

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)***Overview of the Annual Performance Report Development: 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 2009 APR.
- 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 to ensure that the information was clear and accurate on the 2009 APR.
- Mountain Plains Regional Resource provided assistance in reviewing and providing feedback on the 2009 APR.

Dissemination of Part C APR to the Public:**State APR:**

- Announcement of the Part C 2009 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 2009 APR and how to obtain a copy.
- PLUK will disseminate an announcement of availability of the Part C 2009 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 2009 APR and how to obtain a copy will be published in Montana's major newspapers.
- Each of the seven regional Part C agency's 2009 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); and regional Part C agency.
- Regional Part C 2009 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 2009 APRs and how to obtain a copy.
- PLUK will disseminate the availability of each of the seven regional Part C agencies' 2009 APR

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- 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.

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 2007	100% of infants and toddlers with IFSPs will receive the early intervention services on their IFSPs in a timely manner.

Actual Target Data for (2007-2008):

100%= 70/70 X 100

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2007-2008):

Explanation of Progress or Slippage:

100% was the target set for the FFY 2007 (2007-2008). The actual target data for FFY 2007 was 100%.

This data is based on two forms of data collection with each of the seven regional Part C agencies (covering the entire state). A survey method, following specific State Part C agency protocol, was used to collect data from each of the regional Part C agencies. The protocol had each agency randomly select five infant or toddler files, and review and document the data for compliance to timely provision of services (see SPP for definition) for each of the five files, and submit the data to the Part C Coordinator who also reviewed the data to ensure compliance to Montana’s definition of timely provision of services (total of 35 individual files reviewed, five from each regional Part C agency). The second method used to collect data for this indicator was on-site monitoring by State Part C Quality Improvement Specialist (QIS) using Montana’s Comprehensive Evaluation Process for Family Education and Support Tool for the FFY 2007. The monitoring indicated seven out of the seven regional Part C agencies (covering the entire state) were found to be in compliance with this indicator (total of 35 infant/toddlers’ files were reviewed, five from each regional Part C agency). A total of 70 files were reviewed by these two methods.

Data from Regional Part C agencies Sampling 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 protocol that was described in the SPP. Each of the seven regional Part C agencies (covering the entire state) were required to do a random

sample of five files using the “Research Randomizer Program” from all the Part C eligible children with an 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 30 days after the IFSP was signed (3) the reason the services were not provided (e.g. child was sick, winter weather prevented travel, service provider canceled), and exceptional family circumstances listed in Part C Indicator Measurement Table (Expiration date:12/31/09). The definition and procedures/instructions were developed by the Part C Coordinator and Part C Work Group (with representatives from each of the regional Part C agencies) to ensure uniform implementation of the data collection protocol. Each of the seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data for compliance, clarified the data if there were any questions with the regional Part C agency, and compiled the data for APR. The regional Part C agencies will keep in a 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 the 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) is assigned to each of the seven regional Part C agencies (covering the entire state). The QIS conducted on-site reviews of a random sample of five files for children in Part C services 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. The following data is based on monitoring for the FFY 2007 (2007-2008). Seven out of the seven regional Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each regional Part C agency).

- Thirty-five out of thirty-five (100%) files reviewed indicated that services were provided without delay and according to Part C requirements for children/family.
- Thirty-five out of thirty-five (100%) files reviewed showed that each agency provided coordination services for each eligible child and family review.
- Thirty-five out of thirty-five (100%) files documented that resources and support services identified on the IFSP 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 contacts with families for the purpose 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 Fiscal Years (FY 2002-2003, 2003-2004, 2004-2005, 2005-2006, and 2006-2007), demonstrated 100% compliance for the 5 questions that are used for monitoring timelines (Please see SPP for details).

At the request of OSEP, Montana’s Part C Coordinator presented at the Data Manager Meeting in Alexandria, VA on the reliability and validity of its data to ensure that children and families are receiving services in a timely manner.

Improvement Activities from the SPP for FFY 2007 (2007-2008):

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Activities from SPP FFY 2007	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2007- June 30,2008	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: QIS's at a quarterly meeting discuss and review the process of using the monitoring tool to ensure that Part C statutes, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.</p>		
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, 2007- June 30, 2008	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the agency that was monitored. For FFY 2007, the State did not provide any additional training due to noncompliance.</p>		
3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 1.	July 1, 2007—June 30, 2008	Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 1. This is also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year. Each FSS provides a training log of what trainings they have completed and develops a portfolio of service records that demonstrate their implementation of services according to Part C requirements and evidenced-based practices. Each of the individuals that went through certification was found to understand the definition of timely service, as demonstrated by reviewing the IFSPs and the dates in which the services were to be provided or were provided.</p>		
4. Provide in-service training and resources concerning research-based practices for evaluation and assessment of infants and toddlers.	July 1, 2007-June 30, 2008	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: For FFY 2007, the State did not conduct state-wide in-service training, but the State is planning to conduct a survey to evaluate what regional Part C agencies administrators and FSS feel they need training in and then priorities by the responses. Further, each agency provided in-service training to further their FSSs' knowledge and skills concerning evaluation and assessment. This also relates to training concerning Indicator 3.</p>		

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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 (2007-2008)

NA

Part C State Annual Performance Report (APR) for 2007 (July 1, 2007- June 30, 2008)

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 2007	94% 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 (2007-2008):

99.68% = (631/633 X 100)

December 1, 2007, Child Count: 99.68% (Home 584 + Program 47 = 631/total infants & toddlers 633 = 99.68%) of infants and toddlers with IFSPs primarily received early intervention services in the home or programs for typically developing children.

- Home: 584 -92.25%
- Program for Typically Developing: 47 - 7.42%
- Other Setting: 2 - 0.32%

Primary settings by age:

- 121 infants, zero to one (99%), received services in the home or program designed for typically developing children. 120/121 X 100 = 99.17%
- 208 toddlers age one to two (100%) received services in the home or program designed for typically developing children. 208/208 X 100 = 100%
- 304 toddlers two to three (100%), received services in the home or program designed for typically developing children. 303/304 X 100 = 99.67%

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2007-2008):

Explanation of Progress or Slippage:

The target data set for FFY 2007 (2007-2008) was 94%. Actual data for FFY 2007 was 99.7% of infants and toddlers received services in the home or programs for typically developing children. Services provided primarily in the home settings and programs designed for typically developing children have increased 6% from the FY 2006. In 2006, OSEP changed the 618 data tables to three reporting categories. Montana attributes the increased percent and number of children receiving Part C services in their home or programs for all children to the State providing training to the regional Part C agencies staff, including data staff, in regards to the definition of the setting categories and how to report the data consistently across the state. Training and follow-up technical assistance was provided for the 2006 and 2007 618 Child Count Data collections. The State will continue to provide additional training and technical assistance in collecting data and completing the Child Count Data (618) forms. Further, reviewing trend data from FYY 1999-2007 indicates there have been fluctuations in providing early intervention services in the home and programs for typically developing children by a 1 - 6% difference from year to year.

Child Count Data from 1999-2007 Table

	1999	2000	2001	2002	2003	2004	2005	2006	2007
Total number of children in December 1st Child Count	580	574	600	574	628	677	724	679	633
Home	525/580 (91%)	520/574 (91%)	551/600 (92%)	527/574 (92%)	559/628 (89%)	600/677 (89%)	635/724 (88%)	605/679 (89%)	584/633 (92.25%)
Program designed for typically developing children	13/580 (2%)	30/574 (5%)	17/600 (3%)	20/574 (3%)	16/628 (3%)	24/677 (4%)	22/724 (3%)	25/679 (4%)	47/633 (7.42%)
Total Home and Program for typically developing children	538/580 (93%)	550/574 (96%)	568/600 (95%)	547/574 (95%)	575/628 (92%)	624/677 (93%)	657/724 (91%)	630/679 (93%)	631/633 (99.68%)
Other settings	42/580 (7%)	24/574 (4%)	32/600 (5%)	27/574 (5%)	53/628 (8%)	53/677 (8%)	79/724 (11%)	49/679 (7%)	2/633 (0.32%)

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

In addition, the regional Part C agencies work closely with other local and regional providers of children's services to promote inclusion of children with disabilities in participation in services and community programs for all children. The Family Support Services Advisory Council (Montana's ICC) and the programs represented on the Council also promote statewide initiatives for the inclusion of children with

disabilities in all community activities for children and families. Further, the State agencies have participated in national initiatives to promote services in natural environments such as NECTAC’s National Early Childhood Inclusion Institute.

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Based on each regional Part C agencies 618 data and monitoring data, work with the regional Part C agencies and the Quality Improvement Specialist to continue to promote utilization of appropriate community settings and programs for typically developing children in which services are delivered.	July 1, 2007- June 30,2008	Seven regional Part C agencies, Part C Coordinator, Quality Improvement Specialist.
<p>Status: Child Count (618) data was provided at both the FSSAC and regional Part C agencies meeting. Data was reviewed and discussed with both stakeholder groups. Training was also provided on the instructions and definitions on settings. The FSS Comprehensive Certification process that takes place twice a year demonstrated through portfolios and interview that they know where and how to provide services in the least restrictive environments. The IFSP reviews demonstrates that they provide services where typically developing children would receive services or in the child’s home.</p>		
2. 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.	July 1, 2007- June 30, 2008	Seven regional Part C agencies, Part C Coordinator, Child and Family Service Division, and Child Care Plus, Child Care Regional Resource Centers and child care providers.
<p>Status: Part C Coordinator continues to attend Early Childhood Partnership for Professional Development and the Governor’s Readiness Workgroup, to discuss what communities and other professionals are doing for training. There has not been any formal technical assistance to these organizations in regards to Part C. The reason is because there has been an extended vacancy in Family Service Divisions.</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.	July 1, 2007—June 30, 2008	Seven regional Part C agencies, FSSAC, and Part C Coordinator.
<p>Status: Part C Coordinator continues to attend Early Childhood Partnership for Professional Development and the Governor’s Readiness Workgroup, to discuss what communities and other professionals are doing for training. There has not been any formal technical assistance to these organizations in regards to Part C. The reason is because there has been an extended vacancy in Family Service Divisions.</p>		

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<p>4. Annually review 618 data and monitoring data for state and each regional Part C agency and provide focused training and technical assistance for regional Part C agency staff/Family Support Specialists, Quality Improvement Specialist on 618 settings definitions and data collection requirements, monitoring requirements for Indicator 2.</p>	<p>July 1, 2007-June 30, 2008</p>	<p>Seven regional Part C agencies, FSSAC, and Part C Coordinator.</p>
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Status: Child Count (618) data was provided at both the FSSAC and regional Part C agencies meeting. Data was reviewed and discussed with both stakeholder groups. Training was also provided on the instructions and definitions on settings. The FSS Comprehensive Certification process that takes place twice a year demonstrated through portfolio reviews and interview that Part C Family Support Specialist know where and how to provide services in the least restrictive environments. The IFSP demonstrates that they provide services where typically developing children would receive services or in the child's home.

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 (2007-2008)) NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 did not improve functioning divided by # of infants and toddlers with IFSPs assessed times 100.

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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 2007	100% of infants and toddlers with IFSPs will receive the early intervention services on their IFSPs in a timely manner.

Actual Target Data for (2007-2008):

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2007-2008):

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (2007-2008)

Please see attached SPP Template for this indicator

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 2007	<p>A. 89% will report that early intervention services has helped the family help their children develop and learn</p> <p>B. 89% will report that early intervention services has helped the family effectively communicate their children’s needs</p> <p>C. 84% will report that early intervention services has helped the family help their children develop and learn</p>

Actual Target Data for *(2007-2008):*

A. 86.0 %=(266/309 X 100), of respondent families reported that early intervention services have helped families know and understand their rights.

B. 94.2 %=(264/280 X 100), of respondent families reported that early intervention services have helped the family effectively communicate their children’s needs.

C. 93.9 %=(296/315 X 100), of respondent families reported that early intervention services have helped the family help their children develop and learn.

[*While the instructions asked families to respond to each question, families did not always respond to each question.]

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2007-2008):

Explanation of Progress or Slippage:

- Montana had set for [FFY 2007 (2007 – 2008)] the target for 4-A at 89%. Montana's actual data shows 86.0% of respondent families reported that early intervention services have helped the family know their rights. Montana fell below its target by 3%. Montana saw a decrease of 7.0% from the FFY 2006 (93.0%) to FFY 2007 (86.0%). One agency provided comments from the family that they felt they already knew their rights and that it was not early intervention that provided that to them, so on the survey they rated it a 1. Montana is confident that families do know their rights because (1) there have been no formal complaints filed, (2)through the Family Support Specialist Comprehensive Certification process, families sign off that they know the procedural safeguard (rights) within the file in the portfolio, and (3) the monitoring of each of the regional Part C agencies done by the QIS.
- Montana had set [for FFY 2007] the target for 4-B at 89%. Montana's actual data shows 94.2% of respondent families reported that early intervention services have helped the family effectively communicate their child's needs. Montana exceeded the target by 5.2%. Montana saw an increase of 1.6% from the FFY 2006 (92.8%) to 2007 (94.2%).
- Montana had set [FFY 2007] the target for 4-C at 84%. Montana's actual data shows 93.9% of respondent families reported that early intervention services have helped the family help their children develop and learn. Montana exceeded the target by 9.9%. Montana saw a decreased of .9% from FFY 2006 (94.8%) to 2007 (93.9%).

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 in FFY 2007 (2007 – 2008). Each of the seven regional Part C agencies incorporated into their survey the ECO Center's three questions on Family Outcomes and used the ECO Center's rating scale as a way to measure family's responses to Indicator 4 Family Outcomes. Each of the seven regional Part C agencies' procedures and methods for disseminating and collecting survey information has been reviewed and approved by DDP to ensure appropriate representation of families from across Montana. A total of 714 surveys were disseminated to parents participating in Part C throughout Montana by each of the seven regional Part C agencies; 323 of those surveys were returned. (A return state rate of 45%= 323/714 X 100) The range for the percentage of surveys returned to each of the regional Part C agencies was 31% to 77%. The overall return rate of 45% is the same as the return rate for FFY 2006. All of the regional Part C agencies exceeded the State's minimum return rate of 30%. In FFY 2006, if a regional Part C agency had a survey return rate less then 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. The return rate improved for FY 2007 for the agency sited with a low return rate in their APR..

As previously noted, instructions asked families to respond to each question, however, families did not always respond to each question. Thus, it was noted in the Actual Target Data that each question had a different number of families that completed a particular question. Families indicated either through notes on the survey or survey follow-up that they may not have understood the question, did not think the question applied to their family because the key issue of a question (e.g., rights) was not an area the family identified as a need for their family and was not included on IFSPs, or was not an issue impacted by Part C services. This is an issue Montana will raise with the ECO Center and may modify the instructions and/or questions for Indicator 4. (See below)

Data collection occurred during each regional Part C agency’s parent survey process, which occurs on an annual basis, according to each agency’s timeline. The surveys were conducted through mailings, directly delivered surveys, or telephone or in person interview. The parents or interviewers 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 (1) sent out and (2) returned to each regional Part C agency (return rate)
- How many total responses each of the regional Part C agencies received for each question in response to Family Outcomes
- All responses that were 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, it was not included in the actual data. This accounts for the variation in the “actual” numbers used to calculate the percents for 4-A., 4-B. and 4-C.

Data from Montana’s Comprehensive Evaluation Tool Monitoring

As part of Montana’s general supervision monitoring, Quality Improvement Specialist (QIS) review randomly selected 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 their satisfaction with Part C services. During the last year, all the interviewed 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.

Montana’s Part C Coordinator and FSSAC (ICC) chair gave a presentation on Montana’s process of gaining parent/family input on the Family Outcomes for the State and methods of receiving high return rates on surveys at the NECTAC and ECO 2008 National Conference on Child and Family Outcomes Conference held in Baltimore, MD. The presentation was also done at the 2008 National OSEP Conference in Washington, DC.

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	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)	July 1, 2007- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
Status: Montana reviewed the Montana Comprehensive Evaluation Tool Last FFY 2006 (2006-2007) 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		

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State

<p>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.</p> <p>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. Montana will review again the tool for this up coming FFY and report on the new status of this activity.</p>		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2007- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: QIS’s at a quarterly meeting discuss and review the process of using the monitoring tool to ensure that Part C statues, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.</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 program to determine nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: Each regional Part C agency was monitored and provided feedback on their review. It was presented in a spread sheet and report to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the agency that was monitored. For FFY 2007, the State did not provide any additional training due to noncompliance.</p>		
4. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 4.	July 1, 2007—June 30, 2008	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices. This is also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year. Each FSS provides a training log of what trainings they have completed and develops a portfolio of service records that demonstrate their implementation of services according to Part C requirements and evidenced-based practices.</p>		
5. Montana’s Part C workgroup will continue: a. To review data b. Discussing issue/problem solving issues related to family outcomes. c. Review and refine the approach to receiving a good survey response.	July 1, 2007—June 30, 2008	Regional Part C agency managers and supervisors, Part C technical assistance and Part C Coordinator.

<p>Status: It was discussed at the regional Part C quarterly meeting on methods that could be used to obtain survey information from families.</p>		
<p>6. 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, 2007-June 30, 2008</p>	<p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p>Status: For FFY 2007, the State did not conduct state-wide in-service training, but the State is planning to conduct a survey to evaluate what regional Part C agencies administrators and FSS feel they need training in and then priorities by the responses. Further, each agency provided in-service training to further their FSSs' knowledge and skills concerning child development and child outcomes.</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 (2007-2008))

NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

Overview of the Annual Performance Report Development:

Monitoring Priority: 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)(A) 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 2007	Part C in Montana will serve 1.62% of all infants in the state.

Actual Target Data for *(2007-2008)*:

- A. 0.98% = (121/12,355 X 100)
 - Montana’s December 1, 2007, Child Count Data (618) indicates 0.98% of Montana’s infants are served compared to 0.76% for the other 15 states with the Narrow Eligibility Definition.
 - Montana ranked 4th out of the 16 states that have the Narrow Eligibility Definition.
(Table 8-3b-3, Data came from U.S. Department of education, Office of Special Education Programs, Data Analysis System (DANS)).
- B. 0.98%= (121/12,355 X 100)
 - Montana’s December 1, 2007, Child Count Data (618) indicates 0.98% of Montana’s infants are served compared to 1.05% for the National baseline.
 - Montana is ranked 28th for all 50 states and 6 territories.

(Table C-9-a, Data came from U.S. Department of Education, Office of Special Education Programs, Data Analysis System (DANS)).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2007-2008):**Explanation of Progress or Slippage:**

Montana's SPP target for FFY 2007 (2007 – 2008) was to serve on the 618 child count date 1.62% of all infants in the state. Montana's actual data shows 0.98% of all infants being served on the child count date (618). This is a slippage of 0.64% from the SPP target for FFY 2007. Montana did demonstrate progress of .02% from the child count data (618) for FFY 2006 (2006-2007), which was 0.96% of all infants in the state.

Montana's Child Count (618) data for the reporting period of December 1, 2008 (that will be used for the 2010 APR), demonstrated an increase in the number of infants being served in Montana. The total infants served for that report is 136 (infant child count for 12-1-2007 =121 and 11-15-08 = 136). Thus, Montana's analysis and implementation of improvement activities appears to have some positive results.

Over the last two years, Montana has engaged in a variety of activities to better understand the slippage in the % of infants served in Part C, including: (1) reviews and analysis of child count data since 1995 - 2007; (2) 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; (3) discussions with Part C technical assistance providers and personnel from other states concerning Indicator 5 data and activities; and (4) discussions with Mr. James Sylvester, Bureau of Business and Economic Research at the University of Montana (appointed by Montana's Governor as the contact for the U.S. Census Bureau's Federal State Cooperative Program for Population Estimates), to gain a better understanding of 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 2007 in conjunction with Montana's census data and estimates for that time period. Findings to date indicate:

- In looking at data since 1995, there has been more variability in the % and numbers of infants served on the child count date for each year than just looking at the data from 2004 and 2005 which was used to develop the SPP targets.
- The number of infants in Part C increased from the 2006 child count to the 2007 child count.
- At the state level, there has been continuous 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 and collaboration of these activities. Montana's state level programs in health and human services often only have one person responsible for activities in the 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. (The Montana Legislature requires that each State department divisions and bureaus create savings through "vacancy savings" of leaving all but top positions vacant before hiring a replacement.)
- For FFY 2006, the regional Part C agencies did not have as many collaborative child find events with other community programs as in previous years.
- For FFY 2006 and 2007, the regional Part C agencies did not find as many of the referrals from Child Protective Services (CAPTA) to be eligible for services as compared to FFY 2005. This might be due to a major "meth" awareness campaign in Montana for over two years and which is supported by data indicates a reduction in the number of people using meth.
- The 618 child count only represents one day of the year, thus can have greater fluctuations than looking at data several times during the year. In reviewing the birth to 3 data, the total number of children receiving Part C services increase from one year to the next for the last several years but the child count data for one day a year indicates that fewer children are being served on that single day.

- There is a great deal of error in making estimations about a specific population in Montana due to relatively small population in Montana (46th 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.*
- Reviewing the child count data and the revised population estimates indicated that Montana's original SPP targets were not in line with the actual data since 1995 and were very ambitious targets. This is further supported by an analysis of other narrow definition states targets and actual target data reported in their APRs.

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.] Several activities that have occurred to improve the number of infants being served in Montana, including:

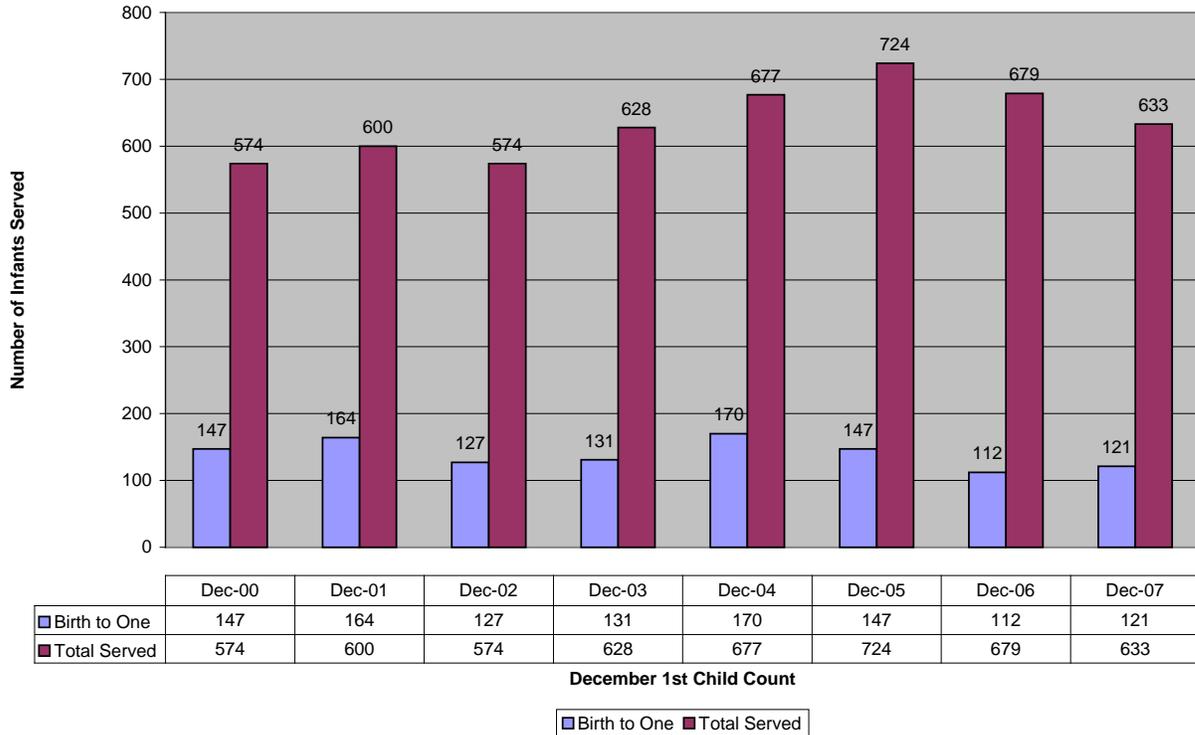
- Discussions with the Family Support Services Advisory Council (FSSAC-Montana's ICC) and each of the regional Part C agencies to review child count data (618) and population data in order to develop specific activities designed to make improvements in the percent of infants served in Part C. Both stakeholder groups reviewed Mr. James Sylvester, explanation of census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates.
- Developmental Disability Program (DDP) analyzed the data for the number of children being served for the months of October, November, and December to determine which month and period within the month to conduct the Child Count Data (618). Each regional Part C agencies reviewed their data on the number of children they served from October 1 to December 31 for the last three years to determine the month and period within the month to conduct the child count data (618). All of this data was shared and reviewed by the State, FSSAC and the seven regional Part C agencies and it was agreed that the middle of November would be the most appropriate time to do the child count (618), so for FFY 08 child count data (618) was collected on November 13^h.

These stakeholders also reviewed improvement activities and updated future improvement activities to increase the infant population percent.

Along with the above activities, the State, FSSAC and seven regional Part C agencies determined from the information and data that had been reviewed that the State needed to re-establish the targets for the next two years. [See Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (2007-2008).]

Additional Child Count Data and Comparisons:

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



- December 1, 2006, 112 of 679 (16%) are children, birth to 1.
- December 1, 2007, 121 of 633 (19%) are children, birth to 1.
- Mean number of infants served from December 2000 to December 2007 is 140 (range 112-170). (See Montana’s SPP for past FFY data).

Comparison of 0-12 Months Population and Child Count Data from 1995-2007 Using U.S. Census Bureau Revised 0-12 Months Population Estimates

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	Percent 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
2002	10,982	18(+)	127(-)	1.16
2003	11,279	297(+)	131(+)	1.16
2004	11,559*	280(+)	170(+)	1.47*

APR Template – Part C (4)

Montana _____
State

2005	11,655*	96(+)	147(-)	1.26*
2006	11,644	11(-)	112(-)	.96
2007	12,355	711(+)	121 (+)	.98

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 - 3 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.

Comparison of 0-12 Months Population and Child Count Data from 2004-2007 Using U.S. Census Bureau Revised 0-12 Months Population Estimates

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	11,977	112	0.96	0.94
2007	12,355	12,355	121	0.98	Not available

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 2005-2006. 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.

APR Template – Part C (4)

Montana _____
State

- 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 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 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Annually review child find data by state and regional Part C agency to determine steps needed to improve child find efforts.	July 1, 2007- June 30,2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: Child count (618) data was reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Montana also included reviewing the targets and improvement activities in our Montana Improvement Plan-2008 and how to look at data to set new targets for the next two years. Each of the seven regional Part C agencies received an Annual Performance Report and Determination Letters concerning each of the 14 Indicators that Montana needed to report. Determination Letters were disseminated to each of the seven regional Part C agencies. Montana's Letters of Determinations for each agency was based on all the compliance and performance indicators. Since Indicator 5 is a performance indicator the letters reflect whether the regional Part C agency met the target for percent of infants served for the year. Those agencies that did not meet the percent of infants who should receive Part C services based on their child count (618) data for the counties in their regions and, were asked to review their Child Find Activities, review their eligibility determination practices, and make improvements when needed. The agencies identified made improvements in the % of infants served and their child find activities.</p>		
2. Annually review, revise (when needed), develop and disseminate child find materials and activities.	July 1, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: Materials and activities were reviewed and revised by those agencies that needed to improve in the number of infants served based on their 618 data and determination letters. Further, all regional Part C agencies continued to make improvements in their public awareness and child find activities.</p>		
3. 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.	July 1, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: The GSEG director bi-monthly provided the FSSAC and seven regional Part C agencies with resources developed by TRACE and other technical assistance providers with evidence-based practices designed to improve public awareness and child find activities.</p>		
4. 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, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: Please see tables located in Indicator 6 named: "Collaborative Child Find Events Conducted" and "The Total # of Referrals Received by Regional Part C Agencies from Primary</p>		

Referral Sources.” Maintaining and creating new linkages was addressed at the FSSAC and regional Part C service provider meetings.		
5. 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, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: The Part C Coordinator continues to participate in the Governor’s Readiness Taskforce, working with the Coordinator of the Universal Newborn Hearing, and Early Childhood Partnership for Professional Development. The Part C Coordinator and the FSSAC worked with a Medicare coordinator implementing a program with Pediatricians to conduct child development checks/screens during well-child checks for young children. . The child find development activities at the State level were hampered by the number of personnel vacancies in health and human service divisions of the Department of Public Health and Human Services.</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 (2007-2008))

Montana is revising the SPP targets for percent of infants served for FFY 2009 and 2010. The key justification is that Montana used a limited set of data for setting the original SPP targets that only covered several years and provided an inaccurate reflection of percent of infants of served over a longer period of time. In reviewing the data described above and gaining a better understanding of the dynamic nature of population change, it became clear that Montana’s SPP targets for percent of infants served were very ambitious and did not reflect more realistic targets for performance improvements. Historically, the increments of improvement in percent of infants served when there was an increase were never as great as the increments for improvement used in the original SPP targets for Indicator 5.

The State, FSSAC and regional Part C agencies reviewed all of the above data, narrow definition states’ SPP targets, narrow definition states’ actual data, Montana’s average infant percentage served since 1995 and Montana’s improvement increment for each year that Montana served a higher percent of infants then the previous year. Several options for setting new targets were considered. After thoughtful review of the options, the decision was to base the revised percent of infants served on the combination of Montana’s average percent infants served since 1995 and the average improvement increment for each year the percent infants served increased from the previous year. **The new target for FFY 2009 is 1.29% and for FFY 2010, 1.39%.** The stakeholders believe that the new targets better reflect the actual data of percent of infants served in Montana yet apply realistic improvement targets. The new targets are significantly higher then either the average of the SPP targets (0.95%) or actual performance data (0.93%) for states with narrow eligibility definitions. Revised SPP documents will be submitted to OSEP for Indicator 5; Montana’s SPP will be revised and disseminated to the public.

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

Overview of the Annual Performance Report Development:

Monitoring Priority: 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)(A) 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 2007	Part C in Montana will serve 2.26% of all infants and toddlers in the state.

Actual Target Data for *(2007-2008):*

- A. 1.76% = (633/36,003 X 100)
 - Montana’s December 1, 2007, Child Count Data (618) indicates 1.76% of Montana’s infants and toddlers are served compared to 2.02% for the other 15 states with the Narrow Eligibility Definition.
 - Montana ranked 11th out of the 16 states that have the Narrow Eligibility Definition.

(Table 8-3c-3, Data came from U.S. Department of education, Office of Special Education Programs, Data Analysis System (DANS)).

- B. 1.76%= (633/36,003 X 100)
 - Montana’s December 1, 2007, Child Count Data (618) indicates 1.76% of Montana’s infants and toddlers are served compared to 2.53% for the National baseline.
 - Montana is ranked 45th for all 50 states and 6 territories.

(Table C-9-b, Data came from U.S. Department of education, Office of Special Education Programs, Data Analysis System (DANS)).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2007-2008):**Explanation of Progress or Slippage:**

Montana's SPP target for FFY 2007 (2007 – 2008) was to serve on the 618 child count date 2.26% of all infants and toddlers in the state. Montana's actual data shows 1.76% of all infants and toddlers being served on the child count date (618). This is a slippage of 0.5% from the SPP target for FFY 2007. Montana has seen a decrease of 0.18% from the child count data (618) for FFY 2006 (2006-2007), which was 1.94% of all infants and toddlers in the state.

Montana's Child Count (618) data for the reporting period of December 1, 2008 (that will be used for the 2010 APR), demonstrated an increase in the number of infants and toddlers being served in Montana. The total served for that report was 731. (child count for 12-1-07 = 633 and 11-15-08 = 731). In addition, the total number of infants and toddlers served per year does not fluctuate as much as the Child Count (618) for one day per year. Thus, Montana's analysis and implementation of improvement activities appears to have some positive results.

Over the last two years, Montana has engaged in a variety of activities to better understand the slippage in the % of infants and toddlers served in Part C, including: (1) reviews and analysis of child count data since 1995 - 2007; (2) 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; (3) discussions with Part C technical assistance providers and personnel from other states concerning Indicator 6 data and activities; and (4) discussions with Mr. James Sylvester, Bureau of Business and Economic Research at the University of Montana (appointed by Montana's Governor as the contact for the U.S. Census Bureau's Federal State Cooperative Program for Population Estimates), to gain a better understanding of census data and estimates for the birth through 3 population in Montana, including the amount of error for population estimates. Further, Mr. Sylvester also assisted in reviewing child count data from 1995 to 2007 in conjunction with Montana's census data and estimates for that time period. Findings to date indicate:

- In looking at data since 1995, there has been more variability in the % and numbers of infants and toddlers served on the child count date for each year than just looking at the data from 2004 and 2005 which was used to develop the SPP targets.
- At the state level, there has been continuous 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 and collaboration 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. (The Montana Legislature requires that each State department divisions and bureaus create savings through "vacancy savings" of leaving all but top positions vacant before hiring a replacement.)
- For FFY 2006, the regional Part C agencies did not have as many collaborative child find events with other community programs as in previous years.
- For FFY 2006 and 2007, the regional Part C agencies did not find as many of the referrals from Child Protective Services (CAPTA) to be eligible for services as compared to FFY 2005. This might be due to a major "meth" awareness campaign in Montana for over two years and which is supported by data indicates a reduction in the number of people using meth.
- The 618 child count only represents one day of the year, thus can have greater fluctuations than looking at data several times during the year. In reviewing the birth to 3 data, the total number of children receiving Part C services increase from one year to the next for the last several years but the child count data for one day a year indicates that fewer children are being served on that single day.

- There is a great deal of error in making estimations about a specific population in Montana due to relatively small population in Montana (46th 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.*
- Reviewing the child count data and the revised population estimates indicated that Montana's original SPP targets were not in line with the actual data since 1995 and were very ambitious targets. This is further supported by an analysis of other narrow definition states targets and actual target data reported in their APRs.

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.] Several activities that have occurred to improve the number of infants and toddlers being served in Montana, including:

- Discussions with the Family Support Services Advisory Council (FSSAC-Montana's ICC) and each of the regional Part C agencies to review child count data (618) and population data in order to develop specific activities designed to make improvements in the percent of infants and toddlers served in Part C. Both stakeholder groups reviewed Mr. James Sylvester, explanation of census data and estimates for the birth through 3 population in Montana, including the amount of error for population estimates.
- Developmental Disability Program (DDP) analyzed the data for the number of children being served for the months of October, November, and December to determine which month and period within the month to conduct the Child Count Data (618). Each regional Part C agencies reviewed their data on the number of children they served from October 1 to December 31 for the last three years to determine the month and period within the month to conduct the child count data (618). All of this data was shared and reviewed by the State, FSSAC and the seven regional Part C agencies and it was agreed that the middle of November would be the most appropriate time to do the child count (618), so for FFY 08 child count data (618) was collected on November 13^h.
- These stakeholders also reviewed improvement activities and updated future improvement activities to increase the infant and toddler population percent.

Along with the above activities, the State, FSSAC and seven regional Part C agencies determined from the information and data that had been reviewed that the State needed to re-establish the targets for the next two years. [See Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (2007-2008).]

Additional Child Count Data and Comparisons:

Comparison of 0-3 Population and Child Count Data from 1995-2007 Using U.S. Census Bureau Revised 0-3 Population Estimates

Child Count Year	Montana 0-3 Population Revised Estimates	Population Difference from Previous Year	Number of 0-3 Child Count in Part C	Percent of 0-3 in Part C Using Revised Estimates
1995	33,106		512	1.55
1996	32,655	451 (-)	508 (-)	1.56
1997	32,233	422 (-)	531	1.65
1998	32,174	59 (-)	580	1.8
1999	32,243	69 (+)	628	1.95
2000	32,512	269 (+)	574 (-)	1.77 (-)
2001	31,551	961 (-)	600	1.9
2002	32,093	542 (+)	574 (-)	1.79 (-)
2003	32,268	175 (+)	628	1.95
2004	32,555	287 (+)	677	2.08
2005	32,706	151 (+)	724	2.21
2006	35,033	2,327 (+)	679 (-)	1.94 (-)
2007	36,003	970 (+)	633 (-)	1.76 (-)

OSEP data taken from U.S. Department of Education’s website. All 0-3 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 - 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 infants and toddlers in Part C from year to year, in five comparisons, the number of infants and toddlers in Part C decreased from the previous year.
- In comparing the 0 - 3 **child count data** for percent of infants and toddlers in Part C from year to year, in four comparisons, the percent of infants and toddlers in Part C decreased from the previous year.

Comparison of 0-3 Population and Child Count Data from 2004-2007 Using U.S> Census Bureau Revised 0-3 Population Estimates

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 Per Cent of 0-3 in Part C	Per Cent 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%
2004	32,555	34,073	677	2.08%	1.99%
2005	32,706	34,685	724	2.21%	2.09%
2006	35,033	35,036	679	1.94% (-)	1.93%
2007	36,003	36,003	633	1.76% (-)	1.76%

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 little change in the 0-3 population from year to year, since OSEP started to calculate the 0-3 percent in Part C.
- 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 0-3 population growth and then a major increase from 2005-2006. 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, Percent of 0-3 in Part C Revised to Reflect Revised 0-3Population, compared to the fourth column, APR Reported Percent of 0-3 population served in Part C on the child count date for each year. Further, the percents noted in the fifth column are a more accurate calculation of the percent of the 0-3 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 use to set targets in the approved SPP.

Additional Child Find Data:

Collaborative Child Find Events Conducted

Agency	# of activities for 2006-2007	# of activities for 2007-2008	Comparison of the years
School	160	184	(+) 24
Head/Early Start	29	70	(+) 41
Public Health	42	23	(-) 19
EPST	0	2	(+) 2
Other	51	80	(+) 9

The Total # of Referrals Received by Regional Part C Agencies from Primary Referral Sources:

Agency	# of referrals for 2006-2007	# of referrals for 2007-2008	Comparison of the years
Hospitals	122	154	(+)32
Physicians	227	268	(+)41
Parents	218	265	(+)47
Daycare	18	150	(+)32
Schools	37	55	(+)18
Public Health	62	80	(+)18
Child Protective	205	165	(-)40
Other Social Services	86	67	(-)19
Other Healthcare Provider	50	60	(-)10
Other	110	129	(+)19

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Annually review child find data by state and regional Part C agency to determine steps needed to improve child find efforts.	July 1, 2007- June 30,2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: Child count (618) data was reported to the FSSAC and seven regional Part C agencies during quarterly meetings. Montana also included reviewing the targets and improvement activities in our Montana Improvement Plan-2008 and how to look at data to set new targets for the next two years. Each of the seven regional Part C agencies received an Annual Performance Report and Determination Letters concerning each of the 14 Indicators that Montana needed to report. Determination Letters were also disseminated to each of the seven regional Part C agencies. Montana's Letters of Determination for each agency was based on all the compliance and performance indicators. Since Indicator 5 is a performance indicator, their letters reflect whether the regional Part C agency met the target for percent of infants served for the year. Those agencies that did not meet the percent of infants who should receive Part C services based on the child count data (618) for counties in their region, were asked to review their Child Find Activities, review their eligibility determination practices for Part C services, and make improvements where needed. The agencies that were identified made some improvements in percent of infants and toddlers served and child find activities.</p>		
2. Annually review, revise (when needed), develop and disseminate child find materials and activities.	July 1, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: Materials and activities have been reviewed and revised by the agencies that needed to improve in the number of infants and toddlers served based on their determination letters. Further, all regional Part C agencies continued to make improvements in their public awareness and child find activities.</p>		
3. 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.	July 1, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: The GSEG director bi-monthly provided the FSSAC and seven regional Part C agencies with resources developed by TRACE and other technical assistance providers with evidence-based practices designed to improve public awareness and child find activities.</p>		
4. 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, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: Please see tables located in Indicator 6 named: "Collaborative Child Find Events Conducted" and "The Total # of Referrals Received by Regional Part C Agencies from Primary Referral Sources." Maintaining and creating new linkages was addressed at the FSSAC and regional Part C service provider meetings.</p>		

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5. 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, 2007- June 30, 2008	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
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Status: The Part C Coordinator continues to participate in the Governor’s Readiness Taskforce, working with the Coordinator of the Universal Newborn Hearing, and Early Childhood Partnership for Professional Development. The Part C Coordinator and the FSSAC worked with a Medicare coordinator implementing a program with Pediatricians to conduct child development checks/screens during well-child checks for young children. The child find development activities at the State level were hampered by the number of personnel vacancies in health and human service divisions of the Department of Public Health and Human Services.

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 (2007-2008)

Montana is revising the SPP targets for percent of infants and toddlers served for FFY 2009 and 2010. The key justification is that Montana used a limited set of data for setting the original SPP targets that only covered several years and provided an inaccurate reflection of percent of infants and toddlers served over a longer period of time. In reviewing the data described above and gaining a better understanding of the dynamic nature of population change, it became clear that Montana’s SPP targets for percent of infants and toddlers served were very ambitious and did not reflect more realistic targets for performance improvements. Historically, the increments of improvement in percent of infants and toddlers served when there was an increase were never as great as the increments for improvement used in the original SPP targets for Indicator 6.

The State, FSSAC and regional Part C agencies reviewed all of the above data, narrow definition states’ SPP targets, narrow definition states’ actual data, Montana’s average infant and toddler percentage served since 1995 and Montana’s improvement increment for each year that Montana served a higher percent of infants and toddlers then the previous year. Several options for setting new targets were considered. After thoughtful review of the options, the decision was to base the revised percent of infants and toddlers served on the combination of Montana’s average percent infants and toddlers served since 1995 and the average improvement increment for each year the percent infants served increased from the previous year. **The new target for FFY 2009 is 2.04% and for FFY 2010, 2.14%.** The stakeholders believe that the new targets better reflect the actual data of percent of infants and toddlers served in Montana yet apply realistic improvement targets. The new targets are higher then the average of the actual target data (2.02%) for states with narrow eligibility definitions. Revised SPP documents will be submitted to OSEP for Indicator 6; Montana’s SPP will be revised and disseminated to the public.

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

Overview of the Annual Performance Report Development:

Monitoring Priority: Early Intervention Services in Natural Environments

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)(A) 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 2007	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 *(2007-2008):*

100%= (35/35 X 100)

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(2007-2008):*

Explanation of Progress or Slippage:

100% was the target set for the FFY 07 (2007-2008). The actual target data for FFY 2007 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 entire 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 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 2007-2008, 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, 2005-2006, and 2006-2007 demonstrated 100% compliance for the 5 questions that are used for monitoring timelines (Please see SPP for details)

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

- 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 protocol that was described in the SPP. Each of the seven regional Part C agencies (covering the entire state) were required to do a random sample of five files using the “Research Randomizer Program” from all the Part C eligible children with an IFSP. The files were reviewed for each child/family selected to determine if serves were provided according to the definition of timely services, and recorded: (1) if the Part C service(s) were provided in a timely manner, and if not, (2) the number of days over the timely definition for each child if services scheduled were not provided within 30 days after the IFSP was signed (3) the reason the services were not provided (e.g. child was sick, winter weather prevented travel, service provider canceled, and exceptional family circumstances listed in Part C Indicator Measurement Table – (Expiration date:12/31/09). The definition and procedures/instructions were developed by the Part C Coordinator and Part C Work Group (with representatives from each of the regional Part C agencies) to ensure uniform implementation of the data collection protocol. Each of the seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data for compliance, clarified the data if there were any questions with the regional Part C agency) and compiled the data for APR. The regional 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 the data.

Montana’s Part C Coordinator presented at the Data Manager Meeting in Alexandria, VA on the reliability and validity of its data to ensure that children and families have a completed evaluation(s) and assessment(s) and an initial IFSP meeting conducted within Part C’s 45-day timeline.

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2007- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
Status: QIS’s at a quarterly meeting discuss and review the process of using the monitoring tool to		

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ensure that Part C statues, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.		
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, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
Status: Each of the regional Part C agencies were monitored and provided feedback on their review. It was presented in a spread sheet and report to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the agency that was monitored. At this time the state has not had to provide any additional training due to noncompliance.		
3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 7.	July 1, 2007- June 30, 2008	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
Status: This has been demonstrated through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year. Each FSS provides a training log of what trainings they have completed and then puts together a portfolio. Each of the individuals that went through were found to understand Part C requirements. It was demonstrated by reviewing the IFSPs.		
4. Provide in-service training and resources concerning research-based practices for evaluation and assessment of infants and toddlers.	July 1, 2007- June 30, 2008	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
Status: At this time we did not do this activity for 2007-2008, but are in the process of conducting a survey to evaluate what regional Part C agencies and FSS feel they need training in and then priorities by the responses.		
5. Biannually assess personnel development needs concerning early intervention practices associated with Indicator 7.	July 1, 2007- June 30, 2008	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
Status: Montana did not survey the seven regional Part C agencies or the FSS to see what trainings they would like to receive. We will do this in the upcoming year.		

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 (2007-2008))

NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 2007	<p>100% of all children exiting Part C will receive timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including.</p> <ul style="list-style-type: none"> A. 100% IFSPs with transition steps and services B. 100% Notification to LEA, if child potentially eligible for Part B; and C. 100% Transition conference occurred, if child potentially eligible for Part B.

Actual Target Data for (2007-2008):

- A. 100%= (35/35 X 100) of children exiting Part C had an IFSP with transition steps and services.

- B. 100% = (35/35 X 100) of children exiting Part C and potentially eligible for Part B had notification sent to the LEA.
- C. 100% = (31/31 X 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 (2007-2008):

Explanation of Progress or Slippage:

As part of DDP’s monitoring of Part C services, each of the regional Part C agencies, covering the entire state, randomly selected five files using the Research Randomizer Program of all eligible children (with IFSPs) who turned 36 months during FFY 2007. The files were reviewed for each child/family selected to determine: (1) if transition steps and services were on the IFSP, (2) if notification to LEA occurred if the child was potentially eligible for Part B, and (3) if a transition conference was held 90 days prior to 3rd birthday, if the child was potentially eligible for Part B. If any of the above steps did not occur, an explanation was provided. The seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data, clarified information that was not clear, and compiled the data for the APR. Each of the 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 on-site monitoring visit.

100% for A, B, and C, was the target set for the FFY 2007. The actual target data for FFY 2007 was based on Provider Survey and Reporting and exceptional family circumstances:

- A. 100% = (35/35 X 100) of children exiting Part C had an IFSP with transition steps and services on the IFSPs. All thirty-five files reviewed had documentation that there were transition steps and services on the IFSPs.
- B. 100% = (35/35 X 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% = (31/31 X 100) of children exiting Part C and potentially eligible for Part B had the transition conference occur.

*Although thirty-five files were reviewed for 8C four of the files had a family circumstance outside of the regional Part C agency’s control.

- One file documented that medical reasons for a child prevented the meeting from happening within the 90 days.
- One file documented that parent requested that it be held later due to a death in the family and wanted to wait until after they got their ABA program set up with Redwood Learning Center.
- One file documented that the family chose to have transition conferences with other agencies and chose those services instead of Part B services.
- One file documented that the child had been in five different foster homes by age three. The child was moved during the 90 days prior to third birthday.

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 2007-2008 (Total of 35 randomly selected 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 DDP 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 five fiscal years 2002 through 2007 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. This data is for all children 0-3 who exited part C and compares reasons for children exiting the program compared to those children determined eligible or eligibility not determined. The table also compares Child Count Data for 2006-2007 is compared to the same data from previous child counts.

This data is included in the table below:

Infants and Toddlers Exiting Part C Services by Category for FFY 2002-2007

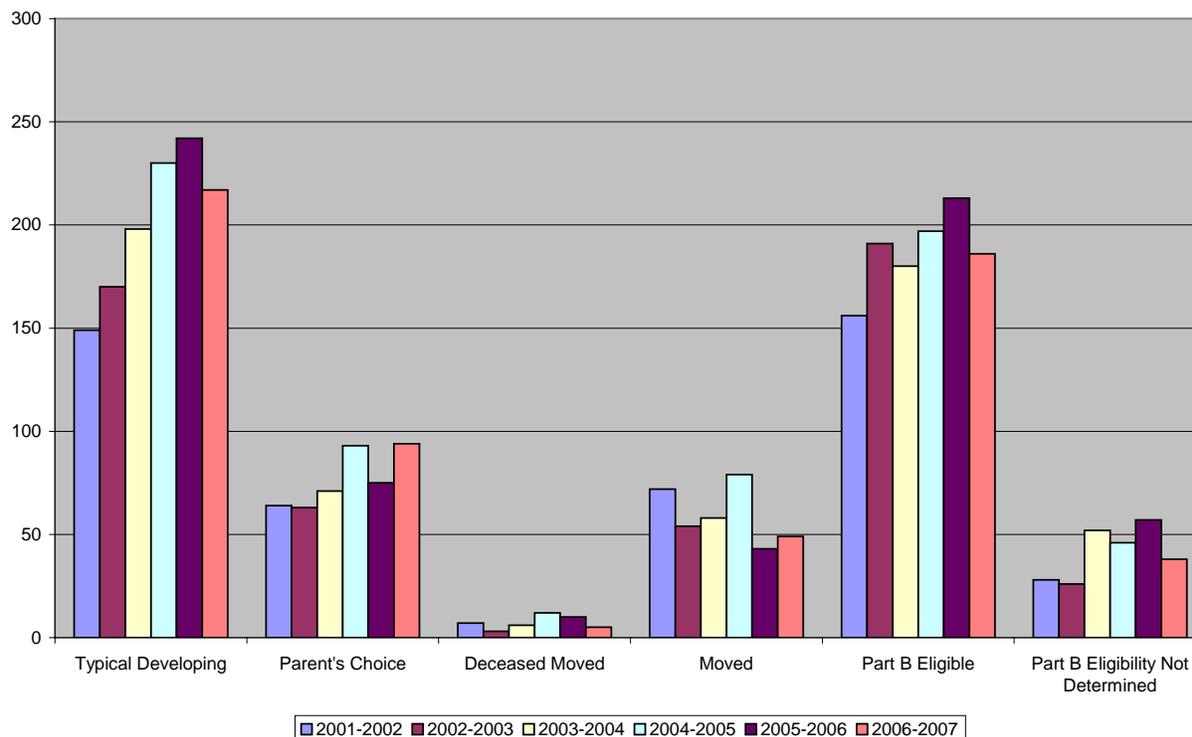


Table on the Number and Percentages of Infants and Toddlers Exiting Part C Services by Category for FFY 2002-2007

Year	Typical Developing	Parent's Choice	Deceased	Moved	Part B Eligible	*Part B Eligibility Not Determined
2001-2002	149 (29%)	64 (12%)	7 (1%)	72(14%)	156 (30%)	28 (5%)
2002-2003	170 (30%)	63 (11%)	3 (1%)	54 (9%)	191 (33%)	26 (5%)
2003-2004	198 (31%)	71 (11%)	6 (1%)	58 (9%)	180 (28%)	52 (8%)
2004-2005	230 (32%)	93 (13%)	12 (2%)	79(11%)	197 (27%)	46 (6%)
2005-2006	242 (32%)	75 (10%)	10 (1%)	43 (6%)	213 (28%)	57 (8%)
2006-2007	217 (29%)	94 (12%)	5 (1%)	49 (6%)	186 (25%)	38 (5%)

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

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	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, 2007- June 30,2008	Part C Coordinator and Part B 619 Coordinator.

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<p>Status: 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	July 1, 2007- June 30, 2008	Part C Coordinator, Part B 619 Coordinator, and FSSAC.
<p>Status: At the FSSAC and regional Part C agencies quarterly meetings the two groups were informed of updates that were needed for transition to ensure compliance to the IDEA 2004. The transition policies and procedures are in place, but are still in draft form.</p>		
3. Review and revise transition resource materials for FSSs.	July 1, 2007- June 30, 2008	Part C Coordinator, Part B 619 Coordinator, regional Part C agency staff, and FSSAC
<p>Status: 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 First Steps document.	July 1, 2007- June 30, 2008	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: The FSSAC and the seven regional Part C agencies updated the “First Step” manual that is in draft form. It will be 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 as soon as the rules and regulations are released for Part C.</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, 2007- June 30, 2008	Part C coordinator and Part B 619 Coordinator.
<p>Status: This year both the 619 and Part C Coordinator provided TA to both preschool staff and FSSs on how to have a seem-less transition for children and families. Staffs from both the school and regional Part C agencies were able to come up with effective methods to strengthen the process of transition to ensure that it is smooth for everyone involved.</p>		
6. Review and revise FSS competencies concerning transition to reflect IDEA 2004 and latest research based transition practices.	July 1, 2007- June 30, 2008	Part C Coordinator, regional Part C agency staff, and FSSAC.
<p>Status: Montana has already reviewed the competencies and received input from the seven regional Part C agencies on what needs to be added to this indicator. It is in draft form at this time awaiting the rules and regulations.</p>		
7. General Enhancement Supervision Grant will assist Montana in identifying any additional transitional data that may improve documentation of	July 1, 2007- June 30, 2008	Part C Coordinator, regional Part C agency Managers and supervisors, and Part C technical assistance and trainers.

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Montana _____
State

transition of services and outcomes		
Status: 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.		
8. 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.	July 1, 2007- June 30, 2008	Part C Coordinator and DDP monitoring staff.
Status: QIS’s at a quarterly meeting discuss and review the process of using the monitoring tool to ensure that Part C statues, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.		
10. Based on annual transition data collected, provide training and technical assistance in are as that indicate possible transition problems.	July 1, 2007- June 30, 2008	Part C Coordinator, Part B 619 Coordinator, and regional Part C agencies.
Status: 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 (2007-2008)) NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 2007	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: A. Noncompliance related to monitoring priority areas and indicators; B. Noncompliance related to areas not included in the above monitoring priority areas and indicators; and C. Noncompliance identified through other mechanisms (complaints, due process hearings, mediations, etc.).

Actual Target Data for *(2007-2008)*:

Noncompliance was not found through Montana’s general supervision, data collection or complaint systems for A., B., or C., thus corrections were not required, For the FFY 2007 (2007 – 2008):

- A. Montana did not find any noncompliance related to the monitoring priority areas and indicators. (A, in Measurable and Rigorous Target)
- 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, medications, etc.). (C, Measureable and Rigorous Target)

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2007-2008):**Explanation of Progress or Slippage:**

100% was the target set for the FFY 2007. The actual target data for FFY 2007 was 100%.

A. Noncompliance related to monitoring priority areas and indicators.

Montana's general supervision and data collection systems for the SPP/APR indicators are described in the SPP and APR for each indicator. Through implementing general supervision and data collection systems for the FFY 2007 APR, noncompliance was not found. (See each indicator in this APR for the specific general supervision and data collection processes.)

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

Montana's general supervision and data collection systems also address other areas concerning the supervision, monitoring, implementation and evaluation of Part C services. Again, general supervision and data collection in areas not directly associated with the SPP/APR indicators are described in the SPP and Montana's Developmental Disabilities Program Part C General Supervision and Data Manual. Montana's Comprehensive Evaluation Process for Family Education and Support Service Tool covers nearly 80 items of program compliance, implementation and administration. Quality Improvement Specialist (QIS) are assigned to each regional Part C agency and completes an annual on-site program monitoring which also includes interviews with agency personnel and families receiving Part C services. In addition, Montana's requires all Family Support Specialist (FSS) to attain full certification. This includes the development of a portfolio of documents (e.g., child assessments, family information gathering, IFSPs, individualized child development programs, home visit reports) that reflect the FSS's knowledge, ability and skills in providing early intervention services according to IDEA 2004 and evidence-based practices. Each portfolio is reviewed by a panel that include Part C staff, early intervention providers (certified FSS and agency administrators), parents of a child who has received Part C services and higher education representative with early intervention expertise. The panel also interviews each FSS seeking certification. These above methods are used to find noncompliance in other areas outside of the SPP/APR indicators. During the FFY 2007, noncompliance through these and other activities was not found.

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

The data below is based on Montana's Comprehensive Evaluation Process for Family Education and Support Tool (specific to procedural safeguards/complaint procedures. For the FY 2007-2008, seven out of the seven regional Part C agencies (covering the entire state) were found to be in compliance with this indicator. (35 files reviewed, five for each agency)

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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 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

APR Template – Part C (4)

Montana _____
State

language or typical means of communication, and in language that is jargon-free.
(Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, 2005-2006, and 2006-2007 were 100%)

Informal Complaints:

Each of the seven regional Part C agencies documented informal complaint(s) that they received for FFY 2007 (2007-2008). 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.

Informal Complaints for each Regional Part C Agency

Agencies	Number of Informal Complaints	Who Handled the Complaints	Days in which it got resolved	Reasons	How it was resolved	Documentation
Agency 1	0	NA	NA	NA	NA	NA
Agency 2	2	FSS Supervisor handled both	(1) 11 days (2) 1 day	(1) Parent called because, felt child was not receiving therapies the child needed, didn't give permission for therapists to see a video of child, hasn't received the same therapy equipment that the child's other parent had received and requested a new FSS. (2) requested a new FSS because current FSS called her too much.	(1) After investigation, it was concluded that: therapies were scheduled between the family and a separate agency and had nothing to do with the FSS assigned with the exception of being part of the Part C cost plan. A signed release between the agency and therapists did not include video and a corrective action was taken about policies of releasing information. Additional equipment which had been included in the other parents IFSP cost plan was offered through loan or through amending the cost plan. A new FSS was assigned. (2) A new FSS was assigned	(1) Yes, The procedural safeguards pamphlet and grievance policy sent to the family via a formal letter upon receipt of the complaint. (2) Yes, Procedural safeguards pamphlet given and signed off by family.
Agency 3	3	Middle Manager	(1) 31 days (2) 58 days (3) 16 days	(1) Parent wanted a new FSS. Parent didn't feel that the FSS was connected to child. (2) Parent wasn't happy with assigned FSS. (3) Parent requested a change of FSS.	(1) Assigned a new FSS and a follow-up call to parent revealed that they were happy with the change. (2) Assigned a new FSS and a follow-up call revealed that the parent was satisfied with the	Yes, all three informal complaints where provided with documentation that the family was informed about mediation and due process and could be found in the children files.

APR Template – Part C (4)

Montana _____
State

					change. (3) Assigned a new FSS and a follow-up revealed that the parent was satisfied with the change.	
Agency 4	NA	NA	NA	NA	NA	NA
Agency 5	1	Program Director	1 day	Parent requested a change of FSS	Assigned a new FSS.	Yes, the parents were informed about mediation and due process and could be found in the child's file.
Agency 6	0	NA	NA	NA	NA	NA
Agency 7	0	NA	NA	NA	NA	NA

State formal or informal complaints:

At the State level there were no formal or informal complaints filed for FFY 2007.

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

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2007- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: QIS's at a quarterly meeting discuss and review the process of using the monitoring tool to ensure that Part C statues, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.</p>		
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, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: Each of the regional Part C agencies were monitored and provided feedback on their review. It was presented in a spreadsheet and report to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and to the regional Part C agency that was monitored. Each regional Part C 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>		

APR Template – Part C (4)

Montana _____
State

3. To update the information that is located in our handbook called First Steps , which is provided by Parents Let's Unite for Kids	July 1, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
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Status: The FSSAC and the seven regional Part C agencies updated the "First Step" manual that is in draft form. It will be 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 as soon as the rules and regs are released for Part C.

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 (2007-2008))

NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 2007	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 *(2007-2008):*

For the FFY 2007 reporting period, Montana did not have any written complaints.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(2007-2008):*

Explanation of Progress or Slippage:

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

Informal Complaints:

Each of the seven regional Part C agencies documented informal complaint(s) that they received for FFY 2007 (2007-2008). 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.

Informal Complaints for each Regional Part C Agency

Agencies	Number of Informal Complaints	Who Handled the Complaints	Days in which it got resolved	Reasons	How it was resolved	Documentation
Agency 1	0	NA	NA	NA	NA	NA
Agency 2	2	FSS Supervisor handled both	(1) 11 days (2) 1 day	(1) Parent called because, felt child was not receiving therapies the child needed, didn't give permission for	(1) After investigation, it was concluded that: therapies were scheduled between the family and a	(1) Yes, The procedural safeguards pamphlet and grievance policy sent to the family via a formal letter upon

APR Template – Part C (4)

Montana _____
State

				<p>therapists to see a video of child, hasn't received the same therapy equipment that the child's other parent had received and requested a new FSS.</p> <p>(2) requested a new FSS because current FSS called her too much.</p>	<p>separate agency and had nothing to do with the FSS assigned with the exception of being part of the Part C cost plan. A signed release between the agency and therapists did not include video and a corrective action was taken about policies of releasing information. Additional equipment which had been included in the other parents IFSP cost plan was offered through loan or through amending the cost plan. A new FSS was assigned.</p> <p>(2) A new FSS was assigned</p>	<p>receipt of the compliant.</p> <p>(2) Yes, Procedural safeguards pamphlet given and signed off by family.</p>
Agency 3	3	Middle Manager	<p>(1) 31 days (2) 58 days (3) 16 days</p>	<p>(1) Parent wanted a new FSS. Parent didn't feel that the FSS was connected to child.</p> <p>(2) Parent wasn't happy with assigned FSS.</p> <p>(3) Parent requested a change of FSS.</p>	<p>(1) Assigned a new FSS and a follow-up call to parent revealed that they were happy with the change.</p> <p>(2) Assigned a new FSS and a follow-up call revealed that the parent was satisfied with the change.</p> <p>(3) Assigned a new FSS and a follow-up revealed that the parent was satisfied with the change.</p>	<p>Yes, all three informal complaints where provided with documentation that the family was informed about mediation and due process and could be found in the children files.</p>
Agency 4	NA	NA	NA	NA	NA	NA
Agency 5	1	Program Director	1 day	Parent requested a change of FSS	Assigned a new FSS.	Yes, the parents were informed about mediation and due process and could be found in the child's file.
Agency 6	0	NA	NA	NA	NA	NA
Agency 7	0	NA	NA	NA	NA	NA

State formal or informal complaints:

At the State level there were no informal complaints filed for FFY 2007 (2007-2008).

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 2007 (2007-2008) (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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 were 100%)

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2007- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: QIS’s at a quarterly meeting discuss and review the process of using the monitoring tool to ensure that Part C statues, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.</p>		
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, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: Each of the regional Part C agencies were monitored and provided feedback on their review. It was presented in a spreadsheet and report to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and to the regional Part C agency that was monitored. Each regional Part C 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. Note that activities for 10, 11, and 13 are also related to indicator 9.</p>		

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3. To update the information that is located in our handbook called First Steps , which is provided by Parents Let's Unite for Kids	July 1, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
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Status: The FSSAC and the seven regional Part C agencies updated the “First Step” manual that is in draft form. It will be 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 as soon as the rules and regs are released for Part C.

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 (2007-2008)

NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 2007	100% of fully adjudicated due process hearing requests will be fully adjudicated within the applicable timeline.

Actual Target Data for *(2007-2008):*

For the FFY 2007(2007-2008) 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 *(2007-2008):*

Explanation of Progress or Slippage:

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

The Developmental Disabilities Program (DDP-Montana’s lead agency for Part C in the Department of Public Health and Human Services) had adopted complaint policies, procedures and a statewide system to ensure that the requirements for filing complaints within the timelines (60 days) meet the IDEA Part C statutes, 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 for the FFY 2007 (2007-2008) (35 randomly selected 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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 were 100%)

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- 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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 were 100%)

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2007- June 30,2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: QIS's at a quarterly meeting discuss and review the process of using the monitoring tool to ensure that Part C statues, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.</p>		
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, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p>Status: Each of the regional Part C agencies were monitored and provided feedback on their review. It was presented in a spreadsheet and report to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and to the regional Part C agency that was monitored. Each regional Part C 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. Note that activities for 10, 11, and 13 are also related to indicator 9.</p>		
3. To update the information that is located in our handbook called First Steps , which is provided by Parents' Lets Unite for Kids (PLUK).	July 1, 2007- June 30, 2008	FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<p>Status: The FSSAC and the seven regional Part C agencies updated the "First Step" manual that is in draft form. It will be 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 as soon as the rules and regs are released for Part C.</p>		

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

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Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (2007-2008)

NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 2007	Montana’s Part C program has not adopted Montana’s Part B due process system. Thus, the issues of resolution session agreements do not apply.

Actual Target Data for *(2007-2008):*

NA

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(2007-2008)*

NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

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 2007	Montana will set targets when 10 or more requests for mediations have occurred.

Actual Target Data for *(2007-2008):*

Montana did not have any request for mediation for the FFY 2007, which follows the trend from previous APRs.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(2007-2008):*

Explanation of Progress or Slippage:

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

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

The following data is from the monitoring of the seven regional Part C agencies for the FFY 2007 (2007-2008) (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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 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, 2005-2006, and 2006-2007 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

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typical means of communication, and in language that is jargon-free. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, 2005-2006, and 2006-2007 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 (2007-2008))

NA

Part C State Annual Performance Report (APR) for 2007 *(July 1, 2007- June 30, 2008)*

Overview of the Annual Performance Report Development:

Monitoring Priority: Early Intervention Services in Natural Environments

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 2007	100% compliance for reporting on time and accurately.

Actual Target Data for *(2007-2008):*

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

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(2007-2008):*

Explanation of Progress or Slippage:

- Montana has submitted all required reports on time and accurately:
- 618 Data-submitted February 1st and November 1st of 2008.
- Data notes were completed and submitted to WESTAT
- SPP-submitted December 1, 2005
- Last APR (FFY 2006-2007) - submitted February 1, 2008
- 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:

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- 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. In addition DDP develops an annual APR data calendar that notes what APR/618 data is due from regional Part C agencies, when data collection and submission instructions should be sent to regional Part C agencies, when DDP needs to submit reports and application (including APRs and letters of determination for the regional Part C agencies), and reporting appropriate reports to the public. Also note the quality control, general supervision and monitoring components and data collection and review protocols discussed for each of the APR indicators and SPP.

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

Improvement Activities from the SPP for FFY 2007 (2007-2008):

Activities from SPP FFY 2007	Timelines	Resources
1. Annually review DDP data collection instructions, procedures and monitoring activities for 618, SPP, and APR reports to determine steps needed to improve data collection, analyses and verification efforts.	July 1, 2007- June 30,2008	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.
Status: 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 updated the data collection instructions for FFY2007-2008.		
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, 2007- June 30, 2008	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.
Status: 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 updates and reporting requirements and supervisors for collection of APR data.		
3. Annually participate in OSEP's training and technical assistance activities concerning the 618, SPP and APR reports, and makes any	July 1, 2007—June 30, 2008	Part C Coordinator, regional Part C agency managers and staff, and DDP staff

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necessary changes to DDP's policies procedures for data collection and monitoring. Incorporate changes in the training and technical assistance noted in Activity 2 above.		
<p>Status: The Part C Coordinator has participated in OSEP's training events, conferences and conference calls concerning 618, SPP, and APR. In addition the Part C technical assistance provider/Part C GSEG Director also participated in OSEP's conferences, conference calls, and NECTAC, FRRRC and ECO Center's technical assistance activities (e.g., communities of practice) concerning Indicator 14. Appropriate information concerning Indicator 14 was shared with DDP staff, FSSAC and regional Part C agencies.</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.	July 1, 2007-June 30, 2008	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.
<p>Status: 618, SPP, and APR was reviewed by the FSSAC, regional Part C agencies and DDP staff to determine if changes, additions or corrections were needed and modifications were made when needed.</p>		
5. Annually, the DDP accurately complete 618, SPP, and APR reports and submit according to OSEP due dates.	July 1, 2007-June 30, 2008	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.
<p>Status: DDP has accurately completed 618, SPP, and APR reports and submitted them according to OSEP's due dates. The APR and 618 data were reported to the public and are available on the FSSAC website.</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 (2007-2008))

NA

