

## Part C State Annual Performance Report (APR) for 2008 *(July 1, 2008-June 30, 2009)*

### Overview of the Annual Performance Report Development:

#### Part C State Annual Performance Report (APR) for 2008 *(July 1, 2008- June 30, 2009)*

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

#### Who the Broad Stakeholders are:

- Family Support Service Advisory Council (FSSAC): This is Montana's Interagency Coordinating Council.
- Seven Regional Part C agencies: These seven agencies are the only ones who contract with the State to provide Part C services across Montana.
- Parent's Lets Unit for Kids (PLUK): It is the training and resource network on disabilities for parents and professionals in Montana.

**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 for the submission of the February 1, 2010 Annual Performance Report for the federal fiscal year (FFY) reporting period of 2008 *(July 1, 2008 to June 30, 2009)*.

- The Part C Coordinator and Part C technical assistant provider from the University of Montana-Rural Institute participated in all of OSEP's technical assistance conference calls and meetings, and reviewed all SPP/APR materials to ensure Montana's SPP/APR would be in compliance with OSEP requirements, including the involvement by multiple means for stakeholders to provide input and participate in the development of the APR and revisions to the SPP.
- DDP staff were informed and updated on the SPP/APR requirements, including stakeholder input, during an all staff meeting held October 5, 2009.
- The Family Support Service Advisory Council (FSSAC-Montana's ICC) and seven regional Part C agency's staff participated in the initial development of the APR in the following ways: (1) were informed about the APR requirements and changes, and (2) reviewed and provided feedback on data collected for Child Count (618), Annual Performance Report, and the State Performance Plan.
- The Part C Coordinator and Part C technical assistant provider reviewed the APR data, obtained clarifications concerning the data when needed, and developed the APR draft.
- Stakeholder meeting was held on November 12, 2009 to reviewed and provided feedback on the APR draft.
- The FSSAC chairperson provided additional assistance in reviewing and editing to ensure that the information was clear and accurate for the submission of the APR due February 1, 2010.
- The Family Support Service Advisory Council (FSSAC-Montana's ICC) and seven regional Part C agencies' staff and other key stakeholders had an opportunity to provide feedback and further input on the last draft of the SPP/APR in January 26, 2010, prior to submission.

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

#### State APR:

- Announcement of the availability of the Part C APR for the federal fiscal year (FFY) 2008 (submitted on February 1, 2010) and how to access 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 APR and how to obtain access a copy.

- PLUK will disseminate how to access a copy of the APR through their weekly electronic newsletter disseminated to parents of children with disabilities and professionals in early intervention and special education, which is also available in print.
- Montana State Library will have copies available to send out to other state libraries throughout Montana. On their website they will have a link, so that it can be accessed through the web. They will also include it in their electronic database catalog.

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

- Announcement of the availability of each of the seven regional Part C agency's APR for the federal fiscal year reporting period of 2008 and how to access a copy will be published in Montana's major newspapers.
- Each of the seven regional Part C agency's APR for the federal fiscal year reporting period of 2008 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 APRs for FFY 2008 will be available to the following groups: members of the FSSAC, Special Education Advisory Panel, Montana Council on Developmental Disabilities, Boards of Directors for the regional Part C agencies, and CSPD.
- Other advisory councils and planning groups associated with young children and people with disabilities will be made aware of the regional Part C agencies APRs for FFY 2008 and how to access a copy.
- PLUK will disseminate how to access a copy of each of the seven regional Part C agencies' APRs through their weekly electronic newsletter disseminated to parents of children with disabilities and professionals in early intervention and special education, which is also available in print.
- 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 regional Part C agencies APRs can be accessed through the web. They will also include it in their electronic database catalog.

## Part C State Annual Performance Report (APR) for FFY2008

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

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

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

#### Measurement:

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

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

FFY	Measurable and Rigorous Target
FFY 2008	100% of infants and toddlers with IFSPs will receive the early intervention services on their IFSPs in a timely manner

#### Actual Target Data for (2008-2009):

- 100%= 70/70 X 100
- Montana met the target for this indicator.

#### Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):

#### Explanation of Progress or Slippage:

##### Definition of Timely Services:

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

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

##### Collection of Data:

This data is based on two forms of data collection with each of the seven regional Part C agencies (covering the entire state). The two different data collection methods and schedules cover the delivery of services throughout the FFY 2008. Further, the data collection includes both children with their initial IFSP as well as children with subsequent IFSPs. (1) A survey method, following specific State Part C agency protocol, was used to collect data from each of the seven regional Part C agencies (covering the entire state). The data was collected in September and October of 2009 from children’s files for the time period of July 1, 2008 through June 30, 2009. 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 for each of the five files. The data was submitted to the Part C Coordinator who reviewed the data to ensure compliance to Montana's definition of timely provision of services (total of 35 individual files reviewed, five from each regional Part C agency). (2) 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 2008. The data was collected throughout each DDP regional office and QIS individually schedule on-site monitoring with the regional Part C agency(s) in their regions. 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 and received services in FFY 2008. The files were reviewed for each child/family selected to determine if services were provided according to the definition of timely services, and recorded: (1) if the Part C service(s) were provided in a timely manner, and if not, (2) the number of days over the timely definition for each child if services scheduled were not provided within 30 days after the IFSP was signed (3) the reason the services were not provided (e.g. child was sick, winter weather prevented travel, service provider canceled), and exceptional family circumstances listed in Part C Indicator Measurement Table (Expiration date:11/30/12).

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

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

As part of Montana's general supervision and monitoring process, a State employee known as a Quality Improvement Specialist (QIS) is assigned to each of the seven regional Part C agencies (covering the entire state). The data was collected throughout the FFY 2008 because each DDP regional office and QIS individually schedule on-site monitoring with the regional Part C agency(s) in their regions. 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 2008 (2008-2009). Seven out of the seven regional Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each regional Part C agency).

- Thirty-five out of thirty-five (100%) files reviewed indicated that services were provided without delay and according to Part C requirements for children/family.
- Thirty-five out of thirty-five (100%) files reviewed showed that each agency provided coordination services for each eligible child and family review.
- Thirty-five out of thirty-five (100%) files documented that resources and support services identified on the IFSP were provided to each eligible child and family.

- Thirty-five out of thirty-five (100%) files reviewed that IFSPs were in place within 45-days of the referral date.
- Thirty-five out of thirty-five (100%) files reviewed documented contacts with families for the purpose of providing support coordination, direct services, or supervision of and consultation with subcontracted personnel.

**Data from previous Monitoring:**

The data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool for the last five fiscal years (FY 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008), demonstrated 100% compliance for the 5 questions that were used for monitoring timelines (Please see SPP for details).

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

Activities from SPP FFY 2008	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2008- June 30,2009	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Part C Coordinator at a QIS’s quarterly meeting reviewed and discussed the process of using the monitoring tool to ensure that the seven regional Part C agencies uniformly implement the Part C statutes, rules, and regulations. Revised the tool for the next annual monitor of the seven regional Part C agencies to answer the statements on the “tool” with a “yes” or “no” to the Part C statutes, rules, and regulations.</p>		
2. DDP will monitor the seven regional Part C agencies for compliance with this indicator. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with Part C agency to determine the nature of noncompliance, develop, implement and monitor an improvement Plan or Corrective Action.	July 1, 2008- June 30, 2009	FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2008, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. The State did not do training related to this indicator.</p>		

**Revisions,**

<p>3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 1.</p>	<p>July 1, 2008—June 30, 2009</p>	<p>Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 1. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand the definition of timely service, as demonstrated by review of IFSPs and the dates documented in the children’s files that indicated scheduled services were provided on time.</p>		
<p>4. Provide in-service training and resources concerning research-based practices for evaluation and assessment of infants and toddlers.</p>	<p>July 1, 2008-June 30, 2009</p>	<p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> For FFY 2008, each agency provided in-service training to further their FSSs’ knowledge and skills concerning evaluation and assessment. Some of the trainings included administration and scoring of the revised Batelle, Developmental Profile III, the Assessment, Evaluation, and programming System for Infants and Children, the Adaptive Behavior Assessment System, Gilliam Autism Rating Scale, Child Behavior Assessment and the Batelle Development Inventory. Trainings with agency staff also included when to use various assessments and why one would select certain tools over others.</p>		

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

**with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (2008-2009)**

**Additional Improvement Activity:** At a quarterly meeting with stakeholders (FSSAC and seven regional Part C agencies) it was decided that Montana needed to develop a uniformed IFSP to be used statewide. The Part C workgroup, which included the Part C Coordinator, Technical Assistant from the University of Montana-Rural Institute were charged with developing a statewide IFSP.

## Part C State Annual Performance Report (APR) for FFY2008

### 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 community-based settings.

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

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

FFY	Measurable and Rigorous Target
FFY 2008	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 (2008-2009):

- 98.90% = (723/731 X 100)
- Montana met the target for this indicator.

**Table 2.1 Below are the 618 setting tables submitted for children with IFSPs on November 15, 2008:**

PRIMARY SETTING OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2		
Collected on November 15, 2008 and submitted February 1, 2009		
SETTING	NUMBER OF INFANTS AND TODDLERS FOR EACH SETTING	PERCENT BY SETTING
TOTAL (ROWS 1-3)	731	
1. HOME	671	91.79%= (671/731*100)
2. COMMUNITY-BASED SETTINGS	52	7.11%= (52/731*100)
3. OTHER SETTING	8	1.09%= (8/731*100)
*Data collected on Table 2 of Information Collection 1820-0557 (Report of Program Settings Where Early Intervention Services are Provided to Children with Disabilities and Their Families in Accordance with Part C)		

**Table 2.2**

PRIMARY SETTINGS BY AGE			
AGE	TOTAL NUMBER SEVED BY AGE	NUMBER SERVED IN HOME AND COMMUNITY-BASED SETTINGS	PERCENTAGE
BIRTH TO ONE	136	127+8= 135	99.26%= (135/136*100)
ONE TO TWO	215	200+15= 215	100%= (215/215*100)
TWO TO THREE	380	344+29= 373	98.15%= (373/380*100)

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

**Explanation of Progress or Slippage:**

The target set for the FFY 2008 (2008-2009) was 94%. The actual target data was 98.9% of infants and toddlers received services in the home or programs for typically developing children. Montana's Part C and child and family services provided through the DDP have since their inception in the 1970's been based on a home-based model of service delivery instead of a center-based model. Training to the seven regional Part C agencies was provided on evidence based practices on delivering services in the natural environments. Training also occurred with the regional Part C agencies staff in regards to the definition of the settings categories and how to ensure the validity and reliability of the child count (618) data for Table 2 (Report of Program Settings where Early Intervention Services are Provided to Children with Disabilities and Their Families in Accordance with Part C).

Further, reviewing trend data from FFY 2000-2008 indicates there have been fluctuations in providing early intervention services in the home and programs for typically developing children by a 1 - 6% difference from year to year. For FFY 2007 and 2008, Montana stayed consistent in the number of infants and toddlers receiving services in the home or programs designed for typically developing children. Those children who received services in other settings were due to children receiving speech language in the office of a speech pathologist or provider agencies.

**Table 2.3 Child Count Data from 2000-2008**

	2000	2001	2002	2003	2004	2005	2006	2007	2008
<b>Total number of children in December 1<sup>st</sup> Child Count</b>	574	600	574	628	677	724	679	633	731
<b>Home</b>	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%)	671/731 (91.79%)

<b>Program designed for typically developing children</b>	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%)	52/731 (7.11%)
<b>Total Home and Program for typically developing children</b>	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%)	723/731 (98.90%)
<b>Other settings</b>	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%)	8/731 (1.09%)

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

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

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

<b>Activities from SPP FFY 2008</b>	<b>Timelines</b>	<b>Resources</b>
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, 2008- June 30,2009	Seven regional Part C agencies, Part C Coordinator, Quality Improvement Specialist.
<p><b>Status:</b> Child Count (618) data was reviewed and discussed at both the FSSAC and regional Part C agencies meetings. Training was provided on DAC’s instructions and definitions on settings. The FSS Comprehensive Certification process that took place twice during the year (November &amp; June) demonstrated through portfolios and interview that they know where and how to provide services in natural environments. The IFSP reviewed demonstrated that they provided services where typically developing children received services or in the child’s home. The Quality Improvement Specialist (QIS)</p>		

<p>were provided Part C's current definition of natural environments.</p>		
<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.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>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>
<p><b>Status:</b> Part C Coordinator participated in 3 meetings of the Early Childhood Partnership for Professional Development and 4 meetings of the Governor's Readiness Workgroup, to discuss what communities and other professionals are doing for training, including full inclusion of young children with disabilities. Information distributed by NECTAC about inclusion (including training opportunities and resources) was disseminated to the Early Childhood Partnership for Professional Development, Governor's Readiness Workgroup, and Part C stakeholders.</p>		
<p>3. Based on Activity 3 above collaborate with the Child and Family Services Division for providing training and technical assistance for the support of early childhood childcare settings that serve all children with appropriate high quality services.</p>	<p>July 1, 2008—June 30, 2009</p>	<p>Seven regional Part C agencies, FSSAC, and Part C Coordinator.</p>
<p><b>Status:</b> : Part C Coordinator participated in 3 meetings of the Early Childhood Partnership for Professional Development and 4 meetings of the Governor's Readiness Workgroup, to discuss what communities and other professionals are doing for training. Information distributed by NECTAC about inclusion has been disseminated to the Early Childhood Partnership for Professional Development, Governor's Readiness Workgroup, and stakeholders. Family Services in Montana has supported inclusion of young children in child care settings by implementing policies that provide incentives to child care providers who serve young children with disabilities and supporting training for child care providers related to serving young children with disabilities. Each of the regional Part C agencies promotes full inclusion in child care settings in the communities they serve.</p>		
<p>4. Annually review 618 data and monitoring data for state and each regional Part C agency and provide focused training and technical assistance for regional Part C agency staff/Family Support Specialists, Quality Improvement Specialist on 618 settings definitions and data collection requirements, monitoring requirements for Indicator 2.</p>	<p>July 1, 2007-June 30, 2008</p>	<p>Seven regional Part C agencies, FSSAC, and Part C Coordinator.</p>
<p><b>Status:</b> Child Count (618) data was reviewed and discussed at both the FSSAC and regional Part C agencies meetings in FFY 2008. Training was provided on DAC's instructions and definitions on settings. The FSS Comprehensive Certification process that takes place twice a year (November 2008 &amp; June 2009) demonstrated that FSSs know where and how to provide services in natural environments. The IFSP reviewed demonstrated that they provided services where typically developing children received services or in the child's home. . The Quality Improvement Specialist (QIS) were provided Part C's current definition of natural environments.</p>		

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 (2008-2009)**

NA

## Part C State Annual Performance Report (APR) for FFY 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:

Outcomes:

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

Progress categories for A, B and C:

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

#### Summary Statements for Each of the Three Outcomes (use for FFY 2008-2009 reporting):

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

#### Measurement for Summary Statement 1:

Percent = # of infants and toddlers reported in progress category (c) plus # of infants and toddlers

reported in category (d) divided by [# of infants and toddlers reported in progress category (a) plus # of infants and toddlers reported in progress category (b) plus # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in progress category (d)] times 100.

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

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

FFY	Measurable and Rigorous Target
<i>(Insert FFY)</i>	<i>(Insert Measurable and Rigorous Target.)</i>

**Actual Target Data for** *(Insert FFY):*

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

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** *(Insert FFY)*  
*[If applicable]*

## Part C State Annual Performance Report (APR) for FFY 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 2008	<p>A. 91% will report that early intervention services has helped the family help their children develop and learn</p> <p>B. 91% will report that early intervention services has helped the family effectively communicate their children's needs.</p> <p>C. 86% will report that early intervention services has helped the family help their children develop and learn</p>

**Actual Target Data for (2008-2009):**

- 4-A. 91% (295/326\*100= 90.5 %), of respondent families reported that early intervention services have helped families know and understand their rights.
- Montana met the target for this indicator 4-A.
- 4-B. 90% (313/347\*100= 90.2%), of respondent families reported that early intervention services have helped the family effectively communicate their children's needs.
- Montana was 1% from meeting the target for this indicator 4-B.
- 4-C. 91% = (318/348\*100= 91.4%), of respondent families reported that early intervention services have helped the family help their children develop and learn.

- Montana met the target for this indicator 4-C.

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

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

**Explanation of Progress or Slippage:**

**Table 4.1 Comparison of FFY 2007 and FFY 2008 Data for Indicator 4 Family Outcomes**

Types of Data	Data for FFY 2007	Data for FFY 2008	Targets for FFY 2008
Number surveys returned	323	381	
Return Rate	45% (323/714*100)	48.5% (381/784*100)	
4 A- know rights	86%	90.5%	91%
4 B- communicate child's needs	94.2%	90.2%	91%
4 C- help child develop and learn	93.9%	91.4%	86%

- Montana FFY 2008 target for 4-A was 91%. Montana's actual data shows 91% (90.5%) of respondent families reported that early intervention services have helped the family know their rights. Montana met its target for FFY 2008. Montana had an increase of 4.5% of parents who responded that they understood their rights from FFY 2007. Montana is confident that families do know their rights because: (1) there have been no formal complaints filed, (2) through reviewing files in portfolios for the Family Support Specialist Comprehensive Certification process, families sign off that they know the procedural safeguard (rights), and (3) interviews conducted with families during the monitoring of each of the regional Part C agencies done by the QIS.
- Montana FFY 2008 target for 4-B was 91%. Montana's actual data shows 90% (90.2%) of respondent families reported that early intervention services have helped the family effectively communicate their child's needs. Montana was 1% (0.8%) from meeting the target for FFY 2008. Montana had a decrease in the number of responses that indicated that families can communicate their child's need by 4%.
- Montana FFY 2008 target for 4-C was 86%. Montana's actual data shows 91% (91.4%) of respondent families reported that early intervention services have helped the family help their children develop and learn. Montana exceeded the target by 5.4%. While the 91% is a decrease from the number of responses from the FFY 2007 by 2.5%, the target of 86% was met for FFY 2008.

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 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 for Indicator 4 Family Outcomes. Each of the seven regional Part C agencies' procedures and methods for disseminating and collecting survey information were reviewed and approved by DDP to ensure appropriate representation of families from across Montana. A total of 784 surveys were disseminated to parents participating in Part C throughout Montana by each of the seven regional Part C agencies; 381 of those surveys were returned for a 49% (381/784\*100=48.5%). The range for the percentage of surveys returned to the seven regional Part C agencies were 33% to 54%. The overall return rate of 49% is an increase of 4% from 45% FFY 2007. All of the seven regional Part C agencies exceeded the State's minimal return rate of 30%. In FFY 2007, two regional Part C agencies had a survey return rate less than 30% and their Part C letter of determination required the regional Part C agency to establish improvement activities to increase their return rate. The return rate improved for FFY 2008 and they met the 30% return rate.

Montana's Child Count Data (618) for FFY 2008 served 731 children. The two largest race/ethnicity in Montana are first (white) with a count of 544 (74%) and then (American Indian or Alaska Native) with a count of 127 (17%). Although the family surveys did not ask for race/ethnicity, it appears the return rates of those agencies that served the largest populations of American Indian or Alaska Native (typically on or near the reservation) had sufficient return rates that would indicate representation from that race/ethnicity category. In addition, parents from every region of the state participated in the survey which included rural/remote areas as well as urban areas of Montana.

As previously noted the 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. Some families indicated either through notes on the survey or survey follow-up that they may not have understood the question. These families did not think the question applied to them because the key issue of a question (e.g., rights) was not an area the family identified as a concern. The issue of modifying the family questions to reflect terms used in Montana was raised with ECO Center and Montana may look at revising the surveys in the future.

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

- How many total surveys were (1) sent out and (2) returned to each regional Part C agency (return rate).
- How many total responses each of the regional Part C agencies received for each question in response to Family Outcomes.
- All responses that were four and below (ECO Center rating scale) were considered "no" responses.
- The "no" responses were totaled for the State.
- All questions with a five or higher (ECO Center rating scale) were considered "yes" responses.
- The "yes" responses were totaled for the State.
- Any Family Outcomes question that did not have a response marked on the survey, was not included in the actual data. This accounts for the variation in the "actual" numbers used to calculate the percents for 4-A., 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) reviewed randomly selected files of children and families receiving Part C services to determine compliance with Part C requirements. In addition, the QIS interviewed a sample of families who participated in Part C services to determine the impact of their satisfaction with Part C services. During the last year, all the interviewed families receiving services from the regional Part C agencies indicated that they thought the services benefitted their child and family and were satisfied with the services they received. Annually QIS conduct general supervision monitoring of all regional Part C agencies, thus parents from all the Part C agencies and from all regions of the state participated in this process.

#### **Improvement Activities from the SPP for FFY 2008 (2008-2009):**

<b>Activities from SPP FFY 2008</b>	<b>Timelines</b>	<b>Resources</b>
1. Montana will continue to refine the tool, Montana's Comprehensive Evaluation Process for Family Education and Support Services, to	July 1, 2008- June 30,2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.

enhance the State's data collection process for this indicator <b>(biannually)</b>		
<b>Status:</b> Montana revised its tool to answer the questions in a "yes" or "no" manner; instead of basing it on a rating scale of 1-4. The QIS continue to meet with families throughout the year to ensure that families understand their rights, can help communicate their needs and wants for their child, and can help their child achieve their outcomes in services.		
2. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2008- June 30,2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Part C Coordinator at a QIS's quarterly meeting reviewed and discussed the process of using he monitoring tool to ensure that the seven regional Part C agencies uniformly implement the Part C statues, rules, and regulations. Revised the tool for the next annual monitor of the seven regional Part C agencies to answer the statements on the "tool" with a "yes" or "no" to the Part C statues, rules, and regulations.		
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, 2008- June 30, 2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2008, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. The State did not do training related to this indicator.		
4. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 4.	July 1, 2008—June 30, 2009	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 4. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand the definition of timely service, as demonstrated by review of IFSPs and the dates documented in the children's files that indicated scheduled services were provided on time.		
5. Montana's Part C workgroup will continue: a. To review data  b. Discussing issue/problem	July 1, 2008—June 30, 2009	Regional Part C agency managers and supervisors, Part C technical assistance and Part C Coordinator.

<p>solving issues related to family outcomes.</p> <p>c. Review and refine the approach to receiving a good survey response.</p>		
<p><b>Status:</b> It was discussed at a quarterly meeting with the seven regional Part C agencies on evidence based survey methods that could be used to increase survey return rates. Specific resources were disseminated to each of the seven regional Part C agencies too.</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, 2008-June 30, 2009</p>	<p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> For FFY 2008, each agency provided in-service training to further their FSSs' knowledge and skills concerning evaluation and assessment and program development. Some of the trainings included administration and scoring of the revised Batelle, Developmental Profile III, the Assessment, Evaluation, and programming System for Infants and Children, the Adaptive Behavior Assessment System, Gilliam Autism Rating Scale, Child Behavior Assessment and the Batelle Development Inventory. Trainings with agency staff also included when to use various assessments and why one would select certain tools over others. The training also connected assessment to program development.</p>		

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

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for** (2008-2009)

Montana will look at ways to determine race/ethnicity of the respondent while still ensuring the respondent is not identified.

## Part C State Annual Performance Report (APR) for FFY 2008

### Overview of the Annual Performance Report Development:

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

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

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

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

FFY	Measurable and Rigorous Target
FFY 2008	Part C in Montana will serve 1.29% of all infants in the state

#### Actual Target Data for 2008-2009:

- 1.06% (136/12,773X100)
- Montana's November 15, 2008, Child Count Data (618) indicates 1.06% of Montana's infants are served compared to 1.04% for the National baseline.
- Montana is ranked 22<sup>nd</sup> for all 50 states and 6 territories.
- Montana has increased in the ranking by 6 from FFY 2007 (rank 28<sup>th</sup>) above the National baseline for FFY 2008.
- Montana's target is higher than the National baseline average of 1.04%.

(Table C-13. Percent of infants and toddlers receiving early intervention services under IDEA, Part C, by age and state: Fall 2008)

#### Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):

##### Explanation of Progress or Slippage:

Montana's SPP target for FFY 2008 (2008 – 2009) was to serve 1.29% of all infants in the state. Montana's actual data shows 1.06% of all infants being served from the child count date (618). Montana demonstrated progress of .08% from the child count (618) data from the reporting period FFY 2007 (2007-2008), which was 0.98% of all infants in the state. While Montana did not reach its re-established (revised in 2008) target for the SPP, the target that Montana set was higher than the National baseline average of 1.04%.

For several years, Montana engaged in a variety of activities to better understand the slippage in the percent of infants served in Part C, including: (1) reviews and analysis of child count data since 1995 - 2008; (2) reviews of child find activities and initiatives with the Family Support Services Advisory Council (FSSAC - Montana's ICC) and each of the seven regional Part C agencies; (3) discussions with Part C technical assistance providers and personnel from other states concerning Indicator 5

data and activities; and (4) discussions with Mr. James Sylvester, Bureau of Business and Economic Research at the University of Montana (appointed by Montana's Governor as the contact for the U.S. Census Bureau's Federal State Cooperative Program for Population Estimates), to gain a better understanding of 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 2008 relative to Montana's infant general population census data and estimates for that time period. Findings to date indicate:

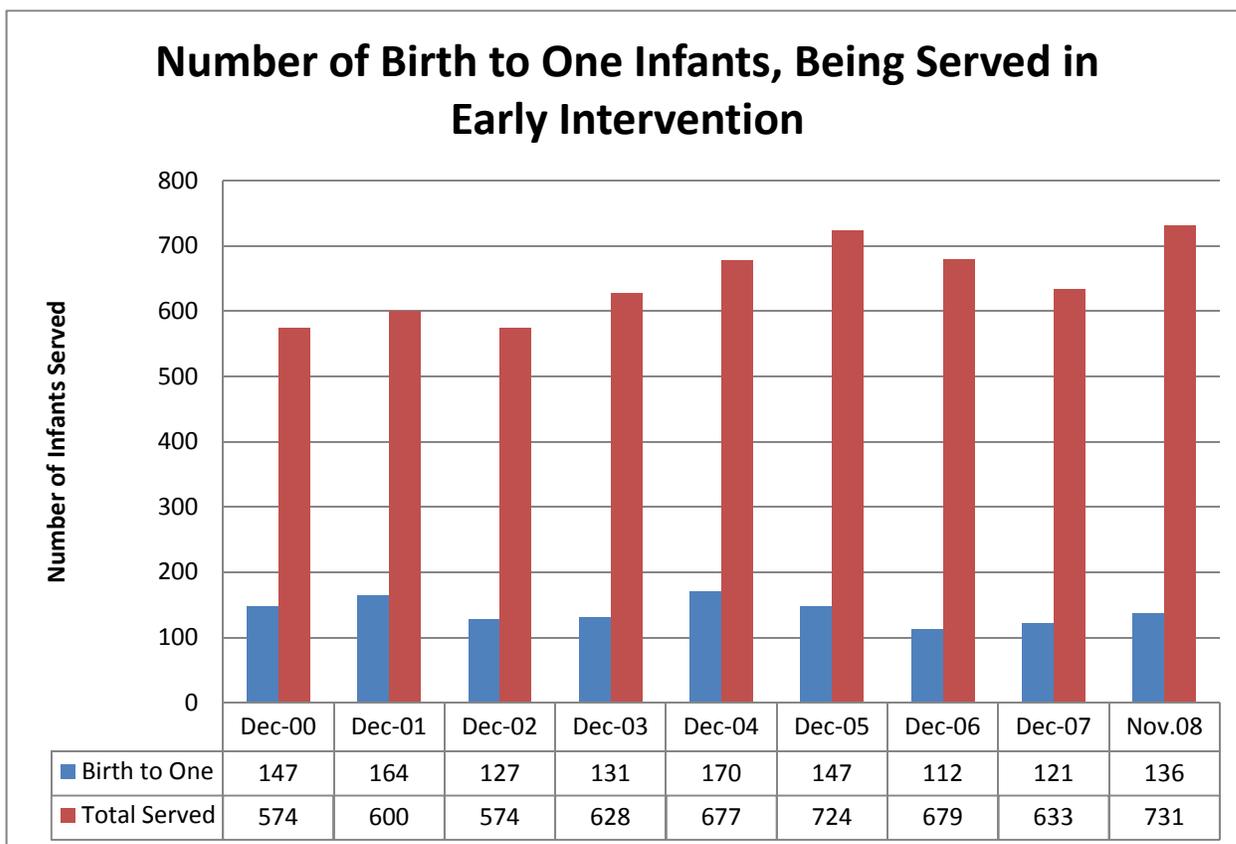
- In looking at data since 1995, there has been more variability in the % and numbers of infants served on the child count date for each year then just looking at the data from 2004 and 2005 which was used to develop the SPP targets.
- The number of infants in Part C increased from the 2006 child count through the 2008 child count.
- At the state level, there has been recurring 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 for several years 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 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.
- The 618 child count only represents one day of the year, thus can have greater fluctuations then 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 the number of children in Part C on that single day fluctuates.
- There is a great deal of error in making estimations about a specific population in Montana due to relatively small population in Montana (46<sup>th</sup> in the U.S.) and the data used to make population estimations. 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 infants 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 was further supported by an analysis of other narrow definition states (OSEPs categories for FFY 2005-2007) 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 percent of infants and toddlers served in Part C. [See status updates in Improvement Activities section. Data and other information to support the initial findings are reported in the Additional Child Count Data and Comparison section.] Several activities that have occurred to improve the number of infants being served in Montana, including:

- Discussions with the Family Support Services Advisory Council (FSSAC-Montana's ICC) and each of the regional Part C agencies to review child count data (618) and population data in order to develop specific activities designed to make improvements in the percent of infants served in Part C. Both stakeholder groups reviewed Mr. James Sylvester, explanation of census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates.

- The 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 information 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 2008 child count data (618) was collected on November 15<sup>th</sup>.
- Montana revised the SPP target for percent of infants served in Part C. After thoughtful review of the options, the decision was to base the revised percent of infants served on the combination of Montana’s average percent infants served since 1995 and the average improvement increment for each year the percent infants served increased from the previous year. **The revised target for FFY 2009 is 1.29% and for FFY 2010, 1.39%.** The stakeholders thought that the new targets better reflected the actual data of percent of infants served in Montana over a longer period of time yet apply realistic improvement targets. The new targets are significantly higher than either the average of the SPP targets (0.95%) or actual performance data (0.93%) for states with narrow eligibility definitions as used in FFY 2005 – 2007. Revised SPP documents for Indicator 5 were submitted to OSEP and approved, and Montana’s SPP was revised and disseminated to the public.
- These stakeholders also reviewed improvement activities and updated future improvement activities to increase the infant population percent.

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



- December 1, 2007, 121 of 633 (19%) are children, birth to 1.
  - November 15, 2008, 136 of 731 (19%) are children, birth to 1.
- Mean number of infants served from December 2000 to December 2008 is 140 (range 112-170).  
(See Montana's SPP for past FFY data)

**Table 5.2 Comparison of Birth-12 Months Population and Child Count Data from 1995-2008 Using U.S. Census Bureau Revised Birth-12 Months Population Estimates**

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

OSEP data taken from U.S. Department of Education's website. All birth-12 months population census data are U.S. Census Bureau "revised" estimates except for 2000 which is actual state census data. 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 birth - 3 general population in Montana which could greatly impact the percent calculation for the percent of birth - 12 months (infants) in Part C on the child count date.
- In comparing the birth - 12 months **general population data** from year to year, in four comparisons, the general population number decreased from the previous year.
- In comparing the birth- 12 months **child count data for number of infants in Part C** from year to year, in four comparisons, the number of infants in Part C decreased from the previous year.
- In comparing the birth - 12 months **child count data for percent of infants in Part C** from year to year, in four comparisons, the percent of infants in Part C decreased from the previous year.
- Analysis of the birth – 12 months general population data for 1995 (10,779) in comparison to the same data for 2008 (12,773) indicate an increase of 1,994 infants which is an **18.5%** increase.
- Analysis of the birth– 12 months number of infants in Part C for 1995 (93) in comparison to the same data for 2008 (136) indicate an increase of 43 infants is a **46%** increase.
- Analysis of the birth – 12 months general population data for 2007 (12,355) in comparison to the same data for 2008 (12,773) indicate an increase of 418 infants which is a **3.3%** increase.
- Analysis of the birth– 12 months number of infants in Part C for 2007 (121) in comparison to the same data for 2008 (136) indicate an increase of 15 infants is a **12.4%** increase.

**Table 5.3 Comparison of Birth-12 Months Population and Child Count Data from 2004-2008 Using U.S. Census Bureau Revised Birth-12 Months Population Estimates**

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

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

- The third column, Revised Montana birth-12 Months Population, reflects little change in the birth-12 months population from year to year, since OSEP started to calculate the birth-12 months percent in Part C.
- The second column, Montana birth-12 Months Population Reported by OSEP for APRs, are initial estimates based on less accurate data, and the year to year comparison reflects somewhat smaller birth-12 months population growth and then a major increase from 2005-2006. Thus, the data provided by OSEP to be used for the APR is not as accurate as the Revised Montana birth-12 Months Population data.

The fifth column, Percent of birth-12 Months in Part C Revised to Reflect Revised birth-12 Months Population, compared to the fourth column, APR Reported Percent of birth-12 months population served in Part C on the child count date for each year. Further, the percents noted in the fifth column are a more accurate calculation of the percent of the birth-12 month populations in Part C for each of the years noted.

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

Activities from SPP FFY 2008	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, 2008- June 30,2009	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> Child count (618) data was reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Each of the seven regional Part C agencies received an Annual Performance		

<p>Report and Determination Letters concerning each of the 14 Indicators that Montana needed to report. Determination Letters were disseminated to each of the seven regional Part C agencies. Montana's Letters of Determinations for each agency were based on all the compliance and performance indicators. Since Indicator 5 is a performance indicator the letters reflected whether the regional Part C agency met the target for percent of infants served for the year. Those agencies that did not meet the percent of infants that could receive Part C services based on their child count (618) data for the counties in their regions, were asked to review their Child Find Activities, review their eligibility determination practices, and make improvements when needed. The two agencies identified made improvements in the percent of infants served and their child find activities.</p>		
<p>2. Annually review, revise (when needed), develop and disseminate child find materials and activities.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> 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>		
<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.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> The Technical Assistance provider from University of Montana-Rural Institute on a quarterly basis provided the FSSAC and seven regional Part C agencies with resources developed by TRACE and other technical assistance providers with evidence-based practices designed to improve public awareness and child find activities.</p>		
<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.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> Please see Tables 6.3 and 6.4 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>		
<p>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.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> The 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.</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 (12008-2009)**  
NA

## Part C State Annual Performance Report (APR) for FFY 2008

### Overview of the Annual Performance Report Development:

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

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

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

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

FFY	Measurable and Rigorous Target
FFY 2008	Part C in Montana will serve 2.04% of all infants and toddlers in the state.

#### Actual Target Data for (2008-2009):

- 1.95%= (731/37,583 X 100)
- Montana's November 15, 2008, Child Count Data (618) indicates 1.95% of Montana's infants and toddlers are served compared to 2.66% for the National baseline.
- Montana is ranked 36<sup>th</sup> for all 50 states and 6 territories.
- Montana has increased in the ranking by 11 from FFY 2007 (rank 45<sup>th</sup>).

(Table C-13. Percent of infants and toddlers receiving early intervention services under IDEA, Part C, by age and state: Fall 2008)

#### Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):

##### Explanation of Progress or Slippage:

Montana's SPP target for FFY 2008 (2008- 2009) was to serve 2.04% of all infants and toddlers in the state. Montana's actual data shows 1.95% of all infants and toddlers being served from the child count date (618). Montana demonstrated progress of .19% from FFY 2007, which was 1.75% of all infants and toddlers in the state, although Montana did not reach its re-established target for the SPP, there was improvement.

Montana engaged in a variety of activities to gain a better understanding of reviewing and analysis child count data from past years; along with gaining a better understanding of census data for the birth through 3 population in Montana. 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) was able to discuss and assist in reviewing child count data in conjunction with Montana's Census data. After child count and census data there were discussions with the Family Support Advisory Council (FSSAC-Montana's ICC) and each of the seven regional Part C agencies to help develop specific activities designed to make improvements in the percent of infants served in Part C.

These reviews and discussions lead the DDP to analyze the data for the number of children being served for the months of October, November, and December to determine which month and period within that month to conduct the Child Count. All of the information from the data was shared and reviewed by the FSSAC and the seven regional Part C agencies and it was agreed that the middle of November would be the most appropriate time to collect the child count (618), so for FFY08 child count data (618) was collected November 15<sup>th</sup>.

Montana found by doing the activities listed above gave DDP and its stakeholders an opportunity to set more realistic targets for the number of infants and toddlers being served in the State based on trend data and activities.

Over the last several years, Montana has engaged in a variety of activities to better understand the slippage in the percent of infants and toddlers served in Part C, including: (1) reviews and analysis of child count data since 1995 - 2008; (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 to 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 2008 relative to Montana's infant and toddler general population 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 recurring 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 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 increased from one year to the next for the last several years but the child count data for one day a year indicates that there are fluctuations in the number of 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 (46<sup>th</sup> in the U.S.) and the data used to make population estimations. Further, population estimations are revised each year by the U.S. Census Bureau for each year back to the last census. Thus, in looking at an even smaller population like infants and toddlers in Part C as determined by a one-day a year child count, and comparing it to the population estimate for children birth to three years of age for one year can include a great deal of error. *These data need to be looked at over several years to have a more accurate picture of the percent of infants and toddlers served in Part C on a child count date.*
- 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 (OSEP categories for FFY 2005 -2007) and actual target data reported in their APRs.

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

- Discussions with the Family Support Services Advisory Council (FSSAC-Montana's ICC) and each of the seven 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.
- The 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 information 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 2008 child count data (618) was collected on November 15<sup>h</sup>.
- Montana revised the SPP Indicator 6 target for percent of infants and toddlers served in Part C. 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 of infants and toddlers served increased from the previous year. **The revised target for FFY 2009 is 2.04% and for FFY 2010, 2.14%.** The stakeholders thought that the new targets better reflected the actual data of percent of infants and toddlers served in Montana over a longer period of time yet apply realistic improvement targets. Revised SPP documents for Indicator 6 were submitted to OSEP and approved, and Montana's SPP was revised and disseminated to the public.
- These stakeholders also reviewed improvement activities and updated future improvement activities to increase the infant and toddler population percent.

#### Additional Child Count Data and Comparisons:

**Table 6.1 Comparison of Birth-3 Population and Child Count Data from 1995-2008 Using U.S. Census Bureau Revised Birth-3 Population Estimates**

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

2003	32,268	175 (+)	628	1.95
2004	32,555	287 (+)	677	2.08
2005	32,706	151 (+)	724	2.21
2006	35,033	2,327 (+)	679 (-)	1.94 (-)
2007	36,003	970 (+)	633 (-)	1.76 (-)
2008	37,583	1,580 (+)	731 (+)	1.95 (+)

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

- According to Montana’s U.S. Census Bureau’s Federal State Cooperative Program for Population Estimates contact, there is an error of (+) or (-) 1000 for the birth - 3 general population in Montana which could greatly impact the percent calculation for the percent of birth - 3 infants and toddlers in Part C on the child count date.
- In comparing the birth - 3 **general population data** from year to year, in four comparisons, the general population number decreased from the previous year.
- In comparing the birth- 3 **child count data** for number of infants and toddlers in Part C from year to year, in five comparisons, the number of infants and toddlers in Part C decreased from the previous year.
- In comparing the birth - 3 **child count data** for percent of infants and toddlers in Part C from year to year, in four comparisons, the percent of infants and toddlers in Part C decreased from the previous year.
- Analysis of the birth– 3 year old general population data for 1995 (33,106) in comparison to the same data for 2008 (37,583) indicate an increase of 4,477 infants and toddlers which is a **13.52%** increase. Analysis of the birth– 3 year old number of infants and toddlers in Part C for 1995 (512) in comparison to the same data for 2008 (731) indicate an increase of 219 infants and toddlers is a **42.77%** increase.
- Analysis of the birth–3 year old general population data for 2007 (36,003) in comparison to the same data for 2008 (37,583) indicate an increase of 1,580 infants and toddlers which is a **4.39%** increase. Analysis of the birth– 3 year old number of infants and toddlers in Part C for 2007 (633) in comparison to the same data for 2008 (731) indicate an increase of 98 infants and toddlers is a **15.48%** increase.

**Table 6.2 Comparison of Birth-3 Population and Child Count Data from 2004-2008 Using U.S. Census Bureau Revised Birth-3 Population Estimates**

Child Count Year	Montana Birth - 3 Population Reported by OSEP for APRs	Revised Montana Birth - 3 Population	Number of Birth-3 Child Count in Part C	APR Reported Percent of Birth-3 in Part C	Percent of birth-3 in Part C Revised to Reflect Revised birth-3 Population
2000	32,512	32,552	574	1.77%	1.76%
2001	31,551	32,763	600	1.9%	1.83%
2002	32,093	32,822	574	1.79% (-)	1.75%
2003	32,268	33,406	628	1.95%	1.88%
2004	32,555	34,073	677	2.08%	1.99%

2005	32,706	34,685	724	2.21%	2.09%
2006	35,033	35,036	679	1.94% (-)	1.93%
2007	36,003	36,003	633	1.76% (-)	1.76%
2008	37,583	37,583	731	1.95% (+)	1.95%
<p>Annually the U.S. Census Bureau revises their population estimates for each year back to the last full census. The birth - 3 general population census data is from U.S. Census Bureau revised population data for Montana.</p>					

- The third column, Revised Montana birth-3 Population, reflects little change in the birth-3 population from year to year, since OSEP started to calculate the 0-3 percent in Part C.
- The second column, Montana birth-3 Population Reported by OSEP for APRs, are initial estimates based on less accurate data, and the year to year comparison reflects somewhat smaller birth-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 birth-3 Population data.
- The fifth column, Percent of birth-3 in Part C Revised to Reflect Revised birth-3 Population, compared to the fourth column, APR Reported Percent of birth-3 population served in Part C on the child count date for each year. Further, the percents noted in the fifth column are a more accurate calculation of the percent of the birth-3 populations in Part C for each of the years noted.

**Additional Child Find Data:**

**Table 6.3 Collaborative Child Find Events Conducted**

<b>Agency</b>	<b># of activities for 2006-2007</b>	<b># of activities for 2007-2008</b>	<b># of activities for 2008-2009</b>
School	160	184	139
Head/Early Start	29	70	27
Public Health	42	23	34
EPST	0	2	0
Other	51	80	66

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

Agency	# of referrals for 2006-2007	# of referrals for 2007-2008	# of referrals for 2008-2009
Hospitals	122	154	100
Physicians	227	268	248
Parents	218	265	225
Daycare	18	150	25
Schools	37	55	42
Public Health	62	80	53
Child Protective	205	165	203
Other Social Services	86	67	105
Other Healthcare Provider	50	60	53
Other	110	129	151

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

Activities from SPP FFY 2008	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, 2008- June 30,2009	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> Child count (618) data was reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Each of the seven regional Part C agencies received an Annual Performance Report and Determination Letters concerning each of the 14 Indicators that Montana needed to report. Determination Letters were disseminated to each of the seven regional Part C agencies. Montana's Letters of Determinations for each agency were based on all the compliance and performance indicators. Since Indicator 6 is a performance indicator the letters reflected whether the regional Part C agency met the target for percent of infants served for the year. Those agencies that did not meet the percent of infants and toddlers that could receive Part C services based on their child count (618) data for the counties in their regions, were asked to review their Child Find Activities, review their eligibility determination practices, and make improvements when needed. The two agencies identified made improvements in the percent of infants and toddlers served and their child find activities.		
2. Annually review, revise (when needed), develop and	July 1, 2008- June 30, 2009	FSSAC, regional Part C agency managers, Part C technical

disseminate child find materials and activities.		assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> 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.		
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, 2008- June 30, 2009	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> The Technical Assist from University of Montana-Rural Institute quarterly 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.		
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, 2008- June 30, 2009	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> Please see tables 6.3 and 6.4 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.		
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, 2008- June 30, 2009	FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.
<b>Status:</b> 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.		

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 (2008-2009)**

NA

## Part C State Annual Performance Report (APR) for FFY 2008

### Overview of the Annual Performance Report Development:

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

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

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

**Measurement:**

Percent = [(# of 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 infants and toddlers with IFSPs evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] times 100.

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

FFY	Measurable and Rigorous Target
FFY 2008	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 (2008-2009):**

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

**Explanation of Progress or Slippage:**

**Collection of Data:** This data is based on monitoring with Montana’s Comprehensive Evaluation Process for Family Education and Support Tool, for the FY 2008-2009, seven out of the seven regional Part C agencies (covering the entire state) were found to be in compliance with this indicator (35 files reviewed, five for each agency). The data was collected throughout the FFY 2008 by each of DDP regional office and QIS who individually schedule on-site monitoring with the regional Part C agency(s) in their regions.

**Data from Montana’s Comprehensive Evaluation Tool: :** As part of Montana’s general supervision and monitoring process, a State employee known as a Quality Improvement Specialist (QIS) is assigned to each of the seven regional Part C agencies (covering the entire state). The QIS conducted on-site reviews of a random sample of five files for children in Part C services (during the FFY 2008) 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 2008 (2008-2009). Seven out of the seven regional Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each regional Part C agency).

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

**Data from previous Monitoring**

The data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool for the last five FY 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 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 in FFY 2008. The files were reviewed for each child/family selected to determine if serves were provided according to the definition of timely services, and recorded: (1) if the Part C service(s) were provided in a timely manner, and if not, (2) the number of days over the timely definition for each child if services scheduled were not provided within 30 days after the IFSP was signed (3) the reason the services were not provided (e.g. child was sick, winter weather prevented travel, service provider canceled, and exceptional family circumstance listed in Part C Indicator Measurement Table) – (Expiration date:11/30/12). The definition and procedures/instructions were developed by the Part C Coordinator and Part C Work Group (with representatives from each of the seven regional Part C agencies) to ensure uniform implementation of the data collection protocol. Each of the seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data for compliance, clarified the data if there were any questions with the regional Part C agency and compiled the data for APR. Each of the seven regional Part C agencies keeps a recorded for this indicator to include the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data.

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

Activities from SPP FFY 2008	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2008- June 30,2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.

<p><b>Status:</b> : Part C Coordinator at a QIS's quarterly meeting reviewed and discussed the process of using the monitoring tool to ensure that the seven regional Part C agencies uniformly implement the Part C statues, rules, and regulations. Revised the tool for the next annual monitor of the seven regional Part C agencies to answer the statements on the "tool" with a "yes" or "no" to the Part C statues, rules, and regulations.</p>		
<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.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2008, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. The State did not do training related to this indicator.</p>		
<p>3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 7.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 7. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand the 45-day timeline demonstrated by review of IFSPs and the dates documented in the children's files that indicated the 45-day timeline.</p>		
<p>4. Provide in-service training and resources concerning research-based practices for evaluation and assessment of infants and toddlers.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p>
<p><b>Status:</b> For FFY 2008, each agency provided in-service training to further their FSSs' knowledge and skills concerning evaluation and assessment. Some of the trainings included administration and scoring of the revised Batelle, Developmental Profile III, the Assessment, Evaluation, and programming System for Infants and Children, the Adaptive Behavior Assessment System, Gilliam Autism Rating Scale, Child Behavior Assessment and the Batelle Development Inventory. Trainings with agency staff also included when to use various assessments and why one would select certain tools over others.</p>		
<p>5. Biannually assess personnel development needs concerning early intervention practices associated with Indicator 7.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C</p>

		Coordinator.
<p><b>Status:</b> The DDP identified what areas the regional Part C agencies want training and technical assistance with. The Part C Coordinator and the Technical Assistance from the University of Montana-Rural Institute will review internal policies of the seven regional Part C agencies to see what they may need to improve to be in compliance with IDEA 2004.</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 (2008-2009)**

NA

## Part C State Annual Performance Report (APR) for FFY 2008

### Overview of the Annual Performance Report Development:

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

**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.

Account for untimely transition conferences, including reasons for delays.

FFY	Measurable and Rigorous Target
FFY 2008	<p>100% of all children exiting Part C will receive timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including.</p> <ul style="list-style-type: none"> <li>A. 100% IFSPs with transition steps and services</li> <li>B. 100% Notification to LEA, if child potentially eligible for Part B; and</li> <li>C. 100% Transition conference occurred, if child potentially eligible for Part B.</li> </ul>

**Actual Target Data for (2008-2009):**

- 8A - 97%= (34/35 X 100) of children exiting Part C had an IFSP with transition steps and services.
- Montana found one IFSP where transition steps were not included in the IFSP (see below).

- 8B - 100% =  $(35/35 \times 100)$  of children exiting Part C and potentially eligible for Part B had notification sent to the LEA.
- Montana met the target for Indicator 8B.
- 8C - 100% =  $(30/30 \times 100)$  of children exiting Part C and potentially eligible for Part B had the transition conference occur.
- Montana met the target for Indicator 8C.

#### **Explanation of Progress or Slippage:**

As part of DDP's monitoring of Part C services, each of the seven 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 2008. This information was collected in September and October of 2009 but the files reviewed included children that turned 36 months any time during FFY 2008. The files were reviewed for each child/family selected to determine: (1) if transition steps and services were on the IFSP, (2) if notification to LEA occurred if the child was potentially eligible for Part B, and (3) if a transition conference was held 90 days prior to 3<sup>rd</sup> birthday, if the child was potentially eligible for Part B. If any of the above steps did not occur, an explanation was provided. The seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data, clarified information that was not clear, and compiled the data for the APR. Each of the seven regional Part C agencies keeps a record for this indicator to include the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data.

100% for A, B, and C, was the target set for the FFY 2008. The actual target data for FFY 2008 was based on Provider Survey and Reporting and exceptional family circumstances:

- A. 97% =  $(34/35 \times 100)$  of children exiting Part C had an IFSP with transition steps and services on the IFSPs. Thirty-four files reviewed had documentation that there were transition steps and services on the IFSPs.

\*A total of thirty-five files were reviewed for 8A and one file was noted (compliance issue) for not having transition steps in the child's IFSP. There was documentation that the family indicated they did not want a referral made to Part B, but no transition steps were included in the IFSP for possible transition to any other service. The agency self-reported the issue to the Part C Coordinator and at the time of the report, the FSS who served the child/family for the file that was reviewed no longer worked for the agency. Never-the-less, the agency conducted in-service training with all FSSs on Part C transitions for children exiting Part C services and the IFSP requirements (e.g. transition plan and timelines). Subsequent to the report, three additional children's files that transitioned out of Part C during that time period were reviewed and it was found that each of those files had transition steps in their IFSPs and met the transition timelines. This agency will be monitored over the next year to ensure compliance with the Part C requirements on transition.

- B. 100% =  $(35/35 \times 100)$  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% =  $(30/30 \times 100)$  of children exiting Part C and potentially eligible for Part B had the transition conference occur. All thirty-five files reviewed had documentation that the transition conference occurred as scheduled.

\*Although thirty-five files were reviewed for 8C, five of the files had exceptional family circumstances outside of the regional Part C agency's control.

- One file documented the family chose not to have a transition conference with the school after the referral was made and choose another option.

- One file documented that the family chose to have transition conferences with other agencies prior to the school conference and chose one of those services instead of Part B services.
- One file documented that the family had personal events going on and chose to postpone the conference. However, the transition conference happened 30 days before child's 3rd birthday.
- One file documented that the child was referred to the Part C agency less than 90 days before the child's 3<sup>rd</sup> birthday, never-the-less a conference was held prior to the birthday.
- One file documented that the family chose to leave Part C services before the conference could be held.

#### **Other Data Related to Transition:**

#### **Monitoring Data:**

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 process that addressed factors dealing with transition for the FY 2008-2009 (total of 35 randomly selected files were reviewed, five from each agency, covering the entire state).

- Thirty-five out of thirty-five (100%) files documented that the agency cooperated and coordinated with other community service agencies in meeting child and family needs.
- Thirty-five out of thirty-five (100%) files reviewed included documentation that let parents know that their child would be exited from Part C Services when they become three years of age.
- For each of the seven regional Part C agencies in addition to the 35 files reviewed an additional two files were also reviewed for each agency. Fourteen out of fourteen files of children who were at transition age had documentation that the families were made aware of the differences and similarities between Part C and Part B services.
- Seven out of seven agencies notified the regional DDP office about changes in services to individual children on a client status sheet.
- Seven out of the seven agencies have interagency agreements in place with local education agencies which support smooth transitions for children and families to preschool services. The data from Montana's Comprehensive Evaluation Process for Family Education and Support Services tool for the last six fiscal years 2002 through 2008 demonstrated 100% compliance for the 5 questions that are used for monitoring transition (please see SPP for details).

#### **Child Count Report (618):**

Montana relies on data collected for OSEP's Child Count Report (618) from each of the seven regional Part C agencies to better understand the relationship between transition and all other types of exits. This data is for all children birth to 3 who exited Part C and compares reasons for children exiting the program with those children determined eligible or eligibility not determined for Part B services. Chart 8.1 and Table 8.1 compares 2007-2008 Child Count Data to previous child counts.

This data is included in the chart and table below:

Chart 8.1 Exit Data for FFY 2002 - 2008

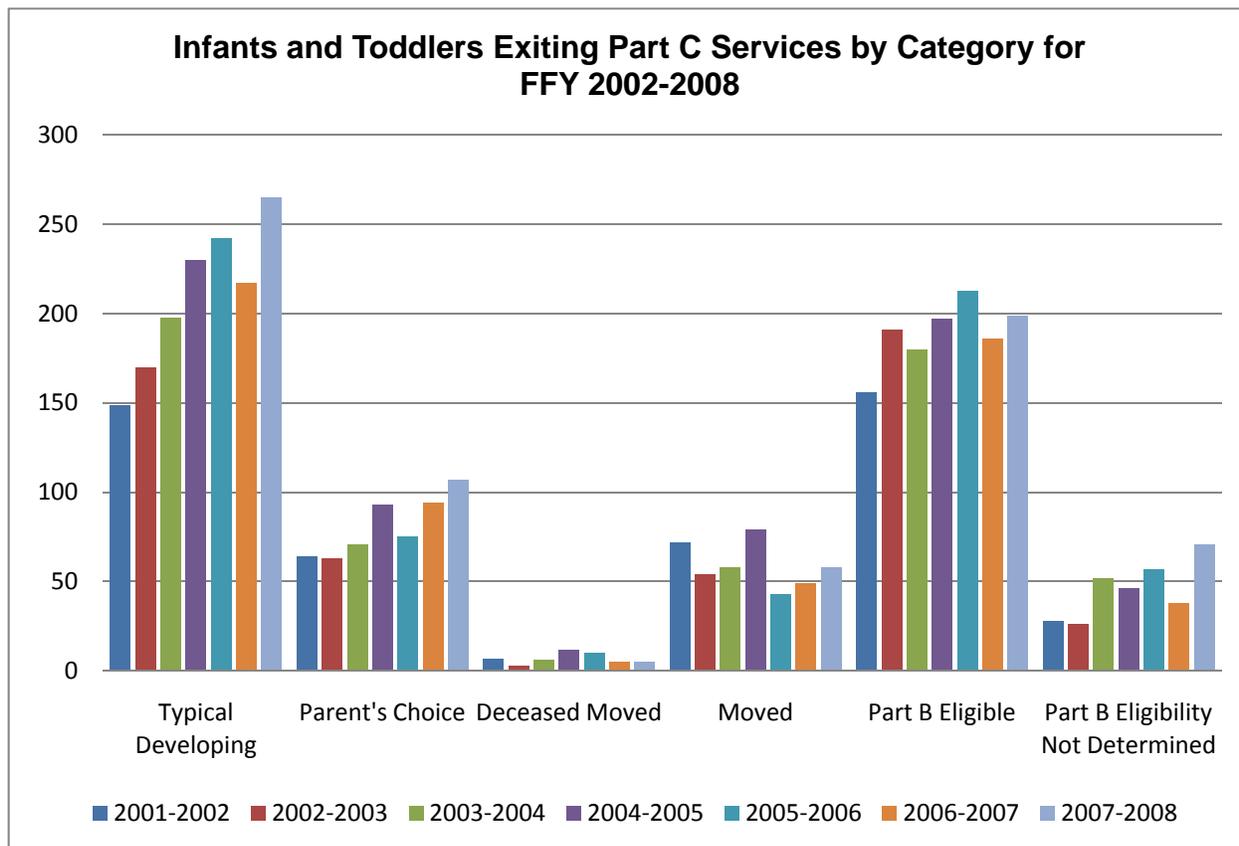


Table 8.1 Numbers and Percentages of Infants and Toddlers Exiting Part C Services by Category for FFY 2002-2008

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%)
2007-2008	265 (30%)	107 (12%)	5 (1%)	58 (7%)	199 (27%)	71 (8%)

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

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

<b>Activities from SPP FFY 2008</b>	<b>Timelines</b>	<b>Resources</b>
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, 2008- June 30,2009	Part C Coordinator and Part B 619 Coordinator.
<b>Status:</b> The State Interagency Agreement between Part C and Part B services was updated to ensure a seamless and timely transition for children and families eligible for Part B services. The State Part C agency worked 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 has agreements with school districts to help ensure that children and families are getting timely and seamless transitions.		
2. Review and revise Part C transition policies and procedures to ensure compliance to the IDEA 2004	July 1, 2008- June 30, 2009	Part C Coordinator, Part B 619 Coordinator, and FSSAC.
<b>Status:</b> At a quarterly meeting the FSSAC and seven regional Part C agencies the participates were informed of transition updates. While the transition policies and procedures are in place, they are still in draft form due to Montana waiting on new rules and regulations.		
3. Review and revise transition resource materials for FSSs.	July 1, 2008- June 30, 2009	Part C Coordinator, Part B 619 Coordinator, regional Part C agency staff, and FSSAC
<b>Status:</b> Regional Part C agencies have reviewed and revised their transition resource materials for FSSs and families.		
4. Review and revise the transition section of parent and family information resources, including the <b>First Steps</b> document.	July 1, 2008- June 30, 2009	Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.
<b>Status:</b> The FSSAC and the seven regional Part C agencies updated the “First Step” manual that is in draft form. It will be used by Parent’s Let United for Kids (PLUK), Montana’s parent and training center that provide information to families about Part C and B service in Montana.		
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, 2008- June 30, 2009	Part C coordinator and Part B 619 Coordinator.
<b>Status:</b> This year the 619 and Part C Coordinator provided TA to both preschool staff and FSSs on how to have a seam-less transition for children and families and reviewed the transition requirements in IDEA 2004. Staffs from both the schools and regional Part C agencies were able to develop updated methods to strengthen the process of transition to ensure that it is smooth for everyone involved.		
6. Review and revise FSS competencies concerning transition to reflect IDEA 2004 and latest research based transition practices.	July 1, 2008- June 30, 2009	Part C Coordinator, regional Part C agency staff, and FSSAC.

<p><b>Status:</b> 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.</p>		
<p>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.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>Part C Coordinator and DDP monitoring staff.</p>
<p><b>Status:</b> Part C Coordinator at a QIS’s quarterly meeting reviewed and discussed the process of using the monitoring tool to ensure that the seven regional Part C agencies uniformly implement the Part C statutes, rules, and regulations. Revised the tool for the next annual monitor of the seven regional Part C agencies to answer the statements on the “tool” with a “yes” or “no” to the Part C statutes, rules, and regulations.</p>		
<p>10. Based on annual transition data collected, provide training and technical assistance in areas that indicate possible transition problems.</p>	<p>July 1, 2008- June 30, 2009</p>	<p>Part C Coordinator, Part B 619 Coordinator, and regional Part C agencies.</p>
<p><b>Status:</b> Data has been reviewed, technical assistance has been provided, and training will be coordinated with other training to ensure compliance and research based practice are implemented for transition.</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 (2008-2009)**

**Revision/Addition to Improvement Activities**

Montana’s Part C and Part B programs have different lead agencies. The two agencies are putting together a workgroup to create a universal form for transitioning to Part B services to help families and staffs ensuring that a seamless transition occurs. On completion of the form training will be provided to both Part C and Part B staff.

The reason for the statewide form will ensure statewide compliance with transition requirements for those children 36 months who will exit Part C services and who potentially will enter Part B services. The form will also improve Part B’s data collection those children who exit Part C and enter Part B preschool services.

This form will coincide with the dissemination of the First Step Manual which will include transition materials for parents and professionals

**Part C State Annual Performance Report (APR) for FFY 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.  
 States are required to use the "Indicator 9 Worksheet" to report data for this indicator (see Attachment A).

FFY	Measurable and Rigorous Target
FFY 2008	100% noncompliance identified through general supervision system will be corrected as soon as possible but in no case later than one year from identification for each of the following:

**Actual Target Data for (2008-2009):**

- 100%= (1/1\*100)
- Montana met the target for this indicator.

For the FFY 2008 reporting period Montana had one finding of noncompliance using the Provider Sampling and Reporting Tool. The one non compliance was corrected immediately and within a year of being identified.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

**Explanation of Progress or Slippage:**

100% was the target set for indicator 9 for the FFY 2008. The actual target data for FFY 2008 was a 100% due to the correction of the finding found and corrected within the time frame of one year or less using the Indicator C-9 Worksheet.

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

Montana's general supervision and data collection systems for the SPP/APR indicators are described in the SPP and APR for each indicator. Through implementing general supervision and data collection systems for the FFY 2008 APR, noncompliance was found and corrected in the same reporting year. The finding was found through self assessment which is part of the APR indicator 8A process. One file was noted (compliance issue) for not having transition steps in the child's IFSP. There was documentation that the family indicated they did not want a referral made to Part B, but no transition steps to what might be other transition steps for other services after Part C services. The agency self reported the issue to the Part C Coordinator. The FSS whose file was reviewed no longer worked for the agency when it was reported. The agency conducted in-service training with all FSSs on Part C transitions for children exiting Part C services and the IFSP requirements (e.g. transition plan and timelines). Subsequently, three additional children's files that transitioned out of Part C during the same time period were reviewed and it was found that each of those files had transition steps in their IFSPs and met the transition timelines. This agency will be monitored over the next year to ensure compliance with the Part C requirements on transition.

(See each indicator in this APR for the specific general supervision and data collection processes.)

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

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

Montana's general supervision and data collection systems also address other areas concerning the supervision, monitoring, implementation and evaluation of Part C services. Again, general supervision and data collection in areas not directly associated with the SPP/APR indicators are described in the SPP and Montana's Developmental Disabilities Program Part C General Supervision and Data Manual. Montana's Comprehensive Evaluation Process for Family Education and Support Service Tool covers nearly 80 items of program compliance, implementation and administration. Quality Improvement Specialist (QIS) are assigned to each regional Part C agency and completes an annual on-site program monitoring which also includes interviews with agency personnel and families receiving Part C services. In addition, Montana's requires all Family Support Specialist (FSS) to attain full certification. This includes the development of a portfolio of documents (e.g., child assessments, family information gathering, IFSPs, individualized child development programs, home visit reports) that reflect the FSS's knowledge, ability and skills in providing early intervention services according to IDEA 2004 and evidence-based practices. Each portfolio is reviewed by a panel that include Part C staff, early intervention providers (certified FSS and agency administrators), parents of a child who has received Part C services and higher education representative with early intervention expertise. The panel also interviews each FSS seeking certification. These above methods are used to find noncompliance in areas outside of the SPP/APR indicators. During the FFY 2008, noncompliance through these and other activities was not found.

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

The data below is based on Montana's Comprehensive Evaluation Process for Family Education and Support Tool (specific to procedural safeguards/complaint procedures. For the FY 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)

**Supportive Data from monitoring of the seven regional Part C agencies for the FFY 2008, using Montana's Comprehensive Evaluation Process for Family Education and Support Service Tool:**

- Thirty-five out of thirty-five (100%) files reviewed documented that agencies provided each family with a copy of its internal complaint procedure and/or procedure to appeal agency decisions. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that families were informed of specific complaint and appeal processes for issues of eligibility, screening, and IFSP's. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007 and 2007-2008 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 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 were 100%)

**Informal Complaints**

Each of the seven regional Part C agencies documented informal complaint(s) that they received for FFY 2008 (2008-2009). None of the seven regional Part C agencies received a formal complaint. The informal complaints were situations that ranged from clarifications of Part C services to requesting a different Family Support Specialist (FSS). Each agency documented the basis of the complaint/issue, how the informal complaint was resolved, by whom, how many days it took to resolve the issue, and if there was documentation in the child's file that the family was informed about mediation and due process. The Part C Coordinator reviewed all informal complaints and found no findings.

**State formal or informal complaints:**

At the State level there were no formal or informal complaints filed for FFY 2008.

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

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

Activities from SPP FFY 2008	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2008- June 30,2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Part C Coordinator at a QIS's quarterly meeting reviewed and discussed the process of using the monitoring tool to ensure that the seven regional Part C agencies uniformly implement the Part C statues, rules, and regulations. Revised the tool for the next annual monitor of the seven regional Part C agencies to answer the statements on the "tool" with a "yes" or "no" to the Part C statues, rules, and regulations.</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	July 1, 2008- June 30, 2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.

**APR Template – Part C (4)**

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

improvement Plan or Corrective Action.		
<p><b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2008, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. The State did not do training related to this indicator.</p>		
<p>3. To update the information that is located in our handbook called <b>First Steps</b>, which is provided by Parents Let's Unite for Kids</p>	<p>July 1, 2008- June 30, 2009</p>	<p>FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p>
<p><b>Status:</b> The FSSAC and the seven regional Part C agencies updated the "First Step" manual that is in draft form. It will be used by Parent's Let United for Kids (PLUK), Montana's parent and training center that provide information to families about Part C and B service in Montana</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 (2008-2009)**

Due to the change in the instructions, Montana changed the SPP for Indicator 9, to fit the OSEP forms and instructions.

**Part C State Annual Performance Report (APR) for FFY 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 2008	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 (2008-2009):**

- For the FFY 2008 reporting period, Montana did not have any written complaints.
- Montana met the target for this indicator.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

**Explanation of Progress or Slippage:**

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

**Informal Complaints:**

Each of the seven regional Part C agencies documented informal complaint(s) that they received for FFY 2008 (2008-2009). None of the seven regional Part C agencies received a formal complaint. The informal complaints were situations that ranged from clarifications of Part C services to requesting a different Family Support Specialist (FSS). Each agency documented the basis of the complaint/issue, how each informal complaint was resolved, by whom, how many days it took to resolve the issue, and if there was documentation that the family was informed about mediation and due process. The Part C Coordinator reviewed all informal complaints and found no findings.

**State formal or informal complaints:**

At the State level there were no formal or informal complaints filed for FFY 2008.

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

The following data is from the monitoring of the seven regional Part C agencies for the FFY 2008 (2008 – 2009) (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 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific compliant and appeal processes for issues of eligibility, screening, and IFSP’s. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 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, 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 were 100%)

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

Activities from SPP FFY 2008	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2008- June 30,2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Part C Coordinator at a QIS’s quarterly meeting reviewed and discussed the process of using the monitoring tool to ensure that the seven regional Part C agencies uniformly implement the Part C statutes, rules, and regulations. Revised the tool for the next annual monitor of the seven regional Part C agencies to answer the statements on the “tool” with a “yes” or “no” to the Part C statutes, rules, and regulations.</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, 2008- June 30, 2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2008, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. The State did not do training related to this indicator. Letters of Determination were also completed for each agency for the previous 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	July 1, 2008- June 30, 2009	FSSAC, Providers Managers, Part C technical assistance and

# APR Template – Part C (4)

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

<b>First Steps</b> , which is provided by Parents Let's Unite for Kids		trainers, PLUK and the Part C Coordinator.
--	--	--

**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 Parent’s Let United for Kids (PLUK), Montana’s parent and training center that provide information to families about Part C and B service in Montana

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 (2008-2009)

NA

**Part C State Annual Performance Report (APR) for FFY 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 2008	100% of fully adjudicated due process hearing requests will be fully adjudicated within the applicable timeline.

**Actual Target Data for (2008-2009):**

- For the FFY 2008 (2008-2009) reporting period Montana did not have any requests for due process.
- Montana met the target for this indicator.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

**Explanation of Progress or Slippage:**

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

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

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

The data below is from the monitoring of the seven regional Part C agencies for the FFY 2008 (2008-2009) (35 randomly selected files reviewed, five from each agency covering the entire state). The data was collected throughout the FFY for the specific year because each DDP regional office and QIS individually schedule on-site monitoring with the regional Part C agency(s) in their regions.

- Thirty-five out of thirty-five (100%) files reviewed documented that agencies provided each family with a copy of its internal complaint procedure and/or procedure to appeal agency decisions. (Monitoring in FFY 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, and 2007-2008 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, 2006-2007, and 2007-2008 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, 2006-2007, and 2007-2008 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, 2006-2007, and 2007-2008 were 100%)

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

Activities from SPP FFY 2008	Timelines	Resources
1. Provide initial and annual training for the Quality Improvement Specialists.	July 1, 2008- June 30,2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Part C Coordinator at a QIS's quarterly meeting reviewed and discussed the process of using the monitoring tool to ensure that the seven regional Part C agencies uniformly implement the Part C statutes, rules, and regulations. Revised the tool for the next annual monitor of the seven regional Part C agencies to answer the statements on the "tool" with a "yes" or "no" to the Part C statutes, rules, and regulations</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, 2008- June 30, 2009	FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.
<p><b>Status:</b> Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2008, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. The State did not do training related to this indicator. Letters of Determination were also completed for each agency for the previous 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 <b>First Steps</b> , which is provided by Parents' Lets Unite for Kids	July 1, 2008 June 30, 2009	FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.

# APR Template – Part C (4)

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

(PLUK).		
<b>Status:</b> The FSSAC and the seven regional Part C agencies updated the “First Step” manual that is in draft form. It will be used by Parent’s Let United for Kids (PLUK), Montana’s parent and training center that provide information to families about Part C and B service in Montana		

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 (2008-2009)**  
NA

**Part C State Annual Performance Report (APR) for FFY 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 (2008-2009):**

NA

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

NA

**Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (2008-2009)**

NA

**Part C State Annual Performance Report (APR) for FFY 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 = [(2.1(a)(i) + 2.1(b)(i)) divided by 2.1] times 100.

FFY	Measurable and Rigorous Target
FFY 2008	Montana will set targets when 10 or more requests for mediations have occurred.

**Actual Target Data for 2008-2009):**

- Montana did not have any request for mediation for the FFY 2008, which follows the trend from previous APRs.

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

**Explanation of Progress or Slippage:**

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

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

The data below is from the monitoring of the seven regional Part C agencies for the FFY 2008 (2008-2009) (35 files reviewed, five from each agency, covering the whole state and all Part C agencies). The data was collected throughout the FFY for each specific year because each DDP regional office and QIS individually schedule on-site monitoring with the regional Part C agency(s) in their regions.

- Thirty-five out of thirty-five (100%) files reviewed documented that agencies provided each family with a copy of its internal complaint procedure and/or procedure to appeal agency decisions. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 were 100%)
- Thirty-five out of thirty-five (100%) files reviewed documented that families are informed of specific compliant and appeal processes for issues of eligibility, screening, and IFSP’s. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 were 100%)

## APR Template – Part C (4)

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

- Thirty-five out of thirty-five (100% files reviewed documented that parents have access to child and family records. (Monitoring in FFY 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 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 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008 and 2008-2009 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 (2008-2009)**

NA

**Part C State Annual Performance Report (APR) for FFY 2008**

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

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

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

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

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

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

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

FFY	Measurable and Rigorous Target
FFY 2008	100% compliance for reporting on time and accurately.

**Actual Target Data for 2008-2009:**

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

**Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (2008-2009):**

**Explanation of Progress or Slippage:**

- Montana has submitted all required reports on time and accurately:
- 618 Data-submitted February 1 and November 1 of 2009.
- Data notes were completed and submitted to DAC-WESTAT
- SPP-submitted December 1, 2005
- Last APR (FFY 2007-2008) - submitted February 1, 2009
- OSEP did not request follow-up or corrections

Montana ensures that data submitted is valid and reliable: DDP has developed “Montana’s Developmental Disabilities Program Part C General Supervision and Data Manual.” The manual outlines the procedures that state staff and the seven regional Part C agencies staff do to ensure that all data submitted is valid and reliable. All data is reviewed at a minimum of two levels at DDP prior to public submission. In addition DDP develops an annual APR data calendar that notes what APR/618 data is due from the seven regional Part C agencies, when data collection and submission instructions should be sent to the seven regional Part C agencies, when DDP

# APR Template – Part C (4)

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

needs to submit reports and application (including APRs and letters of determination for the seven regional Part C agencies), and reporting appropriate reports to the public. Also note the quality control, general supervision and monitoring components and data collection and review protocols discussed for each of the APR indicators and SPP.

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

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

### Indicator 14 Data Rubric

SPP/APR Data - Indicator 14				
APR Indicator	Valid and Reliable	Correct Calculation	Followed Instructions	Total
1	1	1	1	3
2	1	1	1	3
3	1	1	1	3
4	1	1	1	3
5	1	1	1	3
6	1	1	1	3
7	1	1	1	3
8a	1	1	1	3
8b	1	1	1	3
8c	1	1	1	3
9	1	1	1	3
10	1	1	1	3
11	1	1	1	3
12	1	1	1	3
13	1	1	1	3
<b>Subtotal</b>			45	
<b>APR Score Calculation</b>		<b>Timely Submission Points</b> - If the FFY2008 APR was submitted on time, place the number 5 in the cell on the right.	5	
		<b>Grand Total</b> - (Sum of subtotal and Timely Submission Points) =	50	

<b>618 Data - Indicator 14</b>
--------------------------------

APR Template – Part C (4)

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

Table	Timely	Complete Data	Passed Edit Check	Responded to Data Note Requests	Total
Table 1 - Child Count Due Date: 2/1/09	1	1	1	1	4
Table 2 - Program Settings Due Date: 2/1/09	1	1	1	1	4
Table 3 - Exiting Due Date: 11/1/09	1	1	1	1	4
Table 4 - Dispute Resolution Due Date: 11/1/09	1	1	1	1	4
<b>Subtotal</b>		16			
<b>618 Score Calculation</b>				<b>Grand Total</b> (Subtotal X 3) =	48

Indicator #14 Calculation	
A. APR Grand Total	50
B. 618 Grand Total	48
C. APR Grand Total (A) + 618 Grand Total (B) =	98
Total NA or N/A in APR	0
Total NA or N/A in 618	0
<b>Base</b>	<b>98</b>
D. Subtotal (C divided by Base*) =	1.0
E. Indicator Score (Subtotal D x 100) =	100.0

**Improvement Activities from the SPP for FFY 2008 (2008-2009):**

Activities from SPP FFY 2008	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, 2008- June 30,2009	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.
<b>Status:</b> The Part C Coordinator, DDP staff and Part C technical assistance provider reviewed DDP's data collection instructions, procedures and monitoring activities for 618, SPP, and APR. The Part C Coordinator updated the data collection instructions for FFY2008-2009.		
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,	July 1, 2008- June 30, 2009	Part C Coordinator, regional Part C agency managers and staff, and DDP staff.

# APR Template – Part C (4)

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

SPP and APR reports.		
<p><b>Status:</b> The Part C Coordinator provided overview training and reviewed “Montana’s Developmental Disabilities Program Part C General Supervision and Data Manual,” with DDP and regional Part C agency staff. In addition, the FSSAC was made aware of the Manual, its’ purpose and how to access a copy. Technical assistance was provided to regional Part C agency staff with specific data management responsibilities (e.g., local data manager for 618 data updates and reporting requirements and supervisors for collection of APR data.</p>		
3. Annually participate in OSEP’s training and technical assistance activities concerning the 618, SPP and APR reports, and makes any necessary changes to DDP’s policies procedures for data collection and monitoring. Incorporate changes in the training and technical assistance noted in Activity 2 above.	July 1, 2008—June 30, 2009	Part C Coordinator, regional Part C agency managers and staff, and DDP staff
<p><b>Status:</b> The Part C Coordinator has participated in OSEP’s training events, conferences and conference calls concerning 618, SPP, and APR. In addition the Part C technical assistance provider/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, 2008-June 30, 2009	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.
<p><b>Status:</b> 618, SPP, and APR was reviewed by the FSSAC, regional Part C agencies 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, 2008-June 30, 2009	Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff.
<p><b>Status:</b> DDP has accurately completed 618, SPP, and APR reports and submitted them according to OSEP’s due dates. The APR and 618 data were reported to the public and are available on 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 (2008-2009)**  
NA