

## Part C State Annual Performance Report (APR) for 2006 *(July 1, 2006 to June 30, 2007)*

### Overview of the Annual Performance Report Development:

**Broad Stakeholder Input:** Montana's lead agency, The Developmental Disabilities Program (DDP) of the Department of Health and Human Services engaged in a variety of activities to ensure broad stakeholder input.

- DDP staff was informed of 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 were informed about the APR requirements and reviewed and discussed the data at quarterly meetings for the 2008 APR.
- The Part C workgroup, which includes representatives of the FSSAC, each regional Part C agencies, Part C Coordinator, DDP monitoring staff and a Part C technical assistant provider/Part C GSEG Director, addressed the SPP/APR indicators and Part C improvements.
- Reviewed and discussed the updates of the Montana's Developmental Disabilities Program Part C General Supervision and Data Manual needed for data collects for APR, Child Count,(618), and other steps involved with General Supervision of Part C services with the stakeholders listed above.
- The Part C Coordinator and Part C technical assistant provider/Part C GSEG Director reviewed the APR data, obtained clarifications concerning the data when needed, and developed the APR draft.
- The FSSAC chairperson provided assistance in reviewing and editing the APR to ensure that the information was clear and accurate on the 2008 APR.

### Dissemination of Part C APR to the Public:

#### State APR:

- Announcement of the Part C 2008 APR and how to obtain a copy will be published in Montana's major newspapers.
- The Part C APR will be on the following websites: DDP/FSSAC; <http://www.dphhs.mt.gov/fssac>; 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 2008 APR and how to obtain a copy.
- PLUK will disseminate the Part C 2008 APR through their weekly electronic newsletter, 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.

#### Seven Regional Part C Agencies APR:

- Announcement of each of the seven regional Part C agency's 2008 APR and how to obtain a copy will be published in Montana's major newspapers.
- Each of the seven regional Part C agency's 2008 APR will be on the following websites: DDP/FSSAC: <http://www.dphhs.mt.gov/fssac>; Office of Public Instruction (OPI) Special

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Education; Parent's Lets Unit for Kids (MT Parents Training Information Program); and regional Part C agency.

- Regional Part C 2008 APRs will be available to the following groups: members of the FSSAC, Special Education advisory Panel, Montana Council On Developmental Disabilities, board 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 2008 APRs and how to obtain a copy.
- PLUK will disseminate the availability of each of the seven regional Part C agencies' 2008 APR through their weekly electronic newsletter, 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.

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**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.

FFY	Measurable and Rigorous Target
FFY 2006	100% of infants and toddlers with IFSPs will receive the early intervention services on their IFSPs in a timely manner.

**Actual Target Data for** *(2006-2007):*

100%=(70/70\*100)

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(2006-2007):*

**Explanation of Progress or Slippage:**

100% was the target set for the FFY 2006. The actual target data for FFY 2006 was 100%.

This data is based on survey and monitoring data from each of the seven regional Part C agencies (covering the whole state). Each agency reviewed five infant or toddler files concerning compliance to Montana’s definition of timely provision of services (total of 35 files reviewed, 5for each agency) (see SPP). In addition, Part C monitoring, using Montana’s Comprehensive Evaluation Process for Family Education and Support Tool for the FY 2006-2007, indicated seven out of the seven regional Part C agencies (covering the whole state) were found to be in compliance with this indicator (total of 35 files were reviewed, 5for each agency). A total of 70 files were reviewed by these two methods.

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

- Thirty-five out of thirty-five 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 process that was described in the SPP. Each of the seven regional Part C agencies (covering the whole state) were required to do a random sample of five files using the “Research Randomizer Program” from all the Part C eligible children with IFSP. 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 the 30 days after the IFSP was signed and (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 measurement Table- (12/31/09). The definition and procedures/instructions were developed by the Part C Coordinator and the Part C Work Group (with representatives from each of the regional Part C agencies) to ensure uniform implementation of the data collection. The seven regional Part C agencies reported the data to the Part C Coordinator who compiled the data for the APR. Each of the Part C agencies will keep in their APR record for this indicator, including the identification of the children/families randomly selected, so that the DDP during the annual monitoring visit will be able to verify the accuracy (reliability and validity) of data.

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

As part of Montana’s general supervision and monitoring process, a State Quality Improvement Specialist (QIS) in each of the seven regional Part C agencies (covering the whole state), reviews 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. The Tool addresses factors that promote the timely delivery of early intervention services. This data is based on monitoring for the FY 2006-2007, seven out of the seven Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each 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 are provided to each eligible child and family.
- Thirty-five out of thirty-five (100%) files reviewed that IFSPs are in place within 45-days of the referral date.
- Thirty-five out of thirty-five (100%) files reviewed documented contracts with families for the purposed of providing support coordination, direct services, or to provide supervision and consultation to subcontracted personnel.

**Data from previous Monitoring**

The data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool for the last four FY 2002-2003, 2003-2004, 2004-2005, and 2005-2006, demonstrated 100% compliance for the 5 questions that are used for monitoring timelines (Please see SPP for details)

**Improvement Activities from the SPP for FFY 2006 (2006-2007):**

Activities from SPP FFY 2006	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2006- June 30,2007	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Montana continues to provide initial and annual training for QISs to ensure that the seven regional Part C agencies are providing timely and quality services as stated on the IFSPs to infants and toddlers and their families. Montana wants to ensure that families are satisfied with the</p>		

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services that they are receiving and are aware of their rights.		
2. 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, 2006- June 30,2007	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each of the seven regional Part C agencies was monitored for compliance in this area.		
3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 1.	January 1, 2006- June 30,2007	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> At both the Part C work group and regional Part C agencies meetings the requirements that FSSs receive training in all Part C components, including rules and regulations related to Indicator 1, was clearly articulated and implemented by the agencies. All seven regional Part C agencies were found to be in compliance.		
4. Provide in-service training and resources concerning research-based practices for evaluation and assessment of infants and toddlers.	January 1, 2006 to December 31, 2007	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana continues to provide in-service training and resource in research-based practices for evaluation, assessments, and all aspects of IFSP planning and development. Regional CSPD's training events addressed providing in-service training and resources concerning research-based practices related to assessment and program implementation in community settings. Each of the seven regional Part C agencies also provides training in this area for their Part C staff.		

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 2006 (2006-2007)**

NA

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

**Measurement:**  
Percent = [ (# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children) divided by the (total # of infants and toddlers with IFSPs)] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	93% 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** *(2006-2007):*

$92.8\% = (630/679 * 100)$

December 1, 2006, Child Count: 92.78% of infants and toddlers with IFSPs primarily received early intervention services in the home or programs for typically developing children.

- Home- 89.10%
- Program for typically developing children- 3.68%
- Other setting: 7.21%

Primary settings by age:

- 112 infants, zero to one (92%), received services in the home or program designed for typically developing children.  $103/112 * 100 = 91.96\%$
- 228 toddlers age one to two (93%) received services in the home or program designed for typically developing children.  $213/228 * 100 = 93.42\%$
- 339 toddlers two to three (93%), received services in the home or program designed for typically developing children.  $314/339 * 100 = 92.62\%$

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for** *(2006-2007):*

The target data that was set for FFY 2006 was 93%. Actual data for FFY 2006 was 92.8% of infants and toddlers receive services in the home or programs for typically developing children. Services provided

primarily in the home setting and programs designed for typically developing children have each increased 1% from the FY 2005. Other settings have decreased 4% from the FY 2005. The decrease in the number of those children being served in other settings may be due to the additional and specific training provided to the regional Part C agencies' data staff in completing the Child Count Data (618) forms on setting definitions. Montana will continue to provide additional training in completing the Child Count Data (618) forms in regards to setting definitions. When reviewing trend data from FY 1999-2005, it demonstrates that there have been fluctuations in providing early intervention services in the home and programs for typically developing children by a 1-3% difference from year to year.

**Child Count Data from 1999-2005 Table**

	1999	2000	2001	2002	2003	2004	2005	2006
<b>Total number of children in December 1<sup>st</sup> Child Count</b>	580	574	600	574	628	677	724	679
<b>Home</b>	525 (91%)	520 (91%)	551 (92%)	527 (92%)	559 (89%)	600 (89%)	635 (88%)	605 (89%)
<b>Program designed for typically developing children</b>	13 (2%)	30 (5%)	17 (3%)	20 (3%)	16 (3%)	24 (4%)	22 (3%)	25 (4%)
<b>Other settings</b>	42/580 (8%)	24/574 (4%)	32/600 (5%)	27/574 (5%)	53/628 (8%)	53/677 (8%)	79/724 (11%)	49/679 (7%)

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

**Improvement Activities from the SPP for FFY 2006 (2006-2007):**

Activities from SPP FFY 2006	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.	February 1, 2006- June 30,2007	Seven regional Part C agencies, Part C Coordinator, Quality Improvement Specialist.
<b>Status:</b> Discussions and training have taken place during quarterly meetings concerning Child Count Data (618) on what the definitions are for each of the three reporting categories and how to report the information to the Part C Coordinator for FY 2008.		
2. Collaborate with the Child and Family Services Division for providing training and technical	February 1, 2006- June 30,2007	Seven regional Part C agencies, Part C Coordinator, Child and Family Service Division, and

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<p>assistance for the support of early childhood childcare settings that serve all children with appropriate high quality services.</p>		<p>Child Care Plus, Child Care Regional Resource Centers and child care providers.</p>
<p><b>Status:</b> Collaboration with the Child and Family Service Division has lead to training and TA for the support of early childhood development within child care settings that serve all children through Child Care Plus, Early Childhood Partnership for Professional Development, and the Governor’s Readiness Workgroup.</p>		
<p>3. Based on Activity 3 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>January 1, 2006- June 30,2007</p>	<p>Seven regional Part C agencies, FSSAC, and Part C coordinator.</p>
<p><b>Status:</b> Collaboration with the Child and Family Service Division has lead to training and TA for the support of early childhood development within child care settings that serve all children through Child Care Plus, Early Childhood Partnership for Professional Development, and the Governor’s Readiness Workgroup.</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>January 1, 2006- June 30,2007</p>	<p>Seven regional Part C agencies, FSSAC, and Part C coordinator.</p>
<p><b>Status:</b> The Part C Coordinator has provided data of progress and slippage to the FSSAC and the seven regional Part C agencies at quarterly meetings. Child Count Data (618) instructions have been provided to all seven regional Part C agencies. TA has been provided to regional Part C agencies who needed additional assistance.</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 2006 (2006-2007)**

Note: (1) Montana will be looking at future targets of 95% given the actual current circumstances, related to serve providers (e.g. speech pathologist, occupational therapists, physical therapist, etc.) thus few wanting to travel long distances to child/family’s home which results in some children receiving services in

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clinical settings. (2) while the general improvement activities may remain the same there will be continual specific training in completing the Child Count Data (618) forms in regards to settings definitions.

**Part C State Annual Performance Report (APR) for 2006** (July 1, 2006 to June 30, 2007)**Overview of the Annual Performance Report Development:****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 reach or maintain functioning at a level comparable to same-aged peers = # of infants and toddlers who reach or maintain functioning at a level comparable to same-aged peers divided by # of infants and toddlers with IFSPs assessed times 100.
- b. Percent of infants and toddlers who improve functioning = # of infants and toddlers who improved functioning divided by # of infants and toddlers with IFSPs assessed times 100.
- c. 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.

If children meet the criteria for a, report them in a. Do not include children reported in a in b or c. If a + b + c 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 reach or maintain functioning at a level comparable to same-aged peers = # of infants and toddlers who reach or maintain functioning at a level comparable to same-aged peers divided by # of infants and toddlers with IFSPs assessed times 100.
- b. Percent of infants and toddlers who improved functioning = # of infants and toddlers who improved functioning divided by # of infants and toddlers with IFSPs assessed times 100.
- c. 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.

If children meet the criteria for a, report them in a. Do not include children reported in a in b or c. If a + b + c does not sum to 100%, explain the difference.

C. Use of appropriate behaviors to meet their needs:

- a. Percent of infants and toddlers who reach or maintain functioning at a level comparable to same-aged peers = # of infants and toddlers who reach or maintain functioning at a level comparable to same-aged peers divided by # of infants and toddlers with IFSPs assessed times 100.
- b. Percent of infants and toddlers who improved functioning = # of infants and toddlers who improved functioning divided by # of infants and toddlers with IFSPs assessed times 100.
- c. Percent of infants and toddlers who did not improve functioning = # of infants and toddlers who

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did not improve functioning divided by # of infants and toddlers with IFSPs assessed times 100.  
If children meet the criteria for a, report them in a. Do not include children reported in a in b or c. If a + b + c does not sum to 100%, explain the difference.

FFY	Measurable and Rigorous Target
FFY 2006	

**Actual Target Data for** (2006-2007):

**Please see attached SPP Template for this indicator**

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

**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 2006	<ul style="list-style-type: none"> <li>A. 89% will report that early intervention services has helped the family help their children develop and learn;</li> <li>B. 89% will report that early intervention services has helped the family effectively communicate their children’s needs;</li> <li>C. 84% will report that early intervention services has helped the family help their children develop and learn</li> </ul>

**Clarification of Baseline Data for FFY 05** (2005-2006):

- A. 87.5% = (210/240\*100), reported that early intervention services have helped the family know their rights.

- B. 90.1% =  $(229/254 \times 100)$ , reported that early intervention services have helped the family effectively communicate their children's needs.
- C. 84.5% =  $(236/279 \times 100)$ , reported that early intervention services have helped the family help their children develop and learn.

Baseline data includes all seven regional Part C agencies Parent Surveys. Six of the providers used the ECO Center's Family Outcome items and the one agency's items on their Parent Survey that related to the three sub-indicators were used for baseline data. Details concerning data collection for this baseline data are contained in the FFY 2005 APR submitted in February of 2007.

**Actual Target Data for (2006-2007):**

- A. 93.0% =  $(310/333 \times 100)$ , of respondent families reported that early intervention services have helped the family know their rights.
- B. 92.8% =  $(312/336 \times 100)$ , of respondent families reported that early intervention services have helped the family effectively communicate their children's needs.
- C. 94.8% =  $(315/332 \times 100)$ , of respondent families reported that early intervention services have helped the family help their children develop and learn.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2006-2007):**

**Explanation of Progress or Slippage:**

Montana increased the number of responses for each of the sub-indicators from the baseline data that was provided for FFY 05. Montana wanted to ensure that the responses received for the FFY 06 data was representative of the entire state. The increased number of responses is attributed to each of the regional Part C agencies received a letter of determination from the state encouraging a high response rate for the survey. If an agency did not have at least a 50% return rate, the agencies were asked to review their survey process and determine if the response rate to their survey was representative of the population served and methods to have an improved return rate. The other attributing factor is that the one agency that did not use the ECO Center Family Outcome questions in FFY 05 Parent Survey, did incorporate those three questions to their Parent Survey for FFY 06.

Montana saw an increase in sub-indicator 4-A of 5.5% from the FFY 2005 (87.5%) to 2006 (93.0%). Sub-indicator 4-B, there was an increase of 2.7% from the FFY 2005 (90.1%) to 2006 (92.8%). Sub-indicator 4-C, there was an increase of 10.3% from the FFY 2005 (84.5%) to 2006 (94.8%).

- Montana had set for a target for FFY 2006 for 4-A at 89%. Montana's actual data shows 93% of respondent families reported that early intervention services have helped the family know their rights. Montana exceeded its target by 4%.
- Montana had set for a target for FFY 2006 for 4-B at 89%. Montana's actual data shows 92.8% of respondent families reported that early intervention services have helped the family effectively communicate their child's needs. Montana exceeded its target by 4%.
- Montana had set for a target for FFY 2006 4-C at 84%. Montana's actual data shows 94.8% of respondent families reported that early intervention services have helped the family help their children develop and learn. Montana exceeded its target by 11%.

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 participated in Part C services for FFY 2006. Each of the seven regional Part C agencies incorporated the ECO Center's three questions on Family Outcomes and used the ECO Center's rating scale as a way to measure family's responses. Each of the seven regional Part C agencies' processes and methods for disseminating and collecting survey information has been reviewed and approved by DDP, to ensure representation by utilizing common survey methods described below.

A total of 780 surveys were disseminated to parents participating in Part C throughout the entire state by each of the seven regional Part C agencies; 348 of those surveys were returned. (A return rate of 45%= 348/780\*100) The range for the percentage of surveys returned to each of the regional Part C agencies was 66% to 26%. If a regional Part C agency had a survey return rate less than 30%, their Part C letter of determination required the regional Part C agency to establish improvement activities to improve their return rate for the next parent survey.

Data collection occurred during each regional Part C agency’s parent survey process, which occurs on an annual basis, and initiated according to each agency’s timeline. The surveys were conducted through mailings, directly delivered surveys, telephone, or in person interview. The parents or interviewer submitted the survey data anonymously. If parents wanted to submit the data with their name, they could, it was their choice. Each of the seven regional Part C agencies then followed uniform procedures in filling out the reporting form and submitting the form to the Part C Coordinator and their regional DDP Staff member (QIS) responsible for monitoring their agency. The Part C Coordinator compiled the data for the APR according to:

- How many total surveys that were sent out and then 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 four and below (ECO Center rating scale) were considered “no” responses.
- The “no” responses were totaled for the State.
- All questions with a five or higher (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.-B. and –C.

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

As part of Montana’s general supervision monitoring, Quality Improvement Specialist (QIS) review files of children and families receiving Part C services to determine compliance with Part C requirements. In addition, the QIS will interview a sample of families who have participated in Part C services to determine the impact of and satisfaction with their Part C services. During the last year, all the families receiving services from the regional Part C agencies that were interviewed indicated that they thought the services benefitted their child and family and were satisfied with the services they received.

**Improvement Activities from the SPP for FFY 2006 (2006-2007):**

Activities from SPP FFY 2006	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 (biannually)	January 1, 2006- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.

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<p><b>Status:</b> Montana reviewed the Montana Comprehensive Evaluation Tool with stakeholders involved with children services to begin making changes on how the questions are being asked and turning them into statements. The process is also ensuring that Montana is using Part C language within the tool when collecting data, as recommend by OSEP during the verification visit. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. This includes information obtained directly from families through an interview process about a family’s satisfaction with Part C services and impact of services on the child and family. Montana uses a spread sheet program that was created to separate the information, so when looking at the data being collect it protects the identity of which children receiving services were reviewed.</p>		
<p>2. Provide initial and annual training for the Quality Improvement Specialists.</p>	<p>July 1, 2006- June 30,2007</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Montana continues to provide initial and annual training for QISs to ensure that the seven regional Part C agencies are providing quality services to infants and toddlers and their families. Montana wants to ensure that families are satisfied with the services that they are receiving and are aware of their rights.</p>		
<p>3. DDP will monitor programs for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with the program to determine nature of noncompliance, develop and implement improvement plan or corrective action.</p>	<p>July 1, 2006 – June 30, 2011</p>	<p>FSSAC, regional Part C agency Directors and Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Each of the seven regional Part C agencies were monitored for compliance in this area as noted above and all seven regional Part C agencies were found to be in compliance. If an issue of noncompliance is found with a regional Part C agency (please reference the SPP for the process), the QIS will work with the regional Part C agency to correct the noncompliance and make improvements. The QIS with the regional Part C agency would monitor the approved plan to correct the noncompliance to ensure the correction and improvements were completed within a year time line.</p>		
<p>4. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 4.</p>	<p>January 1, 2006- June 30,2007</p>	<p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> At both the Part C work group and regional Part C agencies meetings the requirements that FSSs receive training in all Part C components, including rules and regulations related to Indicator 4, were clearly articulated and implemented by the agencies.</p>		

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<p>5. Montana’s Part C workgroup will continue:</p> <ul style="list-style-type: none"> <li>a. To review data</li> <li>b. Discussing issue/problem solving issues related to family outcomes.</li> <li>c. Review and refine the approach to receiving a good survey response.</li> </ul>	<p>July 1, 2006 to June 30, 2007</p>	<p>Regional Part C agency managers and supervisors, Part C technical assistance and Part C Coordinator.</p>
<p><b>Status:</b> The workgroup reviewed data and discussed methods for collecting survey information to increase the return rate. The group discussed the pro’s and con’s of the different methods to get better return rates. One approach that was discussed at length was the possibility of having the State send out a statewide survey. A Statewide survey will continue to be discussed to determine if more of the con’s can be resolved and if this is the method that the State would want to proceed with.</p>		
<p>6. Biannually assess personnel development needs concerning early intervention practices associated with Indicator 4.</p>	<p>July 1, 2006 to June 30, 2007</p>	<p>Regional Part C agency managers and supervisors, Part C technical assistance and Part C Coordinator.</p>
<p><b>Status:</b> Through working with the Part C workgroup and the regional Part C agencies personnel development needs have been assessed and the information used to develop and provide training.</p>		
<p>7. Provide in-service training and resources concerning research-based practice for improvement with child development and child outcomes for infants and toddlers.</p>	<p>July 1, 2006 to June 30, 2007</p>	<p>Regional Part C agency managers and supervisors, Part C technical assistance and Part C Coordinator.</p>
<p><b>Status:</b> Montana will continue to provide in-service training and resource in research-based practices for evaluation, assessments, and all aspects of IFSP planning and development. Regional CSPD’s training events addressed providing in-service training and resources concerning research-based practices related to assessment and program implementation in community settings. Each of the seven regional Part C agencies also provides training in this area.</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 2006 (2006-2007)**

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

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

**Measurement:**

- A. Percent = [(# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to the same percent calculated for other States with similar (narrow, moderate or broad) eligibility definitions.
- B. Percent = [# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to National data..

FFY	Measurable and Rigorous Target
FFY 2006	Part C in Montana will serve 1.58 % of all infants in the state.

**Actual Target Data for** *(2006-2007):*

- A.  $0.96\% = (112/11,644 * 100)$ 
  - Montana’s December 1, 2006, Child Count data (618) indicates 0.96% of Montana’s infants are served compared to .77% for the other 15 states with the Narrow Eligibility Definition.
  - Montana ranked 5<sup>th</sup> out of the 16 states that have the Narrow eligibility criteria.  
(Data came from WESTAT’s Website. [www.IDEAdata.org](http://www.IDEAdata.org) )
- B.  $0.96\% = (112/11,644 * 100)$ 
  - Montana’s December 1, 2006, indicates 0.96% of Montana’s infants are served compared to 1.04% National baseline.
  - Montana is ranked 26<sup>th</sup> for all 50 states and 6 territories.  
(Data came from WESTAT’s Website. [www.IDEAdata.org](http://www.IDEAdata.org) )

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006** *(2006-2007):*

**Explanation of Progress or Slippage:**

Montana’s SPP target for FFY 2006 was to serve on the child count date 1.58% of all infants in the state. Montana’s actual data shows .96% of all infants being served on the child count date. This is a slippage

of 0.62 from the SPP target for FFY 2006 and it is a slippage of 0.37 from the child count for FFY 2005 (2005 - 2006) which was 1.33% of all infants and toddlers in the state.

In order to better understand the slippage in percent of infants served in Montana, several activities have occurred: preliminary reviews and analysis of child count data since 1995; reviews of child find activities and initiatives with the Family Support Services Advisory Council (FSSAC - Montana's ICC) and each of the regional Part C agencies; and 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 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 2006 in conjunction with Montana's census data and estimates for that time period.

The initial findings indicate:

In looking at data since 1995, there has been more variability in the percents and numbers of infants served on the child count date for each year then just looking at the data from 2004 and 2005 which was used to develop the SPP targets.

At the state level, there has been turnover and vacant positions in other state programs that have cooperated in coordination of Part C child find and public awareness activities (including FSSAC representatives), 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.

For FFY 2006, the regional Part C agencies did not have as many collaborative child find events with other community programs as in FFY 2005.

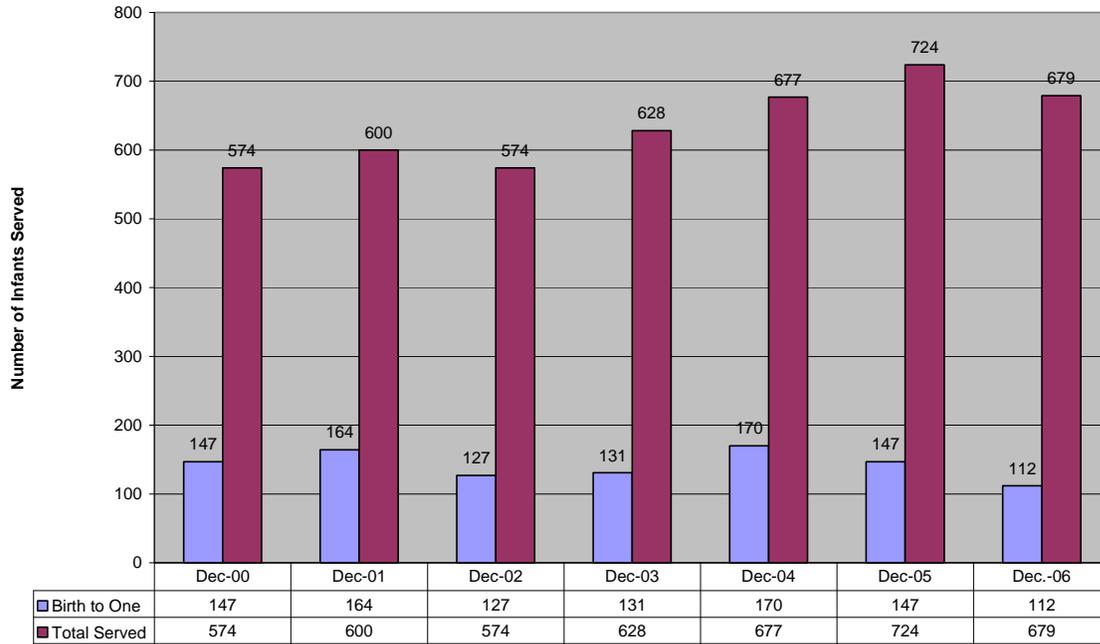
There is a great deal of error in making estimations about a specific population due to the relatively small population in Montana (46<sup>th</sup> in the U.S.) and the data used to make population estimations. Further, population estimations are revised each year by the U.S Census Bureau for each year back to the last census. Thus, in looking at an even smaller population like infants and toddlers in Part C as determined by a one-day a year child count, and comparing it to the population estimate for children birth to three years of age for one year can include a great deal of error. *These data need to be looked at over several years to have a more accurate picture of the percent of infants and toddlers served in Part C on a child count date.*

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.]

**Additional Child Count Data and Comparisons:**

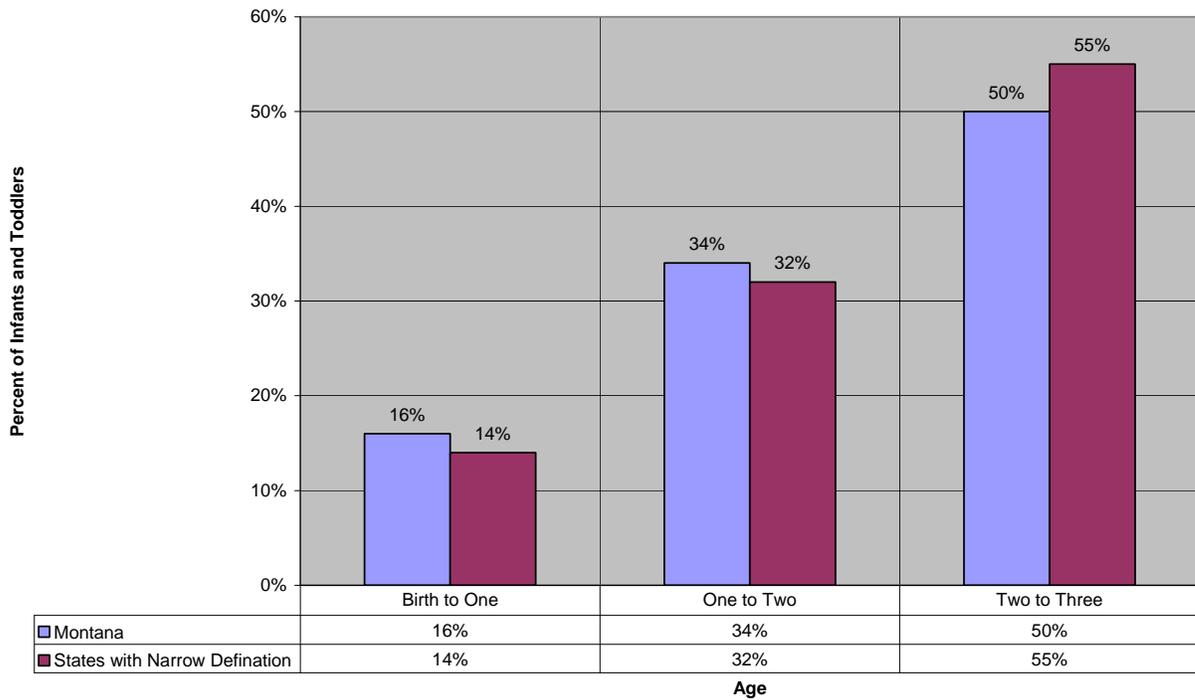
**Number of Birth to One Infants, Being Served in Early Intervention**



**December 1st Child Count**

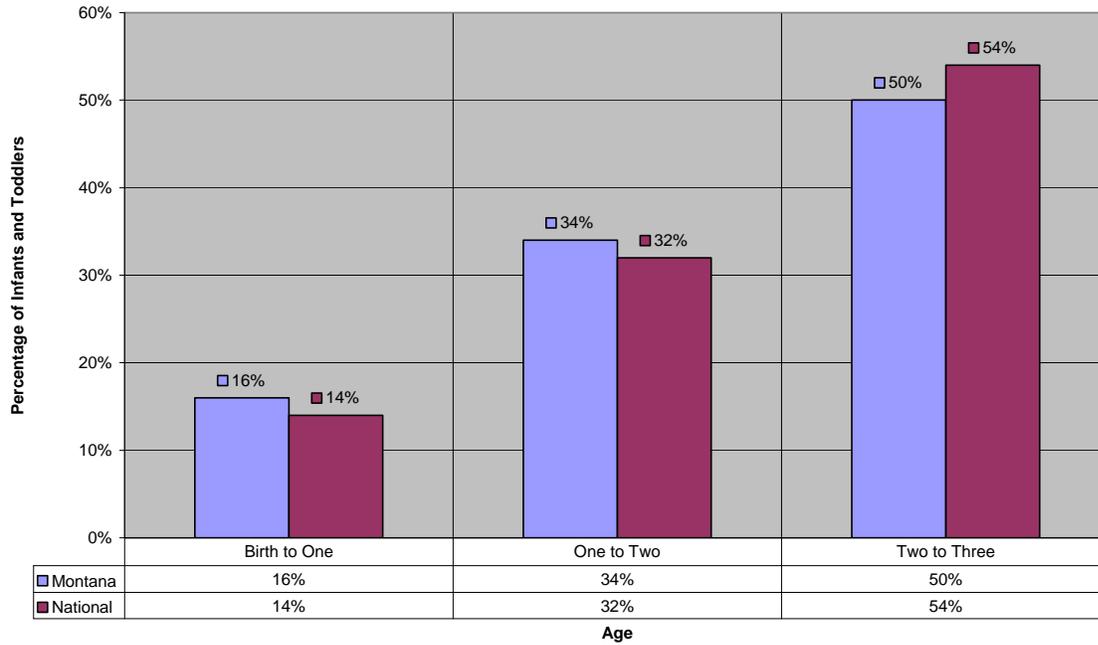
- December 1, 2005, 147 of 724 (20%) are children, birth to 1.
- December 1, 2006, 112 of 679 (16%) are children, birth to 1.
- Mean number of infants served from December 2000 to December 2006 is 143 (range 112-170). (See Montana’s SPP for past FFY data).

**Percentage of Infants and Toddlers (0-3) Served by Age in Montana Compared to the Narrow Definition States on December 1, 2006 Child Count (Source WESTAT website, Table C-9)**



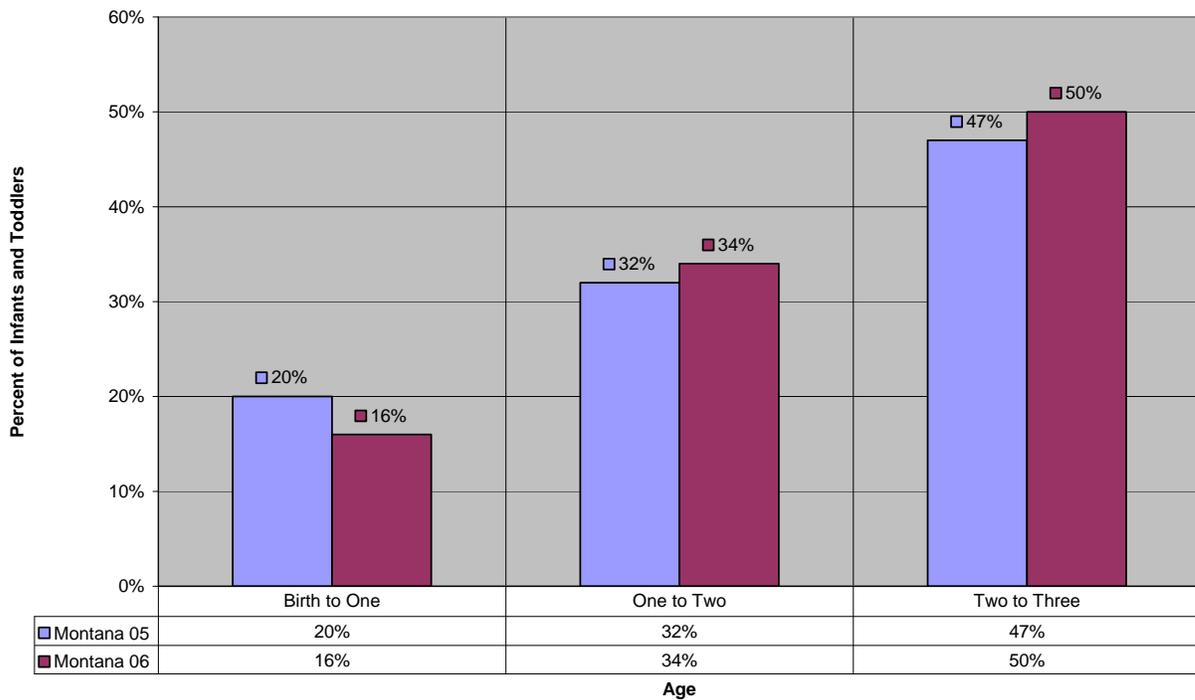
- On December 1, 2006 Child Count, Montana reported 112 infants (0 to 1) of 679 total infants and toddlers in Part C. Infants represent (16%) of all children being served in Part C early intervention in Montana. States with narrow definition reported by OSEP had a total of 5,189 infants (0 to 1) of 37,397 children in Part C with the narrow definition. Infants, with the narrow eligibility criteria definition, represent 14% of all children served in Part C early intervention with this definition.
- Montana shows 2% more infants (0 to 1) being served compared to other states with the narrow definition in early intervention.

Percentage of Infants and Toddlers (0-3) Served by Age on December 1st Child Count  
(Montana compared to National Data)



- On December 1, 2006 Child Count, Montana reported 112 infants (0 to 1) of 679 total infants and toddlers in Part C. Infants represent 16% of all children being served in Part C early intervention in Montana.
- The OSEP National data indicated 43,448 (birth to 1) of a total of 304,510 children in Part C in the United States and outlying areas, which represents 14% of all children served in Part C early intervention.
- On the December 1, 2006 Child Count, Montana shows 2% more 0 to 1 infants being served in Montana as compared to the OSEP’s National data.

Comparison of Percentage of Infants and Toddlers (0-3) Served by Age on Montana's Dec. 1st Child Count for 2005-2006



- Montana’s 2005 and 2006 Child Count data for infants (birth to 1), has decreased by 4%.
- Montana continues to increase in the number of referrals from CAPTA, which might explain the increase in the number of children being served in the 12 month through 36 month old age range.

Comparison of 0- 12 Months Population and Child Count Data from 1995 – 2006 Using U.S. Census Bureau Revised 0 - 12 Months Population Estimates

Table 5a

Child Count Year	Montana 0- 12 Months Population Revised Estimates	Population Difference from Previous Year	Number of 0-12 Months Child Count in Part C	Per Cent of 0-12 Months in Part C Using Revised Estimates
1995	10,779		93	.86
1996	10,676	103 (-)	94 (+)	.88
1997	10,433	243 (-)	101 (+)	.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

# APR Template – Part C (4)

Montana  
State

2002	10,982	18 (+)	127 (-)	1.16
2003	11,279	297 (+)	131 (+)	1.16
2004	11,559*	280 (+)	170 (+)	1.47*
2005	11,655*	96 (+)	147 (-)	1.26*
2006	11,644	11 (-)	112 (-)	.96

OSEP data taken from U.S. Department of Education's website. All 0-12 months population census data are U.S. Census Bureau "revised" estimates except for 2000 which is actual state census data. 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.

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 0 - 1 general population in Montana which could greatly impact the percent calculation for the percent of 0 - 12 months (infants) in Part C on the child count date.

In comparing the 0 - 12 months **general population data** from year to year, in four comparisons, the general population number decreased from the previous year.

In comparing the 0 - 12 months **child count data** for number of infants in Part C from year to year, in four comparisons, the number of infants in Part C decreased from the previous year.

In comparing the 0 - 12 months **child count data** for percent of infants in Part C from year to year, in four comparisons, the percent of infants in Part C decreased from the previous year.

A better comparison than year to year data for child count data might be to average child count data by four year blocks. For example, the 0 - 12 months child count data for percent of infants in Part C sorted into four year blocks and an average percent calculated for the four years would be: 1.02% for 1995 - 1998; 1.28% for 1999 - 2002; and 1.21% for 2003 - 2006. By looking at data in blocks of years, the process can better account for year to year variability, and provide a more accurate view of 0 - 12 months child count data for percent of infants in Part C and true trends for percent of infants in Part C.

## Comparison of 0-12 Months Population and Child Count Data from 2000 - 2006 Using U.S. Census Bureau Revised 0 - 12 Months Population Estimates

Table 5b

Child Count Year	Montana 0 - 12 Months Population Reported by OSEP for APRs	Revised Montana 0 - 12 Months Population	Number of 0-12 Months Child Count in Part C	APR Reported Percent of 0-12 Months in Part C	Percent of 0-12 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	11,644	112	.96	.96

Annually the U.S. Census Bureau revises their population estimates for each year back to the last full census. The 0 - 12 months general population census data is from U.S. Census Bureau revised population data for Montana.

The third column, Revised Montana 0 - 12 Months Population, reflects little change in the 0 - 12 months population from year to year, since OSEP started to calculate the 0 - 12 months percent in Part C.

The second column, Montana 0 - 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 0 - 12 months population growth and then a major increase from 2005 to 2006. Thus, the data provided by OSEP to be used for the APR is not as accurate as the Revised Montana 0 - 12 Months Population data.

The fifth column, Percent of 0-12 Months in Part C Revised to Reflect Revised 0 - 12 Months Population, compared to the fourth column, APR Reported Percent of 0-12 months in Part C, reflects a smaller percent of 0 - 12 months 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 0 - 12 month populations in Part C for each of the years noted. This would be better data to use to set targets in the SPP than the data originally used to set targets in the approved SPP.

**Improvement Activities from the SPP for FFY 2006 (2006-2007):**

Activities	Timelines	Resources
1. Annually review child find data by state and regional Part C agency to determine steps needed to improve child find efforts.	January 1, 2006- June 30,2007	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Child count data has been reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Both groups have started work on the “First Step Manual,” updating materials that are provided to primary referral sources, and provide updated training to primary referral sources about Part C early intervention services. The Part C Coordinator has also been asked to participate on Montana’s Assuring Better Child Health and Development (ABCD) project. The projects focus on providing training and resources to health providers on how to conduct a standardized screening tool and where to make a referral for early intervention services. Montana also includes Child Find within Montana’s Part C improvement Plan-2008.</p>		
2. Annually review, revise (when needed), develop and disseminate child find materials and activities.	January 1, 2006- June 30,2007	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Child Find materials and activities have been reviewed and are in the process of being revised by the FSSAC and the seven regional Part C agencies.</p>		
3. Disseminate child find materials and conduct	July 1, 2006- June 30,2008	FSSAC, regional Part C agency managers, Part C

# APR Template – Part C (4)

<p>public awareness activities with targeted medical staff in clinics and hospitals on an ongoing basis and analyze impact and revise strategies and materials biannually.</p>		<p>technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> As noted above the Part C Coordinator has been asked to participate on Montana’s Assuring Better Child Health and Development (ABCD) Project. The project focuses on providing training and resources to health providers on how to conduct a standardized screening tool and where to make a referral for early intervention services.</p>		
<p>4. Montana will review the TRACE recommendations that are relevant to the state’s child find system and determine how to implement the ones that fit the child find system and state demographics.</p>	<p>July 1, 2006 to June 30, 2009</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 GSEG director bi-monthly provides the FSSAC and seven regional Part C agencies with resources that are provided by TRACE.</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, 2006- June 30,2007</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> Please see tables located in Indicator 6 named: “Number of Collaborative Child Find Events by Type of Program and FFY” and “Number and Percent of Total Referrals by Program.”</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, 2006- June 30,2007</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 Taskforce, Universal Newborn Hearing Task Force, Early Childhood Partnership for Professional</p>		

Development, the ABCD Project and through the FSSAC.		
7. Review and update annually, Montana's Central Directory concerning Part C Services.	July 1, 2006- June 30, 2007	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> At both the Part C work group and regional Part C agencies meetings the requirements that FSSs receive training in all Part C components, including rules and regulations related to Indicator 4, were clearly articulated and implemented by the agencies.</p>		

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2006 (2006-2007)**

Montana is going to review child count data and censuses data to revises the targets set for the SPP, to ensure that realistic targets are being set for this indicator.

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

**Indicator 6:** Percent of infants and toddlers birth to 1 with IFSPs compared to:

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

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

**Measurement:**

- A. Percent = [(# of infants and toddlers birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to the same percent calculated for other States with similar (narrow, moderate or broad) eligibility definitions.
- B. Percent = [# of infants and toddlers birth to 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 2006	Part C in Montana will serve 2.13 % of all infants in the state.

**Actual Target Data for** *(2006-2007):*

- A. 1.94% = (679/35,033 \* 100)
  - Montana’s December 1, 2006, Child Count data (618) indicates 1.94% of Montana’s infants and toddlers are served compared to 1.83% for the other 16 states with the Narrow Eligibility Definition.
  - Montana ranked 7<sup>th</sup> out of the 16 states that have the Narrow eligibility criteria. (Data came from WESTAT’s Website.www.IDEAdata.org )
- B. 0.96% = (679/35,033 \* 100)
  - Montana’s December 1, 2006, indicates 0.96% of Montana’s infants are served compared to 2.43% for the National average.
  - Montana is ranked 32<sup>nd</sup> for all 50 states and 6 territories. (Data came from WESTAT’s Website.www.IDEAdata.org )

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006** *(2006-2007):*

**Explanation of Progress or Slippage:**

Montana's SPP target for FFY 2006 was to serve on the child count date 2.13% of all infants and toddlers in the state. Montana's actual data shows 1.94% of all infants and toddlers being served on the child count date. This is a slippage of 0.19 from the SPP target for FFY 2006 and it is a slippage of 0.27 from the child count for FFY 2005 (2005 - 2006) which was 2.21% of all infants and toddlers in the state.

In order to better understand the slippage in percent of infants and toddlers served in Montana, several activities have occurred: preliminary reviews and analysis of child count data since 1995; reviews of child find activities and initiatives with the Family Support Services Advisory Council (FSSAC - Montana's ICC) and each of the regional Part C agencies; and 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 census data and estimates for the birth through 36 month population in Montana, including the amount of error for population estimates. Further, Mr. Sylvester also is assisted in reviewing child count data from 1995 to 2006 in conjunction with Montana's census data and estimates for that time period.

The initial findings indicate:

In looking at data since 1995, there has been more variability in the percent and numbers of infants and toddlers served on the child count date for each year than just looking at the data from 2000 to 2005 which was used to develop the SPP targets.

At the state level, there has been turnover and vacant positions in other state programs that have cooperated in coordination of Part C child find and public awareness activities (including FSSAC representatives), 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.

For FFY 2006, the regional Part C agencies did not have as many collaborative child find events with other community programs as in FFY 2005.

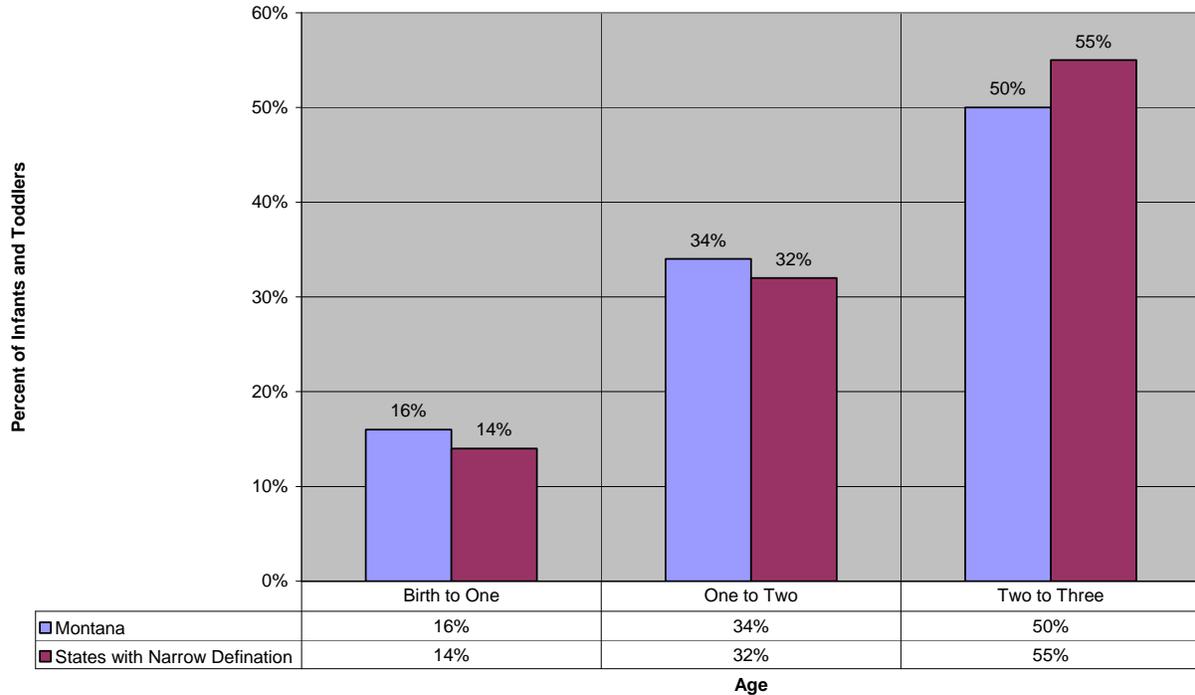
There is a great deal of error in making estimations about a specific population in Montana due to relatively small population in Montana (46<sup>th</sup> in the U.S.) and the data used to make population estimations. Further, population estimations are revised each year by the U.S Census Bureau for each year back to the last census. Thus, in looking at an even smaller population like infants and toddlers in Part C as determined by a one-day a year child count, and comparing it to the population estimate for children birth to three years of age for one year can include a great deal of error. *These data need to be looked at over several years to have a more accurate picture of the percent of infants and toddlers served in Part C on a child count date.*

Montana will continue to look at child count and population data in order to develop specific activities designed to make improvements in the per cent 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.]

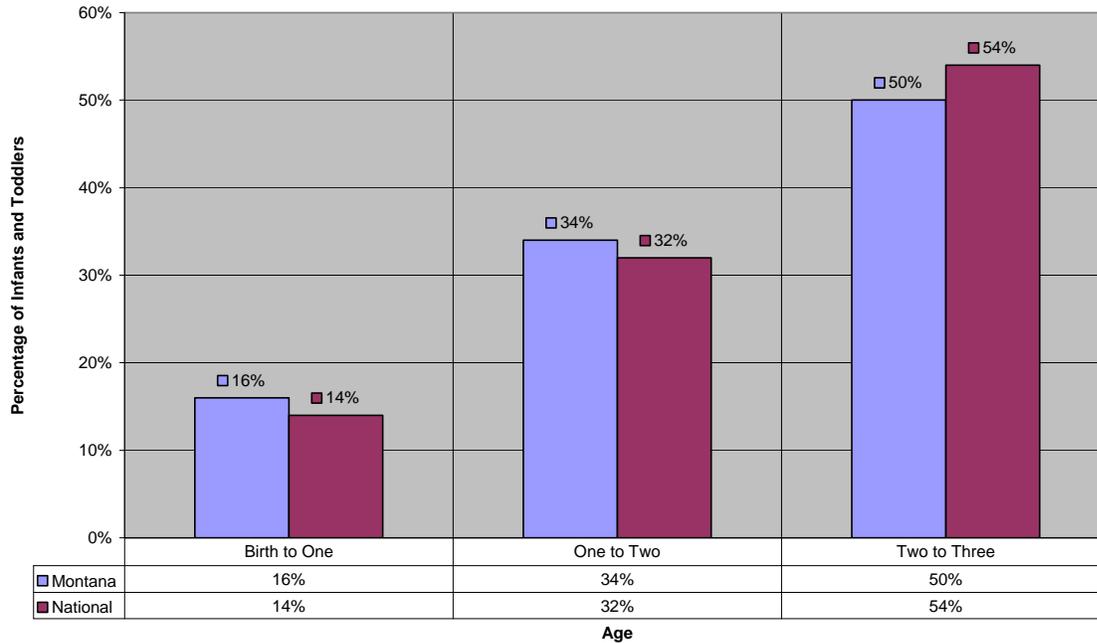
Additional Child Count Data and Comparisons:

Percentage of Infants and Toddlers (0-3) Served by Age in Montana Compared to the Narrow Definition States on December 1, 2006 Child Count (Source WESTAT website, Table C-9)



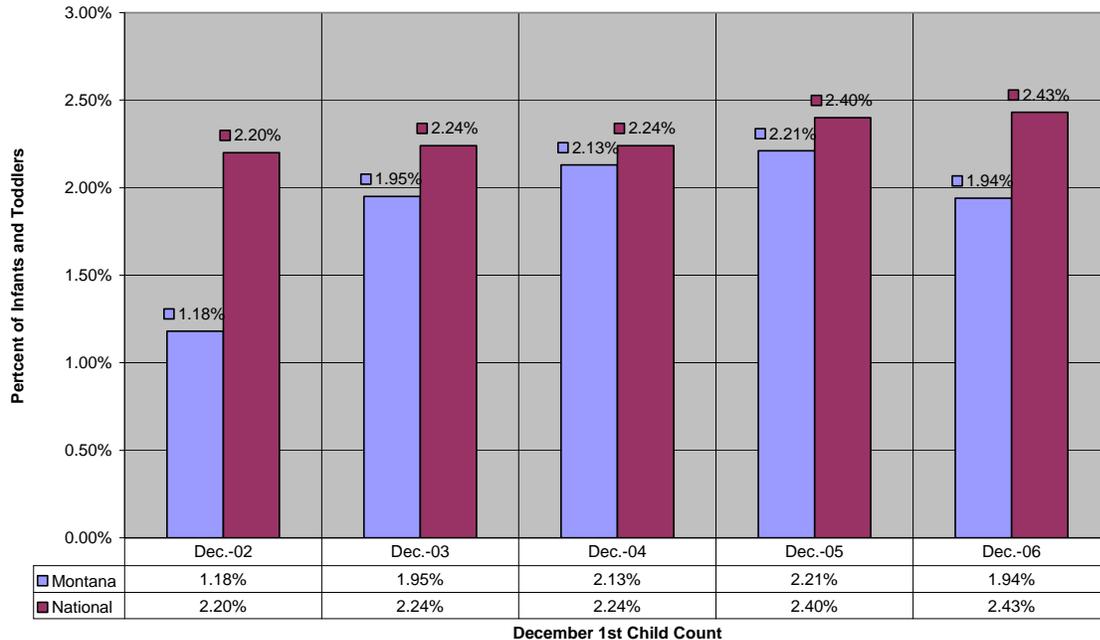
- On December 1, 2006 Child Count, Montana reported 112 infants (0 to 1) of 679 total infants and toddlers in Part C. Infants represent 16% of all children being served in Part C early intervention in Montana. States with narrow definition reported by OSEP had a total of 5,189 infants (birth-1) of 37,397 children in Part C with the narrow definition. Infants, with the narrow eligibility criteria definition, represent 14% of all children served in Part C early intervention with this definition.
- On December 1, 2006 Child Count, Montana reported 228 children (1-2) of 679 total infants and toddlers in Part C. This age range represents 34% of all children being served in Part C early intervention in Montana. States with narrow definition reported by OSEP had a total of 11,805 children (1-2) of 37,397 children in Part C with the narrow definition. Toddlers (1-2), with the narrow eligibility criteria definition, represents 32% of all children served in Part C early intervention with this definition.
- On December 1, 2006 Child Count, Montana reported 339 children (2-3) of 37,397 children in Part C with the narrow definition. Toddlers (2-3), with the narrow eligibility criteria definition, represent 54% of all children served in Part C early intervention with this definition.

Percentage of Infants and Toddlers (0-3) Served by Age on December 1st Child Count  
(Montana compared to National Data)



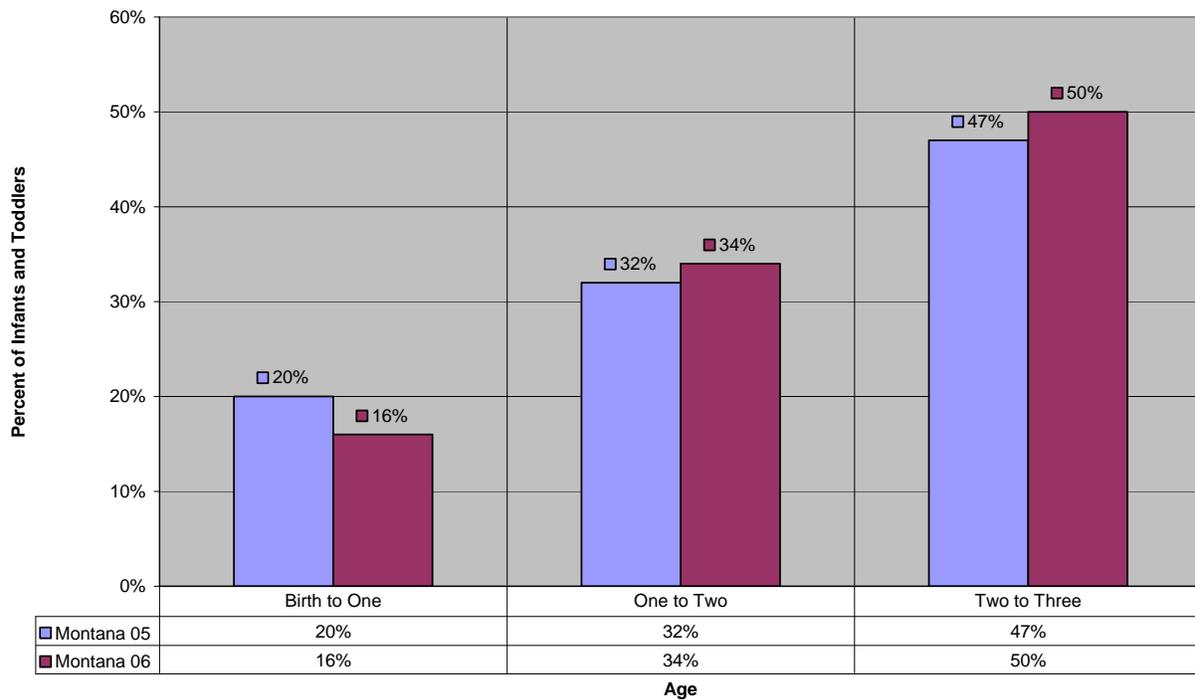
- December 1, 2006 Child Count, Montana reported 112 infants (0 - 1) of 679 total infants and toddlers in Part C, infants represent 16% of all children being served in Part C early intervention in Montana. The OSEP National data indicated 43,448 (0- 1) of a total of 304,510 children in Part C in the United States and outlying areas, which represents 14% of all children served in Part C early intervention.
- December 1, 2006 Child Count, Montana reported 228 children (1-2) of 679 total infants and toddlers in Part C. Children in this age range represent 34% of all children being served in Part C early intervention in Montana. The OSEP National data indicated 97,287 (1-2 ) of a total of 304,510 children in Part C in the United States and outlying areas, which represents 32% of all children served in Part C early intervention.
- December 1, 2006 Child Count, Montana reported 339 children (2-3) of 679 total infants and toddlers in Part C. Children in this age range represent 50% of all children being served in Part C early intervention in Montana. The OSEP National data indicated 163,775 (2-3) of a total of 304,510 children in Part C in the United States and outlying areas, which represents 54% of all children served in Part C early intervention.

**Total Percent of Infants and Toddlers (0-3) Receiving Early Intervention Services in 2002 through 2006**



- December 1, 2005, Montana served 2.21% of all infants/toddlers in the state as compared to the National average of 2.40%.
- December 1, 2006, Montana served 1.94% of all infants/toddlers in the state as compared to the National average of 2.43%.
- December 1, 2006 Child Count, Montana served 200 (29%) of the 679 children served in Part C, are non-white.
- December 1, 2006 Child Count, Montana served 174 (21%) of the 679 children served in Part C, are American Indian or Alaska Native.
- That is well over the percentage of those children in the general population. Thus, our public awareness and child find activities are reaching out to all Montana’s population groups.
- (See Montana’s SPP for older FFY data)

Comparison of Percentage of Infants and Toddlers (0-3) Served by Age on Montana's Dec. 1st Child Count for 2005-2006



- 2005 and 2006 Child Count data for infants (0 - 1), has decreased by 4%.
- 2005 and 2006 Child Count data for children (1-2), has increased by 2%.
- 2005 and 2006 Child Count data for children (2-3), has increased by 3%.
- Montana continues to receive an increase in the number of referrals from CAPTA, which might explain the increase in the number of children being served in the 12 months through 36 month old age range.

Comparison of 0-3 Population and Child Count Data from 1995 - 2006 Using U.S. Census Bureau Revised 0 - 3 Population Estimates

Table 6a

Child Count Year	Montana 0-3 Population	Population Difference from Previous Year	Number of 0-3 Child Count in Part C	Per Cent of 0-3 in Part C
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%

# APR Template – Part C (4)

Montana  
State

2002	32,093	(+) 542	574 (-)	1.79% (-)
2003	32,268	(+) 175	628	1.95%
2004	32,555	(+) 287	677	2.08%
2005	32,706	(+) 151	724	2.21%
2006	35,033	(+) 2,327	679 (-)	1.94% (-)
OSEP data taken from U.S. Department of Education's website. All 0-3 population census data are U.S. Census Bureau estimates except for 2000 which is actual state census data.				

According to Montana's U.S. Census Bureau's Federal State Cooperative Program for Population Estimates contact, there is an error of (+) or (-) 3000 for the 0 - 3 general population in Montana which could greatly impact the percent calculation for the percent of 0 - 3 infants and toddlers in Part C on the child count date.

In comparing the 0 - 3 **general population data** from year to year, in four comparisons, the general population number decreased from the previous year.

In comparing the 0 - 3 **child count data** for number of children in Part C from year to year, in four comparisons, the number of children in Part C decreased from the previous year.

In comparing the 0 - 3 **child count data** for percent of children in Part C from year to year, in three comparisons, the per cent of children in Part C decreased from the previous year.

A decrease in the 0 - 3 **general population data** from year to year did not necessarily correlate to either a decrease in the 0 - 3 child count data for number of children in Part C or 0 - 3 child count data for percent of children in Part C.

A better comparison than year to year data for child count data might be to average child count data by four year blocks. For example, the 0 - 3 child count data for percent of children in Part C sorted into four year blocks and an average percent calculated for the four years would be: 1.64% for 1995 - 1998; 1.85% for 1999 - 2002; and 2.04% for 2003 - 2006. By looking at data in blocks of years, the process can better account for year to year variability, and provide a more accurate view of 0 - 3 child count data for percent of children in Part C and true trends for percent of children in Part C.

## Comparison of 0-3 Population and Child Count Data from 2000 - 2006 Using U.S. Census Bureau Revised 0 - 3 Population Estimates

Table 6b

Child Count Year	Montana 0 - 3 Population Reported by OSEP for APRs	Revised Montana 0 - 3 Population	Number of 0-3 Child Count in Part C	APR Reported Percent of 0-3 in Part C	Percent of 0-3 in Part C Revised to Reflect Revised 0 - 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%

# APR Template – Part C (4)

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Montana  
State

2004	32,555	34,073	677	2.08%	1.99%
2005	32,706	34,685	724	2.21%	2.09%
2006	35,033	35,033	679	1.94% (-)	1.94%

Annually the U.S. Census Bureau revises their population estimates for each year back to the last full census. The 0 - 3 general population census data is from U.S. Census Bureau revised population data for Montana.

The third column, Revised Montana 0 - 3 Population, reflects a gradual increase in the 0 - 3 population from year to year.

The second column, Montana 0 - 3 Population Reported by OSEP for APRs, are initial estimates based on less accurate data, and the year to year comparison reflects somewhat smaller population growth and then a major increase from 2005 to 2006. Thus, the data provided by OSEP to be used for the APR is not as accurate as the Revised Montana 0 - 3 Population data.

The fifth column, Per Cent of 0-3 in Part C Revised to Reflect Revised 0 - 3 Population, compared to the fourth column, APR Reported Percent of 0-3 in Part C, reflects a smaller percent of 0 - 3 population served in Part C on the child count date for each year. However, the percents noted in the fifth column are a more accurate calculation of the percent of the 0 - 3 population in Part C for each of the years noted. This would be better data to use to set targets in the SPP than the data originally use to set targets in the approved SPP.

Conducting Collaborative Child Find Events with the following agency:

Agency	# of activities for 2006-2007	# of activities for 2005-2006	Comparison of the years
Schools	178	160	18
Head/Early Start	24	29	5
Public Health	41	42	1
EPST	0	0	0
Other	53	51	2

The total # of referrals that the seven regional Part C agencies received from primary referral sources:

Agency	# of referrals for 2006-2007	# of referrals for 2005-2006	Comparison of the years
Hospitals	122	145	23
Physicians	227	261	34
Parents	218	238	20
Daycare	18	20	2
Schools	37	78	41
Public Health	62	88	26
Child Protective	205	168	37
Other Social Services	86	133	47
Other Healthcare Provider	50	47	3
Other	110	77	33

- Child Protective Service referrals increased as Part C/CAPTA referral procedures have improved.

# APR Template – Part C (4)

## Improvement Activities from the SPP for FFY 2006 (2006-2007):

Activities	Timelines	Resources
1. Annually review child find data by state and regional Part C agency to determine steps needed to improve child find efforts.	January 1, 2006- June 30,2007	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Child count data has been reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Both groups have started work on the “First Step Manual,” updating materials that are provided to primary referral sources, and provide updated training to primary referral sources about Part C early intervention services. The Part C Coordinator has also been asked to participate on Montana’s Assuring Better Child Health and Development (ABCD) project. The projects focus on providing training and resources to health providers on how to conduct a standardized screening tool and where to make a referral for early intervention services. Montana also includes Child Find within Montana’s Part C improvement Plan-2008.</p>		
2. Annually review, revise (when needed), develop and disseminate child find materials and activities.	January 1, 2006- June 30,2007	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Child Find materials and activities have been reviewed and are in the process of being revised by the FSSAC and the seven regional Part C agencies.</p>		
3. Disseminate child find materials and conduct public awareness activities with targeted medical staff in clinics and hospitals on an ongoing basis and analyze impact and revise strategies and materials biannually.	July 1, 2006- June 30,2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> As noted above the Part C Coordinator has been asked to participate on Montana’s Assuring Better Child Health and Development (ABCD) Project. The project focuses on providing training and resources to health providers on how to conduct a standardized screening tool and where to make a referral for early intervention services.</p>		
4. Montana will review the TRACE recommendations that are relevant to the state’s child find system and determine how to implement the ones that fit the child find system and	July 1, 2006 to June 30, 2009	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.

# APR Template – Part C (4)

state demographics.		
<p><b>Status:</b> The GSEG director bi-monthly provides the FSSAC and seven regional Part C agencies with resources that are provided by TRACE.</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, 2006- June 30,2007	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> Please see tables located in previous section named: “Number of Collaborative Child Find Events by Type of Program and FFY” and “Number and Percent of Total Referrals by Program.”</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, 2006- June 30,2007	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 Taskforce, Universal Newborn Hearing Task Force, Early Childhood Partnership for Professional Development, the ABCD Project and through the FSSAC.</p>		
7. Review and update annually, Montana’s Central Directory concerning Part C Services.	July 1, 2006- June 30, 2007	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p><b>Status:</b> The FSSAC and the seven regional Part C agencies have reviewed and are in the process of updating the “First Step Manual” which is used by Montana’s Parent’s Let’s Unit for Kids- PLUK (PTI) to provide information to families about Part C and B services in Montana. PLUK serves as Montana’s Central Directory for Part C and these groups will collaborate to update the directory.</p>		

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2006 (2006-2007))**

Montana is going to review child count data and censuses data to revises the targets set for the SPP, to ensure that realistic targets are being set for this indicator.

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

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

FFY	Measurable and Rigorous Target
FFY 2006	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** *(2006-2007):*

100%= (35/35 \* 100)

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006** *(2006-2005):*

**Explanation of Progress or Slippage:**

100% was the target set for the FFY 2006. The actual target data for FFY 2006 was 100%. This data is based on monitoring with Montana’s Comprehensive Evaluation Process for Family Education and Support Tool, for the FY 2006-2007, seven out of the seven regional Part C agencies (covering the whole state) were found to be in compliance with this indicator (35 files reviewed, five for each agency).

**Data from Montana’s Comprehensive Evaluation Tool:**

As part of Montana’s general supervision and monitoring process, a Quality Improvement Specialist (QIS) for each of the seven regional Part C agencies (covering the whole state), reviews 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. The tool addresses factors that promote the timely delivery of early intervention services.

- 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.

# APR Template – Part C (4)

- 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 are provided to each eligible child and family.
- Thirty-five out of thirty-five (100%) files reviewed that IFSPs are in place within 45-days of the referral date.
- Thirty-five out of thirty-five (100%) files reviewed documented contracts with families for the purposed of providing support coordination, direct services, or to provided supervision and consultation to subcontracted personnel.

**Other data gathered from regional Part C agencies Survey and Reporting for the APR Information:**

- Thirty-five out of thirty-five 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 an IFSP.

Each of the seven regional Part C agencies (covering the whole state) were required to do a random sample of five files using the “Research Randomizer Program” from all the Part C eligible children with IFSP. 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 the 30 days after the IFSP was signed and (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 measurement Table- (12/31/09)). The definition and procedures/instructions were developed by the Part C Coordinator and the Part C Work Group (with representatives from each of the regional Part C agencies) to ensure uniform implementation of the data collection. The seven regional Part C agencies reported the data to the Part C Coordinator who compiled the data for the APR. Each of the Part C agencies will keep in their APR record for this indicator, including the identification of the children/families randomly selected, so that the DDP during the annual monitoring visit will be able to verify the accuracy (reliability and validity) of data.

**Improvement Activities from the SPP for FFY 2006 (2006-2007):**

Activities	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2006- June 30,2007	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.

**Status:** Montana continues to provide initial and annual training for QISs to ensure that the seven regional Part C agencies are providing timely and quality services as stated on the IFSPs to infants and toddlers and their families. Montana wants to ensure that families are satisfied with the services that they

# APR Template – Part C (4)

Montana  
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are receiving and are aware of their rights.		
2. 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 and implement improvement Plan or Corrective Action.	July 1, 2006- June 30,2007	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each of the seven regional Part C agencies was monitored for compliance in this area and were found to be in compliance with Indicator 7 requirements.		
3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 7.	July 1, 2006- June 30,2007	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> At both the Part C work group and regional Part C agencies meetings the requirements that FSSs receive training in all Part C components, including rules and regulations related to Indicator 7, was clearly articulated and implemented by the agencies		
4. Provide in-service training and resources concerning research-based practices for evaluation and assessment of infants and toddlers.	January 1, 2006 to December 31, 2007	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Montana will continue to provide in-service training and resource in research-based practices for evaluation, assessments, and all aspects of IFSP planning and development. Regional CSPD's training events addressed providing in-service training and resources concerning research-based practices related to assessment and program implementation in community settings. Each of the seven regional Part C agencies also provides training in this area.		

## APR Template – Part C (4)

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State

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 2006** (2006-2007)

In the APR for FFY 2005, Montana proposed to collect additional data from the seven regional Part C agencies concerning this indicator. It was determined to be too burdensome at this time for the regional Part C agencies for this APR but will be reconsidered for future APR data collection.

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

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

**Measurement:**

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

FFY	Measurable and Rigorous Target
FFY 2006	<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> </ul>

	C. 100% Transition conference occurred, if child potentially eligible for Part B.
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**Actual Target Data for (2006-2007):**

- A. 100% (=35/35\*100) of children exiting Part C had an IFSP with transition steps and services.
- B. 100% (=35/35\*100) of children exiting Part C and potentially eligible for Part B had notification sent to the LEA.
- C. 100% (=32/32\*100) of children exiting Part C and potentially eligible for Part B had the transition conference occur.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006 (2006-2007):**

**Explanation of Progress or Slippage:**

As part of DDP’s monitoring of Part C services, each of the regional Part C agencies, covering the whole state, were required to randomly select five files using the Research Randomizer tool of all eligible children who were over the age of 24 months with IFSPs and transitioned from Part C services during FFY 2006. The files were reviewed for each child/family selected to determine if (1) transition steps and services were on the IFSP, (2) notification to LEA, if the child was potentially eligible for Part B, (3) and 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 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 and compiled the data for the APR. Each of the regional Part C agencies will keep this information in their APR record for this indicator, including the identification of the children/families randomly selected, so that the DDP will be able to verify the accuracy (reliability and validity) of the data reported during the annual monitoring visit.

100% for A, B, and C, was the target set for the FFY 2006. The actual target data for FFY 2006 based on Provider Survey and Reporting and exceptional family circumstances:

- A. 100% (35/35\*100) of children exiting Part C had an IFSP with transition steps and services.  
All thirty-five files reviewed had documentation that there were transition steps and services on the IFSPs.
- B. 100% (35/35\*100) of children exiting Part C and potentially eligible for Part B had notification sent to the LEA.  
All thirty-five files reviewed had documentation that the LEA was notified of the potential child being eligible for Part B services.
- C. 100% (32/32\*100) of children exiting Part C and potentially eligible for Part B had the transition conference occur.

\*Although thirty-five files were reviewed three files had a family circumstance outside of the regional Part C agency’s control.

- One file documented that the transition conference did not meet the 90 day timeline due to the child was in foster care and placement was changing as the child was on the list for statewide adoption. Child and Family Services wanted to wait until new placement was decided.
- Two files documented that the families chose to have transition conferences with other agencies and chose those services instead of Part B services.

**Other Data Related to Transition:**

Data was collected from Montana’s Comprehensive Evaluation Process for Family Education and Support Service Tool which is part of Montana’s general supervision and monitoring processes address

factors dealing with transition for the FY 2006-2007 (Total of 35 files were reviewed, five from each agency).

- 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.
- Seven out of seven agencies notified the regional office about changes in services to individual children on a client status sheet.
- Seven out of seven agencies where children were at transition age, there was documentation that the families were made aware of the differences and similarities between Part C and Part B services.
- Seven out of the seven agencies, which support smooth transitions for children and families to preschool services, have interagency agreements in place with local education agencies.

The data from Montana's Comprehensive Evaluation Process for Family Education and Support Services Tool for the last four FY 2002-2003, 2003-2004, 2004-2005, and 2005-2006, 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. Child Count Data for 2005-2006 is compared to the same data from previous child counts.

- Number and percentage of all children leaving Early Intervention Services **On or Before Their Third Birthday.**
  - 2005-2006
    - 242 (32%) of 748 children who left early intervention services demonstrated improved and sustained functional abilities at that time.
  - Range of children from FFY 2001-2005 was 9% to 32% of children who left early intervention services demonstrated improved and sustained functional abilities during the time frame.

This data is included in the table below:

Infants and Toddlers Exiting Part C Services by Category for FFY 2002-2006

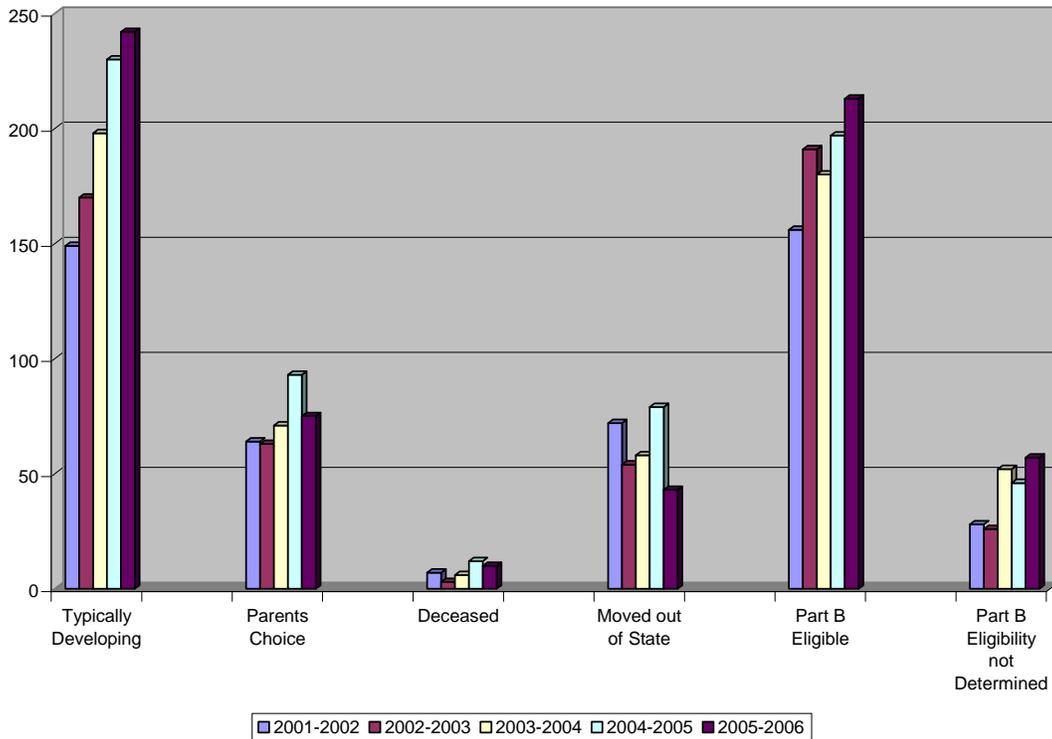


Table on the Number and Percentages of Infants and Toddlers Exiting Part C Services by Category for FFY 2002-2006

Year	Typical Developing	Parent's Choice	Deceased	Moved	Part B Eligible	Part B 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%)

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\_\_\_\_\_ Montana \_\_\_\_\_  
State

## Improvement Activities from the SPP for FFY 2006 (2006-2007):

Activities From SPP 2005	Timelines	Resources
1. Review and revise Part C and Part B Interagency Agreements to ensure a seamless and timely transition for children and families eligible for Part B services.	July 1, 2005 to January 16, 2006	Part C Coordinator and Part B 619 Coordinator.
<p><b>Status:</b> The State Interagency Agreement between Part C and Part B services has been updated to ensure a seamless and timely transition for children and families eligible for Part B services. The State Part C agency is working with the State Part B agency to help them collect data needed for their APR about children who have potentially transitioned to Part B services. The two agencies will continue to work together to improve a system for collecting that data and make improvements in transition. Each of the seven regional Part C agencies have agreements with school districts to help ensure that children and families are getting timely and seamless transitions.</p>		
2. Review and revise Part C transition policies and procedures to ensure compliance to the IDEA 2004	January 1, 2005 to December 31, 2006	Part C Coordinator, Part B 619 Coordinator, FSSAC.
<p><b>Status:</b> At the FSSAC and regional Part C agencies quarterly meetings the two groups were informed of the updates that were needed for transition to ensure compliance to the IDEA 2004. A draft of the Part C transition policies and procedures are in place.</p>		
3. Review and revise transition resource materials for FSSs.	January 1, 2006 to December 31, 2006	Part C Coordinator, Part B 619 Coordinator, regional Part C agency staff, and FSSAC.
<p><b>Status:</b> Regional Part C agencies have reviewed and revised their transition resource materials for FSSs and families.</p>		
4. Review and revise the transition section of parent and family information resources, including the <b>First Steps</b> document.	January 1, 2006 to April, 2007	Part C Coordinator, PLUK, Part B 619 Coordinator, regional Part C agency staff, and FSSAC.
<p><b>Status:</b> The FSSAC and the seven regional Part C agencies are in the process of updating the “First Step” which is used by Montana’s Central Directory (Parent’s Let United for Kids) to provide information to families about Part C and B service in Montana. Edits have been made to include the updates from the 2004 Statutes and Part B rules and regs. PLUK is aware that updates are being made and that further training will be provided to their staff to ensure they are aware of the new updates about the two services.</p>		
5. 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, 2006- June 30,2007	Part C coordinator and Part B 619 Coordinator.
<p><b>Status:</b> Both the Part B and C Coordinators provided technical assistance/or training to both the regional Part C service providers and local school districts concerning transition requirements between the two programs.</p>		

# APR Template – Part C (4)

\_\_\_\_\_ Montana \_\_\_\_\_  
State

<p>6. Review and revise FSS competencies concerning transition to reflect IDEA 2004 and latest research based transition practices.</p>	<p>January 1, 2006 to April 1, 2007</p>	<p>Part C Coordinator, regional Part C agency staff, and FSSAC.</p>
<p><b>Status:</b> The Part C workgroup has started to review and update the FSS competencies concerning transition. The group will review and discuss the DEC recommended practices to see if the competencies reflect DEC 's recommended practices.</p>		
<p>7. General Enhancement Supervision Grant will assist Montana in identifying any additional transitional data that may improve documentation of transition of services and outcomes.</p>	<p>July 1, 2006- June 30,2007</p>	<p>Part C Coordinator, Regional Part C agency Managers and supervisors, and Part C technical assistance and trainers.</p>
<p><b>Status:</b> The Director of the GESG grant and Part C Coordinator reviewed the “Provider Survey and Reporting Process” to identify any additional transitional data that may be needed to improve documentation of transition of services and outcomes.</p>		
<p>8. 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.</p>	<p>January 1, 2006 to June 30, 2006</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Montana reviewed the Montana Comprehensive Evaluation Tool with stakeholders involved with children services to begin making changes on how the questions are being asked and turning Part C requirements into statements. The process is also ensuring that Montana is using Part C language within the tool when collecting data, as recommend by OSEP during the verification visit. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. Montana continues to review files of those children who will be transitioning out of Part C services to ensure that parents know the difference between Part C and B services, transition plans are in the IFSPs and that the 90 day timeline for the transition conference is taking place. Montana is using a spread sheet program that has been created to record the information, so when looking at the data collected, it protects the identity of children in services when their files were reviewed.</p>		
<p>9. Train DDP monitoring staff on changes made on Montana’s Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State’s data collection process for this indicator.</p>	<p>January 1, 2006 to June 30, 2006</p>	<p>Part C Coordinator and DDP monitoring staff.</p>
<p><b>Status:</b> Montana continues to providing initial and annual training for QIS to ensure that the seven regional Part C agencies are providing quality services to infants and toddlers and their families.</p>		

**APR Template – Part C (4)**

\_\_\_\_Montana\_\_\_\_  
State

10. Based on annual transition data collected, provide training and technical assistance in areas that indicate possible transition problems.	July 1, 2006- June 30,2007	Part C Coordinator, Part B 619 Coordinator, and regional Part C Agencies.
<b>Status:</b> Data has been reviewed, technical assistance has been provided, and training will be coordinated with other training to ensure compliance and research based practice are implemented for transition.		

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 2006 (2006-2007)**

NA

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

**Measurement:**  
Percent of noncompliance corrected within one year of identification:

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

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

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

FFY	Measurable and Rigorous Target
FFY 2006	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: <ul style="list-style-type: none"> <li>A. Noncompliance related to monitoring priority arrears and indicators;</li> <li>B. Noncompliance related to areas not included in the above monitoring priority areas and indicators; and</li> <li>C. Noncompliance identified through other mechanisms (complaints, due process hearings, mediations, etc.).</li> </ul>

**Actual Target Data for** *(2006-2007):*

# APR Template – Part C (4)

\_\_\_\_ Montana \_\_\_\_  
State

- A. For the FFY 2006 reporting period Montana did not find any noncompliance related to monitoring priority areas and indicators;
- B. Montana did not find any noncompliance issues concerning noncompliance related to areas not included in the above monitoring priority areas and indicators. (B, in Measurable and Rigorous Target)
- C. Montana did not find any noncompliance identified through other mechanisms (complaints, due process hearings, mediations, etc.) (C, Measureable and Rigorous Target)

## Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006 (2006-2007):

### Explanation of Progress or Slippage:

100% was the target set for the FFY 2006. The actual target data for FFY 2006 was 100%.

This data is based on Montana’s Comprehensive Evaluation Process for Family Education and Support Tool, for the FY 2006-2007, seven out of the seven regional Part C agencies (covering the whole state) were found to be in compliance with this indicator. (35 files reviewed, five for each agency)

### Data from 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific complaint and appeal processes for issues of eligibility, screening, and IFSP’s. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, and 2005-2006 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)

### Informal Complaints.

Each of the seven regional Part C agencies documented informal complaint(s) that they received for FFY 2006 (2006-2007). None of the seven regional Part C agencies received a formal complaint. They documented 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.

Agencies	Number of Informal Complaints	Who Handled the complaints	Days in which it got resolved	Reasons	Documentation
Agency 1	1	Agency Director and Program Director	21 days	Complaint about FSS, resolved by assigning a new FSS.	Yes
Agency 2	0	NA	NA	NA	NA
Agency 3	2	Family Support Supervisor	1 day,	Change of FSS	Yes, in both cases.

**APR Template – Part C (4)**

		Home Based Service Director	7 days	Paying for therapy which occurred after the child entered services, but before the IFSP was written. The family stated they were told by their FSS that therapy would be paid for from the date the child entered services.	
<b>Agency 4</b>	2	Middle manager	1	Family not wanting FSS than previously.	Yes, in both cases.
		FSS and middle manager	1	Physician who was concerned about the services a family was getting. But this Dr. had misunderstood the info the family provided. (Family actually felt the Dr. had purposefully chosen to misunderstand). The services the child was receiving was explained to the Dr. The family was in agreement with their services and were actually upset with the Dr. for misrepresenting them.	
<b>Agency 5</b>	0	NA	NA	NA	NA
<b>Agency 6</b>	0	NA	NA	NA	NA
<b>Agency 7</b>	4	Family Support Specialist Supervisor	Within 7 days Unable to make contact	3 Change of FSS Family chose to leave services when FSS was going to change	Yes, in all four cases.

**State formal or informal complaints:**

At the State level there were no formal or informal complaints filed for FFY 2006.

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

Improvement Activities from the SPP for FFY 2006 (2006-2007):

Activities	Timelines	Resources
<p>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 (biannually)</p>	<p>January 1, 2006- June 30, 2008</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Montana reviewed the Montana Comprehensive Evaluation Tool with stakeholders involved with children services to begin making changes on how the questions are being asked and turning them into statements. The process is also ensuring that Montana is using Part C language within the tool when collecting data, as recommend by OSEP during the verification visit. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. This includes information obtained directly from families through an interview process about a family’s satisfaction with Part C services and impact of services on the child and family. Montana uses a spread sheet program that was created to separate the information, so when looking at the data being collect it protects the identity of which children receiving services were reviewed.</p>		
<p>2. Provide initial and annual training for the Quality Improvement Specialists.</p>	<p>July 1, 2006- June 30,2007</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> At both the Part C work group and regional Part C agencies meetings the requirements that FSSs receive training in all Part C components, including rules and regulations related to Indicator 9, were clearly articulated and implemented by the agencies.</p>		
<p>3. Provide biannual training on formal written complaint procedures for regional Part C agency directors and managers and PLUK staff.</p>	<p>July 1, 2006- June 30, 2007</p>	<p>Part C Coordinator, FSSAC, regional Part C agency directors and managers, PLUK staff.</p>
<p><b>Status:</b> Montana has an updated draft of the Dispute Resolution Handbook. The updates were completed with the help of the Part C work group, FSSAC, and the seven regional Part C agencies. Discussion has also occurred at the FSSAC and regional Part C agency meetings about the process for a formal written complaint. The handbook will remain in draft form until Rules and Regs. are completed.</p>		

# APR Template – Part C (4)

\_\_\_\_\_ Montana \_\_\_\_\_  
State

<p>4. DDP will monitor programs for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with the program to determine nature of noncompliance, develop and implement improvement plan or corrective action.</p>	<p>July 1, 2005 – June 30, 2011</p>	<p>FSSAC, regional Part C agency Directors and Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Each of the seven regional Part C agencies was monitored for compliance in this area and each agency was found to be in compliance with Part C requirements. APRs for each regional Part C agency was developed and disseminated for the previous year. Letters of Determination were also completed for each agency for the pervious year.</p>		
<p>5. 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 (PLUK).</p>	<p>July 1, 2006- June 30, 2007</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> The FSSAC and the seven regional Part C agencies are in the process of reviewing and updating the “First Steps” manual which is used by Montana’s Parents Let’s Unite for Kids- PLUK(PTI) provide information to families about Part C and B services in Montana. (It was hoped at the writing of the SPP that the Part C Rules and Regulations would have been available during the above timeline, which did not happen. Thus, the activity is being continued.)</p>		

Note: Activities for indicators 10-11-13 can also be related to Montana’s State Improvement Plan which includes improvements within the SPP/APR activities for the 13 indicators applicable to Montana.

## Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2006 (2006-2007)

NA

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

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

FFY	Measurable and Rigorous Target
FFY 2006	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** *(2006-2007):*

For the FFY 2006 reporting period, Montana did not have any written complaints.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006** *(2006-2007):*

**Explanation of Progress or Slippage**

While there were no written complaints, the regional Part C agencies (covering the whole 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 informal means.

**Informal Complaints:**

- Each of the seven regional Part C agencies documented informal complaint(s) they received for FFY 2006 (2006-2007). None of the seven regional Part C agencies received a formal complaint. They documented 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 medication and due process.

Agencies	Number of Informal Complaints	Who Handled the complaints	Days in which it got resolved	Reasons	Documentation

**APR Template – Part C (4)**

\_\_\_\_\_ Montana \_\_\_\_\_  
State

<b>Agency 1</b>	1	Agency Director and Program Director	21 days	Complaint about FSS, resolved by assigning a new FSS.	Yes
<b>Agency 2</b>	NA	NA	NA	NA	NA
<b>Agency 3</b>	2	Family Support Supervisor  Home Based Service Director	1 day,  7 days	Change of FSS  Paying for therapy which occurred after the child entered services, but before the IFSP was written. The family stated they were told by their FSS that therapy would be paid for from the date the child entered services.	Yes, in both cases.
<b>Agency 4</b>	2	Middle manager  FSS and middle manager	1  1	Family did not want FSS from previous time.  Physician who was concerned about the services a family was getting. But this Dr. had misunderstood the info the family provided. (Family actually felt the Dr. had purposefully chosen to misunderstand). The services the child was receiving was explained to the Dr. The family was in agreement with their services and were actually upset with the Dr. for misrepresenting them.	Yes, in both cases.
<b>Agency 5</b>	0	NA	NA	NA	NA
<b>Agency 6</b>	0	NA	NA	NA	NA
<b>Agency 7</b>	4	Family Support Specialist Supervisor	Within 7 days  Unable to make contact	3 Change of FSS  Family choose to leave services when FSS was going to change	Yes, in all fours cases.

- At the State level, there were no informal complaints for FFY 2006 (2006-2007).

**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 2006 (2006-2007) (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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, and 2005-2006 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)

**Improvement Activities from the SPP for FFY 2006 (2006-2007):**

<b>Activities</b>	<b>Timelines</b>	<b>Resources</b>
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 (biannually).	January 1, 2006- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Montana reviewed the Montana Comprehensive Evaluation Tool with stakeholders involved with children services to begin making changes on how the questions are being asked and turning them into statements. The process is also ensuring that Montana is using Part C language within the tool when collecting data, as recommend by OSEP during the verification visit. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. This includes information obtained directly from families through an interview process about a family’s satisfaction with Part C services and impact of services on the child and family. Montana uses a spread sheet program that was created to separate the information, so when looking at the data being collect it protects the identity of which children receiving services were reviewed.</p>		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2006- June 30,2007	FSSAC, regional Part C agency Directors and Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> At both the Part C work group and regional Part C agencies meetings the requirements that</p>		

# APR Template – Part C (4)

\_\_\_\_\_Montana\_\_\_\_\_  
State

<p>FSSs receive training in all Part C components, including rules and regulations related to Indicator 9, were clearly articulated and implemented by the agencies.</p>		
<p>3. Provide biannual training on formal written complaint procedures for regional Part C agency directors and managers and PLUK staff.</p>	<p>July 1, 2006 – June 30, 2007</p>	<p>Part C Coordinator, FSSAC, regional Part C agency directors and managers, PLUK staff</p>
<p><b>Status:</b> Montana has an updated draft of the Dispute Resolution Handbook. The updates were completed with the help of the Part C work group, FSSAC, and the seven regional Part C agencies. Discussion has also occurred at the FSSAC and regional Part C agency meetings about the process for a formal written complaint. The handbook will remain in draft form until Rules and Regs. are completed.</p>		
<p>4. 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 and implement improvement Plan or Corrective Action.</p>	<p>July 1, 2005 to June 30, 2011</p>	<p>FSSAC, regional Part C agency Directors and Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Each of the seven regional Part C agencies were monitored for compliance in this area as noted above. All the agencies were found to be in compliance with Part C requirements. Note that activities for 10, 11, and 13 are also related to indicator 9.</p>		
<p>5. To update the information that is located in our handbook called <b>First Steps</b>, which is provided by Parents' Lets Unite for Kids (PLUK).</p>	<p>July 1, 2005 to June 30, 2006</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> The FSSAC and the seven regional Part C agencies have reviewed and made updates to the draft form of "First Step" which is used by Montana's Central Directory to provide information to families about Part C and B services in Montana. (It was hoped at the writing of the SPP that the Part C Rules and Regulations would have been available during the above timeline, which did not happen. Thus, the activity is being continued.)</p>		

Note: Activities for indicators 10-11-13 can also be related to Montana's State Improvement Plan which includes improvements within the SPP/APR activities for the 13 indicators applicable to Montana.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2006 (2006-2007)) NA**

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

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

FFY	Measurable and Rigorous Target
FFY 2006	100% of fully adjudicated due process hearing requests will be fully adjudicated within the applicable timeline.

**Actual Target Data for** *(2006-2007):*

For the FFY 2006 (2006-2007) reporting period Montana did not have any requests for due process.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006** *(2006-2007):*

**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) has 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, 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 their parents of complaint procedures.

**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 (covering the whole state) for the FFY 2006 (2006-2007) (35 files reviewed, 5 from each of the seven agencies):

- 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)

- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific complaint and appeal processes for issues of eligibility, screening, and IFSP’s. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, and 2005-2006 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)

**Improvement Activities from the SPP for FFY 2006 (2006-2007):**

<i>Activities</i>	<i>Timelines</i>	<i>Resources</i>
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 (biannually).	January 1, 2006- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Montana reviewed the Montana Comprehensive Evaluation Tool with stakeholders involved with children services to begin making changes on how the questions are being asked and turning them into statements. The process is also ensuring that Montana is using Part C language within the tool when collecting data, as recommend by OSEP during the verification visit. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. This includes information obtained directly from families through an interview process about a family’s satisfaction with Part C services and impact of services on the child and family. Montana uses a spread sheet program that was created to separate the information, so when looking at the data being collect it protects the identity of which children receiving services were reviewed.</p>		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2006- June 30,2007	FSSAC, regional Part C agency Directors and Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> At both the Part C work group and regional Part C agencies meetings the requirements that FSSs receive training in all Part C components, including rules and regulations related to Indicator 9, were clearly articulated and implemented by the agencies.</p>		
3. Provide biannual training on due process and mediation for regional Part	July 1, 2006 – June 30, 2007	Part C Coordinator, FSSAC, regional Part C agency directors and

# APR Template – Part C (4)

C agency directors and managers, PLUK staff.		managers, PLUK staff
<p><b>Status:</b> Montana has an updated draft of the Dispute Resolution Handbook. The updates were completed with the help of the Part C work group, FSSAC, and the seven regional Part C agencies. Discussion has also occurred at the FSSAC and regional Part C agency meetings about the process for a formal written complaint. The handbook will remain in draft form until Rules and Regs. are completed.</p>		
<p>4. 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 and implement improvement Plan or Corrective Action.</p>	<p>July 1, 2005 to June 30, 2011</p>	<p>FSSAC, regional Part C agency Directors and Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Each of the seven regional Part C agencies were monitored for compliance in this area as noted above. All agencies were found to be in compliance with Part C requirements. Note that activities for 10, 11, and 13 are also related to indicator 9.</p>		
<p>5. To update the information that is located in our handbook called <b>First Steps</b>, which is provided by Parents' Lets Unite for Kids (PLUK).</p>	<p>July 1, 2005 to June 30, 2006</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> The FSSAC and the seven regional Part C agencies have reviewed and made updates to the draft form of "<b>First Step</b>" which is used by Montana's Central Directory to provide information to families about Part C and B service in Montana. (It was hoped at the writing of the SPP that the Part C Rules and Regulations would have been available during the above timeline, which did not happen. Thus, the activity is being continued.)</p>		
<p>6. Recruit new and provide training for impartial persons for due process and mediation for child complaints once every three years or more frequently if necessary.</p>	<p>July 1, 2006- June 30, 2007</p>	<p>FSSAC, Part C Coordinator, DDP legal counsel, and impartial persons for due process and mediation.</p>

**Status:** Continuing the process of recruiting new impartial persons.

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 2006** (2006-2007)

NA

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

**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 2006	Montana's Part C program has not adopted Montana's Part B due process system. Thus, the issues of resolution session agreements does not apply.

**Actual Target Data for** *(2006-2007):*

NA.

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for 2006** *(2006-2007)*

NA

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

**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 = [(2.0(a)(i) + 2.1(b)(i) divided by 2.1)] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	Montana will set targets when 10 or more requests for mediations have occurred.

**Actual Target Data for** *(2006-2007):*

Montana did not have any requests for mediation for the FFY 2006, which follows the trend.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006** *(2006-2007):*

**Explanation of Progress or Slippage**

Montana will establish a baseline when 10 or more mediations 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 following data is from the monitoring of the seven regional Part C agencies for the FFY 2006 (2006—2007)(35 files reviewed, 5 from each of the seven agencies):

- 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific complaint and appeal processes for issues of eligibility, screening, and IFSP’s. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, and 2005-2006 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, and 2005-2006 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 2002-2003, 2003-2004, 2004-2005, and 2005-2006 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 2006 (2006-2007)**

NA

**Part C State Annual Performance Report (APR) for 2006** *(July 1, 2006 to June 30, 2007)*

**Overview of the Annual Performance Report Development:**

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

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

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

**Measurement:** State reported data, including 618 data, State Performance Plan, and Annual Performance reports, are:

- a. Submitted on or before due dates (February 1 for child count, including race and ethnicity, settings and November 1 for exiting, personnel, dispute resolution); and
- b. Accurate (describe mechanisms for ensuring error free, consistent, valid and reliable data and evidence that these standards are met.)

FFY	Measurable and Rigorous Target
FFY 2006	100% compliance for reporting on time and accurately.

**Actual Target Data for** *(2006-2007):*

100% compliance for reporting on time and accurately for the 618 data, SPP, and APR.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2006** *(2006-2007):*

**Explanation of Progress or Slippage:**

Montana has submitted all required reports on time and accurately:

- 618 Data-submitted February 1<sup>st</sup> and November 1<sup>st</sup> of 2007.
- Data notes were completed and submitted to WESTAT
- SPP-submitted December 1, 2005
- Last APR- submitted February 1, 2007
- OSEP did not request follow-up or corrections

Montana ensures that the data that is submitted is error free, consistent, valid and reliable: DDP has developed “Montana’s Developmental Disabilities Program Part C General Supervision and Data Manual.” The manual outlines:

## APR Template – Part C (4)

\_\_\_\_ Montana \_\_\_\_  
State

- DDP's procedures for general supervision, collecting and verifying the accuracy and reporting of data.
- Regional Part C agencies procedures for collecting, verifying the accuracy and reporting of data.
- The State and regional level of training and technical assistance concerning general supervision and data.
- The use of data for the purpose of public reporting, monitoring services, and improving services.

These procedures ensure that all data from each regional Part C agency is reviewed for correctness/accuracy (e.g., the correct data was submitted, calculations are correct), appropriately analyzed and compiled. All data is reviewed at a minimum of two levels at DDP prior to public submission.

### Improvement Activities from the SPP for FFY 2006 (2006-2007):

<b>Activities</b>	<b>Timelines</b>	<b>Resources</b>
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, 2006 – June 30, 2007	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.
<p><b>Status:</b> The Part C Coordinator, DDP staff and Part C technical assistance provider/Part C GSEG Director reviewed DDP's data collection instructions, procedures and monitoring activities for 618, SPP, and APR. The Part C Coordinator is in the process of updating the data collection instructions for FFY 2007-2008.</p>		
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, 2006- June 30,2007	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.
<p><b>Status:</b> The Part C Coordinator provided overview training and reviewed "Montana's Developmental Disabilities Program Part C General Supervision and Data Manual," 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, supervisors for collection of APR data).</p>		
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	July 1, 2006 – June 30, 2007	Part C Coordinator, regional Part C agency managers and staff, and DDP staff

# APR Template – Part C (4)

\_\_\_\_\_ Montana \_\_\_\_\_  
State

collection and monitoring. Incorporate changes in the training and technical assistance noted in Activity 2 above.		
<p><b>Status:</b> The Part C Coordinator has participated in OSEP's trainings and conference call concerning 618, SPP, and APR.</p>		
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 SPP/APR to be submitted.	November 1, 2007- February 1, 2008.	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.
<p><b>Status:</b> 618, SPP, and APR was reviewed by the FSSAC, regional Part C agencies, Part C work group, and DDP staff to determine if changes, additions or corrections were needed and made modifications.</p>		
5. Annually, the DDP accurately complete 618, SPP, and APR reports and submit according to OSEP due dates.	July 1, 2005 to June 30, 2006	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.
<p><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 FSSAC website.</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 2006 (2006-2007)**

NA