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Monitoring Priority: Effective General Supervision Part C / Effective Transition

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

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

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

Measurement:

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

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

FFY	Measurable and Rigorous Target
FFY 2012	<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"> A. 100% IFSPs with transition steps and services; B. 100% Notification to LEA, if child potentially eligible for Part B; and C. 100% Transition conference occurred, if child potentially eligible for Part B.

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Montana met its target for FFY 2012. Actual Target Data for FFY 2012:

REPORT OF PROGRESS – INDICATOR 8			
	Measurable and Rigorous Target FFY 2012	Actual Target Data FFY 2011	Actual Target Data FFY 2012
Indicator 8A: IFSPs with transition steps and services.	100%	100%	100%
Indicator 8B: Notification to the LEA if the child is potentially eligible.	100%	100%	100%
Indicator 8C: Timely transition conference.	100%	100%	100%
RAW DATA CALCULATION – INDICATOR 8A			
A	B	C	D
Total child records reviewed.	Children with transition steps and services to support the child's transition.	Children with transition plans that do not include steps and services to support the child's transition.	Percent of children with transition plans including steps and services.
92	92	0	100%

RAW DATA CALCULATION – INDICATOR 8B				
A	B	C	D	E
Total child records reviewed.	Children whose families opted out of notification.	Children with notification to the LEA.	Children for whom the LEA was not notified (excluding children whose families opted out of notification).	Percent of children with notification to the LEA.
92	4	88	0	100%

RAW DATA CALCULATION – INDICATOR 8C				
A	B	C	D	E
Total child records reviewed.	Children for whom the family did not provide approval to conduct the transition conference due to exceptional family circumstances.	Total child records reviewed less the children for whom the family did not provide approval to conduct the transition and the transition conference was not held due to exceptional family circumstances.	Children with timely transition conference.	Percent of children with timely transition conference if child potentially eligible for Part B.
92	9*	79	79	100%
*Exceptional family circumstances: 6 families moved out of the region prior to the transition conference, 2 children moved into foster care out of the region due to the parents' incarceration, 1				

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child and his/her parent are missing.

Each of the seven regional Part C provider agencies randomly selected a certain number of files using the *Research Randomizer Program* of all eligible children (with IFSPs) who turned 36 months during FFY 2012. A survey method, following specific State Part C agency protocol, was used to collect data from each of the seven regional Part C provider agencies. The transition data was collected and reviewed by Part C provider agency staff to document compliance to the Part C transition requirements for each of the files (92 individual files were reviewed: 14 from Region 1, 14 from Region 2, 26 from Region 3, 19 from Region 4, and 19 from Region 5. Region 1 and 3 has two providers; each other region has one. The files were reviewed 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 3rd 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 provider agencies reported the data to the Part C Coordinator in November 2013 and the data was reviewed to ensure compliance to Part C transition requirements and compiled the data for the APR. Each regional Part C provider agency keeps records for this indicator including the identification of the children/families randomly selected. The DDP, during the annual monitoring visit, verifies the accuracy (reliability and validity) of the data.

Monitoring Data:

Data was collected from Montana's Comprehensive Evaluation Process for Family Education and Support Service Tool Spreadsheet, part of Montana's general supervision and monitoring process that addressed factors dealing with transition for FFY 2012 (total of 35 randomly selected files were reviewed, five from each agency, covering the entire state).

- 35/35 (100%) files documented the agency cooperated and coordinated with other community service agencies in meeting child and family needs.
- 35/35 (100%) files reviewed included documentation letting parents know 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, an additional two files for transition-aged children were also reviewed for each agency in addition to the 35 files reviewed. 14/14 files of children who were at transition age had documentation showing the families were made aware of the differences and similarities between Part C and Part B services.
- 7/7 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 eight fiscal years (2003 through 2011) demonstrated 100% compliance for the questions used for monitoring transition.

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

NA

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

Measurement:

Percent of noncompliance corrected within one year of identification:

- a. # of findings of noncompliance.
- b. # of corrections completed as soon as possible but in no case later than one year from identification.

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

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

FFY	Measurable and Rigorous Target
FFY 2012	100% 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.

Montana met its target for FFY 2012. Actual Target Data for FFY 2012:

REPORT OF PROGRESS – INDICATOR 9			
	Measurable and Rigorous Target FFY 2012	Actual Target Data for FFY 2011	Actual Target Data for FFY 2012
Indicator 9A: Number of findings of noncompliance.	100%	Montana had 0 findings of noncompliance identified in FFY 2011. Therefore, there were no findings requiring correction during FFY 2012.	Montana had 0 findings of noncompliance identified in FFY 2012.
Indicator 9B: Number of corrections completed as soon as possible but in no case later than one year from identification.	100%	Montana had 0 corrections completed as soon as possible but in no case later than one year from identification.	Montana had 0 corrections completed as soon as possible but in no case later than one year from identification.

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

NA

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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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.

This indicator is not applicable to Montana as the Part B due process procedures have not been adopted.

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Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

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

FFY	Measurable and Rigorous Target
FFY 2012	Montana will set targets when 10 or more requests for mediations have occurred.

Actual Target Data for FFY 2012:

Montana did not have any requests for mediation for FFY 2012, which follows the trend from previous APRs.

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

NA

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

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

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Monitoring Priority: Effective General Supervision Part C / General Supervision

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

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

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

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

As stated in the Indicator Measurement Table, States may, but are not required, to report data for this indicator. OSEP will use the Indicator 14 Rubric to calculate the State's data for this indicator. States will have an opportunity to review and respond to OSEP's calculation of the State's data.

FFY	Measurable and Rigorous Target
FFY 2012	100% compliance for reporting on time and accurately.

Actual Target Data for FFY 2012:

Montana reported in a timely manner and accurately for the 618 data and APR. Montana met the target for this indicator.

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

Notes: In May, OSEP requested follow-up and corrections for the FFY 2011 APR and these were submitted and accepted May 2013.

Montana is not required to provide an explanation of: a) progress; b) no change in actual target data from the data for FFY 2011; or c) slippage if the State meets its target. Montana is not required to discuss improvement activities for: a) compliance indicators where the State reports 100% compliance for FFY 2012; and b) results indicators where the State has met its FFY 2012 target.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2012:

NA

INDICATOR C-9 WORKSHEET

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Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2011 (7/1/11 to 6/30/12)	(a) # of Findings of noncompliance identified in FFY 2011 (7/1/11 to 6/30/12)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
4. Percent of families participating in Part C who report that early intervention services have helped the family	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0

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Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2011 (7/1/11 to 6/30/12)	(a) # of Findings of noncompliance identified in FFY 2011 (7/1/11 to 6/30/12)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
	Dispute Resolution: Complaints, Hearings	0	0	0
5. Percent of infants and toddlers birth to 1 with IFSPs 6. Percent of infants and toddlers birth to 3 with IFSPs	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
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.	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
8. Percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has: A. Developed an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler's third birthday:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0

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Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2011 (7/1/11 to 6/30/12)	(a) # of Findings of noncompliance identified in FFY 2011 (7/1/11 to 6/30/12)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
8. Percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the lead agency has: B. Notified (consistent with any opt-out policy adopted by the State) the SEA and the LEA where the child resides at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services; and	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
8. Percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has: 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.	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
OTHER AREAS OF NONCOMPLIANCE:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0

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Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2011 (7/1/11 to 6/30/12)	(a) # of Findings of noncompliance identified in FFY 2011 (7/1/11 to 6/30/12)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
	Dispute Resolution: Complaints, Hearings	0	0	0
OTHER AREAS OF NONCOMPLIANCE:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
OTHER AREAS OF NONCOMPLIANCE:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
Sum the numbers down Column a and Column b			0	0