

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

APR Process

The process to develop Hawai'i's APR for FFY 2010 included:

1. The Hawai'i Department of Health (HDOH), Early Intervention Section (EIS) which is identified as the Part C Lead Agency (LA) worked with the Lead Agency Quality Assurance and Training (LAQuAT) Team to address specific indicators as identified in the approved State Performance Plan (SPP).
2. On-going meetings with the identified LAQuAT Team members were held to prepare them to facilitate workgroups at the statewide Annual Stakeholders' Meeting.
3. There was broad dissemination regarding the Stakeholders' Meeting to determine interest by agency, Hawai'i Early Intervention Coordinating Council (HEICC), and community members to ensure appropriate input into the review process.
4. Groups were separated based on the specific indicator. Each group was provided with copies of the Indicator targets, FFY 2009 APR data, draft FFY 2010 APR data, and other relevant data so the group could determine:
 - Whether the target was met.
 - The extent of progress/slippage for each indicator.
 - Possible reasons for progress or slippage.
 - Whether target data, if a performance indicator, should be changed.
 - Whether current Improvement Activities focused on identifying root causes to support improved data.
 - Whether current Improvement Activities were appropriate as originally written or whether they needed to be revised, deleted, or if new activities were needed.
5. Final recommendations by indicator were presented to all stakeholders.
6. Recommendations were reviewed by the identified members of the LAQuAT Team and the Part C LA.
7. The APR and SPP were drafted by members of the LAQuAT Team and the Part C LA.
8. The APR and SPP drafts were reviewed and revised, as necessary, by the Part C Coordinator.
9. The APR was reviewed and approved by the HEICC. As authorized by the HEICC, the HEICC Chairperson reviewed and signed the APR certification form.
10. The APR and SPP were sent to the Director of Health to review, approve, and sign the cover letter to accompany the APR and SPP to the Office of Special Education Program (OSEP). While the report does not need to be signed by the Director of Health, it has been an on-going policy to have the Director review the report prior to submission to OSEP to ensure that she is knowledgeable of the status of the Part C program.
11. The APR and SPP were submitted to OSEP as required.
12. The APR and SPP were posted on the HDOH EIS website.

Broad Representation

A stakeholder group of approximately 70 individuals provided recommendations to the development of the APR and changes to the SPP. Because of Hawai'i's broad eligibility and geography, it was important that there was broad representation that included: Part C early intervention (EI) service providers and family members from all islands, from urban and rural areas, as well as the different ethnic and cultural groups that represent Hawai'i's population. The following stakeholders from the islands of Oahu, Hawai'i, Maui, Kauai, and Molokai were invited:

- Members of the HEICC
- HDOH administrators, care coordinators (Hawai'i's terminology for service coordinators), direct service providers, quality assurance specialists, data staff, personnel training staff, and contracted providers from:
 - Family Health Services Division (FHSD)
 - Children with Special Health Care Needs Branch (CSHNB)
 - Public Health Nursing Branch (PHNB)
 - EIS
- Department of Human Services (DHS) administrators
- Department of Education (DOE) Section 619 District Coordinators
- Community Members, including representatives from:
 - Exceptional Family Member Program (military support program)
 - Early Head Start/Head Start
 - Parent Training Institute (Learning Disability Association of Hawai'i)
 - University of Hawai'i
- Parents

Reporting to the Public

The APR has been posted on the HDOH EIS website. In addition, information about how to access the APR will be included in various newsletters that reach providers and families (e.g., Special Parent Information Network (SPIN) newsletter, and newsletters of Part C providers (e.g., Easter Seals Hawai'i, Imua Family Services).

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 1: Percent of infants and toddlers with Individual Family Service Plans (IFSPs) who receive the early intervention services on their IFSPs in a timely manner.

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

<p>Measurement:</p> <p>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.</p> <p>Account for untimely receipt of services, including the reasons for delays.</p>
<p>Applied:</p> <p>183 infants and toddlers with IFSPs received the early intervention services on their IFSPs in a timely manner</p> <p>214 infants and toddlers with IFSPs</p> <p>Percent = 183/214 = 86%</p>

FFY	Measurable and Rigorous Target
FFY 2010	100%

Definition of Timely Services:

Hawaii’s definition of timely services is consistent with OSEP’s direction as included in the Frequently Asked Questions (FAQ) document of 10/13/06. Timely services are defined as: “within 30 days from when the parent provides consent for the IFSP service or as projected based on the date provided in the IFSP and identified by the IFSP team.”

Actual Target Data for FFY 2010:

Data for the percent of infants and toddlers with IFSPs who receive the EI services on their IFSPs in a timely manner was from on-site monitoring data (refer to the section below for a description of the “Monitoring Process”).

- 183 of 214 (86%) of infants and toddlers monitored received EI services on their IFSPs in a timely manner.
- Exceptional Family Circumstances. 41 of the 214 (19%) infants and toddlers monitored did not receive timely services due to exceptional family circumstances as defined by IDEA Part C. This number is included in both the above numerator and denominator. The following are the two predominate family circumstances that impacted the scheduling of timely services:

- Cancelled appointment
- Did not return calls in a timely manner
- Program Reasons. 31 of the 214 (14%) infants and toddlers monitored did not receive timely services, due to program reasons. The following are the two predominate program reasons that impacted the scheduling of timely services:
 - No documentation
 - Schedule full
- Identifying Noncompliance. Of the 31 children where services were not initiated in a timely manner due to program reasons, 2 children left the program’s jurisdiction before the service was implemented and the remaining 29 children’s services on their IFSP were initiated, although late.

Range of Days to Initiate Services (For the 31 children not receiving services on their IFSP in a timely manner)		
Range of Days Beyond the Due Date	# of Children	% of Children
1-30 days	18	58.0%
31-60 days	8	25.8%
61-90 days	2	6.5%
> 90 days	1	3.2%
Left Program’s Jurisdiction	2	6.5%

- The state accounted for all instances of noncompliance as identified through on-site monitoring (refer to the section below for a description of the “Monitoring Process”). There were 15 programs serving the 31 children who did not receive services in a timely manner.
 - 6 of the 15 programs were issued findings in FFY 2011, based on FFY 2010 data. They received a letter of notification of noncompliance and were informed that they must demonstrate correction, as soon as possible, but no later than one year of identification (i.e. date of written notification).
 - 1 of the 15 programs was not issued a finding due to on-going non-compliance (the program did not demonstrate correction from the finding issued in FFY 2010, based on FFY 2009 data).
 - 8 of the 15 programs were not issued findings because they submitted required data that was verified by Part C LA to demonstrate correction prior to written issuance of findings.
 - The data demonstrates the programs provided the required service(s), although late, unless the child was not under the program’s jurisdiction. The programs are now correctly implementing the timely services requirement.
- Related Requirements

Refer to Indicator 9, Table 1b (Indicator 2b, 4e) for findings made and timely correction under the Hawaii Monitoring Priorities related to this Indicator.

Monitoring Process:

A total of 345 children were monitored within the time period 7/1/10- 6/30/11 across the Part C programs, including the EIS - 21 programs and PHNB - 11 sections. The EI Self Assessment Monitoring (SAM) Tool which was developed by Part C LA with feedback from EI providers was utilized to gather data.

For FFY 2010, the LAQuAT Team completed the SAM tool for each of the EIS programs and PHN sections.

Identification of Children. To ensure a random selection of children for review with the SAM Tool, the following criteria were followed:

- Names of all children with an Initial, Review or Annual IFSP between 7/1/10 – 3/31/11 were obtained by Part C LA from each program/section. The timeframe was chosen to ensure that there were 3 months to confirm that services were provided in a timely manner within FFY 2010.
- Part C LA identified 10% of children at each program/section based on the 12/1/10 child count, or a minimum of fifteen (15) children to be monitored, unless there were an insufficient number of children who met the above criteria. If there were an insufficient number of children, all were chosen to ensure as complete monitoring as possible. This resulted in a review of 345 charts.
- An Initial, Review, or Annual IFSP for each selected child was reviewed to determine if new services were timely. If the Review or Annual IFSP was the identified IFSP and there were no new services, N/A was noted for this indicator. Therefore, for this indicator the results were based on new and timely services for 214 children as 131 children had no new services identified on either their Review or Annual IFSP.

Determination of Timeliness: The SAM Tool was completed for each child selected using the specified IFSP (Initial, Review, Annual), following the guidelines developed by Part C LA to determine if services were timely, consistent with Hawai'i's definition for timely services.

For each service, the following documentation was required to confirm the service was both provided and timely:

- If the service was provided by the program providing service coordination, documentation must be included in anecdotal notes in the official child's record.
- If the service was provided by a Part C program not providing service coordination, the provider must inform the service coordinator of the date services were initiated either through verbal confirmation of the written documentation or through receipt of written documentation.
- If the service was provided by a contracted fee-for-service provider, documentation must be via the required Service Log developed by Part C LA.
- If the service was not timely due to an "exceptional family reason," there must be confirmation of the family reason via an anecdotal note in the official child's record (e.g., child was sick; family on vacation).
- If the service was late, and there was no documentation of an exceptional family reason (only a date of when the service occurred), it was considered a program reason and therefore did not meet the definition of timely services.
- If there was no documentation that the service was provided, it was considered a program reason and therefore did not meet the definition of timely services.

Self-Assessment Results

- Raw data was gathered by Part C LA.
- Part C LA inputted the data into the SAM database which was developed by Part C LA.
- Part C LA analyzed the data for noncompliance with Timely Services (see Table 1b in Indicator 9 for findings from last year's APR). The data was given to each program/section as part of the notification of FFY 2011 findings based on data from FFY 2010.

Verification of Data: The following activities occurred to verify the Self-Assessment results.

- The SAM results were reviewed to identify any possible inconsistencies.
- Program Managers/Supervisors were contacted, as necessary, for additional data to confirm results.
- The SAM results were revised, if necessary, based on additional data received.

Demonstrating Correction based on the 09-02 Memo, page 2

The state accounted for all instances of noncompliance through on-site monitoring (refer to preceding section on "Monitoring Process"). All Programs were notified in writing of any noncompliance. Programs are required to develop a Corrective Action Plan (CAP), change policies and procedures, as appropriate, and demonstrate correction of all noncompliance (e.g., child specific and up-dated data) as soon as possible but no later than one year of identification (i.e., date of written notification).

Prong 1

For FFY 2007 through FFY 2010 the Part C LA verified that each of the EI Programs with findings of noncompliance for not initiating services in a timely manner, initiated all services, although late, unless the child was no longer within the jurisdiction of the EI Program. The status of child specific correction was included in previous APR's target data. It included the percentage of children who received all services listed on their IFSP, though late, unless the child was no longer within the jurisdiction of the EI Program. At the time of the on-site monitoring, "Worksheet A" from the SAM tool was completed by the monitors. The actual start date of each service was documented on Worksheet A and verified at the time of the on-site monitoring. If the service(s) did not occur prior to the monitoring date, the Program/Section had to immediately correct by providing those services(s) on the IFSP, though late, and submit documentation to Part C LA that indicated when the service(s) was initiated.

Prong 2

In verifying correction of noncompliance, the state determined that each of the EI programs with identified noncompliance was correctly implementing the requirements at 34 CFR §§303.340, 303.342(e), and 303.344(d)(i). Programs/Sections with identified noncompliance were required to complete "Worksheet A" from the SAM tool for every child who had an Initial IFSP, 6-month Review, and Annual IFSP. The Programs/Sections were required to submit this updated data to demonstrate correction based on the monitoring data percentage as follows:

- 95% - 100%: 1 month of data that shows 100% with a minimum of 2 records total
- 90% - 94%: 1 month of data that shows 100% with a minimum of 4 records total
- 80% - 89%: 2 months of data that show 100% with a minimum of 6 records total
- 70% - 79%: 2 consecutive months of data that show 100% with a minimum of 8 records total
- Under 70%: 3 consecutive months of data that show 100% with a minimum of 10 records total

The Program Manager/Section Supervisor verified that the service occurred by reviewing the required documentation as specified by Part C LA. The Agency Administrators then verified the data submitted and ensured that the Program/Section submitted required evidence of correction documentation based on the percentage of noncompliance. Part C LA verified the data submitted in the Agency Monthly report.

Status of Correction

FFY 2009

- Two programs were notified of findings for Timely Services in FFY 2009. These findings were based on FFY 2008 data that was used in the FFY 2008 Self-Assessment process. (See Table 1b, Correction of Noncompliance Identified in FFY 2009 by SPP/APR Indicator and Monitoring Priorities, in Indicator 9).
 - 4 findings were verified as corrected within one year of notification.
 - 0 findings remaining

Root causes

- Insufficient Documentation

Part C LA implemented the following to address insufficient documentation:

- Developed and distributed guidelines on “Appropriate Documentation of Timely Services”
- The Guidelines on “Appropriate Documentation of Timely Services” that was previously distributed was embedded into the mandatory Part C EI Orientation
- Developed “Service/Attendance Log” for authorized Fee-for-Service (FFS) Providers and required monthly submission to the Care Coordinators on a monthly basis.

- Staff Vacancies

Part C LA and/or Agency implemented the following to address staff vacancies:

- Spoke with Purchase of Service (POS) Programs on their ability to increase salaries and provide recruitment bonuses
- Supported a legislative bill for a loan forgiveness program to encourage Hawai'i students on the mainland to return and work in Hawai'i after receiving their professional therapy degrees
- Contracted with a provider who recruits mainland therapists to work in Hawai'i
- Allowed staff to help other Programs experiencing staff shortages by serving children outside of their assigned geographic area

The table below summarizes the correction of Noncompliance for Indicator 1.

Correction of Noncompliance for Indicator 1 – Timely Services						
Monitoring Data Year	Year Findings of Noncompliance Issued	Total Findings of Noncompliance	Findings Verified as Corrected within One Year	Findings Subsequently Verified as Corrected	Total Findings Corrected as of Submission	Findings of Noncompliance Remaining
FFY 2005	FFY 2006	6	1	5	6	0
FFY 2006	FFY 2007	26	17	9	26	0
FFY 2007	FFY 2008	2	2	0	2	0
FFY 2008	FFY 2009	4	4	0	4	0
FFY 2009	FFY 2010	To be reported in the FFY 2011 APR to be submitted in 2013				

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Slippage:

The current data on provision of Timely Services shows a 2% slippage from FFY 2009 to FFY 2010 from 88% to 86%.

- FFY 2005 compliance was at 69%
- FFY 2006 compliance was at 71%
- FFY 2007 compliance was at 78%
- FFY 2008 compliance was at 84%
- FFY 2009 compliance was at 88%
- FFY 2010 compliance was at 86%

Slippage is a result of the following:

- State budget cuts, furloughs, and Reduction in Force (RIF) that have placed an additional strain on Programs which impacted direct service hours. Furthermore, when a position becomes vacant, the State hiring process may take months to fill a position which is also a result of the State budget cuts and RIF.

Improvement activity to use flip videos will continue.

- Staff vacancies

Improvement activities to collaborate with academic institutions and to explore factors that can improve staff retention will continue.

- Delay in Programs receiving referrals.

Improvement activity to explore the referral process has been developed.

APR Template – Part C (4)

- Communication among staff regarding due dates – scheduling of appointments
Improvement activity to work with Programs that were below 80% or have on-going non-compliance to refine their scheduling procedures has been developed.
- Documentation
Improvement activity to develop a “Documentation training module” was completed in FFY 2011.
Improvement activity to investigate reasons for on-going issues regarding documentation will continue.

Completed Improvement Activities

The following table includes improvement activities that were completed. The Progress/Status column highlights what was done to address the improvement activity.

IMPROVEMENT ACTIVITY	PROGRESS/STATUS
Develop a training module to address required and acceptable documentation.	Documentation module was developed and finalized in 6/2011.
Embed the documentation training module into the mandatory EI Orientation Training.	Documentation module was embedded into the mandatory EI Part C Orientation Training in 6/2011 and was provided to all new staff in 6/2011 – 7/2011. It was also embedded into the EI Annual Refresher Workshop that was provided in 9/2011 – 11/2011 to all Program Managers, Care Coordinators, and interested staff.
Explore possibility of developing a State Evaluation team.	Discussed with some Program Managers regarding feasibility. This is not a viable option due to the State’s budget cuts. Also with the up-coming change in eligibility, there will be a reduction in eligible children; therefore, staff’s caseload may be more manageable.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2011.

Proposed Targets

Because this is a compliance indicator, the target will remain at 100%.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that developed to support compliance for Timely Services.

Resources:

There are no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Collaborate with academic institutions to investigate the possibility of developing a program of EI certification.			X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. Initiated conversations with University of Hawai'i Department of Special Education Program to explore developing an EI Certification. <p>Plan:</p> <ol style="list-style-type: none"> 1. Initiate conversations with Community Colleges to explore the possibility of including an EI Certification as part of their Early Childhood Program. 2. Explore on-line EI Certifications. 	
Utilize flip video to support consultations.					X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. EIS has flip videos to support timely and cost effective consultations. 2. Part C LA met with the Professional Support Unit that provides support to Programs statewide to explore how flip videos could be used. 3. A program on the neighbor island has agreed to pilot the use of the flip videos. 4. New computers were purchased and provided to all EIS programs that can support the use of the flip videos. <p>Plan:</p> <ol style="list-style-type: none"> 1. Develop procedures on acceptable use of the flip videos. 2. Develop a consent form. 	
Explore factors that can improve staff retention (i.e., POS staff reimbursement)							X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Explore the possibility of providing shortage differential pay. 2. Create a Recognition/Acknowledgement incentive program within each EI Program. 3. Explore the possibility of using practicum students in EI. 4. Explore the possibility of creating and utilizing a "floating team" of therapists who can travel to different programs to fill in when needed. 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
									5. Explore the possibility of creating a pool of former EI staff who can be “on call” similar to substitute teachers.	
Investigate reasons for continued issues regarding documentation.						X	X	X	Plan: 1. Explore revising the database to calculate initial service due dates. 2. Collect information from Programs that are below 80% or have on-going non-compliance regarding their documentation procedures and how the Program Managers monitor staff documentation.	
New Investigate the referral process and make necessary recommendations if needed.							X	X	Plan: 1. Develop reports to extract data from H-KISS database regarding call in date, verbal consent date, and referral to an EI Program. 2. Develop a system for H-KISS to share referral data with Part C LA.	Programs are experiencing a high influx of referrals at once and at other times referrals are low.

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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)

<p>Measurement:</p> <p>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.</p>
<p>Applied:</p> <p>1789 infants and toddlers with IFSPs primarily receive early intervention services in the home or programs for typically developing children.</p> <p>1926 infants and toddlers with IFSPs</p> <p>Percent = 1789/1926 = 93%</p>

FFY	Measurable and Rigorous Target
2010	90%

Actual Target Data for FFY 2010:

- Based on Section 618 Child Count data of 12/1/10
- The target of 90% was surpassed (93%).
- Programs that did not meet the target were not issued a finding since this is a performance indicator; however, they were required to develop strategies in their CAP to address this indicator.
- Related Requirements

Refer to Indicator 9, Table 1b (Indicator 2d) for findings made and timely correction under the Hawaii Monitoring Priorities related to this Indicator.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Slippage

The current data related to the percent of infants and toddlers with IFSPs who primarily received early intervention services in the home or community-based settings shows a 2% slippage from FFY 2009 to FFY 2010, from 95% to 93%.

- FFY 2005 data was at 81%
- FFY 2006 data was at 89%
- FFY 2007 data was at 87%
- FFY 2008 data was at 93%
- FFY 2009 data was at 95%
- FFY 2010 data was at 93%

Slippage is a result of the following:

- Families were given an option to receive services at the EI Program as a cost saving measure.

This is not an appropriate justification and Programs have been informed to explain and encourage families to receive services in the natural environment.

- Families prefer to receive services at the EI Program due to a variety of reasons (e.g., limited space in the home; family privacy when living in a multi-family household; when the family comes to “town” to do errands they can stop by the EI Program because they live in rural areas, etc.)

Improvement activity to target technical assistance to programs will continue.

- Limited access to the home for families who live on Military bases.

Improvement activity to explore available options for EI staff to get passes to go on base was developed.

- Families attend group sessions at the EI Program for socialization.

Improvement activity to collaborate with community providers for children in EI to participate in inclusive settings was developed.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2011.

Proposed Targets

The proposed target indicated in the SPP for FFY 2011 (90%) will remain the same.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support serving children in natural environments.

Resources:

There are no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
<p>Target technical assistance to programs in the following situations to help them determine root causes so they can develop appropriate strategies to support increased services in natural environments.</p> <ul style="list-style-type: none"> • When programs do not meet the state target. • When programs report slippage between 2 reporting years. 				X	X	X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Additional investigation is on-going for programs experiencing difficulties in increasing their percentage of children served in natural environments. 	<p>Extend Timeline</p> <p>Additional time is needed to work with identified programs.</p>
<p>Ensure documentation accurately reflects where services are being provided and the EIS database captures appropriate information regarding natural environments.</p>							X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. IFSP instructions revised and distributed to clarify how to document when services are provided in multiple locations. 2. Data validation of where services are primarily being provided was included as part of the SAM tool. <p>Plan:</p> <ol style="list-style-type: none"> 1. Develop and implement QA activity to verify that services are being provided in the location documented on the IFSP. 	
<p>New</p> <p>Obtain civilian passes to enable EI staff to get onto Military Installations.</p>							X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Identify a staff person to address this improvement activity. 2. Identified staff person will work with the Military to explore how EI staff may obtain civilian passes to get onto Military Installations. 	<p>EI staff needs to be able to enter Military Installations to provide services in the child's natural environment.</p>
<p>New</p> <p>Collaborate with community providers for</p>							X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Develop a mechanism to track Programs efforts to work 	<p>Programs are providing group services to create</p>

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
children in EI to participate in inclusive settings.									with community providers. 2. Develop MOA with Early Headstart.	opportunities for children to work on socialization skills. Natural groups in the community and family's life need to be explored.

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Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

Monitoring Priority: Early Intervention Services In Natural Environments

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

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

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

Measurement:

Outcomes:

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

Progress categories for A, B, and C:

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

Summary Statements:

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.

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 plus # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in progress category (d)] times 100.

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

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.

Measurable and Rigorous Target for FFY 2010		
Summary Statement		Target
Outcome A: Positive social-emotional skills (including social relationships)		
1	Of those children who entered the program below age expectations in Outcome A, the percent that substantially increased their rate of growth in [outcome] by the time they exited.	58.5%
2	Percent of children who were functioning within age expectations in Outcome A, by the time they exited.	82.5%
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 that substantially increased their rate of growth in [outcome] by the time they exited.	70.5%
2	Percent of children who were functioning within age expectations in Outcome B, by the time they exited.	77.5%
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 that substantially increased their rate of growth in [outcome] by the time they exited.	74.5%
2	Percent of children who were functioning within age expectations in Outcome C, by the time they exited.	74.5%

Actual Target Data for FFY 2010:

Actual Data for Part C Children Exiting in FFY 2010

Summary Statement		FFY 2010
Outcome A: Positive social-emotional skills (including social relationships)		
1	Of those children who entered the program below age expectations in Outcome A, the percent that substantially increased their rate of growth in [outcome] by the time they exited.	61.6%
2	Percent of children who were functioning within age expectations in Outcome A, by the time they exited.	80.7%

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 that substantially increased their rate of growth in [outcome] by the time they exited.	72.9%
2	Percent of children who were functioning within age expectations in Outcome B, by the time they exited.	75.5%
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 that substantially increased their rate of growth in [outcome] by the time they exited.	74.3%
2	Percent of children who were functioning within age expectations in Outcome C, by the time they exited.	73.3%

PROGRESS DATA FOR FFY 2010						
Measurement	A. Social Emotional Skills		B. Acquiring and Using Knowledge and Skills		C. Taking Appropriate Action to Meet Needs	
	#	%	#	%	#	%
a. Percent of infants and toddlers who did not improve functioning	3/1350	0.2%	3/1349	0.2%	3/1350	0.2%
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	194/1350	14.4%	210/1349	15.6%	228/1350	16.9%
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it	63/1350	4.7%	117/1349	8.7%	129/1350	9.6%
d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers	253/1350	18.7%	456/1349	33.8%	538/1350	39.9%
e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers	837/1350	62.0%	563/1349	41.7%	452/1350	33.5%

Related Requirements

Refer to Indicator 9, Table 1b (Indicator 1a, 1b, 2a, 2e) for findings made and timely correction under the Hawaii Monitoring Priorities related to this Indicator.

Description of Process

Tool:

The EI Goals Measurement tool is based on the Early Childhood Outcomes (ECO) Center's Child Outcomes Summary Form (COSF). The Design Team revised the COSF on the basis of parent and provider input.

Measurement:

- Initial Rating: The initial data on child status is recorded at the Initial IFSP meeting.
- Exit Rating: The exit data on child status is collected at the Exit IFSP or within three months preceding exit from the program.

On-Going Data collection:

For each of the three EI Goals, the IFSP team assigns an initial and exit rating to each child. A rating compares the child's status to typical development and progress is calculated by comparing entry and exit ratings.

The rating is based on a combination of the following sources:

1. the developmental evaluation or assessment(s);
2. professional opinion;
3. parent input; and
4. level of achievement of IFSP objectives relevant to the outcome

Reporting:

EI programs enter EI Goals ratings into their respective agency databases on a monthly basis. The agencies provide summarized data annually or as requested by the Part C LA. Data is then compiled by the Part C LA.

How data are analyzed:

The Part C LA uses the ratings for each goal area for each child who received services for at least six months to analyze the change in development from entry to exit. The calculator developed by ECO is used to determine each goal area:

1. If the "Yes/No" question (which asks whether the child's functioning improved at all from the last rating occasion) on the COSF has never been answered as "Yes" at exit, then the child is counted in category (a).
2. If the "Yes/No" question (which asks whether the child's functioning improved at all from the last rating occasion) on the COSF has been answered "Yes" at exit, but not enough to move the child's functioning closer to typically developing peers, the child is counted in category (b).
3. If ratings of child functioning compared to typically developing same aged peers are higher at exit than ratings at entry (but not at age level expectations), then they will be counted in category (c).

4. If ratings of child functioning compared to typically developing same aged peers at entry are below age expectations, but at exit they are at age level expectations, then the children will be counted in category (d).
5. If ratings of child functioning compared to typically developing same aged peers at entry and exit are both at age level expectations, then children will be counted in category (e).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Slippage

The current data on Child Outcomes shows slippage across all outcomes from FFY 2009 to FFY 2010:

Summary Statement		FFY 2009	FFY 2010
	Outcome A: Positive social-emotional skills (including social relationships)		
1	Of those children who entered the program below age expectations in Outcome A, the percent that substantially increased their rate of growth in [outcome] by the time they exited.	62.3%	61.6%
2	Percent of children who were functioning within age expectations in Outcome A, by the time they exited.	82.9%	80.7%
	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 that substantially increased their rate of growth in [outcome] by the time they exited.	73.7%	72.9%
2	Percent of children who were functioning within age expectations in Outcome B, by the time they exited.	77.9%	75.5%
	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 that substantially increased their rate of growth in [outcome] by the time they exited.	74.8%	74.3%
2	Percent of children who were functioning within age expectations in Outcome C, by the time they exited.	77.7%	73.3%

- Positive social emotional skills
 - a. Increased their rate of growth by exit decreased by 0.7%
 - b. Functioning within age expectation by exit decreased by 2.2%
- Acquisition and use of knowledge and skills
 - a. Increased their rate of growth by exit decreased by 0.8%
 - b. Functioning within age expectation by exit decreased by 2.4%
- Use of appropriate behaviors to meet needs
 - a. Increased their rate of growth by exit decreased by 0.5%
 - b. Functioning within age expectations by exit decreased by 4.4%

The amount of data submitted this year compared to last year increased by a little over 20%. This increase may be a result of technical assistance provided to programs and developing Exit Guidelines for EI Goals. For all the children that exited during FFY 2010 that received services for at least six months, there were 251 children that were not included in the data set. They were excluded because 129 children did not have initial EI Goal ratings and 122 children did not have complete final EI Goal ratings. “Completion of EI Goals” was identified as a State Priority area to increase the submission rate of EI Goals.

Slippage was greater when looking at Summary Statement 2, with the greatest slippage in Outcome C. It is difficult to determine why there was slippage across all the Child Outcomes. A new improvement activity was added to explore and develop a system to determine staff competency in completing the child outcomes summary process.

Completed Improvement Activities

The following table includes improvement activities that were completed. The Progress/Status column highlights what was done to address the improvement activity.

IMPROVEMENT ACTIVITY	PROGRESS/STATUS
Part C LA will develop and disseminate exit guidelines. Guidelines will also be posted on the EIS website.	<p>Completed to Date</p> <ol style="list-style-type: none"> 1. Exit guidelines for EI Goals have been shared with Programs via e-mail. 2. Exit guidelines for EI Goals have been included in the EI Procedural Guidelines and distributed to all Programs. 3. Exit guidelines for EI Goals have been included in the EI Part C Orientation and the EI Annual Refresher Workshop. 4. Exit guidelines sent to IT department to be posted on the web.
Agency administrators will ensure that individual programs follow the Part C LA EI Goals exit guidelines.	<p>Completed to Date</p> <ol style="list-style-type: none"> 1. “Completion of EI Goals” was added as a State Priority. 2. “Completion of EI Goals” was added to the SAM tool. 3. Programs that did not meet the target of 100% were issued a finding.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2011

Proposed Targets

The proposed targets indicated in the SPP for FFY 2011 will remain the same.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support compliance for EI Family Goals.

Resources:

There are no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Revise the evaluation report form to include a section that provides information on the 3 child outcome goals in addition to data on developmental status.					X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The Evaluation Workgroup has met and has explored how the implementation of the Battelle as the State's evaluation tool will impact the written report <p>Plan:</p> <ol style="list-style-type: none"> The Outcomes Coordinator will participate in the Evaluation Report Workgroup. 	<p><u>Extend Timeline</u></p> <p>Due to the implementation of BDI-2 in FFY 2010, changing the Evaluation Report was postponed.</p>
Explore the possibility of using the Battelle to collect child outcome data.						X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The Child Goals Ratings form was revised to include a section to note ratings generated by the BDI-2 to gather data. Staff was trained how to calculate the BDI-2 generated ratings. BDI-2 generating ratings are used as a starting point for the teams in their discussion when determining ratings. Team ratings will still be used at this time for the actual Child Goals Ratings. The Outcomes Coordinator has discussed the use (pros and cons) of the BDI-2 to determine child ratings with ECO and Riverside (BDI-2). <p>Plan:</p> <ol style="list-style-type: none"> Examine BDI-2 generated ratings and the actual team ratings. Analyze data. 	
<p><u>New</u></p> <p>Explore and develop a system to determine staff competency in completing the child outcomes summary process.</p>							X	X	<p>Plan:</p> <p>Outcomes Coordinator will consult with ECO and explore what other States are doing in this area.</p>	<p>Staff received training and on-going technical assistance regarding Child Outcomes; however, there is no system to determine the effectiveness of the training provided to staff.</p>

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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:	<p>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.</p> <p>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.</p> <p>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.</p>
Applied:	<p>A. 772 families participating in Part C reported that early intervention services have helped the family know their rights. 823 families responded to the question regarding knowing their rights Percent = 772/823 = 94%</p> <p>B. 767 families participating in Part C reported that early intervention services have helped the family effectively communicate their children's needs. 819 families responded to the question regarding communicating their child's needs Percent 767/819 = 94%</p> <p>C. 767 families participating in Part C reported that early intervention services have helped the family help their child develop and learn. 820 families responded to the question regarding helping their child develop and learn. Percent = 767/820 = 94%</p>

FFY	Measurable and Rigorous Target		
2010	A. 92%	B. 94%	C. 94%

Actual Target Data for FFY 2009

- Family Survey Results

Statewide Family Survey Results July 2010 – June 2011		
Family Goal	# *	%
A. Percent of respondent families participating in Part C who report that early intervention services have helped the family know their rights.	772/823	94%
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.	767/819	94%
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.	767/820	94%

*The denominator is based on the number of people who responded to the specific question on the survey. "A" was based on the responses to question 16, "B" was based on the responses to question 17, and "C" was based on the responses to question 18.

- Of the 1957 surveys that were distributed, 922 surveys were completed and returned for a 47.1% statewide return rate.
- Programs that did not meet the target for each specific Family Goal were not issued a finding since this is a performance indicator; however, they were required to develop strategies in their CAP to address the specific Family Goal.
- Additional Data – Length of Time in Early Intervention

When comparing the survey results by the length of time the child was enrolled in early intervention services, the data suggests that families' perceptions improved based on the amount of time their child was in early intervention except for families who received services for over 2 years regarding effectively communicating their children's needs.

Length of Time in Service	#	Family Goal		
		Know Their Rights	Effectively Communicate their children's Needs	Help Their Children Develop and Learn
<i>Time not Specified</i>	7	100%	100%	100%
0-6 months	252	91%	91%	88%
6 months-1 year	299	93%	94%	95%

Length of Time in Service	#	Family Goal		
		Know Their Rights	Effectively Communicate their children’s Needs	Help Their Children Develop and Learn
1 -2 years	220	97%	97%	95%
2 -3 years	50	100%	92%	100%
Total over 6 months	569	95%	95%	96%
Total	828	94%	94%	94%

A possible reason for the decrease in families who received services for over 2 years in effectively communicating their children’s needs could be that as they near transition out of Early Intervention services, they may not feel as comfortable knowing what their child needs, and as the demand on the child’s development increases, their level of comfort decreases. It is interesting to note that question 17 is the only question that decreased over time; both question 16 and 18 improved as the child and family spent more time in Early Intervention. This may reflect our multi-cultural population who do not feel comfortable expressing their concerns or asking for additional services beyond what they are receiving.

- Related Requirements

Refer to Indicator 9, Table 1b (Indicators 4a, 4b, and 4c) for findings made and timely correction under the Hawai’i Monitoring Priorities related to this Indicator.

Representative of the State’s Population

Three factors were considered when determining whether the returned surveys were representative of the early intervention population:

- Ethnicity
- County of residence
- Age of the child

Comparison by Ethnicity:

When analyzing data for representativeness by ethnicity, last year’s data compared the two largest ethnic groups represented in the Family Surveys’ which was Asian/Pacific Islander and Caucasian. This year, however, due to the changes in the Federal Reporting Categories for Ethnicity, the two largest groups would be the Two or More and the Asian Categories. Comparing responses in these categories and subtracting out those surveys that did not report an ethnicity resulted in the following observations:

- A higher percentage of mixed race families completed the family surveys in comparison to the percentage reported in Child Count.
- A slightly smaller percentage of Asian families completed their surveys in comparison to Child Count.

Ethnicity	FFY 2010		
	Family Survey	Child Count	Difference
Two or More	42%	27%	15%
Asian	25%	32%	-7%

- Both ethnic groups had similar perceptions for each survey question. The difference by question never exceeded 3%.
- Both ethnic groups had similar results when compared with the statewide total.

Family Goal	Two or More	Asian	Statewide Total
Know their rights	94%	92%	94%
Effectively communicate their children's needs	94%	93%	94%
Help their children develop and learn	94%	92%	94%

Comparison by County

When comparing the proportions of Family Survey return rates with the Child Count Data based on the County the child lives in, it appears that the return rates were spread among all islands in a generally consistent manner.

Based on the surveys returned:

- Kauai was evenly represented, with 5% of the children in Child Count from Kauai, and 5% of the surveys returned coming from Kauai families.
- Hawaii'i was slightly underrepresented, as only 6% of the family surveys were returned, compared to a 10% representation in Child Count.
- Compared to last year's return rates, Honolulu showed marked improvement in amount of services returned. The percentage of surveys returned last year was 68% whereas this year it was 77% which resulted in a slightly over representativeness.

County	Family Survey		Child Count		Difference
	#	%	#	%	%
Hawaii'i	48	6%	195	10%	-4%
Honolulu	640	77%	1442	75%	2%
Kauai	38	5%	102	5%	--
Maui	102	12%	187	10%	2%
Statewide	828	100%	1926	100%	

When comparing the survey results by county of residence and by the statewide total, it is evident that there were some differences in perception based on the residence of the family:

- Maui families' satisfaction in all three areas was rated higher than the other three counties.
- Hawai'i County had the lowest results in two of the three outcome areas, with the third area being higher than only one other county.

Family Goal	Hawai'i	Honolulu	Kauai	Maui	Statewide
Know their rights	94%	93%	95%	97%	94%
Effectively communicate their children's needs	87%	94%	92%	98%	94%
Help their children develop and learn	91%	93%	95%	99%	94%

Comparison by Age

When comparing the proportions of Family Surveys returned with the Child Count Data based on the age of the child, the difference was minimal for all age ranges. Family Survey responses appear to be representative of the population served when looking at it by age of child at the time of survey.

Age	Family Survey		Child Count		Difference
	#	%	#	%	
None	8	1%	0	0%	0%
Birth-1	83	10%	171	9%	1%
1-2	249	30%	586	30%	0%
2-3	488	59%	1169	61%	-2%
Total	828	100%	1926	100%	

When comparing the survey responses by age at the time of survey completion, there were similar responses for all 3 age groups by question:

Age	#	q16	q17	q18
None	8	100%	86%	100%
Birth-1	83	95%	92%	95%
1-2	249	93%	94%	92%
2-3	488	94%	94%	94%
Total	828	94%	94%	94%

- Question 16 (Know their rights): The lowest percentage was found with the 1-2 age group, which was also the same group who had the lowest percentage for question 18 (Help their children learn and develop).

- Question 17 (Effectively communicate their children's needs): There was a variance of only 2%, when looking at surveys of families who indicated the age of their child at the time of the survey. Eight families did not report the age of their child, and 86% of these families agreed that they could effectively communicate their child's needs.
- Question 18 (Help their children develop and learn): There was a variance of 3%, with a range from 92% (Ages 1-2) to 95% (Birth-Age 1). These responses follow the same pattern as last year's data, with the highest level of satisfaction being with the youngest age group, and the lowest being with the 1-2 year age group, supporting the theory that the responses may be due in part to the fact that the younger the child is, the less is needed in respect to helping them learn and develop. As the child ages, demands grow, with many "milestones" that parents look for (talking, walking) typically occurring during the 1-2 year age period. Once the child reaches 2-3 years old, many of the children will have met these milestones, and parent satisfaction increases.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for 2010:

Explanation of Progress

The current data for Family Goals A, B, and C all showed progress.

Family Goal	FFY 2005	FFY 2006	FFY 2007	FFY 2008	FFY 2009	FFY 2010
A. Percent of respondent families participating in Part C who report that early intervention services have helped the family know their rights.	78%	91%	89%	90%	92%	94%
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.	74%	93%	91%	92%	92%	94%
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.	89%	93%	93%	92%	92%	94%

NOTE: The survey tool was changed in 2006 and continued to be used for subsequent years.

Progress may be attributed to Programs efforts towards working to improve their communication with families and to engage families in the IFSP process.

Completed Improvement Activities

The following table includes improvement activities that were completed. The Progress/Status column highlights what was done to address the improvement activity.

IMPROVEMENT ACTIVITY	PROGRESS/STATUS
Explore the revised ECO Family Outcome Survey (FOS) to see if this format should be adopted for future use.	Stakeholders felt that new survey format was much easier to understand and contained more detail that could be used for program improvement and provide richer input from families. The revised ECO FOS will be used for FFY 2011.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines / Resources for FFY 2011.

Proposed Targets

The proposed targets indicated in the SPP for FFY 2011 will remain the same.

New Improvement Activities:

The following table new improvement activities to support compliance for EI Family Goals.

Resources:

There are no changes to resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Consider revising distribution options that would automatically capture demographic information (e.g., ethnicity, length of time in EI) for families based on data currently in the database.						X	X	X	<p>Plan: Outcomes Coordinator to follow up with vendor for upcoming family survey distribution.</p>	Stakeholders felt that having demographic information, but still keeping responses confidential would assist in follow up to increase return rates, as well as try to ensure that surveys returned were representative of the population served.
<p><u>New</u> Provide technical assistance to support Programs in using survey results for program improvement.</p>							X	X	<p>Plan: Outcomes Coordinator will develop a process to share survey results with the Programs and how the information may be used for program improvement.</p>	The revised ECO Family Outcome Survey (FOS) will be used in FFY 2011. The new survey contains more information that could be used for program improvement.

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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)

<p>Measurement: Percent = [(# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to National data.</p>
<p>Applied: 170 of infants and toddlers birth to 1 with IFSPs 17,764 population of infants and toddlers birth to 1 Percent = 170/17,764= 0.96%</p>

FFY	Measurable and Rigorous Target
2010	3%

Actual Target Data for FFY 2010:

- Compared to National Data (based on OSEP 2010 data tables):
 The following compares Hawai'i's percentage served with national data:
 - The national average for all states including Washington D.C. is 1.03%. Hawai'i was below the national average for infants and toddlers birth to 1 with IFSPs by 0.07%.
 - Hawai'i was ranked 28th, as it served 0.96% (170/17,764) of infants and toddlers birth to 1 with IFSPs.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Slippage

The current data on percent of infants and toddlers birth to 1 with IFSPs compared to the national data shows slippage of 0.31% from FFY 2009 to FFY 2010, from 1.27% to 0.96%.

Listed below is the data for children with a developmental delay or biological risk:

- FFY 2005 data was at 2.41%
- FFY 2006 data was at 1.97%

- FFY 2007 data was at 1.26%
- FFY 2008 data was at 1.26%
- FFY 2009 data was at 1.27%
- FFY 2010 data was at 0.96%.

The slight slippage (decrease by 0.31%) may be due to the following:

- Some populations (i.e., homeless, immigrants) may not be aware of early intervention if they are not connected with social services.

An improvement activity was developed to extend the breadth of public awareness by connecting with additional agencies and programs.

- Mechanisms of public awareness have not been expanded to utilize technology; therefore may not be accessible to young parents or those contemplating parenthood.

An improvement activity was developed to utilize social media (e.g., Facebook, Twitter) for public awareness.

Completed Improvement Activities

There were no completed improvement activities.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011:

Proposed Targets

At the recommendation of Stakeholder group, Hawaii will revise the target to 1.03% for FFY 2011 and FFY 2012. The change in Hawaii's eligibility of removing infants environmentally at risk for developmental delay since 2009 has influenced the number of children with IFSPs. A review of the available data also indicates that the percent is likely to decrease with further adjustments to the eligibility criteria; therefore, the target has been revised to be aligned with the national average.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support Child Find.

Revised Resources:

There are no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Review Hawai'i's Part C eligibility criteria for continued appropriateness.		X	X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> Hawai'i Part C eligibility was changed, effective May 15, 2009 to remove the environmentally at-risk category, as a result of the public hearing process. The revised eligibility was submitted with the grant application to OSEP on May 15, 2009. Public hearings were held January 11-14 and March 3, 2010 to revise eligibility for infants and toddlers with developmental delays from any level of delay to: 33% in chronological/adjusted age or 2 Standard Deviations below the norm in one area; or 25% in chronological/adjusted age or 1.5 Standard Deviations below the norm in two or more areas; or informed clinical opinion by a multi-disciplinary team. As a result of the public hearings it was recommended that eligibility be revised to: 33% delay in age in one area; 25% delay in age in 2 areas; 1.5 Standard Deviations below the norm in any one area; or Informed clinical opinion by a Part C multi-disciplinary team. The change to 1.5 S.D. in any one area makes Part C eligibility consistent with Part B. <p>Plan:</p> <ol style="list-style-type: none"> It was determined that Administrative Rules must be completed and approved and additional public hearings be held on the changes. Only after the process is completed can eligibility changes for developmental delay be implemented. Rules have been drafted; EIS is working with the Deputy Attorney General for the DOH to finalize the rules. 	<p>Extend Timeline: Developing Administrative Rules has been a lengthy process. At the time of the APR submission, the final draft has been submitted to the Attorney General's office for final approval. Once approved, public hearings will be held.</p>
Provide information on early intervention services to pre-natal teenage mothers and teenage mothers in the following geographical areas: Oahu - Waianae				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> It is estimated that nearly 500 pregnant teens and teen parents participated in public awareness events targeting pregnant teens and teen parents at the following locations: <ul style="list-style-type: none"> Oahu: Waianae Coast, Makiki and Kalihi. 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Coast, Waimanalo, Waipahu, Makiki, Chinatown and Kalihi; Island of Hawai'i – Kona, Oceanview, Waikaloa, Nalehu, Pahala and Puna; and all of Maui									<ul style="list-style-type: none"> • Hawai'i Island: Kona, Nalehu, Pahala, Puna, Oceanview, Waikaloa. • Maui: Island-wide <ol style="list-style-type: none"> 2. A presentation including information on child development and the availability of early intervention services was made by EIS staff for 25 participants of a Teen Court program in Kapolei. (March 2011) 3. Kailua Easter Seals Hawaii EIP provided EI information and education for Mothers of Preschoolers 4. PCDC Waianae distributed information and talked with parents and parents-to-be about child development and early intervention at the Waianae Family Resource Fair. <p>Plan:</p> <ol style="list-style-type: none"> 1. The other areas still needing follow-up will be the focus of the coming calendar year in addition to the areas where successful outreach occurred. The geographic areas still needing follow up are: <ul style="list-style-type: none"> • Oahu: Chinatown, Waipahu, Waimanalo 	
Provide information on EI services to OB/GYNs and midwives across the state so they can be placed in their office lobbies and distributed to expectant mothers.				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. Informational brochures are provided, on a regular basis and as requested, for distribution to families, professionals, and community members at conferences, health fairs, physician's offices, childcare centers, community health centers, and EI program offices. 2. Specific requests filled from Hilo WIC ; Tutu & Me, Hi'ilei Kauai Perinatal Program 	
Partner with non-Part C programs to increase their awareness about Part C so they will refer potentially eligible Part C children to EI.				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. EIS has partnered with the following non-Part C programs and organizations to educate both the organizations and the communities they serve regarding Early Intervention Services: <ul style="list-style-type: none"> • Participated at student health fairs sponsored by local 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
									<p>community colleges and universities, such as at Brigham Young University – Hawaii.</p> <ul style="list-style-type: none"> • Participated at the Children & Youth Day sponsored by the Legislature. • Attended meetings with members of the Micronesian Cultural Awareness Project. • Attended local neighborhood board meetings to discuss early intervention services. • Participated in language access and other community outreach fairs sponsored by Non-Part C State agencies. • Participated in health and human service conferences sponsored by non-governmental and non-profit organizations, such as the Special Parent Information Network Conference (2010 and 2011). • Participated in teacher in-services with community preschools • Participated in community outreach fairs such as the Palolo Valley Family Health Fair. (April 30; partner: Easter Seals Hawaii), Wahiawa Pineapple Festival (May 14-15; partner PCDC Wahiawa) • Participated in health and human service conferences, such as the “Coping in Crisis Conference 2011” sponsored by Department of Health Developmental Disabilities Division and CARE Hawaii, Inc. • Participated in teacher in-services with community preschools <p>Plan:</p> <ol style="list-style-type: none"> 1. Link with the Interagency Council, Planned Parenthood, and Home Visitation and Race to the Top Grant implementation to extend the breadth of public awareness to include populations such as the homeless and 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
									immigrants. 2. Reinforce links to FASD, Boys and Girls Club, DOE Health Classes (PEP) to integrate with Teen Pregnancy Prevention Programs.	
Educate referral sources (e.g., pediatricians) about Hawaii's early intervention system, especially regarding transdisciplinary services, so that they provide accurate information to families about how services are provided					X	X	X	X	Completed to date: 1. EI information and various EI brochures were displayed and distributed at the AAP-HI Convention. (April 2011) 2. HKISS and Developmental Checklists sent to physicians requesting – Kaiser Pediatrics, Dr. Yamashiroya, 3. HKISS and Developmental Checklists sent to health clinics as requested – Hawaii Island: Keaau, Hilo, Keawe; Hickam AFB -Family Health Clinic; MCBH – KB Branch Medical Clinic; Ko'olauloa Community Health & Wellness Center	
Develop a Public Awareness Committee comprised of various community members (e.g., pediatricians, EI providers, H-KISS, etc), to be chaired by the Public Awareness Specialist, to identify and develop the most appropriate methods of public awareness to increase referrals to EI. This may include DVDs, U-Tubes for website, consumable products (e.g., pencils, magnets), posters, Public Service						X	X	X	Plan: 1. Explore the use of social media (e.g. Facebook, Twitter). 2. Follow up to see if families read brochures.	Extend Timeline: The Public Awareness Coordinator position is currently vacant.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Announcements, etc.										
Review and identify Public Awareness strategies used by other states that may be successful in Hawai'i.							X	X	Plan: 1. Identify who will be the interim Public Awareness Coordinator. 2. Interim Public Awareness Coordinator will develop a plan to address this improvement activity.	Extend Timeline: The Public Awareness Coordinator position is currently vacant.
New Identify programs that do screening and if they are referring children to Part C (e.g., CWS)							X	X	Plan: 1. Identify who will be the interim Public Awareness Coordinator. 2. Interim Public Awareness Coordinator will develop a plan to address this improvement activity.	Programs who conduct developmental screening may not be aware of Part C EI.
New Develop reports to be generated by the H-KISS database regarding referral sources.							X	X	Plan: 1. Work with Information Technology (IT) to develop identified reports. 2. Develop a mechanism to submit data to LA.	Reports regarding referral sources will provide additional data that can be analyzed and help identify areas that may benefit from Child Find/Public Awareness activities.
New Programs must report on Child Find activities in a Quarterly Report.							X	X	Plan: 1. Revise quarterly report to include a section on Child Find/Public Awareness activities. 2. Develop procedures to track Child Find/Public Awareness activities.	Having a formal mechanism in place to track Child Find activities that are completed by Programs will help the LA identify what and where Child Find/Public Awareness activities are needed.

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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)

<p>Measurement: Percent = [(# of infants and toddlers birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to National data.</p>
<p>Applied: 1926 of infants and toddlers birth to 3 with IFSPs. 53,219 population of infants and toddlers birth to 3 Percent = 1926/53,219=3.62%</p>

FFY	Measurable and Rigorous Target
2010	4.45%

Actual Target Data for FFY 2010:

- Compared to National Data (based on OSEP 2010 data tables)
 - The following compares Hawai'i's percentage served with national data:
 - The national average for all states including Washington D.C. is 2.82%. Hawai'i surpassed the national average for infants and toddlers birth to 3 by 0.8%.
 - Hawai'i was ranked 14th as it served 3.62% (1926/53,219) of infants and toddlers birth to 3 with IFSPs.
- Although the current data does not reach the proposed target, Hawai'i's data is above the national average by 0.8%.
- Additional Data - By Counties 2007 to 2010:

A comparison served by county shows that there has been a decrease in number of children served in all counties. An improvement activity has been developed to extract data from the H-KISS database so further analysis can be done regarding referral sources. Identifying who and where referrals are coming from can help pinpoint where additional public awareness activities should occur.

The follow table compares the percentage of children, 0-3, served by county for FFY 2007 – FFY 2010:

	2007	2008	2009	2010
Oahu	5%	4.9%	3.95%	3.86%
Hawaii	4%	3.9%	2.85%	2.71%
Maui	4%	3.7%	3.45%	3.08%
Kauai	5%	4.2%	4.45%	3.92%
Statewide	3.74%	3.77%	3.78%	3.62%

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Slippage

The current data on percent of infants and toddler birth to 3 with IFSPs shows slippage of 0.16% from FFY 2009 to FFY 2010, from 3.78% to 3.62.

Listed below is the data for children with a developmental delay or biological risk:

- FFY 2005 data was at 4.3%
- FFY 2006 data was at 3.2%
- FFY 2007 data was at 3.74%
- FFY 2008 data was at 3.77%
- FFY 2009 data was at 3.78%
- FFY 2010 data was at 3.62%

The slight slippage (decrease by 0.16%) may be due to the following:

- Some populations (i.e., homeless, immigrants) may not be aware of early intervention if they are not connected with social services.

An improvement activity was developed to extend the breadth of public awareness by connecting with additional agencies and programs.

- Mechanisms of public awareness have not been expanded to utilize technology; therefore may not be accessible to young parents or those contemplating parenthood.

An improvement activity was developed to utilize social media (e.g., Facebook, Twitter) for public awareness.

Completed Improvement Activities

There were no completed improvement activities.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011:

Proposed Targets

Hawaii will revise the target to 2.82% for FFY 2011 and FFY 2012. The change in Hawaii's eligibility of removing infants environmentally at risk for developmental delay since 2009 has influenced the number of children with IFSPs. A review of the available data also indicates that the percent is likely to decrease with further adjustments to the eligibility criteria; therefore, the target has been revised to be aligned with the national average.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support Child Find.

Revised Resources:

There are no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Review Hawai'i's Part C eligibility criteria for continued appropriateness.		X	X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> Hawai'i Part C eligibility was changed, effective May 15, 2009 to remove the environmentally at-risk category, as a result of the public hearing process. The revised eligibility was submitted with the grant application to OSEP on May 15, 2009. Public hearings were held January 11-14 and March 3, 2010 to revise eligibility for infants and toddlers with developmental delays from any level of delay to: 33% in chronological/adjusted age or 2 Standard Deviations below the norm in one area; or 25% in chronological/adjusted age or 1.5 Standard Deviations below the norm in two or more areas; or informed clinical opinion by a multi-disciplinary team. As a result of the public hearings it was recommended that eligibility be revised to: 33% delay in age in one area; 25% delay in age in 2 areas; 1.5 Standard Deviations below the norm in any one area; or Informed clinical opinion by a Part C multi-disciplinary team. The change to 1.5 S.D. in any one area makes Part C eligibility consistent with Part B. <p>Plan:</p> <ol style="list-style-type: none"> It was determined that Administrative Rules must be completed and approved and additional public hearings be held on the changes. Only after the process is completed can eligibility changes for developmental delay be implemented. Rules have been drafted; EIS is working with the Deputy Attorney General for the DOH to finalize the rules. 	<p>Extend Timeline: Developing Administrative Rules has been a lengthy process. At the time of the APR submission, the final draft has been submitted to the Attorney General's office for final approval. Once approved, public hearings will be held.</p>
Provide information on early intervention services to pre-natal teenage mothers and teenage mothers in the following geographical areas: Oahu - Waianae				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> It is estimated that nearly 500 pregnant teens and teen parents participated in public awareness events targeting pregnant teens and teen parents at the following locations: <ul style="list-style-type: none"> Oahu: Waianae Coast, Makiki and Kalihi. 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Coast, Waimanalo, Waipahu, Makiki, Chinatown and Kalihi; Island of Hawai'i – Kona, Oceanview, Waikaloa, Nalehu, Pahala and Puna; and all of Maui									<ul style="list-style-type: none"> • Hawai'i Island: Kona, Nalehu, Pahala, Puna, Oceanview, Waikaloa. • Maui: Island-wide <ol style="list-style-type: none"> 2. A presentation including information on child development and the availability of early intervention services was made by EIS staff for 25 participants of a Teen Court program in Kapolei. (March 2011) 3. Kailua Easter Seals Hawaii EIP provided EI information and education for Mothers of Preschoolers 4. PCDC Waianae distributed information and talked with parents and parents-to-be about child development and early intervention at the Waianae Family Resource Fair. <p>Plan:</p> <ol style="list-style-type: none"> 1. The other areas still needing follow-up will be the focus of the coming calendar year in addition to the areas where successful outreach occurred. The geographic areas still needing follow up are: <ul style="list-style-type: none"> • Oahu: Chinatown, Waipahu, Waimanalo 	
Provide information on EI services to OB/GYNs and midwives across the state so they can be placed in their office lobbies and distributed to expectant mothers.				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. Informational brochures are provided, on a regular basis and as requested, for distribution to families, professionals, and community members at conferences, health fairs, physician's offices, childcare centers, community health centers, and EI program offices. 2. Specific requests filled from Hilo WIC ; Tutu & Me, Hi'ilei Kauai Perinatal Program 	
Partner with non-Part C programs to increase their awareness about Part C so they will refer potentially eligible Part C children to EI.				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. EIS has partnered with the following non-Part C programs and organizations to educate both the organizations and the communities they serve regarding Early Intervention Services: <ul style="list-style-type: none"> • Participated at student health fairs sponsored by local 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
									<p>community colleges and universities, such as at Brigham Young University – Hawaii.</p> <ul style="list-style-type: none"> • Participated at the Children & Youth Day sponsored by the Legislature. • Attended meetings with members of the Micronesian Cultural Awareness Project. • Attended local neighborhood board meetings to discuss early intervention services. • Participated in language access and other community outreach fairs sponsored by Non-Part C State agencies. • Participated in health and human service conferences sponsored by non-governmental and non-profit organizations, such as the Special Parent Information Network Conference (2010 and 2011). • Participated in teacher in-services with community preschools • Participated in community outreach fairs such as the Palolo Valley Family Health Fair. (April 30; partner: Easter Seals Hawaii), Wahiawa Pineapple Festival (May 14-15; partner PCDC Wahiawa) • Participated in health and human service conferences, such as the “Coping in Crisis Conference 2011” sponsored by Department of Health Developmental Disabilities Division and CARE Hawaii, Inc. • Participated in teacher in-services with community preschools <p>Plan:</p> <ol style="list-style-type: none"> 1. Link with the Interagency Council, Planned Parenthood, and Home Visitation and Race to the Top Grant implementation to extend the breadth of public awareness to include populations such as the homeless and immigrants. 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
									2. Reinforce links to FASD, Boys and Girls Club, DOE Health Classes (PEP) to integrate with Teen Pregnancy Prevention Programs.	
Educate referral sources (e.g., pediatricians) about Hawaii’s early intervention system, especially regarding transdisciplinary services, so that they provide accurate information to families about how services are provided					X	X	X	X	<p>Completed to date:</p> <ol style="list-style-type: none"> 1. EI information and various EI brochures were displayed and distributed at the AAP-HI Convention. (April 2011) 2. HKISS and Developmental Checklists sent to physicians requesting – Kaiser Pediatrics, Dr. Yamashiroya, 3. HKISS and Developmental Checklists sent to health clinics as requested – Hawaii Island: Keaau, Hilo, Keawe; Hickam AFB -Family Health Clinic; MCBH – KB Branch Medical Clinic; Ko’olauloa Community Health & Wellness Center 	
Develop a Public Awareness Committee comprised of various community members (e.g., pediatricians, EI providers, H-KISS, etc), to be chaired by the Public Awareness Specialist, to identify and develop the most appropriate methods of public awareness to increase referrals to EI. This may include DVDs, U-Tubes for website, consumable products (e.g., pencils, magnets), posters, Public Service Announcements, etc.						X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Explore the use of social media (e.g. Facebook, Twitter). 2. Follow up to see if families read brochures. 	<p>Extend Timeline:</p> <p>The Public Awareness Coordinator position is currently vacant.</p>

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Review and identify Public Awareness strategies used by other states that may be successful in Hawai'i.							X	X	Plan: 1. Identify who will be the interim Public Awareness Coordinator. 2. Interim Public Awareness Coordinator will develop a plan to address this improvement activity.	Extend Timeline: The Public Awareness Coordinator position is currently vacant.
New Identify programs that do screening and if they are referring children to Part C (e.g., CWS)							X	X	Plan: 1. Identify who will be the interim Public Awareness Coordinator. 2. Interim Public Awareness Coordinator will develop a plan to address this improvement activity.	Programs who conduct developmental screening may not be aware of Part C EI.
New Develop reports to be generated by the H-KISS database regarding referral sources.							X	X	Plan: 1. Work with Information Technology (IT) to develop identified reports. 2. Develop a mechanism to submit data to LA.	Reports regarding referral sources will provide additional data that can be analyzed and help identify areas that may benefit from Child Find/Public Awareness activities.
New Programs must report on Child Find activities in a Quarterly Report.							X	X	Plan: 1. Revise quarterly report to include a section on Child Find/Public Awareness activities. 2. Develop procedures to track Child Find/Public Awareness activities.	Having a formal mechanism in place to track Child Find activities that are completed by Programs will help the LA identify what and where Child Find/Public Awareness activities are needed.

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

Monitoring Priority: Effective General Supervision Part C / Child Find

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

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

Measurement:

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

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

Applied:

2067 infants and toddlers received an evaluation and assessment and an initial IFSP meeting was conducted within Part C’s 45-day timeline

2114 infants and toddlers with IFSPs

Percent = 2067/2114=98%

164 infants and toddlers did not have a timely IFSP due to untimely evaluations. Of the 164 untimely evaluations, 157 were due to exceptional family circumstances and 7 were due to program reasons.

FFY	Measurable and Rigorous Target
2010	100%

Actual Target Data for FFY 2010:

Statewide data for 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 was collected from Agency data systems for the period 7/1/09 – 6/30/10. The timelines were from the date of referral to the initial IFSP meeting and were based on actual, not an average, number of days.

- 2067 of 2114 (98%) of infants and toddlers received an evaluation and assessment and an initial IFSP meeting was conducted within Part C’s 45-day timeline.
- Untimely Evaluations: 164 of the 2114 (8%) infants and toddlers did not have an Initial IFSP meeting within Part C’s 45-day timeline due to untimely evaluations. Of the 164 untimely evaluations, 157 (96%) were due to exceptional family circumstances and 7 (4%) were due to program reasons.

- Exceptional Family Circumstances: 483 of the 2114 (23%) infants and toddlers did not have an initial IFSP meeting within Part C’s 45-day timeline due to exceptional family circumstances as defined by IDEA Part C. Besides late MDEs, the following are the two predominate exceptional family circumstances:
 - Family cancelled appointment
 - Family request (after explaining the 45-day timeline requirement, family requests to have meeting beyond the 45-day timeline).

- Program Reasons. 47 of the 2114 (2%) infants and toddlers did not have an initial IFSP meeting within Part C’s 45-day timeline due to program reasons. Besides late MDEs, the following are the two predominate program reasons:
 - Program schedule full
 - Program medical reason (staff sick)

- Identifying Noncompliance. Of the 47 infants and toddlers who did not receive an evaluation and assessment and an initial IFSP meeting within Part C’s 45-day timeline, 47 (100%) infants and toddlers received an evaluation and assessment and had an initial IFSP meeting, although untimely.

Range of Days Beyond the 45-day timeline to Receive an Evaluation and Initial IFSP (For the 47 late IFSPs)		
Range of Days Beyond the Due Date	# of Children	% of Children
1-30 days	37	78.7%
31-60 days	4	8.5%
61-90 days	2	4.3%
> 90 days	4	8.5%

- The state accounted for all instances of noncompliance identified via the EI Agency Database. There were 16 programs serving the 47 children who did not receive an evaluation and assessment and an initial IFSP meeting within Part C’s 45-day timeline.
 - 9 of the 16 programs were issued findings in FFY 2011, based on FFY 2010 data. They received a letter of notification of noncompliance and were informed that they must demonstrate correction, as soon as possible, but no later than one year of identification (e.g. date of written notification).
 - 1 of the 16 programs was not issued a finding due to on-going non-compliance (the program did not demonstrate correction from the finding issued in FFY 2010, based on FFY 2009 data).
 - 6 of the 16 programs were not issued findings because they submitted required data that was verified by Part C LA to demonstrate correction prior to the written issuance of findings. The data demonstrates that all infants and toddlers had received initial IFSPs, although late, unless the child was not under the program’s jurisdiction. The programs are correctly implementing the Timely Evaluation and Assessments and initial IFSPs requirement.

- Related Requirements
 - Refer to Indicator 9, Table 1b (Indicators 1a, 2c, 4d, and 4e) for findings made and timely correction under the Hawai'i Monitoring Priorities related to this Indicator.

Demonstrating Correction based on the 09-02 Memo, page 2

The state accounted for all instances of noncompliance through on-site monitoring (refer to preceding section on "Monitoring Process"). All Programs were notified in writing of any noncompliance. Programs are required to develop a Corrective Action Plan (CAP), change policies and procedures, as appropriate, and demonstrate correction of all noncompliance (e.g., child specific and up-dated data) as soon as possible but no later than one year of identification (i.e., date of written notification).

Prong 1

For FFY 2008 through FFY 2010, the Part C LA verified that each of the EI Programs with findings of noncompliance for not conducting an evaluation, assessment and initial IFSP within Part C's 45-day timeline, completed all evaluations, assessments and initial IFSPs, although late. The status of child specific correction was included in previous APRs target data. It included the percentage of children that received an Initial IFSP, though late, unless the child was no longer within the jurisdiction of the EI Program. The report from the database includes the actual date of the Initial IFSP and calculates how many days late it was from the 45 day timeline. If the Initial IFSP did not occur prior to the date the data was pulled and the child is still enrolled in Part C, the Program/Section must immediately correct by completing the initial IFSP, though late and submit a copy of the signature page of the IFSP.

Prong 2

In verifying correction of noncompliance, the state determined that each of the EI programs with identified noncompliance is correctly implementing the requirements at 34 §§ CFR 303.310(a) and 303.342(a). Programs/Sections with identified noncompliance were required to submit a copy of the signature page of all the Initial IFSPs completed along with the list from the database the includes the 45-day timeline. The Programs/Sections were required to submit this updated data to demonstrate correction based on the monitoring data percentage as follows:

- 95% - 100%: 1 month of data that shows 100% with a minimum of 2 records total
- 90% - 94%: 1 month of data that shows 100% with a minimum of 4 records total
- 80% - 89%: 2 months of data that show 100% with a minimum of 6 records total
- 70% - 79%: 2 consecutive months of data that show 100% with a minimum of 8 records total
- Under 70%: 3 consecutive months of data that show 100% with a minimum of 10 records total

The Agency Administrators verified what the Program/Sections submit and ensured that the Program/Section submitted required evidence of correction documentation based on the percentage of noncompliance. Part C LA verifies the data submitted in the Agency Monthly report.

Status of Correction

FFY 2009

- 9 programs were notified of findings for Timely Evaluation and Assessment and Initial IFSPs in FFY 2009 based on FFY 2008 data (See Table 2, Correction of Noncompliance Identified in FFY 2009 by SPP/APR Indicators and Hawai'i Monitoring Priorities in Indicator 9) and all were verified as corrected within one year.

Root Causes

- Insufficient Staffing: Staff time constraints due to furloughs and vacant positions.
 - Part C LA provided training to Program Managers on how to utilize reports in the database as ticklers for due dates and program planning/improvement.

The table below summarizes the Correction of Noncompliance for Indicator 7.

Correction of Noncompliance for Indicator 7 – Evaluation and Assessment and Initial IFSP within 45-days						
Monitoring Data Year	Year Findings of Noncompliance Issued	Total Findings of Noncompliance	Findings Verified as Corrected within One Year	Findings Subsequently Verified as Corrected	Total Findings Corrected as of Submission	Findings of Noncompliance Remaining
FFY 2005	FFY 2006	8	8	0	8	0
FFY 2006	FFY 2007	16	16	0	16	0
FFY 2007	FFY 2008	7	7	0	7	0
FFY 2008	FFY 2009	9	9	0	9	0
FFY 2009	FFY 2010	To be reported in the FFY 2011 APR to be submitted in 2013				

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Progress:

The current data on timely evaluations and assessment and initial IFSP meetings remained the same from FFY 2009 to FFY 2010.

- FFY 2005 compliance was at 98%.
- FFY 2006 compliance was at 98%.
- FFY 2007 compliance was at 97%.
- FFY 2008 compliance was at 97%.
- FFY 2009 compliance was at 98%.
- FFY 2010 compliance was at 98%.

The following contributed to the Programs being successful in having timely evaluations and assessment and Initial IFSPs:

- Programs understand the importance of meeting timelines and are flexible and willing to make accommodations.
- Programs were allowed to phase in the implementation of the new evaluation tool (Battelle Developmental Inventory – BDI-2).
- All staff received training on administering the BDI-2.

Completed Improvement Activities:

The following table includes improvement activities that were completed. The Progress/Status column highlights what was done to address the improvement activity.

IMPROVEMENT ACTIVITY	PROGRESS/STATUS
Develop a training module to address required and acceptable documentation.	Documentation module was developed and finalized in 6/2011.
Embed the documentation training module into the mandatory EI Orientation Training.	Documentation module was embedded into the mandatory EI Part C Orientation Training in 6/2011 and was provided to all new staff in 6/2011 – 7/2011.
Embed information about the BDI into the mandatory EI Orientation Training.	Information regarding the implementation of the BDI-2 was embedded into the mandatory EI Part C Orientation Training in 6/2011 and was provided to all new staff.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011.

Proposed Targets

Because this is a compliance indicator; the target will remain at 100%.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support compliance for Timely Evaluations and Assessment and Initial IFSPs.

Revised Resources:

There are no new resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
<p><u>New</u> Develop a Family Assessment Workgroup to explore possible Family Assessment Tools.</p>							X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Inform Part C Providers of the new regulation. 2. Invite interested parties to participate in the Workgroup. 3. Outline Workgroup tasks. 4. Part C LA will develop a Family Assessment section to the EI Procedural Guidelines, based on recommendations from the Workgroup. 	<p>The new regulations require the use of a Family Assessment Tool be used with the parent/legal guardian's consent.</p>
<p><u>New</u> Investigate the referral process and make necessary recommendations if needed.</p>							X	X	<p>Plan:</p> <ol style="list-style-type: none"> 5. Develop reports to extract data from H-KISS database regarding call in date, verbal consent date, and referral to an EI Program. 6. Develop a system for H-KISS to share referral data with Part C LA. 	<p>Programs are experiencing a high influx of referrals at once and at other times referrals are low.</p>
<p><u>New</u> Explore factors that can improve staff retention (i.e., POS staff reimbursement)</p>							X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Explore the possibility of providing shortage differential pay. 2. Create a Recognition/Acknowledgement incentive program within each EI Program. 3. Explore the possibility of using practicum students in EI. 4. Explore the possibility of creating and utilizing a "floating team" of therapist who can travel around to different programs to fill in when needed. 5. Explore the possibility of creating a pool of former EI staff who can be "on call" like substitute teachers. 	<p>Budget cuts and staff vacancies have a direct impact on the Programs and meeting timelines are an on-going challenge.</p>

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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 the Lead Educational Agency (LEA), if child potentially eligible for Part B (DOE); and
- C. Transition conference, if child potentially eligible for Part B.

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

<p>Measurement:</p> <ul style="list-style-type: none"> 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. <p>Account for untimely transition conferences, including reasons for delays.</p>
<p>Applied:</p> <ul style="list-style-type: none"> A. 1199 children exiting Part C who have an IFSP with transition steps and services 1202 children who exited Part C Percent 1199/1202 = 99.8% B. 811 children exiting Part C and potentially eligible for Part B where timely notification to the LEA occurred 894 children exiting Part C who were potentially eligible for Part B Percent = 811/894 = 91% C. 431 children exiting Part C where the <u>timely</u> transition conference occurred 465 children exiting Part C where the transition conference occurred Percent = 431/465 = 93%

FFY	Measurable and Rigorous Target
2010	100%

Actual Target Data for FFY 2010:

Statewide data for the Transition Plan, Transition Notice and the Transition Conference for all children who exited Part C in FFY 2010 was collected from Agency data systems for the period 7/1/09-6/30/10.

- Transition Plan
 - 1199 of 1202 (99.8%) children exiting Part C had a timely and complete Transition Plan in their IFSP that was completed at least 90 days prior to the child’s third birthday. Children referred fewer than 45 days from their 3rd birthday were not included in the calculation.
 - 3 of the 1202 (0. 2%) children exiting Part C did not have a timely and complete Transition Plan in their IFSP, based on Hawai’i’s requirements for a complete Transition Plan. To be considered “complete,” Hawai’i requires the Transition Plan to include all the steps and services listed in the IDEA, Part C regulations. Hawai’i requires the Transition Plan to be updated at each IFSP meeting.
 - There were 2 programs serving the 3 children who did not have a timely and complete Transition Plan in their IFSP with steps and services.
 - 1 of the 2 programs was issued a finding in FFY 2011, based on FFY 2010 data. They received a letter of notification of noncompliance and were informed that they must demonstrate correction, as soon as possible, but no later than one year of identification (e.g. date of written notification).
 - 1 of the 2 programs was not issued a finding because the program submitted required data that was verified by Part C LA to demonstrate correction prior to written issuance of findings. The data demonstrated that all infants and toddlers had a complete transition plan, although late unless the child was no longer under the program’s jurisdiction. Up-dated data was used to verify that the Program is now correctly implementing the timely and complete transition plan requirement.

- Transition Notice
 - 811 of 894 (91%) children exiting Part C and potentially eligible for Part B services exited with timely notification to the LEA. The Part B and C programs mutually decided that any child served by Part C with a developmental delay was “potentially eligible for Part B services.” Therefore it is a requirement that, at a minimum, directory information on all children exiting Part C with a developmental delay be forwarded to Part B unless the family opts out of this requirement. Children referred fewer than 45 days from their 3rd birthday were not included in the calculation.
 - Opt Out Option: 325 children exiting Part C and potentially eligible for Part B services exited without providing notification to the LEA due to the family exercising the “opt out” policy. The “opt out” policy was presented to the community at a public hearing held May 4, 2009. The policy was officially forwarded to OSEP as part of the Part C Grant Application mailed to OSEP on May 14, 2009 and is officially on file. These children are not included in either the above numerator or denominator. . Due to the high number of

“opt outs” for the Transition Notice, the database was revised to track reasons why families were “opting out” of the Transition Notice. The predominate reason why families

“opted out” of the Transition Notice was that they were not interested in having their child referred to DOE.

An improvement activity has been developed to explore how to address the high rate of Transition Notice “opt outs.”

- **Program Reasons:** 83 of 894 (9%) children exiting Part C and potentially eligible for Part B exited without timely notification to the LEA due to program reasons. It is Hawaii’s policy that the transition notice must be sent to the LEA at least 90 days prior to the child’s 3rd birthday or when the child is eligible to begin DOE. The timeline is in place to support DOE’s Child Find efforts to ensure that all children who are potentially eligible for DOE can receive a timely evaluation and start the Part B program by their 3rd birthday.
- Of the 83 children exiting without timely notification to the LEA, notification was provided to the LEA for 39 of these children, although untimely; 44 children left the jurisdiction of Part C prior to issuing the LEA notification.

Range of Days for Notification to LEA (For the 83 children that exited without a timely notification to LEA)		
Range of Days Beyond the Due Date	# of Children	% of Children
1-30 days	30	36%
31-60 days	8	10%
61-90 days	1	1%
>90 days	0	0%
No notice to LEA prior to leaving the jurisdiction of Part C	44	53%

- There were 15 programs serving the 83 children who exited Part C with either untimely notification to the LEA or insufficient documentation that notification to the LEA was provided:
 - 8 of the 15 programs were issued findings in FFY 2011, based on FFY 2010 data. They received a letter of notification of noncompliance and were informed that they must demonstrate correction, as soon as possible, but no later than one year of identification (e.g. date of written notification).
 - 1 of the 15 programs was not issued a finding due to on-going non-compliance (the program did not demonstrate correction from the finding issued in FFY 2010, based on FFY 2009 data).
 - 6 of the 15 programs were not issued findings because they submitted required data that was verified by Part C LA to demonstrate correction prior to the written issuance of findings. The data demonstrated that transition notices for all infants and toddlers were provided to the LEA unless the family “opted out” or child was not under the program’s jurisdiction. Up-dated data was used to verify that the Programs are now correctly implementing the requirement of notifying the LEA of children who are potentially eligible for DOE.

- Transition Conference

Hawaii’s policy is to offer a Transition Conference for all children exiting from Hawaii’s Part C program as they are all potentially eligible for Part B services.

- 431 of 465 (93%) children exiting Part C where the timely transition conference occurred. Children referred fewer than 90 days from their 3rd birthday were not included in the calculation.
- 724 families declined a Transition Conference and are not included in either the above numerator or denominator. Due to the high number of declines for a Transition Conference, the database was revised to track reasons why families were declining Transition Conferences. The two predominate reasons why families decline the Transition Conference were:
 - Families will explore options on their own
 - Families are familiar with the options

Improvement activities have been developed to explore how to address the high rate of Transition Conference declines.

- Exceptional Family Circumstances: 69 of 465 (15%) children exiting Part C did not have a timely Transition Conference due to exceptional family circumstances. They are included in both the above numerator and denominator. The two predominate exceptional family circumstance were conflict in schedules and difficulty contacting family (family didn’t return calls in a timely manner).
- Program Reasons: 34 of 465 (7%) children exiting Part C did not have a timely Transition Conference due to program reasons. The predominate program reason was that the staff forgot to schedule within the required timeline or there was insufficient documentation to determine the reason the Transition Conference was late or did not occur.
- Of the 34 families that did not receive a timely Transition Conference, 15 received a Transition Conference, although untimely and 19 children left the jurisdiction of Part C prior to having a Transition Conference.

Range of Days for the Transition Conference (For the 34 children that exited without a timely Transition Conference)		
Range of Days Beyond the Due Date	# of Children	% of Children
1-30 days	9	26.5%
31-60 days	6	17.6%
61-90 days	0	0%
No Transition Conference prior to leaving the jurisdiction of Part C	19	55.9%

- There were 16 programs serving the 34 children who exited Part C with an untimely Transition Conference or having no Transition Conference prior to exiting Part C.
 - 11 of the 16 programs were issued findings in FFY 2011, based on FFY 2010 data. They received a letter of notification of noncompliance and were informed

that they must demonstrate correction, as soon as possible, but no later than one year of identification (e.g. date of written notification).

- 1 of the 16 programs was not issued a finding due to on-going non-compliance (the program did not demonstrate correction from the finding issued in FFY 2010, based on FFY 2009 data).
 - 4 of the 16 programs were not issued findings because they submitted required data that was verified by Part C LA to demonstrate correction prior to the written issuance of findings. The data demonstrates that all children received a transition conference, although late, unless the family declined a transition conference or the child was no longer under the program's jurisdiction. Up-dated data was used to verify that the Programs are now correctly implementing the transition conference requirements for all infants and toddlers.
- Related Requirements
 - Refer to Indicator 9, Table 1b (Indicator 3a) for findings made and timely correction under the Hawaii Monitoring Priorities related to this Indicator.

Demonstrating Correction based on the 09-02 Memo, page 2

The state accounted for all instances of noncompliance through on-site monitoring (refer to preceding section on "Monitoring Process"). All Programs were notified in writing of any noncompliance. Programs are required to develop a Corrective Action Plan (CAP), change policies and procedures, as appropriate, and demonstrate correction of all noncompliance (e.g., child specific and up-dated data) as soon as possible but no later than one year of identification (i.e., date of written notification).

Prong 1

For FFY 2008 through FFY 2010, the Part C LA verified that each of the EI Programs with findings of noncompliance for not including a transition plan in the IFSP, providing timely notification to the LEA of potentially eligible children for Part B services, and conducting timely transition conferences, all children had a complete transition plan, notification to the LEA, and had a transition conference, although late, unless the child was no longer within the jurisdiction of the EI Program. The status of child specific correction was included in previous APRs target data. It included the percentage of children that had a complete transition plan included in their IFSP prior to exit, notification to the LEA, and/or a transition conference, though late, unless the child was no longer within the jurisdiction of the EI Program. The report from the database includes the transition due date (at least 90 days prior the child exiting Part C), if a complete transition plan was included in the IFSP prior to exit, actual date the notification to the LEA was sent, and the actual date of the transition conference. It also includes if it was late, how many days late it occurred.

Prong 2

In verifying correction of noncompliance, the state determined that each of the EI programs with identified noncompliance is correctly implementing the requirements at 34 CFR §§ 303.209(d) (for 8A); 34 CFR § 303.209(b) (for 8B); and 34 CFR § 303.209(c) (for 8C). Programs/Sections with identified noncompliance were required to submit a copy of the transition plan, documentation of when the transition notice was sent to the LEA, and documentation of the transition conference along with a list from the database of children that exited Part C that included the child's name, date of birth, exit date, and transition due date (at least 90 days prior to exiting Part C). The Programs/Sections were required to submit this updated data to demonstrate correction based on the monitoring data percentage as follows:

- 95% - 100%: 1 month of data that shows 100% with a minimum of 2 records total
- 90% - 94%: 1 month of data that shows 100% with a minimum of 4 records total
- 80% - 89%: 2 months of data that show 100% with a minimum of 6 records total
- 70% - 79%: 2 consecutive months of data that show 100% with a minimum of 8 records total
- Under 70%: 3 consecutive months of data that show 100% with a minimum of 10 records total

The Agency Administrators verified the data submitted by the Program/Sections and ensured that the Program/Section submitted required evidence of correction documentation based on the percentage of noncompliance. Part C LA verifies the data submitted in the Agency Monthly report.

Status of Correction

Transition Plan

FFY 2009

- One program was notified of findings for Transition Plan in FFY 2009 (See Table 1b in Indicator 9); all were verified as corrected within one year of notification.

Root Causes

- Some staff were still unclear what constituted a “complete” transition plan
 - Part C LA provided clarification on what constituted a “complete” transition plan
 - Part C LA revised IFSP instructions to provide clearer guidelines

The table below summarizes the Correction of Noncompliance for Indicator 8A.

Correction of Noncompliance for Indicator 8A: Transition Plan with Steps and Services						
Monitoring Data Year	Year Findings of Noncompliance Issued	Total Findings of Noncompliance	Findings Verified as Corrected within One Year	Findings Subsequently Verified as Corrected	Total Findings Corrected as of Submission	Findings of Noncompliance Remaining
FFY 2005	FFY 2006	3	3	0	3	0
FFY 2006	FFY 2007	8	8	0	8	0
FFY 2007	FFY 2008	8	8	0	8	0
FFY 2008	FFY 2009	1	1	0	1	0
FFY 2009	FFY 2010	To be reported in FFY 2011 APR to be submitted in 2013				

Transition Notice

FFY 2009

- 11 programs were notified of findings for the Transition Notice in FFY 2009 (See Table 2b in Indicator 9); all were verified as corrected within one year of notification by reviewing up-dated data and ensuring that all child specific noncompliance was corrected.

Root Causes

- Some staff thought that they needed to meet with the family to complete the form
 - Part C LA provided clarification on Transition Notice procedures
- Insufficient Documentation
 - Staff time constraints due to furloughs and vacant positions impact having time to complete adequate documentation
 - Staff were unclear on documentation requirements

The table below summarizes the Correction of Noncompliance for Indicator 8B.

Correction of Noncompliance for Indicator 8B: Transition Notice						
Monitoring Data Year	Year Findings of Noncompliance Issued	Total Findings of Noncompliance	Findings Verified as Corrected within One Year	Findings Subsequently Verified as Corrected	Total Findings Corrected as of Submission	Findings of Noncompliance Remaining
FFY 2005	FFY 2006	0	0	0	0	0
FFY 2006	FFY 2007	8	7	1	8	0
FFY 2007	FFY 2008	2	2	0	2	0
FFY 2008	FFY 2009	11	11	0	11	0
FFY 2009	FFY 2010	To be reported in FFY 2011 APR to be submitted in 2013				

Transition Conference

FFY 2009

- 8 programs were notified of findings for Transition Conference in FFY 2009 (See Table 2b in Indicator 9); all were verified as corrected within one year of notification.

Root Causes

- Insufficient Staffing: Staff time constraints due to furloughs and vacant positions
 - Part C LA provided training to Program Managers on how to utilize reports in the database as ticklers for due dates and program planning/improvement.
- Insufficient Documentation
 - Staff time constraints due to furloughs and vacant positions impact having time to complete adequate documentation
 - Staff were unclear on documentation requirements

The table below summarizes the Correction of Noncompliance for Indicator 8C.

Correction of Noncompliance for Indicator 8B: Transition Notice						
Monitoring Data Year	Year Findings of Noncompliance Issued	Total Findings of Noncompliance	Findings Verified as Corrected within One Year	Findings Subsequently Verified as Corrected	Total Findings Corrected as of Submission	Findings of Noncompliance Remaining
FFY 2005	FFY 2006	0	0	0	0	0
FFY 2006	FFY 2007	14	14	0	14	0
FFY 2007	FFY 2008	4	4	0	4	0
FFY 2008	FFY 2009	8	8	0	8	0
FFY 2009	FFY 2010	To be reported in FFY 2011 APR to be submitted in 2013				

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Progress and Slippage:

FFY	Transition Plan	Transition Notice	Transition Conference
2005	99%	100%	94%
2006	99%	100%	96%
2007	97%	99%	97%
2008	99%	91%	94%
2009	98%	96%	93%
2010	99.7%	93%	93%

Explanation of Progress:

Transition Plan

- The current data from Timely Transition Plans shows an increase of 1.7% from FFY 2009 to FFY 2010, from 98% to 99.7%. Clarification and training on what constitutes a complete transition plan appears to have had a positive impact on developing complete transition plans.

Transition Conference

- The current data on Timely Transition Conferences shows no change from FFY 2009 to FFY 2010, remaining at 93%.

Explanation of Slippage:

Transition Notice

- The current data on Timely Transition Notices shows a slippage of 3% from FFY 2009 to FFY 2010, from 96% to 93%.

Slippage regarding timely Transition Notice is a result of the following:

- State budget cuts, furloughs, Reduction in Force (RIF), and staff vacancies have placed an additional strain on Programs which impacted direct service hours. Furthermore, when a position becomes vacant, the State hiring process may take months to fill a position which is also a result of the State budget cuts and RIF.

Improvement activities to collaborate with academic institutions and to explore factors that can improve staff retention will continue.

- Communication among staff regarding due dates

The revised Transition Notice form developed in collaboration with DOE was implemented on 7/1/11. Staff received training and written instructions included with the form as well as in the EI Procedural Guidelines that highlight timelines.

Completed Improvement Activities:

The following table includes improvement activities that were completed. The Progress/Status column highlights what was done to address the improvement activity.

IMPROVEMENT ACTIVITY	PROGRESS/STATUS
Develop a training module to address required and acceptable documentation.	Documentation module was developed and finalized in 6/2011.
Embed the documentation training module into the mandatory EI Orientation Training.	Documentation module was embedded into the mandatory EI Part C Orientation Training in 6/2011 and was provided to all new staff in 6/2011 – 7/2011. It was also embedded into the EI Annual Refresher Workshop that was provided in 9/2011 – 11/2011 to all Program Managers, Care Coordinators, and interested staff.
Up-date Transition Policies and Procedures, Training Modules, and the MOA with the DOE to be consistent with the recent FAQs from OSEP on Transition between B and C and the change in DOE’s protocol on the entrance date to DOE Preschool Special Education Program.	<ol style="list-style-type: none"> 1. Transition Notice Form and Procedures have been revised based on OSEP FAQs 2. Revised MOA between DOE and DOH has been submitted and “on hold” until further review by OSEP. 3. Transition Notice Form with instructions has been distributed to all EI Program and DOE. 5. Revised Transition Notice Form was implemented effective 7/1/11.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011.

Proposed Targets

Because this is a compliance indicator, the target will remain at 100%.

Continuing and New Improvement Activities:

The following table includes continuing activities that were developed to support compliance for Timely Transition Planning.

Resources:

There are no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
<p>A Quarterly Report will be developed for EIS Programs to submit to their EI Agency that includes an analysis of their Program data regarding Transition Notice Opt Outs.</p>			X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The EIS database was updated to include reasons why families chose to “opt out” of sending the Transition Notice to DOE. The data will be available for analysis prior to the submission of the FFY 2009 APR to be submitted in 2011. Reports generated by the EIS database have been developed and training has been provided to EIS Program Managers so that they can look at their Program data regarding number of Transition Notice Opt Outs and reasons for the Opt Outs. The Transition Notice Form and Procedures have been revised in collaboration with DOE to be in line with OSEP’s FAQs. The revised Transition Notice Form and Procedures was implemented effective 7/1/11. <p>Plan:</p> <ol style="list-style-type: none"> Part C LA will revise the Quarterly Report. 	
<p>A Quarterly Report will be developed for EIS Programs to submit to their EI Agency that includes an analysis of their Program data regarding Transition Conference Declines</p>			X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The Part C LA database was updated to include reasons why families declined the Part C Transition Conference. The data will be available for analysis prior to the submission of the FFY 2009 APR due in 2011. Reports generated by the EIS database have been developed and training has been provided to EIS Program Managers so that they can look at their Program data regarding number of Transition Conference declines and reasons for the declines. <p>Plan:</p> <ol style="list-style-type: none"> Part C LA will revise the Quarterly Report. 	
<p>The STEPS State team will coordinate the development of a</p>				X	X	X	X		<p>Completed to Date:</p> <ol style="list-style-type: none"> The Windward Oahu STEPS team, Kamalapua O Koolau, 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
resource folder of both Part B and Part C information by district/complex/ community areas, to be used by DOE Student Services Coordinators and DOH Care Coordinators and Program Managers.									developed a “Transition Resource Guide.” It includes information and resources in the Windward Oahu district. Plan: 1. The State STEPS team is reviewing materials included in Kamalapua O Koolau’s “Transition Resource Guide” and gathering other tools/resources. A list of recommended tools/resources will be developed to share with other community STEPS teams to enhance existing Transition Resource Guides and/or develop one for their respective communities.	
The state STEPS team will update current technical assistance documents and hold state statewide training when the DOE and DOH MOA have been signed.							X	X	Completed to Date: 1. Transition Notice Form and Procedures have been revised based on OSEP FAQs. 2. Revised MOA between DOE and DOH have been submitted and “on hold” until further review by OSEP. 3. Part B Chapter 60 was up-dated. Plan: 1. The Training Coordinator will participate on the State STEPS team.	Extend Timeline: The State STEPS team was waiting for DOE and DOH MOA to be approved.
New Develop a handout for families that explains the purpose of the Transition Conference (TC).							X	X	Plan: 1. Part C LA will develop a Transition Conference handout. 2. Part C LA will disseminate handout to EI Programs. 4. Part C LA will include handout in EI Procedural Guidelines and EI Part C Orientation.	Handout will provide new CCs a resource tool to help them explain the purpose of the TC.
New Develop procedures for how and when the TC handout will be used. (e.g. mandatory for Programs that have a							X	X	Plan: 1. Part C LA will develop procedures on use of the Transition Conference handout. 2. Part C LA will disseminate procedures to EI Programs. 3. Part C LA will include procedures in EI Procedural Guidelines	Families may be declining the TC because they may not understand the purpose of the TC.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
high number of declines for TC)									and EI Part C Orientation.	
<p><u>New</u> Explore how to have Programs with a high number of TN opt outs and/or TC declines address the issue as part of their CAP.</p>							X	X	<p>Plan: LA QA Coordinator will work with WRRRC and NECTAC to address this improvement activity.</p>	<p>Some Programs have very high TN opt outs and/or TC declines. The data base also collects opt out and decline reasons. Programs need to start analyzing their data and drill down to discover root causes so appropriate strategies can be developed and implemented.</p>

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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)

<p>Measurement:</p> <p>Percent of noncompliance corrected within one year of identification:</p> <p style="margin-left: 20px;">a. # of findings of noncompliance.</p> <p style="margin-left: 20px;">b. # of corrections completed as soon as possible but in no case later than one year from identification.</p> <p>Percent = [(b) divided by (a)] times 100.</p> <p>States are required to use the “Indicator 9 Worksheet” to report data for this indicator.</p>
<p>Applied:</p> <p>61 findings of noncompliance</p> <p>61 corrections completed as soon as possible but in no case later than one year from identification</p> <p>Percent = 61/61 = 100%</p>

FFY	Measurable and Rigorous Target
2010	100%

Definition of Finding:

Programs are issued a finding of noncompliance if targets for SPP/APR Indicators and Hawai'i State Priority Areas are not met. All Programs are notified in writing of any noncompliance and that they must demonstrate correction of all noncompliance (e.g., child specific and up-dated data) as soon as possible not but no later than one year of identification (i.e., date of written notification).

Actual Target Data for FFY 2010:

- The following findings were issued in FFY 2009, based on FFY 2008 data, and were verified as corrected within one year of notification.

Table 1a. Summary of Correction of Noncompliance of Findings Issued in FFY 2009	
a. No. of Findings of Noncompliance Issued (FFY 2009)	61
b. No. of Findings Verified as Corrected within One Year of Notification (FFY 2009)	61
c. Percent Verified as Corrected within One Year of Notification (FFY 2009)	100% (61/61)

- The table 1b below, as required by OSEP, provides data, by each SPP/APR compliance indicator and each Hawai'i monitoring priority indicator, on:
 - whether the findings were identified through Hawai'i's monitoring process (i.e., self-assessment, data review) or by a dispute resolution process (e.g., complaints or hearings)
 - the number of EI programs issued findings in FFY 2009
 - the number of findings of noncompliance identified in FFY 2009
 - the number of findings verified as corrected within one year of notification.

Table 1b. Correction of Noncompliance Identified in FFY 2009 by SPP/APR Indicator and Hawaii Monitoring Priorities				
SPP/APR Indicator	General Supervision System Components	# EI Programs Issued Findings in FFY 2009 (7/1/09 to 6/30/10)	(a) # Findings of Noncompliance Identified in FFY 2009 (7/1/09 to 6/30/10)	(b) # Findings on Noncompliance from (a) for which correction was Verified no later than One Year of Notification
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.	Monitoring Activities: On-site Monitoring	4	4	4
	Dispute Resolution: Complaints, Hearings	0	0	0
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	Monitoring Activities: Data Review	9	9	9
	Dispute Resolution: Complaints, Hearings	0	0	0
8. Percent of all children exiting Part C who received timely transition planning: A. IFSPs with transition steps and services;	Monitoring Activities: Data Review	1	1	1
	Dispute Resolution: Complaints, Hearings	0	0	0

Table 1b. Correction of Noncompliance Identified in FFY 2009 by SPP/APR Indicator and Hawaii Monitoring Priorities				
SPP/APR Indicator	General Supervision System Components	# EI Programs Issued Findings in FFY 2009 (7/1/09 to 6/30/10)	(a) # Findings of Noncompliance Identified in FFY 2009 (7/1/09 to 6/30/10)	(b) # Findings on Noncompliance from (a) for which correction was Verified no later than One Year of Notification
8. Percent of all children exiting Part C who received timely transition planning: B. Notification to LEA, if child potentially eligible for Part B	Monitoring Activities: Data Review	11	11	11
	Dispute Resolution: Complaints, Hearings	0	0	0
8. Percent of all children exiting Part C who received timely transition planning: C. Transition conference, if child potentially eligible for Part B.	Monitoring Activities: Data Review	8	8	8
	Dispute Resolution: Complaints, Hearings	0	0	0
SUB-TOTAL (SPP/APR Indicators)		33	33	33
Hawai'i State Priorities				
1a. Evaluation within 45 days of referral.	Monitoring Activities: Data Review	8	8	8
	Dispute Resolution: Complaints, Hearings	0	0	0
1b. 1 st Annual IFSP within 1 year of Initial IFSP.	Monitoring Activities: Data Review	7	7	7
	Dispute Resolution: Complaints, Hearings	0	0	0
2a. Complete present levels of development	Monitoring Activities: Data Review	1	1	1
	Dispute Resolution: Complaints, Hearings	0	0	0
2b. Frequency, intensity, method, location, & payment	Monitoring Activities: On-site Monitoring	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
2c. IFSP objectives complete	Monitoring Activities: On-site Monitoring	3	3	3

Table 1b. Correction of Noncompliance Identified in FFY 2009 by SPP/APR Indicator and Hawaii Monitoring Priorities				
SPP/APR Indicator	General Supervision System Components	# EI Programs Issued Findings in FFY 2009 (7/1/09 to 6/30/10)	(a) # Findings of Noncompliance Identified in FFY 2009 (7/1/09 to 6/30/10)	(b) # Findings on Noncompliance from (a) for which correction was Verified no later than One Year of Notification
	Dispute Resolution: Complaints, Hearings	0	0	0
2d. Justification for services in non-natural environments	Monitoring Activities: On-site Monitoring	1	1	1
	Dispute Resolution: Complaints, Hearings	0	0	0
3a. Appropriate individuals invited to Transition Conference	Monitoring Activities: On-site Monitoring	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
4a. FERPA notice explained and provided/offered to the family	Monitoring Activities: On-site Monitoring	1	1	1
	Dispute Resolution: Complaints, Hearings	0	0	0
4b. "Dear Family" explained and provided/offered to the family	Monitoring Activities: On-site Monitoring	1	1	1
	Dispute Resolution: Complaints, Hearings	0	0	0
4c. Written Prior Notice provided to the family	Monitoring Activities: On-site Monitoring	5	5	5
	Dispute Resolution: Complaints, Hearings	0	0	0
4d. Consent for MDE	Monitoring Activities: On-site Monitoring	1	1	1
	Dispute Resolution: Complaints, Hearings	0	0	0
4e. Written consent prior to the initiation of services	Monitoring Activities: On-site Monitoring	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
SUB-TOTAL (Hawaii State Priority Areas)		28	28	28
TOTAL		61	61	61

Demonstrating Correction based on the 09-02 Memo, page 2

Prong 1

When any child specific noncompliance occurred, the Part C LA verified that each individual case of noncompliance was corrected. If the noncompliance was related to a timeline, the EI Program was directed to take the required action although late (e.g. complete the evaluation/assessment, provide the required service, and implement the transition conference). Refer to the “Demonstrating Correction based on the 09-02 Memo, page 2” section of Indicators 1, 7, and 8 for explanations of how child specific correction is demonstrated for each Indicator.

Prong 2

Current data is also reviewed to ensure that programs are correctly implementing the requirement found to be in noncompliance. Refer to the “Demonstrating Correction based on the 09-02 Memo, page 2” section of Indicators 1, 7, and 8 for an explanation of how correction of all noncompliance is demonstrated for each Indicator.

Programs that had noncompliance were required to develop written CAPs that included strategies, benchmarks, timelines, and root causes and submit the CAP to their respective EI Agency for approval. Programs are required to make changes to policies, procedures, and/or practices when appropriate. Once approved, the program CAPs were submitted to their respective EI Agency on a monthly basis with current data to support their CAP requirement, including progress on strategies to change program protocol so that timelines were met. The EI Agencies submitted their CAP Summary Reports to the Part C LA for verification that Programs were correctly implementing the specific regulatory requirement.

Once received, Part C LA reviewed the CAP Summary Reports to determine if any follow-up was needed or if the reports were accepted as complete. If, however, there were concerns related to the CAP Summary Report, the Part C LA would contact the EI Agency and/or the EI Program for additional information.

Monitoring Process

The monitoring process and how findings are issued described in last year’s APR has not changed. A description of the monitoring process which includes the process for selecting children for monitoring, called the PART C LA Continuous Quality Improvement System (CQIS), can be found in the SPP.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Progress

The current data shows no change FFY 2008 to FFY 2009 and has remained at 100%.

- FFY 2005 compliance was at 97%
- FFY 2006 compliance was at 94%
- FFY 2007 compliance was at 95%
- FFY 2008 compliance was at 100%
- FFY 2009 compliance was at 100%

Maintaining compliance was a direct result of developing and implementing a system to demonstrate correction. The Part C LA accessed technical assistance from WRRC and NECTAC in building a comprehensive General Supervision system. Programs responded by utilizing the CAP process to

demonstrate correction and by making changes to policies, procedures, and/or practices as needed. Programs report that technical assistance received from the Quality Assurance and Training Unit and the Social Worker Team Leaders was helpful.

Improvement activities have been developed to continue to build a comprehensive General Supervision system.

Completed Improvement Activities:

There were no improvement activities completed at this time.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011.

Proposed Targets

Because this is a compliance indicator, the target will remain at 100%.

Continuing Improvement Activities:

The following table includes continuing improvement activities that were developed to support Correction of Noncompliance.

Resources:

There are no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATION S
Develop and implement procedures to include HEICC and family members in the monitoring process.		X	X	X	X	X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. Discuss with HEICC members how HEICC and family members can best support the provision of quality early intervention services. 2. Identify appropriate activities for HEICC members and families (e.g., family members may interview families about their early intervention experiences.) 	<p>Extend Timeline:</p> <p>More time is needed to develop appropriate activities for HEICC members and families.</p>
Explore recruitment and retention strategies that are at no cost to the State.			X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> 1. An e-mail was sent to the Executive Directors of the Purchase of Service EI programs to identify reasons for vacancies. The following information was received from 4 of the 6 Executive Directors. <ol style="list-style-type: none"> a. <u>Salaries</u>. All respondents indicated that inadequate salaries were the major reason for vacancies. For example, one noted that they offer salaries of about \$56,000 for therapists; on the mainland they are making \$80-100,000. Therapists in the private section can make \$15-20,000 more. b. <u>10-Month Schedule for DOE therapists</u>. All respondents noted that in addition to the DOE therapists having higher salaries, they also have a 10-month schedule which allows them to do additional work during the summer months for extra pay. c. <u>Natural environment requirements</u>. One respondent reported increased hiring difficulty for his programs that serve families in low SES, drug-impacted areas, and low income housing. Although safety is paramount and no one is expected to put themselves in danger, when prospective employees are driven through the areas those programs serve, this is a deterrent for some potential staff to accept positions. 2. Although the Executive Directors noted that one-time, non-recurring recruitment bonuses were effective, the reduction of the EI budget has eliminated providing these additional funds 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATION S
									to programs. Also effective but eliminated was providing a “finder’s fee” for staff who identified individuals to fill vacant positions. Plan: 1. Further discussion is needed on recruitment/retention strategies that incur no cost to the state.	
Develop a process to verify monitoring results to assure accurate results.				X	X	X	X		Plan: 1. Randomly verifying monitoring results will be initiated for FFY 2011.	
New Explore ways to refine the technical assistance process to support Programs understanding of the General Supervision process.							X	X	Plan: 1. Include SW Team Leaders (Oahu and Neighbor Islands) in General Supervision Meetings. 2. Implement the new debriefing Monitoring Summary Report for the FFY 2011 monitoring. 3. Revise the Required Evidence of Change document to bullet format.	Programs are beginning to understand General Supervision but want to continue to build upon what they already know.
New Explore ways to address the issue of cycling in and out of compliance for the same Indicator(s).							X	X	Plan: LA QA Coordinator will work with WRRRC and NECTAC to address this improvement activity.	Programs demonstrate correction but the following year they do not meet compliance again.

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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.

Applied: Not applicable, as there were no signed written complaints in FFY 2010.

FFY	Measurable and Rigorous Target
2010	100%

Actual Target Data for FFY 2010:

- There were no written complaints during FFY 2010.
- Data is consistent with Table 4 that was previously submitted to DAC.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Progress:

There were no complaints filed in FFY 2010, so there were no investigations that had to be completed within the applicable timeline. Because the data for this year is consistent with last year’s data, and is at 100%, no explanation of progress or slippage is required.

Completed Improvement Activities:

The following table includes improvement activities that were completed. The Progress/Status column highlights what was done to address the improvement activity.

IMPROVEMENT ACTIVITY	PROGRESS/STATUS
Revise the Concern Log Form to include a place where it can be confirmed that parents were informed of their rights when they shared a concern.	<p>Completed to Date</p> <ol style="list-style-type: none"> 1. A Concern Log was developed and disseminated to all EI Programs to complete and submit quarterly to the Part C Coordinator even if there have been no concerns identified in the previous quarter. 2. The Concern Log was revised to include a place to ensure that parents were informed of their rights when they shared a concern.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines / Resources for FFY 2011.

Proposed Targets

Because this is a compliance indicator, the target will remain at 100%.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support compliance for Timely Resolution of Written Complaints.

Resources:

There were no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
<p>Review previously developed videos and other materials (from HI and other states) to determine if and how they can be used to support training on Part C requirements for families and to increase parents' awareness of their procedural safeguards. Ensure that any video or material developed is both culturally and linguistically appropriate for the intended audience. Once developed, post on EIS website to support easy access to information.</p>		X	X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The title of the "Dear Family" brochure was changed to "Family Rights" so that families would immediately know the purpose of this brochure. The "Family Rights" brochure, which provides information on family rights, was translated into 9 languages. <p>Plan:</p> <ol style="list-style-type: none"> Research on other DVDs developed by other states or technical assistance will be initiated to identify public awareness strategies that are appropriate for Hawai'i's Part C families. The Training Coordinator will gather and review previously developed videos and materials for training purposes. The Part C LA will revise and/or develop materials regarding Procedural Safeguards. 	
<p>Develop and implement training, including written guidelines, for all EI Program Managers and Supervisors to ensure they are aware and knowledgeable of legal issues related to: dispute resolution, due process hearings, etc. Include any differences for state vs. private</p>						X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> The Part C LA will include a Procedural Safeguard section that includes dispute resolution, due process hearings, etc. in the EI Procedural Guidelines. EI Part C Orientation and Annual Refresher Workshop will be revised to be consistent with the EI Procedural Guidelines. 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
agencies.										
Develop internal procedures for the Part C LA to follow to ensure that federal timelines for any written complaint are met.						X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. The Part C LA will include the federal timelines regarding written complaints in the EI Procedural Guidelines. 2. The federal timelines will be included in the EI Part C Orientation and Annual Refresher Workshop. 	<p>Extend Timeline:</p> <p>Part C LA is in the process of developing EI Procedural Guidelines to be consistent with the new IDEA regulations. The Procedural Safeguard section still needs to be revised into the new format.</p>

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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.

Applied: Not applicable, as there were no due process hearing requests in FFY 2009.

FFY	Measurable and Rigorous Target
2010	100%

Actual Target Data for FFY 2010:

- There were no due process hearing requests during FFY 2010.
- Data is consistent with Table 4 that was previously submitted to DAC.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Progress:

There were no due process requests filed in FFY 2010, so there were no due process requests that had to be adjudicated within the applicable timeline. Because the data for this year is consistent with last year’s data, and is at 100%, no explanation of progress or slippage is required.

Completed Improvement Activities:

There were no activities completed.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011.

Proposed Targets

This is a compliance indicator; therefore the target of 100% will remain the same

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support compliance for fully adjudicated due process hearing requests in a timely manner.

APR Template – Part C (4)

HAWAII
State

Resources:

There were no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
<p>Review previously developed videos and other materials (from HI and other states) to determine if and how they can be used to support training on Part C requirements for families and to increase parents' awareness of their procedural safeguards. Ensure that any video or materials developed are both culturally and linguistically appropriate for the intended audience. Once developed, post on EIS website to support easy access to information.</p>				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The title of the "Dear Family" brochure was changed to "Family Rights" so that families would immediately know the purpose of this brochure. The "Family Rights" brochure, which provides information on family rights, was translated into 9 languages. <p>Plan:</p> <ol style="list-style-type: none"> Research on other DVDs developed by other states or technical assistance will be initiated to identify public awareness strategies that are appropriate for Hawai'i's Part C families. The Training Coordinator will gather and review previously developed videos and materials for training purposes. The Part C LA will revise and/or develop materials regarding Procedural Safeguards. 	
<p>The Training Coordinator will coordinate training with the DOH Hearing Officer for EI staff so they are informed of expectations if/when a request for due process is filed.</p>						X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> The Training Coordinator will contact DOH Hearing Officer to obtain information regarding due process filings. The Part C LA will revise the Procedural Guidelines. The Training Coordinator will develop and implement a training regarding due process filings. 	<p>Extend Timeline:</p> <p>When the EI Procedural Guidelines are finalized, the Training Coordinator can provide training.</p>
<p>Develop materials (e.g., information on Part C of 108-446) and implement training on a</p>							X	X	<p>Plan:</p> <ol style="list-style-type: none"> The Part C LA will develop materials regarding Part C. The Training Coordinator will develop and implement training 	<p>.</p>

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
regular basis for due process hearing officers to ensure they are knowledgeable of Part C regulations.									module for DOH Hearing Officers.	
Develop and implement training, including written guidelines, for all EI Program Managers and Supervisors to ensure they are aware and knowledgeable of legal issues related to: dispute resolution, due process hearings, etc. Include any differences for state vs. private agencies.						X	X	X	Plan: 1. The Part C LA will include a Procedural Safeguard section that includes dispute resolution, due process hearings, etc. in the EI Procedural Guidelines. 2. EI Part C Orientation and Annual Refresher Workshop will be revised to be consistent with the EI Procedural Guidelines.	
Develop internal procedures for the Part C LA and DOH Hearing Officer to follow to ensure that federal timelines are met for any request for a due process hearing.						X	X	X	Plan: 1. The Part C LA will include the federal timelines regarding due process in the EI Procedural Guidelines. 2. The federal timelines will be included in the EI Part C Orientation, Annual Refresher Workshop and training for DOH Hearing Officers.	Extend Timeline: The Part C LA is in the process of developing EI Procedural Guidelines. The Procedural Safeguard section still needs to be revised into the new format.

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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.

Applied: Not applicable, as Part B due process procedures were not adopted.

FFY	Measurable and Rigorous Target
2010	100%

Actual Target Data for FFY 2010:

- Not applicable, as Part B due process procedures were not adopted.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Not Applicable

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011:

Not Applicable

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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.

Applied: Not applicable, as there were no mediation requests in FFY 2010.

FFY	Measurable and Rigorous Target
2010	100%

Actual Target Data for FFY 2010:

- There were no mediation requests during FFY 2010.
- Data is consistent with Table 4 that was previously submitted to DAC.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FY 2010:

There were no mediation requests filed in FFY 2010, so there were requests that had to be resolved with mediation agreements. Because the data for this year is consistent with last year’s data, and is at 100%, no explanation of progress or slippage is required.

Completed Improvement Activities:

There were no improvement activities completed at this time.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011.

Proposed Targets

Because this is a compliance indicator, the target will remain at 100%.

Continuing and New Improvement Activities:

The following table includes continuing and new improvement activities that were developed to support compliance for Mediation.

Resources:

There were no changes to the resources.

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Regularly train Mediation Center staff on Part C requirements in case mediation is requested.			X	X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The Mediation Center has been contacted to provide mediation when requested by families. A Purchase Order has been finalized (i.e., approved and signed) to provide funds to the Mediation Center if a family requests mediation. <p>Plan:</p> <ol style="list-style-type: none"> The Training Coordinator will provide training for the Mediation Center staff. 	
Develop and implement training, including written guidelines, for all EI Program Managers and Supervisors to ensure they are aware and knowledgeable of legal issues related to: dispute resolution, due process hearings, etc. Include any differences for state vs. private agencies.						X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> The Part C LA will include a Procedural Safeguard section that includes dispute resolution, due process hearings, etc. in the EI Procedural Guidelines. EI Part C Orientation and Annual Refresher Workshop will be revised to be consistent with the EI Procedural Guidelines. 	
Review previously developed videos and other materials (from HI and other states) to determine if and how they can be used to support training on Part C requirements for families and to increase parents' awareness of their procedural						X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> The title of the "Dear Family" brochure was changed to "Family Rights" so that families would immediately know the purpose of this brochure. The "Family Rights" brochure, which provides information on family rights, was translated into 9 languages. <p>Plan:</p> <ol style="list-style-type: none"> Research on other DVDs developed by other states or technical assistance will be initiated to identify public 	

APR Template – Part C (4)

IMPROVEMENT ACTIVITY	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
<p>safeguards. Ensure that any video or materials developed are both culturally and linguistically appropriate for the intended audience. Once developed, post on EIS website to support easy access to information.</p>									<p>awareness strategies that are appropriate for Hawai'i's Part C families.</p> <ol style="list-style-type: none"> 2. The Training Coordinator will gather and review previously developed videos and materials for training purposes. 3. The Part C LA will revise and/or develop materials regarding Procedural Safeguards. <p>1.</p>	
<p>Develop internal procedures for the Part C LA to follow to ensure that federal timelines for any request for mediation are met.</p>						X	X	X	<p>Plan:</p> <ol style="list-style-type: none"> 1. The Part C LA will include the federal timelines regarding due process in the EI Procedural Guidelines. 2. The federal timelines will be included in the EI Part C Orientation, Annual Refresher Workshop and training for the Mediation Center. 	<p>Extend Timeline:</p> <p>The Part C LA is in the process of developing EI Procedural Guidelines. The Procedural Safeguard section still needs to be revised into the new format.</p>

Part C State Annual Performance Report (APR) for FFY 2010

Overview of the Annual Performance Report Development:

Refer to Overview, pages 1-4.

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.

Applied:

- a. State reported data, including 618 data, State performance plan, and annual performance reports was submitted on or before due dates (February 1 for child count, including race and ethnicity, settings and November 1 for exiting, personnel, dispute resolution).
- b. State reported data, including 618 data, State performance plan, and annual performance reports was accurate in all areas.

Percent = 100%

FFY	Measurable and Rigorous Target
2010	100%

Actual Target Data for FFY 2010:

The following required tables demonstrate that Hawaii’s Part C program was at 100% compliance for timely and accurate 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

SPP/APR Data - Indicator 14			
APR Indicator	Valid and Reliable	Correct Calculation	Total
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 (5 pts for submission of APR/SPP by February 1, 2011)		5
	GRAND TOTAL		35

618 Data - Indicator 14					
Table	Timely	Complete Data	Passed Edit Check	Responded to Data Note Requests	Total
Table 1 - Child Count Due Date: 2/2/11	1	1	1	1	4
Table 2 - Program Settings Due Date: 2/2/11	1	1	1	1	4
Table 3 - Exiting Due Date: 11/2/11	1	1	1	N/A	3
Table 4 - Dispute Resolution Due Date: 11/2/11	1	1	1	N/A	3
				Subtotal	14
618 Score			Grand Total (subtotal x 2.5)		35

Indicator #14 Calculation	
A. APR Grand Total	35.00
B. 618 Grand Total	35.00
C. APR Grand Total (A) + 618 Grand Total (B) =	70.00
Total NA in APR	0.00
Total NA in 618	0.00
Base	70.00
D. Subtotal (C divided by Base) =	1.00
E. Indicator Score (Subtotal D x 100) =	100.00

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2010:

Explanation of Progress:

- FFY 2005 compliance was at 84%.
- FFY 2006 compliance was at 100%.
- FFY 2007 compliance was at 100%.
- FFY 2008 compliance was at 100%
- FFY 2009 compliance was at 100%
- FFY 2010 compliance was at 100%

FFY 2010 compliance continued to be 100%. Because compliance was consistent from FFY 2009 to FFY 2010, and is at 100%, explanation of progress or slippage is not required.

Completed Improvement Activities:

There were no improvement activities completed at this time.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2011.

Proposed Targets

This is a compliance indicator; therefore the target of 100% will continue.

Continuing Improvement Activities:

The following table includes continuing improvement activities that were developed to support compliance for state reported timely and accurate data (618, SPP and APR).

Resources:

There were no changes to the resources.

APR Template – Part C (4)

Improvement Activity	'05	'06	'07	'08	'09	'10	'11	'12	PROGRESS/STATUS	JUSTIFICATIONS
Refine the monitoring data validation process (i.e., schedule, selection of records, etc)				X	X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> A data validation component was added to the SAM tool that was completed at the on-site monitoring. The monitoring schedule has been changed so that findings are relevant to the data being used for monitoring. <p>Plan:</p> <ol style="list-style-type: none"> Part C LAQuAT Team will make changes to the monitoring data validation process. 	<p>Extend Timeline:</p> <p>After FFY 2011 monitoring, the data validation process will be reviewed and revisions will be made accordingly.</p>
Revise the validation process of Child count data to ensure its validity					X	X	X	X	<p>Completed to Date:</p> <ol style="list-style-type: none"> Child Count Reports have been developed for the EIS database allowing Program Managers to review the data and look for any inconsistencies and to ensure that data is complete. Program Managers received training on how to utilize the reports generated by the EIS database. <p>Plan:</p> <ol style="list-style-type: none"> Part C LAQuAT Team will make changes to the monitoring data validation process. 	<p>Extend Timeline:</p> <p>The Child Count reports generated by the data base are being revised to help ensure accurate data.</p>