

Part C State Annual Performance Report (APR) for FFY 2009 *(July 1, 2009-June 30, 2010)*

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, 2011 Annual Performance Report for the federal fiscal year reporting period of 2009 (July 1, 2009 to June 30, 2010).

- The Part C Coordinator and Part C technical assistant provider from the University of Montana-Rural Institute participated in OSEP's technical assistance conference calls and meetings, and reviewed all SPP/APR materials 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.
- 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 December 9, 2010 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, 2011.
- 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 25, 2011, 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) 2009 (submitted on February 1, 2011) 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 to a copy.

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

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 2009 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 2009 will be on the following website: DDP/FSSAC: <http://www.dphhs.mt.gov/fssac> and regional Part C agency.
- Regional Part C APRs for FFY 2009 will be available to the following groups: members of the FSSAC, Special Education Advisory Panel, Office of Public Instruction (OPI), Parents Let's Unit for Kids, Montana Council on Developmental Disabilities, Boards of Directors for the regional Part C agencies, and CSPD.
- Other advisory councils and planning groups associated with young children and people with disabilities will be made aware of the regional Part C agencies APRs for FFY 2009 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.

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 2009 | 100% of infants and toddlers with IFSPs will receive the early intervention services on their IFSPs in a timely manner. |

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

- 100% = 84/84 * 100
- Montana met the target for this indicator

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June30, 2010):*

Explanation of Progress or Slippage:

Definition of Timely Services:

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

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

Collection of Data:

This data is based on two methods of data collection with each of the seven regional Part C agencies (covering the entire state). The two different data collection methods and schedules cover the delivery of services throughout the FFY 2009. 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 and then submitted to the Part C Coordinator in October of 2010 from children’s files for the time period of July 1, 2009 through June 30, 2010. A revised protocol was piloted that had each agency randomly select a certain number of files based on the number of infants and toddlers that were served throughout the year from each agency. The number was based on each agencies child count data (618). The reason for the pilot was to gain a more proportional representation by region of the whole population served in Part C and in future years to be able to better compare this data to previous years. After the selection of random files was

made, the data was reviewed to document compliance to timely provision of services for each of the files. The data was submitted to the Part C Coordinator who reviewed the data to ensure compliance to Montana's definition of timely provision of services (a total of 49 individual files were reviewed - 10 from Region I, 7 from Region II, 12 from Region III, 10 from Region IV, and 10 from Region V). Region I and III have two providers each of the other regions have one). (2) The second method was on-site monitoring by State Part C Quality Improvement Specialist (QIS) using Montana's Comprehensive Evaluation Process for Family Education and Support Tool for the FFY 2009. The data was collected throughout the year by each Developmental Disability Program (DDP) regional office. A QIS individually scheduled on-site monitoring with regional Part C agency(s) in their region. The monitoring indicated seven out of the seven regional Part C agencies (covering the entire state) were found to be in compliance with this indicator (total of 35 infants./toddlers' files were reviewed, five from each regional Part C agency). A total of 84 files (49 for method 1 and 35 for method 2) files were reviewed by these two methods.

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

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

Montana collected the actual target data using the protocol described in the revised SPP with the addition of using the pilot of selecting a larger sample from regional Part C agencies (as explained in the previous section). Each of the seven regional Part C agencies (covering the entire state) were required to do a random sample of files using the "Research Randomizer Program" from all the Part C eligible children with an IFSP and received services in FFY 2009. 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 record for this indicator to include the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data.

Data from Montana's Comprehensive Evaluation Tool Monitoring:

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 2009 because each DDP regional office and QIS individually schedule on-site monitoring with the regional Part C agency(s) in their region. The QIS conducted on-site reviews of a random sample of five files for children in Part C services using the Montana's Comprehensive Evaluation Process for Family Education and Support Services Tool. The Tool addresses factors that promote the timely delivery of early intervention services. The following data is based on monitoring for the FFY 2009 (2009-2010). Seven out of the seven regional Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each regional Part C agency).

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

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

Data from previous Monitoring:

The data from Montana’s Comprehensive Evaluation Process for Family Education and Support Services Tool for the last seven fiscal years (FY 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, and 2008-2009), 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 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|--|-----------------------------|--|
| 1. Provide initial and annual training for the Quality Improvement Specialists. | July 1, 2009- June 30,2010 | FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Quality Improvement Specialist (QIS) were provided training on the definition of what “timely services” is, so when doing annual monitoring they all understand the meaning of “timely services” the same across the state. The tool for the annual monitor of the seven regional Part C agencies was revised for this reporting period to answer “yes” or “no” to the Part C statues, rules, and regulations. Montana will continue to review the tool to improve monitoring of services. Montana has worked with State Contact from OSEP to make improvements on the monitoring tool. Suggestions were brought back to QIS. Those recommendations for the tool will be trained on for the upcoming year.</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, 2009- June 30, 2010 | FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2009, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. Montana will provide training on the new State IFSP that will be uniform across the state and review agencies policies and procedures for Part C. Montana has worked with State Contact from OSEP to make improvements on the monitoring tool. Suggestions were brought back to QIS. Those recommendations for the tool will be trained on for the upcoming year.</p> | | |

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| <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, 2009—June 30, 2010</p> | <p>Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p> |
| <p>Status: Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 1. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand the definition of timely service, as demonstrated by review of IFSPs and the dates documented in the children’s files that indicated scheduled services were provided on time. Montana will provide training on the new State IFSP that will be uniform across the state, and review agencies policies and procedures for Part C and how they orientate new staff.</p> | | |
| <p>7. Montana will develop a uniform IFSP to be used statewide.</p> | <p>September 30, 2009 – June 30, 2010</p> | <p>Regional Part C agency managers and supervisors, FSSs, Part C technical assistance and trainer, Children’s Waiver Specialist, Person Center Planning Trainer, Montana Plains Regional Resource Center, and Part C Coordinator.</p> |
| <p>Status: A workgroup was formed to create a uniform IFSP for children’s service in Montana. The group was made up of regional Part C agency managers, FSSs, Part C technical assistance and trainer, Children’s Waiver Specialist, Person Centered Planning Trainer, Part C Coordinator, and John Copenhaver from Mountain Plains Regional Resource Center (MPRRC). The group reviewed IFSPs from other states and from each of the regional Part C agencies in Montana. The group then gave recommendations to the Part C Coordinator to form a draft of the IFSP. The draft went through several reviews from the group until a final draft was completed. Once the draft IFSP form was completed the next step was to complete a guidance manual on the IFSP. Once the guidance manual was completed, both documents were sent to MPRRC for formatting. Montana will begin training on the new guidance manual and IFSP form after July 1, 2010.</p> | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009-June 30, 2010)*

At a quarterly meeting with stakeholders (FSSAC and seven regional Part C agencies) it was decided that Montana needed to develop a uniform 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. Montana is in the process of getting an electronic data system to collect data for this indicator.

State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | 95% of infants and toddlers with IFSPs will primarily receive early intervention services in the home or programs for typically developing children. |

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

- 99.53% = (646/649*100)
- Montana met the target for this indicator.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (July 1, 2009-June30, 2010):

Table 2.1 Below are the 618 setting tables submitted for children with IFSPs on November 12, 2009:

| PRIMARY SETTING OF INFANTS AND TODDLERS, AGES BIRTH THROUGH 2 Collected on November 12, 2009 and submitted February 1, 2010 | | |
|--|---|-----------------------|
| SETTING | NUMBER OF INFANTS AND TODDLERS FOR EACH SETTING | PERCENT BY SETTING |
| TOTAL (ROWS 1-3) | 649 | |
| 1. HOME | 610 | 93.99%= (610/649*100) |
| 2. COMMUNITY-BASED SETTINGS | 36 | 5.54%= (36/649*100) |

| | | |
|---|---|--------------------|
| 3. OTHER SETTING | 3 | 0.46%= (3/649*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 | 109 | 105+2= 107 | 98.16%= (107/109*100) |
| ONE TO TWO | 212 | 198+14= 212 | 100%= (212/212*100) |
| TWO TO THREE | 328 | 307+28= 327 | 99.69%= (327/328*100) |

Explanation of Progress or Slippage:

The target set for the FFY 2009 (2009-2010) was 95%. The actual target data was 99.5% of infants and toddlers received services in the home or programs for typically developing children. [99.5% - Table 2.1: (1. Home) 610 + (2. Community-Based Settings) 36 = 646/(Total Rows) 649 = 99.5%.] 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 2000-2009 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 2000-2009

| | 2000 | 2001 | 2002 | 2003 | 2004 | 2005 | 2006 | 2007 | 2008 | 2009 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|---------------------|---------------------|
| Total number of children in December 1st Child Count | 574 | 600 | 574 | 628 | 677 | 724 | 679 | 633 | 731 | 649 |
| Home | 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%) | 610/649 (98.16%) |

APR Template – Part C (4)

Montana
State

| | | | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------------|---------------------|---------------------|
| Program designed for typically developing children | 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%) | 36/649 (5.54%) |
| Total Home and Program for typically developing children | 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%) | 646/649 (99.53%) |
| Other settings | 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%) | 3/649 (.46%) |

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

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

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|--|-----------------------------|--|
| 1. Based on each regional Part C agencies 618 data and monitoring data, work with the regional Part C agencies and the Quality Improvement Specialist to continue to promote utilization of appropriate community settings and programs for typically developing children in which services are delivered. | July 1, 2009- June 30,2010 | Seven regional Part C agencies, Part C Coordinator, Quality Improvement Specialist. |
| <p>Status: 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 & June) demonstrated through portfolios and interview that they know where and how to provide services in natural environments. The IFSP reviewed demonstrated that they provided services where typically developing children received services or in the child's home. The Quality Improvement Specialist (QIS) were provided Part C's current definition of natural environments.</p> | | |
| 2. Analyze with the Child and Family Services Division for providing training and technical assistance for the support of | July 1, 2009- June 30, 2010 | Seven regional Part C agencies, Part C Coordinator, Child and Family Service Division, and Child Care Plus, Child Care |

APR Template – Part C (4)

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|---|-----------------------------------|---|
| <p>early childhood childcare settings that serve all children with appropriate high quality services.</p> | | <p>Regional Resource Centers and child care providers.</p> |
| <p>Status: Part C Coordinator participated in 3 meetings of the Early Childhood Partnership for Professional Development and 3 meetings of the Governor’s Readiness Workgroup, to discuss what communities and other professionals are doing for training, including full inclusion of young children with disabilities. The information that was provided from these meetings was then shared with the Regional Part C agencies during quarterly meetings.</p> | | |
| <p>3. Based on Activity 2 above collaborate with the Child and Family Services Division for providing training and technical assistance for the support of early childhood childcare settings that serve all children with appropriate high quality services.</p> | <p>July 1, 2009—June 30, 2010</p> | <p>Seven regional Part C agencies, FSSAC, and Part C Coordinator.</p> |
| <p>Status: Part C Coordinator participated in 3 meetings of the Early Childhood Partnership for Professional Development and 3 meetings of the Governor’s Readiness Workgroup, to discuss what communities and other professionals are doing for training. Family Services in Montana has supported inclusion of young children in child care settings by implementing policies that provide incentives to child care providers who serve young children with disabilities and supporting training for child care providers related to serving young children with disabilities. Each of the regional Part C agencies promotes full inclusion in child care settings in the communities they serve. The information that was provided from these meetings was then shared with the Regional Part C agencies during quarterly meetings.</p> | | |
| <p>4. Annually review 618 data and monitoring data for state and each regional Part C agency and provide focused training and technical assistance for regional Part C agency staff/Family Support Specialists, Quality Improvement Specialist on 618 settings definitions and data collection requirements, monitoring requirements for Indicator 2.</p> | <p>July 1, 2009-June 30, 2010</p> | <p>Seven regional Part C agencies, FSSAC, and Part C Coordinator.</p> |
| <p>Status: Child Count (618) data was reviewed and discussed at both the FSSAC and regional Part C agencies meetings in FFY 2009. Training was provided on DAC’s instructions and definitions on settings. The FSS Comprehensive Certification process that takes place twice a year (November 2009 & June 2010) 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 (July 1, 2009-June30, 2010):

At a quarterly meeting with stakeholders (FSSAC and seven regional Part C agencies) it was decided that Montana needed to develop a uniform IFSP to be used statewide. The Part C workgroup, which included

APR Template – Part C (4)

Montana
State

the Part C Coordinator, Technical Assistant from the University of Montana-Rural Institute were charged with developing a statewide IFSP. Montana will be doing a CSEFEL Training to include children's mental health providers, child care providers, Early Head Start, Head Start, and regional Part C agencies. Montana's DDP will be reviewing each regional Part C agencies policies and procedures for compliancy with IDEA 2004. Montana is in the process of getting an electronic data system to collect data for this indicator.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

Monitoring Priority: Early Intervention Services In Natural Environments

ECO Suggested Format for
APR Indicator C3, due February 2011

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 2009-2010 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.

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

Table 3.1- Targets and Actual Data for Part C Children Exiting in FFY 2009 (2009-2010)

| Summary Statements | Targets FFY 2009 (% of children) | Actual FFY 2009 (% of children) |
|--|---|--|
| Outcome A: Positive social-emotional skills (including social relationships) | | |
| 1. Of those children who entered or exited the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they exited the program | 58% | 59.3% |
| 2. The percent of children who were functioning within age expectations in Outcome A by the time they exited the program | 52% | 54.8% |
| Outcome B: Acquisition and use of knowledge and skills (including early language/communication and early literacy) | | |
| 1. Of those children who entered or exited the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they exited the program | 60% | 61.1% |
| 2. The percent of children who were functioning within age expectations in Outcome B by the time they exited the program | 43% | 45.5% |
| Outcome C: Use of appropriate behaviors to meet their needs | | |
| 1. Of those children who entered or exited the program below age expectations in Outcome C, the percent who substantially increased their rate of growth by the time they exited the program | 66% | 61.6% |
| 2. The percent of children who were functioning within age expectations in Outcome C by the time they exited the program | 51% | 53.3% |

Table 3.2- Progress Data for Part C Children FFY 2009

| A. Positive social-emotional skills (including social relationships): | Number of children | % of children |
|---|-----------------------|---------------|
| | | |

APR Template – Part C (4)

| | | |
|--|---------------------------|---------------------------|
| a. Percent of children who did not improve functioning | 1 | 0.3% (1/336*100=.29) |
| b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers | 100 | 30% (100/336*100=29.7) |
| c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach | 51 | 15% (51/336*100=15.1) |
| d. Percent of children who improved functioning to reach a level comparable to same-aged peers | 96 | 29% (96/336*100=28.5) |
| e. Percent of children who maintained functioning at a level comparable to same-aged peers | 88 | 26% (88/336*100=26.1) |
| Total | N=336 | 100%** |
| B. Acquisition and use of knowledge and skills (including early language/communication): | Number of children | % of children |
| a. Percent of children who did not improve functioning | 1 | 0.3% (1/336*100=0.29) |
| b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers | 110 | 33% (110/336*100=32.7) |
| c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach | 72 | 21% (72/336*100=21.4) |
| d. Percent of children who improved functioning to reach a level comparable to same-aged peers | 102 | 30% (102/336*100=30.3) |
| e. Percent of children who maintained functioning at a level comparable to same-aged peers | 51 | 15% 51/336*100=15.1 |
| Total | N=336 | 100%** |
| C. Use of appropriate behaviors to meet their needs: | Number of children | % of children |
| a. Percent of children who did not improve functioning | 2 | 0.6% (2/336*100=0.59) |
| b. Percent of children who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers | 99 | 29% (99/336*100=29.4) |
| c. Percent of children who improved functioning to a level nearer to same-aged peers but did not reach | 56 | 17% (56/336*100=16.6) |
| d. Percent of children who improved functioning to reach a level comparable to same-aged peers | 106 | 32% (106/336*100=31.5) |
| e. Percent of children who maintained functioning at a level comparable to same-aged peers | 73 | 22% (73/336*100=21.7) |
| Total | N=336 | 100% |

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

Montana collected data from all infants and toddlers who (1) had baseline COSFs completed, (2) were in services at least six months, and (3) had an exit COSF completed in the reporting period of 07/01/09 to 06/30/10 (FFY 2009). Data using exit COSFs were completed for 336 children during the reporting year. These data are for all children who were in Part C that met the above criteria from all of the regional Part C agencies. Montana had a increase of 71 children from the last reporting period which reported 265 children with exit data for the FFY 2008-2009. Montana used ECO's COSF forms, rating scale and Summary Statement Calculator to provide data for the **Table 3.1 Summary Statements for FFY 2009** and the statements below.

A. Social Emotional Skills

- 99.7% (100 (b) + 51 (c)+ 96 (d)+ 88 (e)=335/336*100= 99.7% [Table 3.2]) of infants and toddlers participating in Montana's Part C services for the FFY 2009 made progress in their social relationships while they were enrolled. The 0.3% (percentage from (a) Table 3.2) of children who did not make progress included children with the most severe disabilities and/or degenerative conditions.
- 26% (percentage from category A.e Table 3.2) of the infants and toddlers participating in Montana's Part C services for the FFY 2009 were functioning at age expectations at entry and at exit in this outcome area. 54.8% (percentage from statement A.2 Table 3.1) of the children were functioning at age expectations in this outcome area when they exited the program. (25.7% [54.8-26.1=25.7%] started out behind and caught up, and 26.1% entered and exited at age expectations.)
- 59.3% (percentage from statement A.1 Table 3.1)of the children who entered the program below age expectations made greater than expected gains, made substantial increases in their rates of growth (i.e. changed their growth trajectories).

B. Acquiring and Using Knowledge and Skills

- 99.7% (110 (b) +72 (c) +102 (d) + 51(e) = 335/336*100=99.7% [Table 3.2]) of infants and toddlers participating in Montana's Part C services for the FFY 2009 made progress in their acquiring and using knowledge and skills while they were enrolled. The 0.3% (percentage from (a) Table 3.2) of children who did not make progress included children with the most severe disabilities and/or degenerative conditions.
- 15.1% (percentage from category B.e Table 3.2) of the infants and toddlers participating in Montana's Part C services for the FFY 2009 were functioning at age expectations at entry and at exit in this outcome area. 45.5% (percentage from statement B.2 Table 3.1) of the children were functioning at age expectations in this outcome area when they exited the program. (30.4% (45.5-15.1= 30.4%) started out behind and caught up, and 15.1% entered and exited at age expectations).
- 61.1% (percentage from statement B.1 Table 3.1) of the children who entered the program below age expectations made greater than expected gains, made substantial increases in their rates of growth: (i.e. changed their growth trajectories).

C. Taking Appropriate Action to Meet Needs

- 99.4% (99 (b) + 56 (c) + 106 (d) + 73 (e) = 99.4% [Table 3.2]) of infants and toddlers participating in Montana's Part C services for the FFY 2009 made progress in their taking appropriate action to meet their needs while they were enrolled. The 0.6% of children who did not make progress included children with the most severe disabilities and/or degenerative conditions.

- 21.7% (percentage from category C.e Table 3.2) of the infants and toddlers participating in Montana’s Part C services for the FFY 2009 were functioning at age expectations at entry and at exit in this outcome area. 53.3 % (percentage from statement C.2 Table 3.1) of the children were functioning at age expectations in this outcome area when they exited the program. (31.6% [53.3-21.7= 31.6%] started out behind and caught up, and 21.7% entered and exited at age expectations).
- 61.6% (percentage from statement C.1 Table 3.1) of the children who entered the program below age expectations made greater than expected gains, made substantial increases in their rates of growth- (i.e. changed their growth trajectories).

Table 3.3 Comparison of FFY 2007 and 2008 Summary Statement Data Baseline Data for Infants and Toddlers Exiting 2008-2009 and 2009-2010

| Summary Statements | % of children FFY 2008 | % of children FFY 2009 |
|---|---------------------------|---------------------------|
| Outcome A: Positive social-emotional skills (including social relationship) | | |
| 1. Of those children who entered the program below age expectations in Outcome A, the percent who substantially increased their rate of growth by the time they exited the program. | 62.0% | 59.3% |
| 2. The percent of children who were functioning within age expectations in Outcome A by the time they exited the program. | 55.8% | 54.8% |
| Outcome B: Acquisition and use of knowledge and skills (including early language/communication and early literacy) | | |
| 1. Of those children who entered the program below age expectations in Outcome B, the percent who substantially increased their rate of growth by the time they exited the program. | 63.5% | 61.1% |
| 2. The percent of children who were functioning within age expectations in Outcome B by the time they exited the program. | 46.8% | 45.5% |
| Outcome C: Use of appropriate behaviors to meet their needs | | |
| 1. Of those children who entered the program below age expectations in Outcome C, the percent who substantially increased their rate of growth by the time they exited the program. | 70.1% | 61.6% |
| 2. The percent of children who were functioning within age expectations in Outcome C by the time they exited the program. | 54.3% | 53.3% |

Children who entered Part C below age expectations in positive social-emotional skills, decreased their rate of growth in positive social-emotional skills by the time they exited, was 59% in FFY 2009 compared to 62% in FFY 2008. The percent of children who were functioning within age expectations in social-emotional skills, by the time they exited was 54.8% for FFY 2009 compared to 55.8% for FFY 2008.

Children, who entered Part C below age expectations in acquisition and use of knowledge and skills, substantially increased their rate of growth in Acquisition and use of Knowledge and Skills by the time they exited, was 61.1% in FFY 2009 compared to 63.7% in FFY 2008. The percent of children who were functioning within age expectations in Acquisition and use of Knowledge and Skills, by the time they exited was 45.5% for FFY 2009 compared to 46.8% for FFY 2008.

Children who entered Part C below age expectations in use of appropriate behaviors to meet their needs, substantially increased their rate of growth in use of appropriate behaviors to meet their needs by the time they exited, was 61.6% in FFY 2009 compared to 70.1% in FFY 2008. The percent of children who were functioning within age expectations in use of appropriate behaviors to meet their needs, by the time they exited was 53.3% for FFY 2009 compared to 54.3% for FFY 2008.

These small decreases from FFY 2008 to FFY 2009 were not a surprise. When implementing the child outcomes system, we knew it would take several years until the child outcome data reflected a population of infants and toddlers that more closely reflected a group of children that included young children who were in Part C services since birth or near their birth date. It was anticipated that infants referred early would likely have an established condition that was recognized early or young children that had significant developmental issues as infants. It was anticipated that these children with more significant issues might not demonstrate as a great of a developmental gain while in Part C services as those children referred later that did not have as a significant developmental issue. Further, these expectations have been a topic of discussion at the Early Childhood Outcomes conferences and community of practices telephone/web-based routine conferences.

Montana’s child outcome data were collected following the procedures and guidelines outlined in the SPP Indicator 3. Overview section and contained in Montana’s Early Childhood Outcomes: Demonstrating and Reporting the Results of Early Intervention Services for Infants and Toddlers Collecting Outcomes Data. As noted, Montana has adopted the ECO Center’s COSF 7 point scale, system for determining child outcomes, and definition for comparison to same-aged peers. Each COSF was completed by a COSF team convened for the child in each regional Part C agency. Each regional Part C agency accumulated all their COSFs completed for a quarter, reviewed the COSFs for accuracy, and sent the COSFs to the Part C Coordinator. Further, the Part C Coordinator and TA provider from the University of Montana-Rural Institute reviewed each COSF for quality assurance (validity and reliability) of the COSF data. If issues/errors were found, they were corrected with the appropriate Regional Part C agency. Once all COSFs quality assurance reviews were completed for a regional Part C agency for a quarter, and a report about their COSF reporting was completed for each agency. The report was sent to the agency, and if necessary, the agency was provided further technical assistance/training to improve the quality of their COSF data. For analysis of COSF data, Montana used ECO Center’s recommendations and analysis tools which helped greatly in identifying COSF determination and data collections issues concerning the quality of the early childhood outcome data.

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|---|------------------------------|--|
| 1. Annually, Montana will continue to refine the tool, Montana’s Comprehensive Evaluation Process for Family Education and Support Services, to enhance the State’s “related” data collection process for this indicator. | July 1, 2009 - June 30, 2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |

APR Template – Part C (4)

| | | |
|---|-----------------------------------|---|
| <p>Status: The process also ensures that Montana is using Part C language within the tool when collecting data, as recommend by OSEP during the verification visit. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. This included information obtained directly from families through an interview process about a family’s satisfaction with Part C services and impact of services on the child and family. Montana used a spread sheet program that was created to separate the information, so when looking at the data being collect it protects the identity of which children receiving services were reviewed.</p> | | |
| <p>2. Provide initial and annual training for the Quality Improvement Specialists concerning child outcomes, the COSF process and data collection related to child outcomes.</p> | <p>July 1, 2009- June 30,2010</p> | <p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p> |
| <p>Status: Completed but annual updates are also provided. QIS’s at a quarterly meeting discussed and reviewed the process of using the monitoring tool to ensure that Part C statues, rules, and regulations are implemented uniformly by QIS and when doing their monitoring of the regional Part C agencies.</p> | | |
| <p>3. DDP will monitor programs for compliance with this indicator and related requirements. When noncompliance is identified, Quality Improvement Specialists and Part C Coordinator will work with program to determine nature of noncompliance, develop and implement improvement Plan or Corrective Action.</p> | <p>July 1, 2009- June 30,2010</p> | <p>FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator.</p> |
| <p>Status: Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the agency that was monitored for FFY 2009.</p> | | |
| <p>4. Regional Part C agencies will train new FSSs on the Part C requirements, competences, and child outcomes/COSF system procedures related to Indicator 3.</p> | <p>July 1, 2009- June 30,2010</p> | <p>Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p> |
| <p>Status: Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 3. This is also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year. Each FSS provides a training log of what trainings they have completed and develops a portfolio of service records that demonstrate their implementation of services according to Part C requirements and evidenced-based practices. In addition, the process is verified by the Part C Coordinator and TA provider from the University of Montana-Rural Institute reviewing each COSF and providing feedback to the regional Part C agencies on a quarterly basis.</p> | | |

APR Template – Part C (4)

| | | |
|---|----------------------------|--|
| 5. Conduct quality assurance reviews of child outcomes COSFs and data, develop and disseminate quality assurance reports for each regional Part C agency, and when necessary, provide additional agency specific technical assistance and training. | July 1, 2009- June 30,2010 | Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator. |
| Status: The Part C Coordinator and TA from the University of Montana- Rural Institute reviewed all COSFs from each of the seven regional Part C agencies. Each agency was provided their quarterly data and the State's over all data for the quarter. T.A. calls were provided to those agencies that were in need of assistance. | | |
| 9. Annually review and update all Montana manuals and resources concerning child outcomes, the COSF process and data collection related to child outcomes. | July 1, 2009-June 30, 2010 | Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator. |
| Status: TA from University of Montana- Rural Institute provided the seven regional Part C agencies information from ECO's conference calls and web-page on COSF(s). | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2009-June30, 2010):

A new improvement activity for this indicator is to develop a new data system with ARRA funds to incorporate the early childhood outcome and related data and perform advanced data analysis.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | <ul style="list-style-type: none"> A. 91% will report that early intervention services has helped the family help their children develop and learn B. 91% will report that early intervention services has helped the family effectively communicate their children's needs. C. 86% will report that early intervention services has helped the family help their children develop and learn |

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

- 4-A. 94% (260/277*100= 93.8%), 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. 93% (258/276*100= 93.4%), of respondent families reported that early intervention services have helped the family effectively communicate their children's needs.
- Montana met the target for this indicator 4-B.
- 4-C. 94% = (262/279*100= 93.9%), of respondent families reported that early intervention services have helped the family help their children develop and learn.
- Montana met the target for this indicator 4-C.

[*While the instructions asked families to respond to each question, families did not always respond to each question. The 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 *(July 1, 2009-June30, 2010):*

Explanation of Progress or Slippage:

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

| Types of Data | Data for FFY 2008 | Data for FFY 2009 | Targets for FFY 2009 |
|-----------------------------------|---------------------|---------------------|----------------------|
| Number surveys returned | 381 | 284 | |
| Return Rate | 48.5% (381/784*100) | 43.1% (284/659*100) | |
| 4 A- know rights | 90.5% | 93.8% | 91% |
| 4 B- communicate child's needs | 90.2% | 93.4% | 91% |
| 4 C- help child develop and learn | 91.4% | 93.9% | 86% |

- Montana FFY 2009 target for 4-A was 91%. Montana’s actual data shows 94% (93.8%) of respondent families reported that early intervention services have helped the family know their rights. Montana met its target for FFY 2009. Montana had an increase of 3% of parents who responded that they understood their rights from FFY 2008. Montana exceeded the target by 3%. 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 2009 target for 4-B was 91%. Montana’s actual data shows 93% (93.4%) of respondent families reported that early intervention services have helped the family effectively communicate their child’s needs. Montana had an increase of 3% of parents who responded that indicated that families can communicate their child’s needs from FFY 2008. Montana exceeded the target by 3%.
- Montana FFY 2009 target for 4-C was 86%. Montana’s actual data shows 94% (93.9%) of respondent families reported that early intervention services have helped the family help their child develop and learn. Montana had an increase of 3% of parents who responded that they help their child develop and learn from FFY 2008. Montana exceeded the target by 7.9%.

To ensure representation from across the state all seven regional Part C agencies conducted a parent survey for all families whose children had an IFSP and received Part C services in FFY 2009. Each of the seven regional Part C agencies incorporated into their survey the ECO Center’s three questions on Family Outcomes and used the ECO Center’s rating scale for Indicator 4. Each of the seven regional Part C agencies’ procedures and methods for disseminating and collecting survey information were reviewed and approved by DDP to ensure appropriate representation of families from across Montana. A total of 659 surveys were disseminated to parents participating in Part C throughout Montana by each of the seven regional Part C agencies; 284 of those surveys were returned for a 43.1% (284/659*100=43.1%). The range for the percentage of surveys returned to the seven regional Part C agencies were 31% to 53%. All of the seven regional Part C agencies met the State’s minimal return rate of 30%.

Montana’s Child Count Data (618) for FFY 2009 served 649 children. The two largest race/ethnicity in Montana are “white” with a count of 472 (73%) and then “American Indian or Alaska Native” with a count of 123 (19%). 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 all three questions. Thus, it was noted in the Actual Target Data that each question had a different number of families that completed a particular question. Some families indicated either through notes on the survey or survey follow-up that they may not have understood the question.

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

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

Data from Montana’s Comprehensive Evaluation Tool Monitoring

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 received Part C services to determine the impact of their satisfaction with Part C services. During the last year, all the interviewed families receiving services from the regional Part C agencies indicated that they thought the services benefitted their child and family and were satisfied with the services they received. Annually QIS conduct general supervision monitoring of all regional Part C agencies, thus parents from all the Part C agencies and from all regions of the state participated in this process.

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|--|----------------------------|--|
| 1. Provide initial and annual training for the Quality Improvement Specialists. | July 1, 2009- June 30,2010 | FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Quality Improvement Specialists (QIS) were provided training on monitoring to regional Part C agencies. The process also ensures that QISs have an understanding of Part C rules, regulations, and statues when doing their annual monitoring. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. This included information obtained directly from families through an interview process about a family’s satisfaction with</p> | | |

| | | |
|--|------------------------------------|---|
| <p>Part C services and impact of services on the child and family. Montana used a spread sheet program that was created to separate the information, so when looking at the data being collect it protects the identity of which children receiving services were reviewed. Montana has worked with its state contact from OSEP to make improvements on the monitoring tool. Suggestions were brought back to QIS and those recommendations for the tool will be trained on for the upcoming year</p> | | |
| <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.</p> | <p>July 1, 2009- June 30, 2010</p> | <p>FSSAC, regional Part C managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p> |
| <p>Status: Each regional Part C agency was monitored and provided feedback on their review. The review was presented in a spread sheet and reported to the Director of Developmental Disabilities, the Bureau Chief of Community Services, Part C Coordinator, Waiver Coordinator, Regional Managers, and the Part C agency that was monitored. For FFY 2009, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. Montana will begin providing training on the new State IFSP that will be uniformed across the state and reviewing agencies policies and procedures for Part C.</p> | | |
| <p>3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 4.</p> | <p>July 1, 2009—June 30, 2010</p> | <p>Regional Part C agency managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator.</p> |
| <p>Status: Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 4. This was also verified through the Family Support Specialist (FSS) Comprehensive Certification process that occurs twice a year (November and June). Each FSS provided a training log of what trainings they have completed and developed a portfolio of service records that demonstrated their implementation of services according to Part C requirements and evidenced-based practices. Each individual that went through certification was found to understand procedural safe guards, how to communicate with families, and help families and their child do things within their daily routines. Montana will begin providing training on the new State IFSP that will be uniform across the state and reviewing agencies policies and procedures for Part C and how they orientate new staff.</p> | | |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2009-June30, 2010):

Montana updated its **Part C Early Intervention Service Dispute Handbook - 2010** after OSEP's verification visit. Montana made the necessary corrections to the manual and disseminated the final document September 9, 2010 to all regional Part C agencies. Training on the updated manual will beginning in September 2010 to all regional Part C agencies. DDP will be reviewing all regional Part C agencies policies and procedures for compliance with IDEA 2004.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | Part C in Montana will serve 1.29% of all infants in the state |

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

- 0.85% (109/12,838*100)
- Montana’s November 12, 2009, Child Count Data (618) indicates 0.85% of Montana’s infants are served compared to 1.03% for the national baseline.
- Montana is ranked 34th for all 50 states and 6 territories and 31st for all states.

(Table C-13. Percent of infants and toddlers receiving early intervention services under IDEA, Part C, by age and state: 2009)

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (July 1, 2009-June30, 2010):

Explanation of Progress or Slippage:

Montana’s SPP target for FFY 2009 (2009 – 2010) was to serve on the 618 child count date 1.29% of all infants in the state. Montana’s actual data shows 0.85% of all infants being served on the child count date (618). This is a slippage of 0.44% from the SPP target for FFY 2009 and 0.21% from the last reporting period of FFY 2008. While Montana had slippage in the number of infants being served, the data in Table 6.3, Collaborative Child Find Events Conducted (see Indicator 6), indicate Montana had an increase in the number of events by 83 from the last reporting period. Montana also had an increase in the number of referrals from primary referral sources by 76, which can be found on Table 6.4 (see Indicator 6). To address slippage may be due to less children being eligible under Montana’s definition for eligibility.

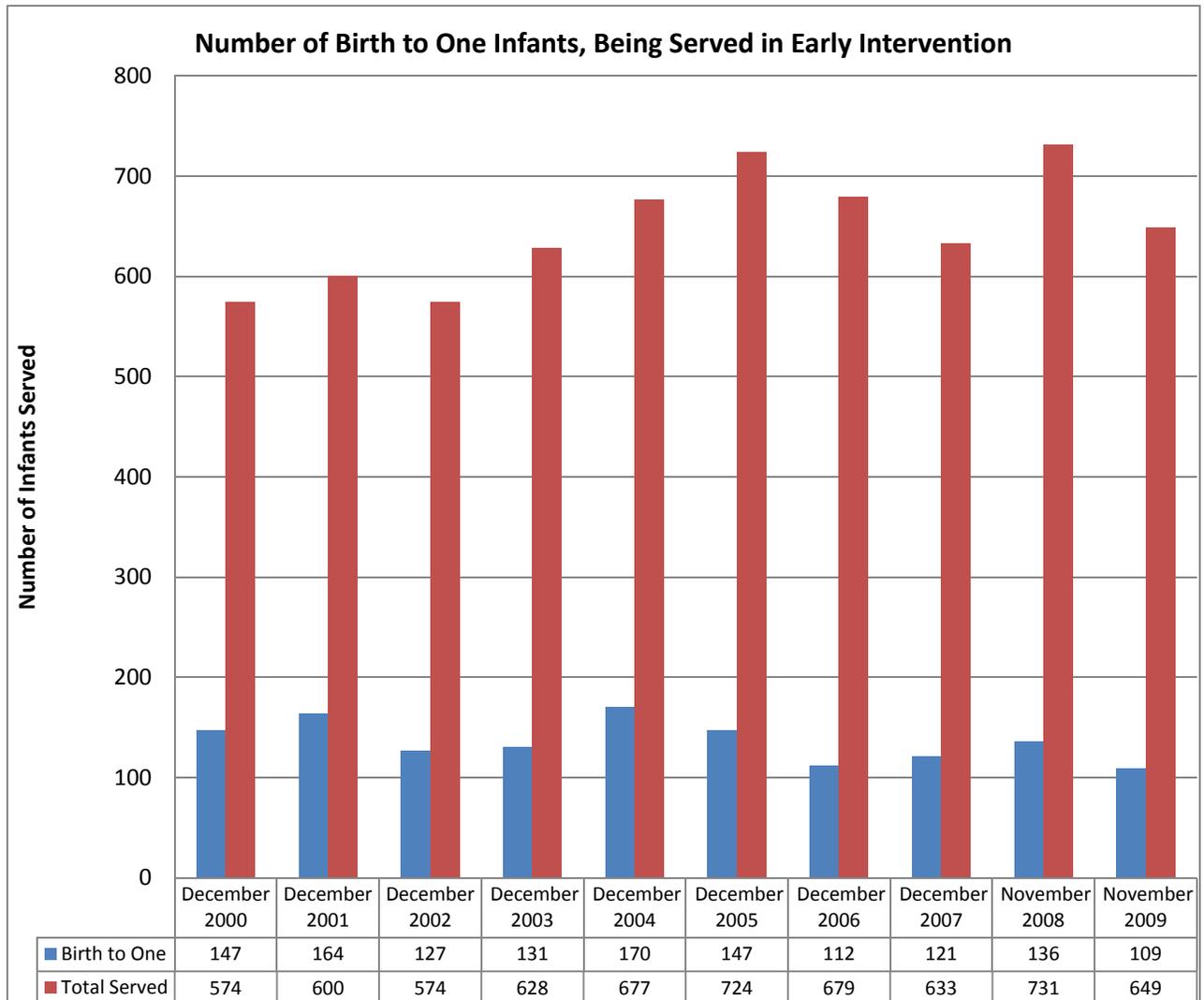
Montana for several years has engaged in a variety of annual activities to better understand the slippage in the percent of infants served in Part C, including: (1) reviews and analysis of child count data since 1995 - 2009; (2) reviews of child find activities and initiatives with the Family Support Services Advisory Council (FSSAC - Montana’s ICC) and each of the seven regional Part C agencies; (3) discussions with Part C technical assistance providers and personnel from other states

concerning Indicator 5 data and activities; and (4) discussions with Mr. James Sylvester, Bureau of Business and Economic Research at the University of Montana (appointed by Montana's Governor as the contact for the U.S. Census Bureau's Federal State Cooperative Program for Population Estimates), to gain a better understanding of each year's census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates. Further, Mr. Sylvester also assisted in reviewing child count data from 1995 to 2009 relative to Montana's infant general population census data and estimates for that time period.

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

- Discussions with the Family Support Services Advisory Council (FSSAC-Montana's ICC) and each of the regional Part C agencies to review child count data (618) and population data in order to develop specific activities designed to make improvements in the percent of infants served in Part C. Both stakeholder groups reviewed Mr. James Sylvester, explanation of census data and estimates for the birth through 12 months population in Montana, including the amount of error for population estimates.
- Montana revised the SPP target for percent of infants served in Part C. After thoughtful review of the options, the decision was to base the revised percent of infants served on the combination of Montana's average percent infants served since 1995 and the average improvement increment for each year the percent infants served increased from the previous year.
- These stakeholders also reviewed improvement activities and updated future improvement activities to increase the infant population percent.
- Also see Indicator 6. for additional information about child count data and child find improvement activities.

Table 5.1 Additional Child Count Data and Comparisons:



- November 15, 2008, 136 of 731 (19%) are children, birth to 1.
 - November 12, 2009, 109 of 649 (23%) are children, birth to 1.
- Mean number of infants served from December 2000 to December 2009 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 1995-2009 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 |

APR Template – Part C (4)

Montana
State

| | | | | |
|------|----------|---------|---------|-------------|
| 1996 | 10,676 | 103 (-) | 94 (+) | 0.88 (+) |
| 1997 | 10,433 | 243 (-) | 101 (+) | 0.97 (+) |
| 1998 | 10,413 | 20 (-) | 141 (+) | 1.35 (+) |
| 1999 | 10,527 | 114 (+) | 114 (-) | 1.08 (-) |
| 2000 | 10,804 | 277 (+) | 147 (+) | 1.36 (+) |
| 2001 | 10,964 | 160 (+) | 164 (+) | 1.50 (+) |
| 2002 | 10,982 | 18 (+) | 127 (-) | 1.16 (-) |
| 2003 | 11,279 | 297 (+) | 131 (+) | 1.16 (same) |
| 2004 | 11,559* | 280 (+) | 170 (+) | 1.47* (+) |
| 2005 | 11,655* | 96 (+) | 147 (-) | 1.26* (-) |
| 2006 | 11,644 | 11 (-) | 112 (-) | 0.96 (-) |
| 2007 | 12,355** | 711 (+) | 121 (+) | 0.98 (+) |
| 2008 | 12,773** | 418 (+) | 136 (+) | 1.06 (+) |
| 2009 | 12,838** | 65 (+) | 109 (-) | 0.85 (-) |

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

- 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 five 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 five 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 2009 (12,838) indicate an increase of 2059 infants which is a **19.1%** increase.
- Analysis of the birth– 12 months number of infants in Part C for 1995 (93) in comparison to the same data for 2009 (109) indicate an increase of 16 infants is a **17.2%** increase.
- Analysis of the birth – 12 months general population data for 2008 (12,773) in comparison to the same data for 2009 (12,838) indicate a decrease of 65 infants which is a **0.5%** decrease.
- Analysis of the birth– 12 months number of infants in Part C for 2008 (136) in comparison to the same data for 2009 (109) indicate a decrease of 27 infants is an **19.85%** decrease.

Table 5.3 Comparison of Birth-12 Months Population and Child Count Data from 2004-2009 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 |
|------------------|--|--|---|---|--|
|------------------|--|--|---|---|--|

APR Template – Part C (4)

Montana
State

| | | | | | |
|------|--------|--------|-----|------|------|
| 2004 | 10,738 | 11,559 | 170 | 1.58 | 1.47 |
| 2005 | 11,076 | 11,655 | 147 | 1.33 | 1.26 |
| 2006 | 11,644 | 11,977 | 112 | 0.96 | 0.94 |
| 2007 | 12,355 | (NA) | 121 | 0.98 | (NA) |
| 2008 | 12,773 | (NA) | 136 | 1.06 | (NA) |
| 2009 | 12,838 | (NA) | 109 | .85 | (NA) |

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

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

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| 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, 2009- June 30,2010 | FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| Status: Child count (618) data was reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Each of the seven regional Part C agencies received an Annual Performance Report and Determination Letters concerning each of the 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. | | |

APR Template – Part C (4)

| | | |
|--|------------------------------------|---|
| <p>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. Regional Part C agencies were provided ARRA funds to help increase the activities for child find and referral.</p> | | |
| <p>2. Annually review, revise (when needed), develop and disseminate child find materials and activities.</p> | <p>July 1, 2009- June 30, 2010</p> | <p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p> |
| <p>Status: ARRA funds were available to enhance regional child find activities. All seven of the regional Part C agencies participated and provided the state with Child Find activities in addition to what they were already doing for this activity to be able to access ARRA funds. Agencies plans included updating their materials about Part C services and making referrals, and reviewing how they were going to improve collaborations and communications with primary referral sources.</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, 2009- June 30, 2010</p> | <p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p> |
| <p>Status: The Technical Assistance provider from University of Montana-Rural Institute on a quarterly basis provided the FSSAC and seven regional Part C agencies with resources developed by TRACE and other technical assistance providers about evidence-based practices designed to improve public awareness and child find activities. The TA from the University of Montana-Rural Institute also provided a Vista person with TRACE information for a local Part C agency to improve their referrals and child find efforts.</p> | | |
| <p>4. Annually review to ensure linkage of Part C early intervention to other local childhood health and human services with specific emphasis on programs and providers serving infants.</p> | <p>July 1, 2009- June 30, 2010</p> | <p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p> |
| <p>Status: ARRA funds were available to enhance regional child find activities.</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, 2009- June 30, 2010</p> | <p>FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p> |
| <p>Status: The Part C Coordinator continues to participate in the Governor’s Readiness Taskforce, working with the Coordinator of the Universal Newborn Hearing, and Early Childhood Partnership for Professional Development.</p> | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2009-June30, 2010):

Montana’s regional Part C agencies are engaged in a “Child Find Project” with ARRA funds. Each agency was required to provide a plan to the Part C Coordinator. Within the plan each agency needed to identify a city/county they would focus on. The agency needed to provide the methods they were going to use for improving child find/referrals. The agencies are being asked to analyze what methods worked and where improvements need to occur to make the proper adjustments. These activities are included in the revised SPP.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | Part C in Montana will serve 2.04% of all infants and toddlers in the state |

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

- 1.69%= (649/38,324*100)
- Montana’s November 12, 2009, Child Count Data (618) indicates 1.69% of Montana's infants and toddlers are served compared to 2.67% for the national baseline.
- Montana is ranked 49th for all 50 states and 6 territories and 46th for all states.

(Table C-13. Percent of infants and toddlers receiving early intervention services under IDEA, Part C, by age and state: 2009)

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June30, 2010):*

Explanation of Progress or Slippage:

Montana’s SPP target for FFY 2009 (2009- 2010) was to serve on the 618 child count date 2.04% of all infants and toddlers in the state. Montana’s actual data shows 1.69% of all infants and toddlers being served on the child count date (618). This is slippage of 0.35% from the SPP target for FFY 2009 and 0.21% from the last reporting period of FFY 2008. While Montana had slippage in the number of children being served, the data in Table 6.3, Collaborative Child Find Events Conducted, indicate Montana had an increase in the number of events by 83 from the last reporting period. Montana also had an increase in the number of referrals from primary referral sources by 76, which can be found on Table 6.4. To address slippage may be due to less children being eligible under Montana’s definition for eligibility.

ARRA funds were made available for improving child find. For the upcoming year each Regional Part C agencies submitted a “Child Find Project” to the Part C Coordinator to help continue to improve-child find and to gain more referrals from primary referral sources within their communities. The agencies needed to identify a community/county within their region that they would focus on for child find. After the

agencies provided their child find project plan and it was reviewed, they were provided ARRA dollars to help with the project.

Montana’s Child Count (618) data for the reporting period of November 15, 2010 (that will be used for the 2011 APR), demonstrated an increase in the number of infants and toddlers being served in Montana. The total served for that report was 723 (child count for 11-12-09 = 649 and 11-15-10 = 723). In addition, the total number of infants and toddlers served per year does not fluctuate as much as the Child Count (618) for one day per year. Thus, Montana’s analysis and implementation of improvement activities appears to have some positive results on the child count data.

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

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

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

Additional Child Count Data and Comparisons:

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

| Child Count Year | Montana Birth-3 Population Revised Estimates | Population Difference from Previous Year | Number of Birth-3 Child Count in Part C | Percent of Birth-3 in Part C Using Revised Estimates |
|------------------|--|--|---|--|
| 1995 | 33,106 | | 512 | 1.55 |
| 1996 | 32,655 | 451 (-) | 508 (-) | 1.56 (+) |
| 1997 | 32,233 | 422 (-) | 531 (+) | 1.65 (+) |
| 1998 | 32,174 | 59 (-) | 580 (+) | 1.8 (+) |

| | | | | |
|------|---------|-----------|---------|----------|
| 1999 | 32,243 | 69 (+) | 628 (+) | 1.95 (+) |
| 2000 | 32,512 | 269 (+) | 574 (-) | 1.77 (-) |
| 2001 | 31,551 | 961 (-) | 600 (+) | 1.9 (+) |
| 2002 | 32,093 | 542 (+) | 574 (-) | 1.79 (-) |
| 2003 | 32,268 | 175 (+) | 628 (+) | 1.95 (+) |
| 2004 | 32,555 | 287 (+) | 677 (+) | 2.08 (+) |
| 2005 | 32,706 | 151 (+) | 724 (+) | 2.21 (+) |
| 2006 | 35,033 | 2,327 (+) | 679 (-) | 1.94 (-) |
| 2007 | 36,003* | 970 (+) | 633 (-) | 1.76 (-) |
| 2008 | 37,583* | 1,580 (+) | 731 (+) | 1.95 (+) |
| 2009 | 38,324* | 741 (+) | 649 (-) | 1.69 (-) |

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

- According to Montana’s U.S. Census Bureau’s Federal State Cooperative Program for Population Estimates contact, there is an error of (+) or (-) 1000 for the birth - 3 general population in Montana which could greatly impact the percent calculation for the percent of birth - 3 infants and toddlers in Part C on the child count date.
- In comparing the birth - 3 **general population data** from year to year, in four comparisons, the general population number decreased from the previous year.
- In comparing the birth- 3 **child count data** for number of infants and toddlers in Part C from year to year, in six comparisons, the number of infants and toddlers in Part C decreased from the previous year.
- In comparing the birth - 3 **child count data** for percent of infants and toddlers in Part C from year to year, in five comparisons, the percent of infants and toddlers in Part C decreased from the previous year.
- Analysis of the birth– 3 year old general population data for 1995 (33,106) in comparison to the same data for 2009 (38,324) indicate an increase of 5,218 infants and toddlers which is a **15.76%** 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 2009 (649) indicate an increase of 137 infants and toddlers is a **26.75%** increase.
- Analysis of the birth–3 year old general population data for 2008 (37,583) in comparison to the same data for 2009 (38,324) indicate an increase of 741 infants and toddlers which is a **1.97%** increase. Analysis of the birth– 3 year old number of infants and toddlers in Part C for 2008 (731) in comparison to the same data for 2009 (649) indicate a decrease of 82 infants and toddlers is an **11.21%** decrease.

Table 6.2 Comparison of Birth-3 Population and Child Count Data from 2004-2009 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% |

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| | | | | | |
|------|--------|---------|-----|-----------|-------|
| 2002 | 32,093 | 32,822 | 574 | 1.79% (-) | 1.75% |
| 2003 | 32,268 | 33,406 | 628 | 1.95% (+) | 1.88% |
| 2004 | 32,555 | 34,073 | 677 | 2.08% (+) | 1.99% |
| 2005 | 32,706 | 34,685 | 724 | 2.21% (+) | 2.09% |
| 2006 | 35,033 | 35,036 | 679 | 1.94% (-) | 1.93% |
| 2007 | 36,003 | 36,003* | 633 | 1.76% (-) | NA |
| 2008 | 37,583 | 37,583* | 731 | 1.95% (+) | NA |
| 2009 | 38,324 | 38,324* | 649 | 1.69% (-) | NA |

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

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

Additional Child Find Data:

Table 6.3 Collaborative Child Find Events Conducted

| Agency | # of activities for 2008-2009 | # of activities for 2009-20010 | Comparison of the years |
|------------------|-------------------------------|--------------------------------|-------------------------|
| School | 139 | 182 | (+) 43 |
| Head/Early Start | 27 | 33 | (+) 6 |
| Public Health | 34 | 32 | (-) 2 |
| EPST | 0 | 0 | 0 |
| Other | 66 | 101 | (+) 35 |

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

| Agency | # of referrals for 2008-2009 | # of referrals for 2009-2010 | Comparison of the years |
|---------------------------|------------------------------|------------------------------|-------------------------|
| Hospitals | 100 | 70 | (-) 30 |
| Physicians | 248 | 283 | (+) 35 |
| Parents | 225 | 280 | (+) 55 |
| Child care | 25 | 27 | (+) 2 |
| Schools | 42 | 39 | (-) 3 |
| Public Health | 53 | 72 | (+) 19 |
| Child Protective | 203 | 186 | (-) 17 |
| Other Social Services | 105 | 120 | (+) 15 |
| Other Healthcare Provider | 53 | 44 | (-) 9 |
| Other | 151 | 160 | (+) 9 |

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | 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, 2009- June 30,2010 | FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| <p>Status: Child count (618) data was reported to the FSSAC and to the seven regional Part C agencies during quarterly meetings. Each of the seven regional Part C agencies received an Annual Performance Report and Determination Letters concerning each of the 14 Indicators that Montana needed to report. Determination Letters were disseminated to each of the seven regional Part C agencies. Montana's Letters of Determinations for each agency were based on all the compliance and performance indicators. Since Indicator 5 is a performance indicator the letters reflected whether the regional Part C agency met the target for percent of infants served for the year. Regional Part C agencies were provided ARRA funds to help increase the activities for child find and referral.</p> | | |

APR Template – Part C (4)

| | | |
|--|-----------------------------|--|
| 2. Annually review, revise (when needed), develop and disseminate child find materials and activities. | July 1, 2009- June 30, 2010 | FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| Status: ARRA funds were available to enhance regional child find activities. All seven of the regional Part C agencies participated and provided the state with Child Find activities in addition to what they were already doing for this activity to be able to access ARRA funds. Agencies plans included updating their materials about Part C services and making referrals, and reviewing how they were going to improve collaborations and communications with primary referral sources. | | |
| 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, 2009- June 30, 2010 | FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| Status: The Technical Assistance provider from University of Montana-Rural Institute on a quarterly basis provided the FSSAC and seven regional Part C agencies with resources developed by TRACE and other technical assistance providers about evidence-based practices designed to improve public awareness and child find activities. The TA from the University of Montana-Rural Institute also provided a Vista person with TRACE information for a local Part C agency to improve their referrals and child find efforts. | | |
| 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, 2009- June 30, 2010 | FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| Status: 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. As noted above, ARRA funds were available to enhance regional child find activities. All seven of the regional Part C agencies participated and provided the state with Child Find activities in addition to what they were already doing for this activity to be able to access ARRA funds. Agencies plans included updating their materials about Part C services and making referrals and reviewing how they were going to improve collaborations and communications with primary referral sources. | | |
| 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, 2009- June 30, 2010 | FSSAC, regional Part C agency managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| Status: The Part C Coordinator continues to participate in the Governor’s Readiness Taskforce, working with the Coordinator of the Universal Newborn Hearing, and Early Childhood Partnership for Professional Development. | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009- June 30, 2010)*

Montana's regional Part C agencies are engaged in a "Child Find Project" with ARRA funds. Each agency was required to provide a plan to the Part C Coordinator. Within the plan each agency needed to identify a city/county they would focus on. The agency needed to provide the methods they were going to use for improving child find/referrals. The agencies are being asked to analyze what methods worked and where improvements need to occur to make the proper adjustments. These activities are included in the revised SPP.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

Monitoring Priority: Effective General Supervision Part C / Child Find

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

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

Measurement:

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

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

| FFY | Measurable and Rigorous Target |
|----------|--|
| FFY 2009 | 100% of all infants and toddlers eligible for Part C services will have completed evaluation(s) and assessment(s) and an initial IFSP meeting conducted within Part C’s 45-day timeline. |

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

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

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June30, 2010):*

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 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 2009 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 2009) 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, including the completion of evaluations and assessments and holding an initial

IFSP meeting within the 45 day requirement. In Montana, the initial IFSP must be completed within 45 days unless there are family circumstances that interfere with meeting the timeline. The following data is based on monitoring for the FFY 2009 (2009-2010). Seven out of the seven regional Part C agencies were found to be in compliance with this indicator for these items (total of 35 files reviewed, 5 from each regional Part C agency).

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

Data from previous Monitoring

The data from Montana's Comprehensive Evaluation Process for Family Education and Support Services Tool for the last five FY 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, and 2008-2009 demonstrated 100% compliance for the 5 questions that are used for monitoring timelines (please see SPP for details).

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

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

Montana collected the actual target data using the protocol that was described in the SPP with the addition of using the pilot of selecting a larger sample from regional Part C agencies. Each of the seven regional Part C agencies (covering the entire state) was required to do a random sample of files using the "Research Randomizer Program" from all the Part C eligible children with an IFSP in FFY 2009. 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 circumstance listed in Part C Indicator Measurement Table) – (Expiration date:11/30/12). The definition and procedures/instructions were developed by the Part C Coordinator and Part C Work Group (with representatives from each of the seven regional Part C agencies) to ensure uniform implementation of the data collection protocol. Each of the seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data for compliance, clarified the data if there were any questions with the regional Part C agency and compiled the data for APR. Each of the seven regional Part C agencies keeps a record for this indicator to include the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data. (See Indicator 1.)

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|--|-----------------------------|--|
| 1. Provide initial and annual training for the Quality Improvement Specialists. | July 1, 2009- June 30,2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Quality Improvement Specialist (QIS) were provided training on the definition of what “timely services”, and requirements for assessments/evaluations, IFSPs and the 45 day timelines, so when doing annual monitoring they all understand the meaning of these Part C requirements the same across the state. The tool for the annual monitor of the seven regional Part C agencies was revised for this reporting period to answer “yes” or “no” to the Part C statues, rules, and regulations. Montana will continue to review the tool to improve monitoring of services. Montana has worked with State Contact from OSEP to make improvements on the monitoring tool. Suggestions were brought back to QIS. Those recommendations for the tool will be trained on for the upcoming year.</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, 2009- June 30, 2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Each regional Part C agency was monitored and provided feedback on their review. 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 2009, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. Montana will begin providing training on the new State IFSP that will be uniformed across the state and reviewing agencies policies and procedures for Part C.</p> | | |
| 3. Regional Part C agencies will train new FSSs on the Part C requirements and competences related to Indicator 7. | July 1, 2009- June 30, 2010 | Regional Part C agency Managers and supervisors, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Each regional Part C agency has an orientation and initial training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 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. Montana will begin providing training on the new State IFSP that will be uniform across the state and reviewing agencies policies and procedures for Part C and how they orientate new staff.</p> | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009-June30, 2010):*

At a quarterly meeting with stakeholders (FSSAC and seven regional Part C agencies) it was decided that Montana needed to develop a uniform 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. Montana is in the process of getting an electronic data system to collect data for this indicator.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | 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. <ul style="list-style-type: none"> A. 100% IFSPs with transition steps and services B. 100% Notification to LEA, if child potentially eligible for Part B; and C. 100% Transition conference occurred, if child potentially eligible for Part B. |

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

- 8A - 100%= (39/39 * 100) of children exiting Part C had an IFSP with transition steps and services.
- Montana met the target for Indicator 8A.
- 8B - 100% = (39/39 * 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 - $100\% = (34/34 * 100)$ of children exiting Part C and potentially eligible for Part B had the transition conference occur.
- Montana met the target for Indicator 8C.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June 30, 2010):*

As part of DDP's monitoring of Part C services, each of the seven regional Part C agencies (covering the entire state) randomly selected files using the Research Randomizer Program of all eligible children (with IFSPs) who turned 36 months during FFY 2009. A survey method, following specific State Part C agency protocol, was used to collect data from each of the seven regional Part C agencies. The data was collected and then submitted to the Part C Coordinator in October of 2010 from children's files that turned 36 months for the time period of July 1, 2009 through June 30, 2010. A revised protocol was piloted that had each agency randomly select a certain number of files based on the number of infants and toddlers that exited throughout the year from each agency. The number was based on each agency's child count data (618). The reason for the pilot was to gain a more proportional representation by region of the whole population who exited Part C and in future years to be able to compare this data to previous years. After the selection of random files was made, the data was reviewed to document compliance for each of the files. The data was submitted to the Part C Coordinator who reviewed the data to ensure compliance (a total of 39 individual files were reviewed- 6 from Region I, 6 from Region II, 10 from Region III, 8 from Region IV, and 9 from Region V). Region I and III have two providers each of the other regions have one. The files were reviewed for each child/family selected to determine: (1) if transition steps and services were on the IFSP, (2) if notification to LEA occurred if the child was potentially eligible for Part B, and (3) if a transition conference was held 90 days prior to 3rd birthday, if the child was potentially eligible for Part B. If any of the above steps did not occur, an explanation was provided. The seven regional Part C agencies reported the data to the Part C Coordinator who reviewed the data, clarified information that was not clear, and compiled the data for the APR. Each of the seven regional Part C agencies keeps a record for this indicator which includes the identification of the children/families randomly selected. The DDP during the annual monitoring visit verifies the accuracy (reliability and validity) of the data.

100% for 8A, 8B, and 8C, was the target set for the FFY 2009. The actual target data for FFY 2009 was based on Provider Survey and Reporting and exceptional family circumstances:

- 100% = $(39/39 * 100)$ of children exiting Part C had an IFSP with transition steps and services on the IFSPs. Thirty-nine files reviewed had documentation that there were transition steps and services on each IFSP.
- 100% = $(39/39 * 100)$ of children exiting Part C and potentially eligible for Part B had notification sent to the LEA. All thirty-nine files reviewed had documentation that the LEA was notified of the potential child being eligible for Part B services.
- 100% = $(35/35 * 100)$ of children exiting Part C and potentially eligible for Part B had the transition conference occur. All thirty-four files reviewed had documentation that the transition conference occurred as scheduled.

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

- Three file(s) documented the family chose to transition to another program.
- One file documented that the family had an emergency and would not be available for two months.

Correction of the finding for FFY 2008:

During the agencies self assessment in which was part of the APR indicator 8A process in FFY 2008, a regional Part C agency self-reported to the Part C Coordinator a finding that one file did not have

transition steps in the IFSP. There was documentation that the family indicated they did not want a referral made to Part B, but there were no transition steps for other services/ programs after Part C services ended. The FSS whose file was reviewed no longer worked for the agency when it was reported. The agency was unable to correct that particular child's file due to the child "aged out" and exited services by the time the finding was made. 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 and requirements. This agency was monitored for **FFY 2009** and no findings were issued (concerning transition or any other Part C requirement) as a result of the monitoring of this agency. In FFY 2009, Montana is implementing a uniform IFSP and guidelines that provides detailed instructions on how to write a transition plan for an IFSP with timelines. Montana has developed a uniform Transition Manual from Part C to B that provides detailed guidance on the steps for transition from Part C services. The manual was developed in conjunction with Montana's Special Education lead agency, the assistance of Mountain Plains Regional Resource Center, and NECTAC.

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 2009-2010 (total of 35 randomly selected files were reviewed, five from each agency, covering the entire state).

- Thirty-five out of thirty-five (100%) files documented that the agency cooperated and coordinated with other community service agencies in meeting child and family needs.
- Thirty-five out of thirty-five (100%) files reviewed included documentation that let parents know that their child would be exited from Part C Services when they become three years of age.
- For each of the seven regional Part C agencies in addition to the 35 files reviewed an additional two files for transition-aged children were also reviewed for each agency. Fourteen out of fourteen files of children who were at transition age had documentation that the families were made aware of the differences and similarities between Part C and Part B services.
- Seven out of seven agencies notified the regional DDP office about changes in services to individual children on a client status sheet.
- Seven out of the seven agencies have interagency agreements in place with local education agencies which support smooth transitions for children and families to preschool services. The data from Montana's Comprehensive Evaluation Process for Family Education and Support Services tool for the last six fiscal years 2002 through 2009 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 2009-2010 Child Count Data to previous child counts.

This data is included in the chart and table below:

Chart 8.1 Exit Data for FFY 2002-2009

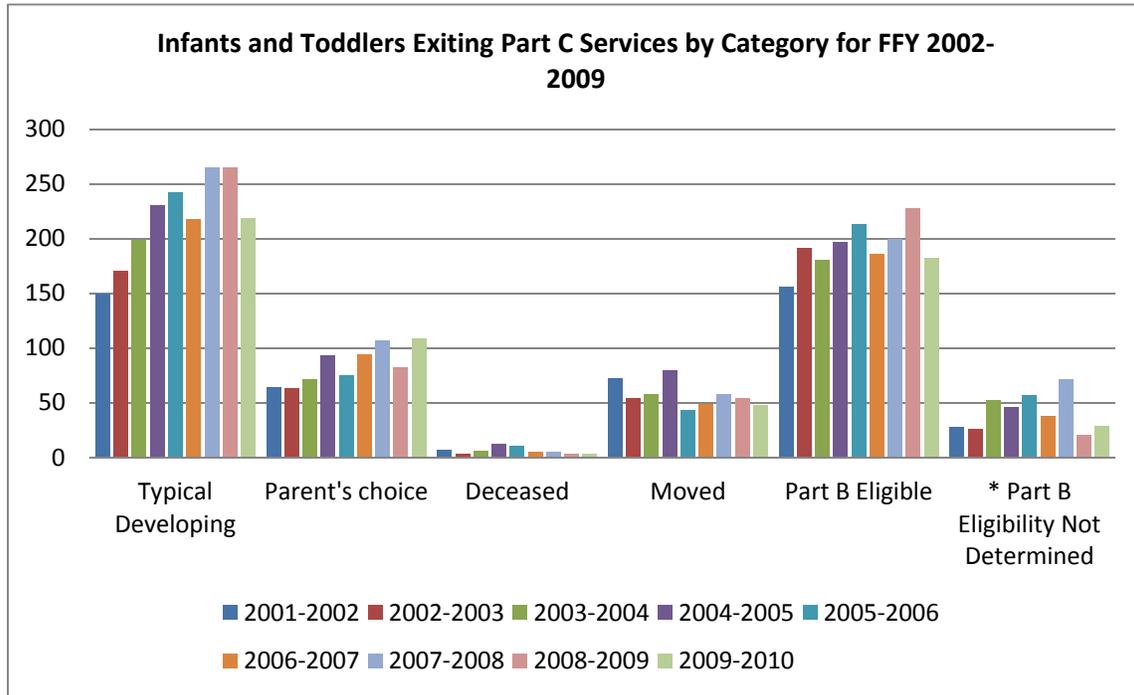


Table 8.1 Numbers and Percentages of Infants and Toddlers Exiting Part C services by Category for FFY 2002-2009

| 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%) |
| 2008-2009 | 265 (37%) | 82 (12%) | 3 (0.4%) | 54 (8%) | 227 (32%) | 20 (4%) |
| 2009-2010 | 218 (31%) | 108 (16%) | 3 (0.4%) | 48 (7%) | 182 (26%) | 29 (4%) |

*[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 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|---|-----------------------------|---|
| 1. 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, 2009- June 30, 2010 | Part C coordinator and Part B 619 Coordinator. |
| Status: Montana has implemented a uniform IFSP and guidelines that lays out how to write a transition plan for an IFSP with timelines. Montana DDP and State Lead Special Education Department with the technical assistance of Mountain Plains Regional Resource Center developed a uniform Transition Manual from Part C to B. Training on the new manual will begin September 2010 and will be conduct by both the Part B 619 and Part C Coordinators for the state. The training will be for regional Part C agencies and school district staff. | | |
| 2. 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, 2009- June 30,2010 | Part C Coordinator and Part B 619 Coordinator. |
| Status: 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. | | |
| 3. Based on annual transition data collected, provide training and technical assistance in areas that indicate possible transition problems. | July 1, 2009- June 30, 2010 | Part C Coordinator, Part B 619 Coordinator, and regional Part C Agencies. |
| Status: Montana has implemented a uniform IFSP and guidelines that lays out how to write a transition plan for an IFSP with timelines. Montana DDP and State Lead Special Education Department with the technical assistance of Mountain Plains Regional Resource Center developed a uniform Transition Manual from Part C to B. Training on the new manual will begin September 2010 and will be conduct by both the Part B 619 and Part C Coordinators for the state. The training will be for regional Part C agencies and school district staff. | | |

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for (July 1, 2009-June30, 2010):

At a quarterly meeting with stakeholders (FSSAC and seven regional Part C agencies) it was decided that Montana needed to develop a uniform 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 FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | 100% noncompliance identified through general supervision system will be corrected as soon as possible but in no case later than one year from identification for each of the following. |

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

- a. Montana had 0 findings of noncompliance for FFY 09.
- b. Montana had 0 corrections completed as soon as possible but in no case later than one year from identification. (Please find W-9 for FFY 09)

- 100%= (0/0*100) for FFY 09

Data for Reporting Period FFY 08

- a. Montana had 1 findings of noncompliance for FFY 08.
- b. Montana had 1 corrections completed as soon as possible but in no case later than one year from identification. (Please find W-9 for FFY 08)

- 100%= (1/1*100) for FFY 08

(Montana was asked to include FFY 08 correction from the document **Montana Part C FFY 2008 SPP/APR Response Table.**)

Montana met the target for this indicator

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June30, 2010):*

100% was the target set for indicator 9 for the FFY 2009. The actual target data for FFY 2009 was a 100% due to the correction of a finding found that was corrected within the time frame of one year or less, using the Indicator C-9 Worksheet.

Correction of the finding for FFY 2008-

During the agencies self assessment which is part of the APR indicator 8A process, an agency self reported to the Part C Coordinator a finding, which found one file did not have transition steps in the IFSP. There was documentation that the family indicated they did not want a referral made to Part B, but there were no transition steps for other services/places after Part C services ended. The FSS whose file was reviewed no longer worked for the agency when it was reported. The agency was unable to correct that particular child's file due to the child exited services. 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 was monitored for **FFY 2009** and no findings were issued during the monitoring to this agency. In FFY 2009, Montana is implementing a uniform IFSP and guidelines that lays out how to write a transition plan for an IFSP with timelines. Montana has developed a uniform Transition Manual from Part C to B that provides detailed guidance on the steps for transition from Part C services. The manual was developed in conjunction with Montana's Special Education lead agency and the assistance of Mountain Plains Regional Resource Center and NECTAC.

Montana Part C FFY 2008 SPP/APR Response Table under OSEP Analysis/Next Steps

(1) Montana was to submit evidence that the IFSPs reviewed in the seven programs where OSEP identified noncompliance have been corrected. (2) Montana received clarification to this requirement and was asked to submit a sample of subsequent IFSPs that will be developed and used and that contain the required information. Montana has submitted those additional IFSPs for review to OSEP on the new state uniform IFSP. Montana is still waiting for a response to that submission. (3) Montana was to revise the monitoring procedures for ensuring compliance with IFSP content requirements under 34 CFR 303.344; and (4) submit training activities on the new procedures with a schedule for implementation. Montana has submitted all of these requirements and is waiting for a response to that submission.

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 2009 APR, noncompliance was not found. (See each indicator in this APR for the specific general supervision and data collection processes.)

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

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

Montana's general supervision and data collection systems also address other areas concerning the supervision, monitoring, implementation and evaluation of Part C services. Again, general supervision and data collection in areas not directly associated with the SPP/APR indicators are described in the SPP and Montana's Developmental Disabilities Program Part C General Supervision and Data Manual. Montana's Comprehensive Evaluation Process for Family Education and Support Service

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

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

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

Supportive Data from monitoring of the seven regional Part C agencies for the FFY 2009, 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, 2007-2008, 2008-2009 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, 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%)

Informal Complaints

Each of the seven regional Part C agencies documented informal complaint(s) that they received for FFY 2009 (2009-2010). 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 2009.

APR Template – Part C (4)

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

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|--|-----------------------------|---|
| 1. Provide initial and annual training for the Quality Improvement Specialists. | July 1, 2009- June 30,2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Quality Improvement Specialists (QIS) were provided training on monitoring to regional Part C agencies. The process also ensures that QISs have an understanding of Part C rules, regulations, and statues when doing their annual monitoring. Montana continues to collect additional information from the tool that may not be reported to OSEP for programmatic improvement for all children services. This included information obtained directly from families through an interview process about a family’s satisfaction with Part C services and impact of services on the child and family. Montana used a spread sheet program that was created to separate the information, so when looking at the data being collect it protects the identity of which children receiving services were reviewed. Montana has worked with its state contact from OSEP to make improvements on the monitoring tool. Suggestions were brought back to QIS and those recommendations for the tool will be trained on for the upcoming year</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, 2009- June 30, 2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: All regional Part C agencies were 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 2009, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. Letters of Determination were also completed for each agency for the previous year. Montana will begin providing training on the new State IFSP that will be uniformed across the state and reviewing agencies policies and procedures for Part C. Note that activities for 10, 11, and 13 are also related to indicator 9.</p> | | |
| 3. To update the information that is located in our handbook called First Steps , which is provided by Parents Let’s Unite for Kids | July 1, 2009- June 30, 2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| <p>The FSSAC and the seven regional Part C agencies updated the “First Step” manual. It is 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. Montana will review the “First Step” manual again to make additional changes.</p> | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009-June 30, 2010):*

Montana updated its **Part C Early Intervention Service Dispute Handbook** - 2010 after OSEP's verification visit. Montana made the necessary corrections to the manual and disseminated the final document September 9, 2010 to all regional Part C agencies. Training on the updated manual will be in September 2010 to all regional Part C agencies. DDP will be reviewing all regional Part C agencies policies and procedures for compliance with IDEA 2004.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | 100% of signed written complaints will be resolved within the 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint. |

Actual Target Data for *(July 1, 2009-June 30, 2010):*

- For the FFY 2009 reporting period, Montana did not have any written complaints.
- Montana met the target for this indicator.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June 30, 2010):*

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 2009 (2009-2010). 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 2009.

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

APR Template – Part C (4)

The following data is from the monitoring of the seven regional Part C agencies for the FFY 2009 (2009 – 2010) (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, 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%.)
- 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%.)

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|--|-----------------------------|--|
| 1. Provide initial and annual training for the Quality Improvement Specialists. | July 1, 2009- June 30,2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Quality Improvement Specialist (QIS) were provided an orientation and training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 10. The tool for the annual monitor of the seven regional Part C agencies was revised for this reporting period to answer “yes” or “no” to the Part C statues, rules, and regulations. Montana will continue to review the tool to improve monitoring of services. Montana has worked with State Contact from OSEP to make improvements on the monitoring tool. Suggestions were brought back to QIS. Those recommendations for the tool will be trained on for the upcoming year.</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, 2009- June 30, 2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Regional Part C agencies were 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 2009, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. . Letters of Determination were also completed for each agency for the previous year. Montana will begin</p> | | |

| | | |
|---|-----------------------------|---|
| providing training on the new State IFSP that will be uniformed across the state and reviewing agencies policies and procedures for Part C. Note that activities for 10, 11, and 13 are also related to indicator 9. | | |
| 3. To update the information that is located in our handbook called First Steps , which is provided by Parents Let’s Unite for Kids | July 1, 2009- June 30, 2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator. |
| Status: The FSSAC and the seven regional Part C agencies updated the “First Step” manual. 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. Montana will review the “First Step” manual again to make additional changes. | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009-June 30, 2010)*

Montana updated its **Part C Early Intervention Service Dispute Handbook-2010** after OSEP’s verification visit. Montana made the necessary corrections to the manual and disseminated the final document September 9, 2010 to all regional Part C agencies. Training on the updated manual will be in September 2010 to all regional Part C agencies. DDP will be reviewing all regional Part C agencies policies and procedures for compliance with IDEA 2004.

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | 100% of fully adjudicated due process hearing requests will be fully adjudicated within the applicable timeline. |

Actual Target Data for (July 1, 2009-June 30, 2010):

- For the FFY 2009 (2009-2010) reporting period Montana did not have any requests for due process.
- Montana met the target for this indicator.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (July 1, 2009-June 30, 2010):

Explanation of Progress or Slippage:

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

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

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

The data below is from the monitoring of the seven regional Part C agencies for the FFY 2009 (2009-2010) (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, 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 2002-2003, 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 parents have access to child and family records. (Monitoring in FFY 2002-2003, 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 2002-2003, 2003-2004, 2004-2005, 2005-2006, 2006-2007, 2007-2008, and 2008-2009 were 100%.)

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|--|-----------------------------|--|
| 1. Provide initial and annual training for the Quality Improvement Specialists. | July 1, 2009- June 30,2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Quality Improvement Specialist (QIS) were provided an orientation and training program that includes a comprehensive introduction to all Part C requirements and related evidence-based practices, including those related to Indicator 10. The tool for the annual monitor of the seven regional Part C agencies was revised for this reporting period to answer “yes” or “no” to the Part C statues, rules, and regulations. Montana will continue to review the tool to improve monitoring of services. Montana has worked with State Contact from OSEP to make improvements on the monitoring tool. Suggestions were brought back to QIS. Those recommendations for the tool will be trained on for the upcoming year.</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, 2009- June 30, 2010 | FSSAC, Providers Managers, Part C technical assistance and trainers, and the Part C Coordinator. |
| <p>Status: Regional Part C agencies were 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 2009, the State provided trainings and discussions on a variety of different topics (e.g. child outcomes, natural environments) at quarterly meetings or during workgroups. Letters of Determination were also completed for each agency for the previous year. Montana will begin providing training on the new State IFSP that will be uniformed across the state and reviewing agencies policies and procedures for Part C. Note that activities for 10, 11, and 13 are also related to indicator 9.</p> | | |

| | | |
|---|-----------------------------------|--|
| <p>3. To update the information that is located in our handbook called First Steps, which is provided by Parents' Lets Unite for Kids (PLUK).</p> | <p>July 1, 2009 June 30, 2010</p> | <p>FSSAC, Providers Managers, Part C technical assistance and trainers, PLUK and the Part C Coordinator.</p> |
| <p>The FSSAC and the seven regional Part C agencies updated the "First Step" manual. 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. Montana will review the "First Step" manual again to make additional changes.</p> | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009-June 30, 2010):*

Montana updated its **Part C Early Intervention Service Dispute Handbook - 2010** after OSEP's verification visit. Montana made the necessary corrections to the manual and disseminated the final document September 9, 2010 to all regional Part C agencies. Training on the updated manual will be in September 2010 to all regional Part C agencies. DDP will be reviewing all regional Part C agencies policies and procedures for compliance with IDEA 2004

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | Montana's Part C program has not adopted Montana's Part B due process system. Thus, the issues of resolution session agreements do not apply. |

Actual Target Data for *(July 1, 2009-June 30, 2010):*

NA

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June 30, 2010):*

NA

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009-June 30, 2010):*

NA

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | Montana will set targets when 10 or more requests for mediations have occurred. |

Actual Target Data for *(July 1, 2009-June 30, 2010):*

- Montana did not have any request for mediation for the FFY 2009, which follows the trend from previous APRs.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *(July 1, 2009-June 30, 2010):*

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 2009 (2009-2010) (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%.)
- 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 *(July 1, 2009-June 30, 2010):*

NA

Part C State Annual Performance Report (APR) for FFY 2009

Overview of the Annual Performance Report Development: (See Indicator 1.)

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 2009 | 100% compliance for reporting on time and accurately. |

Actual Target Data for (July 1, 2009-June 30, 2010):

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

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for (July 1, 2009-June 30, 2010):

Explanation of Progress or Slippage:

- Montana has submitted all required reports on time and accurately:
- 618 Data-submitted February 1 and November 1 of 2010.
- Data notes were completed and submitted to DAC-WESTAT
- SPP-submitted December 1, 2005
- Last APR (FFY 2007-2008) - submitted February 1, 2010
- 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

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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.

| SPP/APR Data - Indicator 14 | | | |
|------------------------------|---|---------------------|-------|
| APR Indicator | Valid and Reliable | Correct Calculation | Total |
| 1 | 1 | 1 | 2 |
| 2 | 1 | 1 | 2 |
| 3 | 1 | 1 | 2 |
| 4 | 1 | 1 | 2 |
| 5 | 1 | 1 | 2 |
| 6 | 1 | 1 | 2 |
| 7 | 1 | 1 | 2 |
| 8a | 1 | 1 | 2 |
| 8b | 1 | 1 | 2 |
| 8c | 1 | 1 | 2 |
| 9 | 1 | 1 | 2 |
| 10 | 1 | 1 | 2 |
| 11 | 1 | 1 | 2 |
| 12 | 1 | 1 | 2 |
| 13 | 1 | 1 | 2 |
| | | Subtotal | 30 |
| APR Score Calculation | Timely Submission Points - If the FFY 2009 APR was submitted on-time, place the number 5 in the cell on the right. | | 5 |
| | Grand Total - (Sum of subtotal and Timely Submission Points) = | | 35 |

| 618 Data - Indicator 14 | | | | | |
|--|--------|---------------|--|---------------------------------|-------|
| Table | Timely | Complete Data | Passed Edit Check | Responded to Data Note Requests | Total |
| Table 1 - Child Count Due Date: 2/1/10 | 1 | 1 | 1 | 1 | 4 |
| Table 2 - Program Settings Due Date: 2/1/10 | 1 | 1 | 1 | 1 | 4 |
| Table 3 - Exiting Due Date: 11/1/10 | 1 | 1 | 1 | 1 | 4 |
| Table 4 - Dispute Resolution Due Date: 11/1/10 | 1 | 1 | 1 | 1 | 4 |
| | | | | Subtotal | 16 |
| 618 Score Calculation | | | Grand Total (Subtotal X 2.5) = | | 40 |

| Indicator #14 Calculation | |
|--|--------------|
| A. APR Grand Total | 35.00 |
| B. 618 Grand Total | 40.00 |
| C. APR Grand Total (A) + 618 Grand Total (B) = | 75.00 |
| Total NA in APR | 0.00 |
| Total NA in 618 | 0.00 |
| Base | 75.00 |
| D. Subtotal (C divided by Base*) = | 1.000 |
| E. Indicator Score (Subtotal D x 100) = | 100.0 |

Improvement Activities from the SPP for FFY 2009 (2009-2010):

| Activities from SPP FFY 2009 | Timelines | Resources |
|---|-----------------------------|--|
| 1. Annually review DDP data collection instructions, procedures and monitoring activities for 618, SPP, and APR reports to determine steps needed to improve data collection, analyses and verification efforts. | July 1, 2009- June 30,2010 | Part C Coordinator, regional Part C agency managers and staff, and DDP staff. |
| Status: The Part C Coordinator, DDP staff and Part C technical assistance provider 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 FFY2009-2010. | | |
| 2. Annually provide a review, training, and/or technical assistance (for new DDP or regional Part C agency staff) concerning data requirements for the 618, SPP and APR reports. | July 1, 2009- June 30, 2010 | Part C Coordinator, regional Part C agency managers and staff, and DDP staff. |
| Status: The Part C Coordinator provided overview training and reviewed Montana's Developmental Disabilities Program Part C General Supervision and Data Manual , with DDP and regional Part C agency staff. In addition, the FSSAC was made aware of the Manual, its' purpose and how to access a copy. Technical assistance was provided to regional Part C agency staff with specific data management responsibilities (e.g., local data manager for 618 data updates and reporting requirements and supervisors for collection of APR data). | | |
| 3. Annually participate in OSEP's training and technical assistance activities concerning the 618, SPP and APR reports, and makes any 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, 2009—June 30, 2010 | Part C Coordinator, regional Part C agency managers and staff, and DDP staff |
| Status: The Part C Coordinator has participated in OSEP's training events, conferences and conference calls concerning 618, SPP, and APR. In addition the Part C technical assistance provider also participated in OSEP's conferences, conference calls, and NECTAC, MPRRC, and ECO Center's technical assistance activities (e.g., communities of practice) concerning Indicator 14. Appropriate information concerning Indicator 14 was shared with DDP staff, FSSAC and regional Part C agencies. | | |
| 4. Prior to submission, annually review the 618, SPP and APR with the DDP, regional Part C agencies, and FSSAC to determine if changes, additions or corrections are needed and make such modifications and obtain FSSAC approval for the | July 1, 2009-June 30, 2010 | Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff. |

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| | | |
|--|----------------------------|--|
| SPP/APR to be submitted. | | |
| Status: 618, SPP, and APR was reviewed by the FSSAC, regional Part C agencies and DDP staff to determine if changes, additions or corrections were needed and modifications were made when needed. | | |
| 5. Annually, the DDP accurately complete 618, SPP, and APR reports and submit according to OSEP due dates. | July 1, 2009-June 30, 2010 | Part C Coordinator, FSSAC, regional Part C agency managers and staff, and DDP staff. |
| Status: DDP has accurately completed 618, SPP, and APR reports and submitted them according to OSEP's due dates. The APR and 618 data were reported to the public and are available on the FSSAC Website, http://www.dphhs.mt.gov/fssac/index.shtml | | |

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

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *(July 1, 2009-June 30, 2010):*
NA