

**Part C State Performance Plan (SPP) for 2005-2010**

Revised: FFY 2008

**Overview of the State Performance Plan Development:****Representation**

Hawaii's State Performance Plan (SPP) was developed collaboratively by a stakeholder group of approximately forty (40) individuals. Stakeholders included: members of the Hawaii Early Intervention Coordinating Council (HEICC), Hawaii's interagency coordinating council; Hawaii Department of Health (HDOH) administrators, administrative and direct service representatives of agencies and programs that provide services to Hawaii's Part C eligible children; members of the Early Intervention Section (EIS) Lead Agency Quality Assurance Team (LAQuAT); family representatives; the EIS data manager; and the Project Coordinator of Hawaii's "What Counts" Early Childhood Outcomes grant. With the inclusion of the HEICC, membership in the development of the SPP was broadened to include Department of Education (DOE) preschool special education program representatives, legislators, personnel development representatives, pediatricians, and other community representatives. Also included was the Coordinator of the Early Childhood Comprehensive System (ECCS) grant, to ensure that the SPP looks broadly at targets for the next six years.

Because Hawaii's Part C eligibility definition is broad, including children with developmental delays and children at risk for developmental delays due to biological and environmental risk factors, it was critical that the SPP stakeholder group included administrative and direct service representatives of all three agencies that serve these populations. This included: the Early Intervention Section (EIS) which is responsible for providing care coordination and services for children with confirmed developmental delays; Public Health Nursing Branch (PHNB), which provides care coordination and nursing support for children at biological risk or with medical concerns; and Maternal and Child Health Branch (MCHB), which provides service coordination and services for families at environmental risk. Any child with a developmental delay, regardless of who provides care coordination, receives services through the EIS multidisciplinary early intervention (EI) programs. In addition, because Hawaii's early intervention service delivery system consists of both public and private contracted providers, it was important that both public and private representatives were included in the decision-making process. It was also critical that there was representation from different islands in the State of Hawaii, from urban and rural areas, as well as from different ethnic and cultural groups that represent Hawaii's population.

The LAQuAT has broad responsibilities and consists of EIS staff that provides statewide training, oversight, and support for all Part C Agencies (EIS, PHNB, and MCHB). This includes the individuals who are responsible for: the Comprehensive System of Personnel Development (CSPD); transition from early intervention to programs that serve children over age 3 (including DOE and community preschools); statewide monitoring; service coordination; and internal reviews, which focus on child, family and system outcomes, and Early Intervention Goals.

The broad representation of this group allowed for overlap of responsibilities. For example, the "What Counts" Design Team was represented by the Coordinator as well as providers of all three agencies and DOE preschool special education.

**Process**

The process of developing the SPP included:

1. Informational meetings with different groups about the purpose and development of the SPP, which included: the HEICC; EIS, PHNB and MCHB providers; the "What Counts" Design team; and the LAQuAT.

2. Discussion and technical assistance with staff from the U.S.D.O.E. Office of Special Education Programs (OSEP), the National Early Childhood Technical Assistance Center (NECTAC) and the Western Regional Resource Center (WRRRC) that provided additional information to increase knowledge to support the completion of the SPP.
3. Review of the current Annual Performance Report (APR) and recent monitoring data for inclusion in the SPP.
4. Development of a draft plan, by indicator, for review by stakeholder group.
5. Attendance of several Part C staff in the DOE stakeholder meeting to support the development of the DOE indicator on early childhood transition.
6. Holding the one-day SPP Stakeholder meeting for feedback by indicator.
7. Revision of the SPP based on feedback.
8. Final approval of the SPP by the HEICC.
9. Submission of SPP to DOH administration for signature.
10. Submittal of SPP to OSEP.

### Reporting to the Public

The SPP will be broadly disseminated in the State through: posting the SPP on the EIS website, providing information on the SPP in various newsletters that reach providers and families (e.g., the Special Parent Information Network (SPIN) newsletter, the Parent Training Information (PTI) Center's newsletter), and newsletters of Part C providers (e.g., Easter Seals Hawai'i, Imua Family Services). Contact will also be made with community newspapers to print stories about families who have received early intervention

The Maternal and Child Health Leadership and Education in Neurodevelopmental and Related Disorders (MCH LEND) Program through the University of Hawai'i will support the dissemination of this plan through the leadership of the HEICC Parent Co-Chair, who is faculty of MCH LEND. The MCH LEND program is an interdisciplinary fellowship of new health care professionals (including but not limited to social work, psychology, and pediatrics) that, as part of their practicum, will develop a dissemination plan as well as collateral materials. They will also support the dissemination of the SPP on behalf of the HEICC. This activity provides a service learning opportunity to the fellows as well as additional resources to EIS. Many of the fellows who have graduated from the MCH LEND program have moved on to careers in early intervention. This opportunity will also provide an increased level of exposure of EI to the next generation work force.

### **Part C Eligibility:**

#### **Change in Eligibility**

As of May 15, 2009, the eligibility definition for Part C early intervention services was revised to only include infants and toddlers under age three years who are experiencing developmental delays or have a diagnosed physical or mental condition that has a high probability of resulting in developmental delay. Children at environmental risk as well as premature infants are no longer eligible unless they also meet Hawai'i's current Part C definition.

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

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

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

**Measurement:**

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

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

**Overview of Issue/Description of System or Process:**

Hawaii's definition of timely services is consistent with OSEP's direction as included in the 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."

The Early Intervention Self-Assessment Monitoring Tool is utilized by all Part C programs to collect data regarding timely services. The tool was developed by the Lead Agency and the EI Agencies were provided an opportunity to give feedback prior to the tool being finalized.

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

A. Identification of Children.

To ensure a random selection of children, the following criterion is followed:

- Each Agency provides a list of names of all children, by the Program that is providing Service Coordination. The child must have had an Initial, Review or Annual IFSP during the reporting period.
- HDOH identifies 10% of children at each program/section/site based on the 12/1 child count, or a minimum of fifteen (15) children to be monitored, unless there are an insufficient number of children who meet the above criteria. If there are an insufficient number of children, all children who meet the above criteria during the reporting period will be selected to be monitored.

B. Determination of Timeliness

Either the EIS Quality Assurance Team or program manager/supervisor completes the Early Intervention Self Assessment Monitoring Tool for each selected child using the specified IFSP (Initial, Review, Annual). To be considered timely:

- For each child, all services on the Initial IFSP or all new service(s) on a Review or Annual IFSP must meet the above definition of “timely.”

For each service, the following documentation is 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 the** 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 HDOH.
- 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 is considered a program reason and therefore does not meet the definition of timely services.
- If there was no documentation that the service was provided, it is considered a program reason and therefore does not meet the definition of timely services.

#### C. Self-Assessment Results

- **Either HDOH or the Agency**/Program/Section inputted the data into the database which was developed by HDOH and provided to each program/section.
- HDOH analyzed the data for both correction of non-compliance with Timely Services (see Table 2 in Indicator 9) and is used as part of the identification of findings for that reporting year.

#### Baseline Data for FFY 2004 (2004-2005):

Percentages below were based on the focused monitoring completed by each Agency:

EIS	= 53% of children received timely services listed on their IFSP.
PHNB	= 74% of children received timely services listed on their IFSP.
MCHB	= 100% of children received timely services listed on their IFSP.
Statewide	= 74% of children received timely services listed on their IFSP.

Data was also analyzed by length of time in program, less than 7 months compared to more than 7 months. The data was analyzed by length of time in program to determine whether the increased training on Part C requirements impacted children with more recent IFSPs.

Children in EI program less than 7 months = 76% received timely services listed on their IFSP.  
Children in EI program more than 7 months = 73% received timely services listed on their IFSP.

#### Discussion of Baseline Data:

Based on OSEP's definition of timely, “the time period from parent consent to IFSP services initiation date,” it appears that Hawaii's monitoring was not specific enough to respond to this indicator, as two variables were required in order for “credit” to be given. Monitors were instructed to give “credit” only if the services started within the timeframe indicated on the IFSP and at the frequency identified in the IFSP. Therefore Hawaii's monitoring was more stringent than what was required.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	100%
2006 (2006-2007)	100%
2007 (2007-2008)	100%
2008 (2008-2009)	100%
2009 (2009-2010)	100%
2010 (2010-2011)	100%

**Improvement Activities/Timelines/Resources:**

Improvement Activities	'05	'06	'07	'08	'09	'10
Review professional standard requirements in the current EI State Plan for adequacy in meeting service needs of Hawai'i's Part C population, and update if determined necessary.		X	X	X	X	X
Explore staffing options (e.g., "loan" staff to other programs; collaborate with DOE/Head Start, etc).		X	X	X	X	X
Collaborate with academic institutions to investigate the possibility of developing a program of early intervention certification.			X	X	X	X
Develop guidelines, procedures, and billing parameters for programs to request and provide service for other programs due to staff shortage				X	X	
Develop a training module to address required and acceptable documentation.				X	X	X
Post documentation training module on the web.					X	X
Embed the documentation training module into the mandatory EI Orientation Training.					X	X
Utilize clip video to support consultations.					X	X

**Resources:** OSEP, NECTAC, WRRC, Infants and Toddlers Coordinators Association (ITCA), other Part C states, University of Hawai'i.

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**Overview of the State Performance Plan Development:**

See Overview, page 1.

The process also included reviewing Child Count (Section 618) data.

**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 setting**.<sup>1</sup>  
(20 U.S.C. 1416(a)(3)(A) and 1442)

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

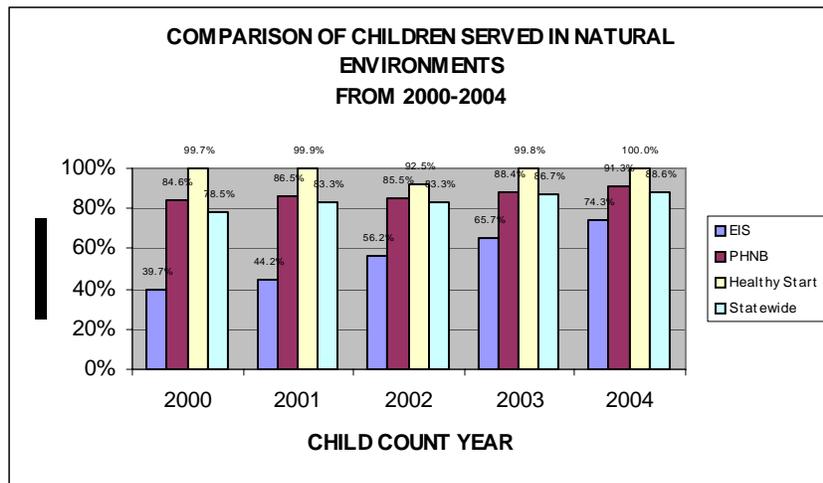
**Overview of Issue/Description of System or Process:**

Children enrolled in Part C are required to have services provided in natural environments. The term, “natural environments” is defined in Sec. 303.18 as “settings that are natural or normal for the child’s age peers who have no disabilities.” Each year, all Part C providers complete Child Count Data as of December 1 of that year. Providers identify environments where the majority of services were provided, including: Home, Community-Based, and Other settings. Services are counted as in natural environments when children were served either in Home or Community-Based settings.

**Baseline Data for FFY 2004 (2004-2005):**

**Child Count Data**

The following table summarizes the percentage of children who received services in a natural environment from 2000-2004.



<sup>1</sup> At the time of the release of this package, revised forms for collection of 618 State reported data had not yet been approved. Indicators will be revised as needed to align with language in the 2005-2006 State reported data collections.

**Discussion of Baseline Data:**

Child Count Data

The Child Count data reported a steady increase in the percentage of Part C children receiving services in natural environments. The percentage of EIS children receiving services in natural environments increased from 39.7% in 2000 to 74.2% in 2004. The percentage of PHNB children receiving services in natural environments increased from 84.6% in 2000 to 91.3% in 2004. 100% of HS children were served in a natural environment in 2004.

<b>FFY</b>	<b>Measurable and Rigorous Target</b>
<b>2005</b> (2005-2006)	74.5%
<b>2006</b> (2006-2007)	74.5%
<b>2007</b> (2007-2008)	80%
<b>2008</b> (2008-2009)	85%
<b>2009</b> (2009-2010)	90%
<b>2010</b> (2010-2011)	90%

**Improvement Activities/Timelines/Resources:**

<b>Improvement Activities</b>	<b>'05</b>	<b>'06</b>	<b>'07</b>	<b>'08</b>	<b>'09</b>	<b>'10</b>
Review and revise the EI brochure and other relevant service delivery materials to include natural environments as part of the EI philosophy.			X	X	X	X
Create a DVD for families about EI that staff may use as part of the intake process.				X	X	X
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. <ul style="list-style-type: none"> <li>• When programs do not meet the state target</li> <li>• When programs report slippage between 2 reporting years</li> </ul>				X	X	X

**Resources:**

Inclusion Project, STEPS teams, NECTAC, University of Hawai'i.

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**Overview of the State Performance Plan Development:**

The Stakeholder Group reviewed Indicator #3 at the Stakeholders Meeting and made recommendations for Improvement Activities, based on data presented. The indicator was then reviewed by the HEICC Executive Committee prior to its submittal to the Director of Health for approval. Membership in the Stakeholder's group that reviewed this Indicator included program managers from all three EI Agencies (EIS, PHNB, and MCHB), quality assurance staff, and State administrators for the 619 programs.

<b>Monitoring Priority: Early Intervention Services In Natural Environments</b>
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**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.

**Overview of Issue/Description of System or Process:**

The outcome measurement system includes:

- Policies and procedures to guide outcome assessment and measurement practices
- Provision of training and technical assistance supports to administrators and service providers in outcome data collection, reporting, and use
- Quality assurance and monitoring procedures to ensure the accuracy of the outcome data
- Data system elements for outcome data input and maintenance, and outcome data analysis functions

**Each of these elements is described below.**

***Policies and procedures to guide outcome assessment and measurement practices***

Uniform policies and procedures have been developed and implemented by all EI programs in Hawai'i.

**Policies:**

The outcomes measurement system and reporting is as valid and reliable as feasible, respects family privacy and confidentiality, and is equitable in application to all demographic subgroups in the population (by developing ratings at IFSP meetings, accommodations normally provided are also in place to ensure family input). Data are collected and transmitted to the State in ways that minimally impact service delivery. Aggregated and non-identified summaries of information collected are available to all EI program and State staff and to the public. Information will continue to be analyzed in ways that maximize the potential for its use for program improvement as well as accountability.

**Procedures:****Goals Measurement 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. The modified tool was pilot-tested over a two-month period at three local programs in January and February 2006 in order to collect more detailed feedback on its feasibility and format and to provide input to training. Following the pilot, the tool was revised before use in data collection.

**Measurement at Entry:**

The EI Goals measurement system collects entry information on each child within 6 months of enrollment in EI. The initial data on child status is recorded at the first IFSP meeting at which the child is aged four months or older.

**Measurement at Exit:**

The EI Goals measurement system is designed to collect information for every child enrolled in EI within three months preceding exit from the program. The previous policy allowed a six-month gap between exit rating and exit. On the advice of the Design Team, that policy was revised since it was felt that data six months before exit might not adequately reflect child status at exit, given the rapid development typical of infants and toddlers.

**On-Going Data collection:**

For each of the three EI Goals, the IFSP team assigns a rating to each child who is at least 4 months old at the Initial IFSP meeting. If the child enters EI at or younger than 4 months of age, the child is not rated until the 6 Month IFSP Review meeting. A rating to each child describes the child's progress and current status relative to typical development in the specific outcome area.

The rating is based on:

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.

**Who will report data to whom, in what form, and how often:**

Local programs transmit data in electronic form to their administrative agency (EIS or PHNB) at least monthly. These agencies provide summarized data annually or as requested by the lead agency. Data is then compiled by lead agency staff.

**How data are analyzed:**

The lead agency uses the ratings for each goal area for each child to analyze the change in development from entry to exit. For 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 any time since Part C enrollment, 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” on at least one occasion between entry and 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).

#### Evaluation/Assessment:

Hawai'i's EI programs currently administer at least one of the following evaluation/assessment tools, within 45 days of initial referral and at least annually thereafter, to every child enrolled in Part C. The evaluation/assessment must be administered by two or more professional staff to determine Part C eligibility. Parents or caregivers are encouraged to participate in the evaluation/assessment process.

1. Hawai'i Early Learning Profile (HELP). The HELP is a domain-based instrument originally developed in Hawai'i and currently published by VORT Publishing. It is a criterion-based tool widely used across the country for assessment of developmental status. The ECO Center established a “cross-walk” between items on the HELP and the OSEP Child Outcomes.
2. Developmental Programming for Infants and Young Children (Michigan). The Michigan is a domain-based instrument designed and tested by the University of Michigan's Institute for the Study of Mental Retardation and Related Disabilities.
3. Battelle Developmental Inventory. The Battelle is a domain-based instrument that is used to assess infant development through examiner/child and parent/child interaction. Examiners observe the child's responses and scores them based on standardized criteria.

#### Training

Training in appropriate use of these tools is provided periodically to ensure new staff is skilled in use of the tools. An explanation of the purpose and use of these tools is provided to each participating family by their care coordinator.

#### ***Provisions of training and technical assistance supports to administrators and service providers in outcome data collection, reporting, and use***

Initial training sessions were conducted in 2006 to introduce EI staff to the rationale behind the outcomes measurement, data collection forms and protocols, materials for staff and families, and ways to provide feedback on the measurement process. Follow-up meetings to reinforce training and identify challenges were conducted in each local community between 11/1/06 and 6/30/07. Periodic training is available to new practitioners as part of the required Part C Orientation, and ongoing technical assistance (TA) is available to EI providers through the HDOH upon request. Program managers receive TA as requested to ensure prompt and valid data collection and transmission. The

DOH website provides the most current version of all forms and policies and a Frequently Asked Questions (FAQs) section which is updated at least annually.

**Quality assurance and monitoring procedures to ensure the accuracy and completeness of the outcome data**

Accuracy of original rating is maximized by participation of individuals with different perspectives, input from a parent or caregiver who knows the child intimately and has a broad base of information about the child’s behavior, and input from at least one professional or paraprofessional knowledgeable about typical child development. Basing ratings on multiple sources of information including assessments, clinical opinion, and IFSP objective attainment also contributes to accuracy. A Quality Assurance system will be developed in 2007 and 2008 to monitor adherence to protocols and to maximize reliability, validity, and use of data.

Each EI Agency (EIS and PHNB) modified its data system to collect outcomes data and related variables. Each Agency provides summarized data to HDOH which calculates statewide data.

Data is uploaded to HDOH and analyzed to produce reports for use by EI programs, state agencies, and by HDOH for the SPP and APR. Data analysis will track the proportion of entering children for whom exit scores are available.

**Data system elements for outcome data input and maintenance, and outcome data analysis functions**

Minimal data elements include child and program identifiers, rating scores for each of the three child outcome areas, the date each rating was completed, and dates of enrollment and exit. The measurement process will occur at the initial and exit IFSP meeting for each child in Part C.

**Baseline Data**

The table below shows progress data for Infants and Toddlers who exited Part C in FFY 2008.

PROGRESS DATA FOR FFY 2008						
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	0/902	0%	0/902	0%	0/902	0%
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	129/902	14%	140/902	16%	150/902	17%
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did	36/902	4%	69/902	8%	83/902	9%

PROGRESS DATA FOR FFY 2008						
Measurement	A. Social Emotional Skills		B. Acquiring and Using Knowledge and Skills		C. Taking Appropriate Action to Meet Needs	
	#	%	#	%	#	%
not reach it						
d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers	140/902	16%	262/902	29%	354/902	39%
e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers	597/902	66%	431/902	48%	315/902	35%

The percentages for the five progress categories for each outcome area was inputted into the calculator developed by the Early Childhood Outcomes (ECO) Center to determine the baseline data for each of the three outcomes and are noted below.

Summary Statement		Baseline Data for FFY 2008		
		A. Social Emotional Skills	B. Acquiring and Using Knowledge and Skills	C. Taking Appropriate Action to Meet Needs
1	Of those children who entered the program below age expectations in [outcome], the percent that substantially increased their rate of growth in [outcome] by the time they exited.	58%	70%	74%
2	Percent of children who were functioning within age expectations in [outcome], by the time they exited.	82%	77%	74%

**Discussion of Baseline Data:**

- Entry and exit data on EI Goals are obtained for every child in Part C (EIS – 18 programs and PHNB – 11 sections) using the ECO Child Outcomes Summary Form (COSF)
- The criteria for defining “comparable to same-aged peers” has been defined as a child who has been assigned a score of 6 or 7 on the COSF.

**Measurable and Rigorous Target:**

The table below shows the targets for Infants and Toddlers Exiting Part C in FFY 2009 and FFY 2010; data on the extent that the targets are met will be reported in APR due in February 2011 and February 2012, respectively.

Summary Statement		Target (% of children)	
		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.	58%	58.5%
2	Percent of children who were functioning within age expectations in Outcome A, by the time they exited.	82%	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%	70.5%
2	Percent of children who were functioning within age expectations in Outcome B, by the time they exited.	77%	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%	74.5%
2	Percent of children who were functioning within age expectations in Outcome C, by the time they exited.	74%	74.5%

It was recommended by the Stakeholder Group that the baseline data should be the target for FFY 2009 due to the possible narrowing of Hawaii’s Part C Eligibility definition for children with developmental delays due to the current fiscal situation in the state.

If eligibility does change, it is expected that fewer children with minor developmental delays will be served. This may have the following impact on the above target data:

- The percentage of children included in the summary statements “2” for each of the 3 outcomes may decrease because as the number of children in Part C with minor delays decreases, there may be fewer children who function within age expectations at the time they exit from Part C.
- This would then result in an increase in the percentage of children who are included in summary statements “1”, as while they substantially increase their rate of growth by the time they exit, they would not reach age expectations.

Any differences between the target data and data for FFY 2009 will be further investigated upon the receipt of next year’s Family Survey.

**Improvement Activities/Timelines/Resources:**

Improvement Activities	‘05	‘06	‘07	‘08	‘09	‘10
Create a work group to determine how programs can use the data results to increase program effectiveness.				X	X	X
Examine rating validity, compare child ratings to other					X	X

**SPP – Part C (3)**

**HAWAI'I**  
State

<b>Improvement Activities</b>	<b>'05</b>	<b>'06</b>	<b>'07</b>	<b>'08</b>	<b>'09</b>	<b>'10</b>
developmental ratings of the same child and compare observations of rating process across programs.						
Provide training in facilitation of team child rating process to Part C care coordinators					X	X
Provide additional training and support to increase the number or exit ratings.				X	X	X
HDOH will develop and disseminate exit guidelines. Guidelines will also be posted on the EIS Website.				X	X	
Agency administrators will ensure that individual programs follow the HDOH EI Goals exit guidelines.				X	X	X
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

**Resources:**

Hawai'i will request assistance from the Early Childhood Outcomes Center and NECTAC to design and implement planned quality assurance and improvement activities.

Part C State Performance Plan (SPP) for 2005-2010  
Revised: FFY 2008

Overview of the State Performance Plan Development:

See Overview, Indicator 3, page 11.

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

**Indicator 4:** Percent of families participating in Part C who report that early intervention services have helped the family:

- A. Know their rights;
- B. Effectively communicate their children's needs; and
- C. Help their children develop and learn.

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

**Measurement:**

- A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.
- B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.
- C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.

**Overview of Issue/Description of System or Process:**

The outcome measurement system includes:

- Policies and procedures to guide outcome assessment
- Provision of training and technical assistance supports to administrators and service providers in outcome data collection, reporting, and use
- Quality assurance and monitoring procedures to ensure the accuracy of the outcome data
- Data system elements for outcome data input and maintenance, and outcome data analysis functions

**Each of these elements is described below.**

***Policies and procedures to guide outcome assessment and measurement practices***

Uniform policies and procedures are being developed which will be implemented by all EI programs in Hawai'i.

**Policies:**

The outcomes measurement system and reporting is as valid and reliable as feasible, respects family privacy and confidentiality, and is equitable in application to all

demographic subgroups in the population. Data is collected and transmitted to the State in ways that minimally impact service delivery. Information collected is available to all EI program and State staff and to the public. Information is analyzed in ways that maximize the potential for its use for program improvement as well as accountability.

**Procedures:**

**Measurement:** In 2007, it was determined that the ECO Center's Family Survey will be used (see attached), in place of the NCSEAM Family Survey. Reasons for the change included:

- The NCSEAM survey was not designed to measure the three Family Goals specified in A, B, C above. A consultant firm (Avatar) developed an experimental technique for analyzing data from the NCSEAM survey to reflect status on Goals A, B and C. While the analysis technique is based on measurement methods appropriate to academic test score analysis, its use for a potentially multi-factorial survey like the NCSEAM survey is not necessarily valid. Discussion of face content of questions on the NCSEAM survey and examination of frequency distributions of responses to questions which appeared related to Goals A, B and C, did not reinforce our confidence in the Avatar analysis of Hawaii's data.
- Compared with other states that used the NCSEAM Family Survey, our scores seemed very high, making it difficult to set targets for improvement.
- Family feedback stated that the survey was not family-friendly, was hard to understand and was difficult to complete.
- Positive feedback from families and Design Team members when the ECO Family Survey was reviewed.

For these reasons, the Design Team decided to use the ECO Center's Family Survey which includes questions designed specifically to measure the three Goals, and which was designed with input from families and providers in Hawai'i. Analysis of ECO Center survey responses is straightforward. A local database and marketing firm was contracted to format the ECO survey into a scannable form, collect the surveys and compile the results in a spreadsheet format.

**Data Collection:**

The Family Survey is distributed to parents or primary caregivers of each child enrolled in Part C. Surveys are either hand delivered or mailed to parents/caregivers by service coordinators. The parent/caregiver is provided a stamped, addressed envelope with the survey in order to return it to the contracted provider. The company then sends the data to the LAQuAT for analysis. Survey results are reported below. All surveys are anonymous. Numbers on each survey form identify the program which distributes the survey, but not the individual service coordinator or family, allowing families to respond without fear of compromising their relationship with their service providers, as well as providing program specific data and the tracking of return rates by program.

***Provisions of training and technical assistance supports to administrators and service providers in outcome data collection, reporting, and use***

All EI programs are experienced in utilizing family surveys. The protocols for delivering the Family Outcomes Survey to parents and caregivers are provided to all service coordinators prior to implementation of the survey. Although the survey itself differed from last year, the process remained the same. All program managers/supervisors are given a cover letter, instructions for disseminating the survey to their staff for distribution, instructions of how to request surveys in different languages, and a contact name and phone number in case of further questions or concerns.

***Quality assurance and monitoring procedures to ensure the accuracy and completeness of the outcome data***

Selection of a survey with low literacy requirements, family friendly format and distribution methods, accommodations as needed and delivery by the family's service coordinator are intended to enhance return rates and accuracy of survey results. The survey was available in Spanish, Samoan, Cambodian, Hamong, Simplified Chinese, and Vietnamese; unfortunately, we were not able to get the surveys translated into the languages most needed by our families, such as any of the Micronesian languages, Japanese, Ilocano or Tagalog. Supervisors and/or program managers of service coordinators will discuss the ratings at regularly scheduled Service Coordinators' meetings to monitor adherence to protocols and to provide quality assurance by answering any questions.

Data analysis tracks the proportion of enrolled children whose parents responded to the survey.

***Outcome data analysis***

The data was analyzed by the following procedure:

- Survey results are sorted by program.
- Responses for each question range from 7 (full agreement) to 1 (little agreement). All responses ranked at a 5 or above are considered as agreement and are reported below.
- Percentages of families who agree with any given question were determined by dividing the number of positive responses by the total number of responses to that question multiplied by 100.
- Results are totaled for individual programs, for each Agency and statewide.
- All programs receive their individual results. Agency and statewide results are reported at the Annual Stakeholder's Meeting.

**Baseline Data for FFY 2006 (2006-2007):**

Due to the change from the NCSEAM Family Survey to the ECO Family Survey, new baseline data has been established. Baseline survey data was collected for families who had an IFSP no later than March 1, 2007. The survey results, as analyzed by the LAQUAT, found that the percent of families participating in Part C who report that early intervention services have helped the family, were as follows:

- A. Know their rights = 91%
- B. Effectively communicate their children's needs = 93%
- C. Help their children develop and learn = 93%

**Discussion of Baseline Data:**

- Due to the change in surveys disseminated, results appear to be significantly higher, but this may be due to the differences in survey form and analysis.
- Overall return rate statewide was 30.3%. EIS had a 43.64% return rate, PHN 26.5% and HS 21.6%

FFY	Revised Measurable and Rigorous Target		
<b>2005</b> (2005-2006)			
<b>2006</b> (2006-2007)	<b>A. 78%</b>	<b>B. 74%</b>	<b>C. 89%</b>
<b>2007</b> (2007-2008)	<b>A. 91%</b>	<b>B. 93%</b>	<b>C. 93%</b>
<b>2008</b> (2008-2009)	<b>A. 91%</b>	<b>B. 93%</b>	<b>C. 93%</b>
<b>2009</b> (2009-2010)	<b>A. 91.5%</b>	<b>B. 93.5%</b>	<b>C. 93.5%</b>
<b>2010</b> (2010-2011)	<b>A. 92%</b>	<b>B. 94%</b>	<b>C. 94%</b>

**Improvement Activities/Timelines/Resources:**

Improvement Activities	'05	'06	'07	'08	'09	'10
Identify variables to analyze to determine if the data is statistically representative of the state's Part C population. Based on the statistical significance of the data, strategize how to increase return rates by specific variables.				X	X	X
Develop strategies for targeted programs and targeted counties with low return rates and less positive response rates to both increase their return rates and increase the percentages of positive responses if the differences are statistically significant.				X	X	X

**Resources:**

Early Childhood Outcomes Center, SMS Consulting, SIG II funds, other States

**Part C State Performance Plan (SPP) for 2005-2010**

Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Overview, page 1.

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

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

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

**Measurement:**

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

**Overview of Issue/Description of System or Process:**

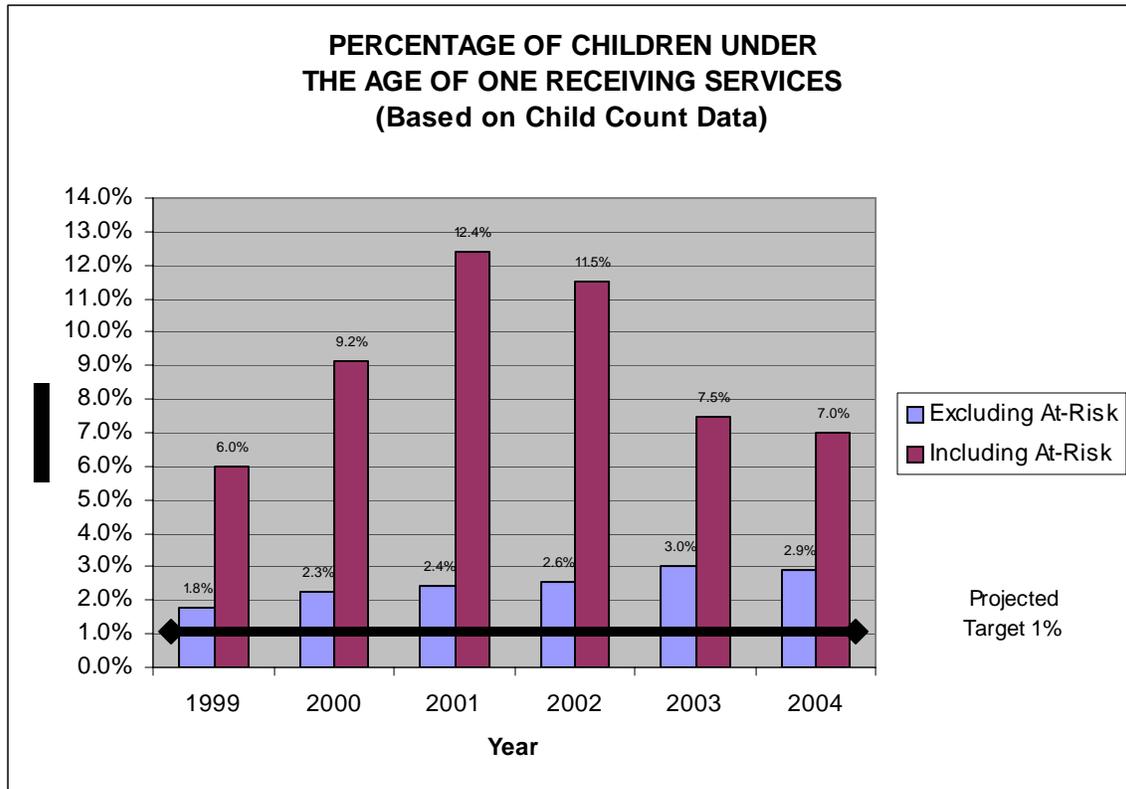
OSEP requires yearly Child Count Data that provides information on the percentage of infants under one year of age who are have completed IFSPs as of December 1 of each year. OSEP's expectation is that at least 1% of the 0-1 cohort will be identified as Part C eligible. According to national data of 12/1/03, .91 of infants between 0-1 were found to be Part C eligible.

Each year, Hawaii's Part C providers (EIS programs, PHNB sections and HS programs) forward their 12/1 Child Count Data to the EIS Child Count Coordinator. The Child Count Coordinator reviews the data, contacts programs if there are questions about the accuracy of the data, summarizes the programmatic data into statewide data, and forwards it to OSEP and WESTAT. To ensure there is no duplicate data, children are counted by the program that provides service coordination.

The Child Count Coordinator is also responsible for ensuring that programs are provided and understand the instructions to complete the Child Count data. Instructions are forwarded to programs; the Child Count Coordinator is available to provide both in-person and telephone support.

Public awareness and Child Find activities are initiated by HDOH and individual early intervention programs. Examples of activities include: participation in health fairs, Children & Youth fairs, Baby Expos, discipline-specific walks (e.g., Down Syndrome Walkathon), DOE home school activities, and other fairs that focus on young children. To encourage family participation at fairs, games are available for the youngsters to participate in while brochures are given to families. HDOH also sets up information tables at conferences that attract families and providers of young children, including the Special Parent Information Network, Early Childhood Conference, Foster Parent Association Conference, Learning Disabilities Association of Hawaii Conference, etc. HDOH staff is also regularly invited to speak to groups about early intervention, such as Women, Infants, and Children (WIC) staff, Child Welfare Service (CWS) supervisors, etc.

**Baseline Data for FFY 2004 (2004-2005):**



**Discussion of Baseline Data:**

Hawaii has, since 1999 (refer to baseline data), consistently served a higher percentage than the 1% target identified by OSEP, both including and excluding children at environmental risk.

Comparison with National Data

Based on 2003 data disseminated by OSEP, Hawaii’s Part C program was first in the nation in the percentage of Part C eligible infants from 0-1 (3.1%), when infants at environmental risk were excluded. When infants at environmental risk were included, the number of children under age 1 served by Hawaii’s Part C program was over 7%.

Comparison with States of Similar Eligibility

Hawaii is one of 29 states included in the “Broad Eligibility” category because of Hawaii’s Part C eligibility definition. As noted above, Hawaii is first in the nation in the percentage served, when children at environmental risk are excluded.

**Additional Comments**

Almost all children in HS are identified at birth prior to the mothers’ hospital discharge. The decrease in percentage of children at environmental risk served after 2001 was due to a number of factors, including: 1) the passage of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 which required the Healthy Start Early Identification program (EID) to revise their procedures of identifying potential

## SPP – Part C (3)

**HAWAII**  
State

eligible children in hospitals immediately after birth. While HIPAA was passed in 1996, it wasn't until later that hospital procedures changed; 2) the change in Oahu's EID providers (due to contractual changes) resulted in fewer children identified while the new provider was trained on eligibility procedures; and 3) providing additional training to HS providers on Child Count requirements resulted in fewer children as some programs were counting all children referred to HS, rather than only those children who had an IFSP in place by December 1. Because of the changes in hospital protocol, HS is in the process of "re-tooling" their procedures to provide EID staff with a variety of strategies of how to explain HS services to new parents.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	Excluding environmentally at risk = 2.9%; including environmentally at risk = 7.1%
2006 (2006-2007)	Excluding environmentally at risk = 2.9%; including environmentally at risk = 7.1%
2007 (2007-2008)	Excluding environmentally at risk = 2.92%; including environmentally at risk = 7.15%
2008 (2008-2009)	Excluding environmentally at risk = 2.95%; including environmentally at risk = 7.2%
2009 (2009-2010)	2.97%
2010 (2010-2011)	3.0%

### Improvement Activities/Timelines/Resources:

Improvement Activities	'05	'06	'07	'08	'09	'10
Review Hawai'i's Part C eligibility criteria for continued appropriateness.		X	X	X	X	X
Work with the American Academy of Pediatrics and other Pediatric Organizations to design an educational activity to incorporate into doctors' professional improvement requirements to target doctors (both pediatricians and family practice physicians)					X	X
Review existing videos to determine what could be included in the DVD.				X	X	X
Create a DVD at 4 <sup>th</sup> grade level comprehension to provide an overview of Early Intervention.					X	X
Identify other public awareness materials needed, including new brochures, posters, displays, etc. to support increased referrals.				X	X	X
Provide information on early intervention services to pre-natal teenage mothers and teenage mothers in the following geographical areas: Oahu - Waianae Coast, Waimanalo, Waipahu, Makiki, Chinatown and Kalihi; Island of Hawaii – Kona, Oceanview, Waikaloa, Nalehu, Pahala and Puna; and all of Maui				X	X	X
Provide information on early intervention services to OB/GYNs				X	X	X

**SPP – Part C (3)**

**HAWAI'I**  
State

Improvement Activities	'05	'06	'07	'08	'09	'10
and midwives across the state so they can be placed in their office lobbies and distributed to expectant mothers.						
Partner with non-Part C programs to increase their awareness about Part C so they will refer potentially eligible Part C children to early intervention.				X	X	X
Educate referral sources (e.g., pediatricians) about Hawai'i's early intervention system, especially regarding transdisciplinary services, so that they provide accurate information to families about how services are provided.					X	X

**Resources:**

NECTAC, WRRC, Hawai'i Academy of Pediatrics, University of Hawai'i, SIG II funds, materials from other states with similar eligibility definitions

**Part C State Performance Plan (SPP) for 2005-2010**

Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Overview, page 1.

**Monitoring Priority: Effective General Supervision Part C / Child Find****Indicator 6:** Percent of infants and toddlers birth to 3 with IFSPs compared to national data.

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

**Measurement:**

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

**Overview of Issue/Description of System or Process:**

OSEP requires yearly Child Count Data that provides information on the percentage of infants under one year of age who are have completed IFSPs as of December 1 of each year. Their expectation is that at least 2% of the 0-3 cohort will be identified as Part C eligible. According to national data of 12/1/03, 2.24 of infants between 0-3 were found to be Part C eligible.

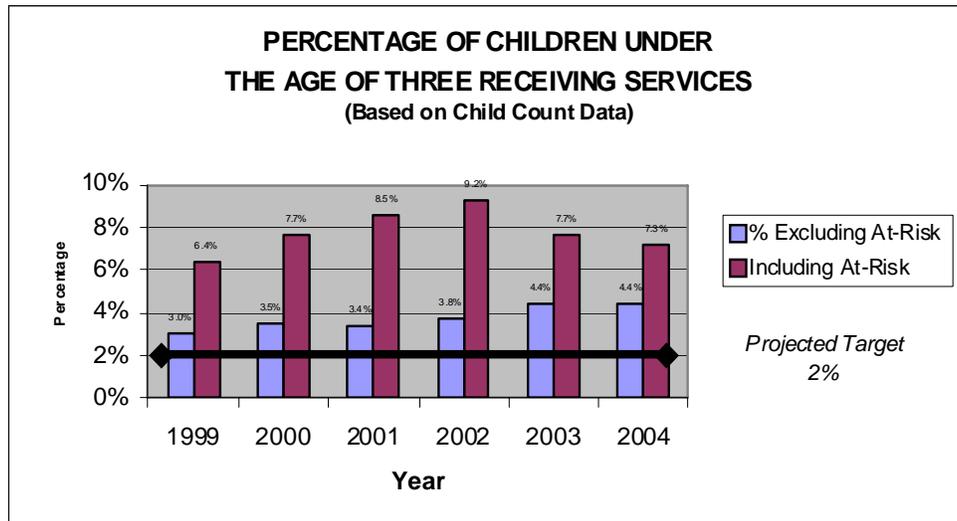
Each year, Hawai'i's Part C providers (EIS programs, PHNB sections and HS programs) forward their 12/1 Child Count Data to the EIS Child Count Coordinator. The Child Count Coordinator reviews the data, contacts programs if there are questions about the accuracy of the data, summarizes the programmatic data into statewide data, and forwards it to OSEP and WESTAT. To ensure there is no duplicate data, children are counted by the program that provides service coordination.

The Child Count Coordinator is also responsible for ensuring that programs are provided and understand the instructions to complete the Child Count data. Instructions are forwarded to programs; the Child Count Coordinator is available to provide both in-person and telephone support.

Public awareness and Child Find activities are initiated by HDOH (the lead agency for Part C) and individual early intervention programs. Examples of activities include: participation in health fairs, Children & Youth fairs, Baby Expos, discipline-specific walks (e.g., Down Syndrome Walkathon), DOE home school activities, and other fairs that focus on young children. To encourage family participation at fairs, games are available for the youngsters to participate in while brochures are given to families. HDOH also sets up information tables at conferences that attract families and providers of young children, including the Special Parent Information Network, Early Childhood Conference, Foster Parent Association Conference, Learning Disabilities Association of Hawai'i Conference, etc. HDOH staff is also regularly invited to speak to groups about early intervention, such as Women, Infants, and Children (WIC) staff, Child Welfare Service (CWS) supervisors, etc.

Baseline Data for FFY 2004 (2004-2005):

From Child Count Data



**Discussion of Baseline Data:**

Hawai'i has, since 1999 (refer to baseline data), consistently served a higher percentage than the 2% target identified by OSEP, both including and excluding children at environmental risk.

Comparison with National Data

Based on 2003 data disseminated by OSEP, Hawai'i's Part C program was first in the nation in the percentage of Part C eligible infants and toddlers served (7.7%), when infants and toddlers at environmental risk were included. When children at environmental risk were excluded, Hawai'i's Part C program was second in the nation, serving 4.43% of the 0-3 population.

Comparison with States of Similar Eligibility

Hawai'i is one of 28 states included in the "Broad Eligibility" category, because Hawai'i's Part C eligibility definition. Hawai'i is second in percentage served, when children at environmental risk are excluded.

Additional Comments

Almost all children in HS are identified at birth prior to the mothers' hospital discharge. The decrease in percentage served after 2001, children at environmental risk were included, was due to a number of factors, including: 1) the passage of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 required the Healthy Start Early Identification program (EID) to revise their procedures of identifying potential eligible children in hospitals immediately after birth. While HIPAA was passed in 1996, it wasn't until later that hospital procedures changed; 2) the change in Oahu's EID providers (due to contractual changes) resulted in fewer children identified while the new provider was trained on eligibility procedures; and 3) providing additional training to HS providers on Child Count requirements resulted in fewer children as some programs were counting all children referred to HS, rather than only those children who had an IFSP in place by December 1.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	Excluding environmentally at risk = 4.4%; including environmentally at risk = 7.3%
2006 (2006-2007)	Excluding environmentally at risk = 4.4%; including environmentally at risk = 7.3%
2007 (2007-2008)	Excluding environmentally at risk = 4.41%; including environmentally at risk = 7.35%
2008 (2008-2009)	Excluding environmentally at risk = 4.43%; including environmentally at risk = 7.37%
2009 (2009-2010)	4.44%
2010 (2010-2011)	4.45%

**Improvement Activities/Timelines/Resources:**

Improvement Activities	'05	'06	'07	'08	'09	'10
Review Hawai'i's Part C eligibility criteria for continued appropriateness.		X	X	X	X	X
Work with the American Academy of Pediatrics and other Pediatric organizations to design an educational activity to incorporate into doctors' professional improvement requirements to target doctors (both pediatricians and family practice physicians)					X	X
Create a DVD at 4 <sup>th</sup> grade level comprehension to provide an overview of Early Intervention.					X	X
Identify other public awareness materials needed, including new brochures, posters, displays, etc. to support increased referrals.				X	X	X
Partner with non-Part C programs to increase their awareness about Part C so they will refer potentially eligible Part C children to early intervention.				X	X	X
Educate referral sources (e.g., pediatricians) about Hawai'i's early intervention system, especially regarding transdisciplinary services, so that they provide accurate information to families about how services are provided					X	X

**Resources:** NECTAC, WRRC, University of Hawai'i, SIG II Funds, materials from other states with similar eligibility definitions

## Part C State Performance Plan (SPP) for 2005-2010

Revised: FFY 2008

## Overview of the State Performance Plan Development:

See Overview, page 1

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

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

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

**Measurement:**

Percent = [(# of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C's 45-day timeline) divided by the (# of 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, assessment, and initial IFSP meetings, including the reasons for delays.

**Overview of Issue/Description of System or Process:**

Hawai'i's Part C system serves three populations:

- A. Children with developmental delays
- B. Children who are biologically at risk for developmental delays
- C. Children who are environmentally at risk for developmental delays

All children referred to Part C receives a multidisciplinary developmental evaluation (MDE) and if found eligible, an IFSP meeting is conducted within the Part C's 45-day timeline. Timeliness of the MDE for all children referred to Part C and timeliness of the Initial IFSP for all children in Part C are collected via the Agency Database for the period July 1 – June 30 of each year.

To support timely MDEs and IFSPs, the following are in effect:

- Statewide CDE instruments. Programs may use one of three approved evaluation tools to conduct the comprehensive developmental evaluation (CDE) which is part of the MDE process. The three approved tools are: The Hawai'i Early Learning Profile (HELP), the Battelle, and the Developmental Programming for Infants and Young Children (Michigan)
- Contracting with private fee-for-service providers for CDEs. Contracts are in place with private agencies to increase the available resources.
- Increasing team members trained to participate in the CDE. Periodic training for EIS social workers and service coordinators, PHNs and HS child development specialists on utilizing the HELP is provided to staff to ensure the pool of evaluators is maintained.
- Lowering the service coordinator ratio so the service coordinators have time to participate in the multidisciplinary CDE team. The service coordinator caseload is periodically reviewed to ensure the service coordinators have time to participate in the CDE.

**Baseline Data for FFY 2004 (2004-2005):**

The table below includes data from On-Site Monitoring ('02-'04) and Focused Monitoring ('04-'05) of all Agencies (EIS, PHNB, HS) and more recent Compliance Monitoring of EIS in September 2005.

<b>Statewide Monitoring Results Based on Timeline &amp; IFSP Indicators</b>										
<b>Item #</b>	<b>Indicator</b>	<b>Early Intervention Section (EIS)</b>			<b>Public Health Nursing (PHN)</b>		<b>Healthy Start</b>		<b>Statewide</b>	
		<b>02-'03</b>	<b>04-'05</b>	<b>9/05</b>	<b>03-'04</b>	<b>04-'05</b>	<b>03-'04</b>	<b>04-'05</b>	<b>03-'04</b>	<b>04-'05</b>
1	Evaluation within 45 days of referral	69%	80%	89%	56%	55%	N/A	N/A	67%	77%
2	IFSP within 45 days of referral	54%	58%	79%	50%	76%	78%	87%	62%	73%

**Discussion of Baseline Data:**

Based on the above data from Focused Monitoring (comparing '02-'03 and '04-'05):

1. For EIS, timely CDEs increased from 69% to 80%, and timely IFSPs increased from 54% to 58%.
2. For PHNB, timely CDEs remained about the same (56% to 55%), and timely IFSPs increased from 50% to 76%.
3. For HS, there was no available data on CDEs for both '03-'04 and '04-'05. However, timely IFSPs increased from 78% to 87%.

Based on new Focused Monitoring by EIS (9/05):

1. Timely CDEs continued to increase, from 80% to 89%, and timely IFSPs increased from 58% to 79%.

The data shows that the statewide efforts to increase the availability of teams to complete CDEs in a timely manner is successful. It is expected as additional strategies are implemented, timeliness will continue to increase throughout the state.

It is also apparent from the data that as CDEs increase in timeliness, the timeliness of IFSPs also increases.

<b>FFY</b>	<b>Measurable and Rigorous Target</b>
<b>2005 (2005-2006)</b>	100%

**SPP – Part C (3)**

<b>2006</b> (2006-2007)	100%
<b>2007</b> (2007-2008)	100%
<b>2008</b> (2008-2009)	100%
<b>2009</b> (2009-2010)	100%
<b>2010</b> (2010-2011)	100%

**Improvement Activities/Timelines/Resources:**

<b>Improvement Activities</b>	<b>'05</b>	<b>'06</b>	<b>'07</b>	<b>'08</b>	<b>'09</b>	<b>'10</b>
Require Programs with late IFSPs due to “late MDEs” to identify the root causes and embed strategies in their CAP.				X	X	X
Develop a training module to address required and acceptable documentation.				X	X	X
Post documentation training module on the web.					X	X
Embed the documentation training module into the mandatory EI Orientation Training.					X	X
Develop checklists to be used in the Intake process to identify the child’s profile so that an appropriate evaluation team will complete the MDE.					X	X

**Resources:**

NECTAC, WRRC, and training modules from other states.

## Part C State Performance Plan (SPP) for 2005-2010

Revised: FFY 2008

## Overview of the State Performance Plan Development:

See Overview, page 1.

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

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

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

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

**Measurement:**

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

Account for untimely transition conferences, including reasons for delays.

**Overview of Issue/Description of System or Process:**

Hawaii has implemented various strategies to ensure timely transition activities:

- A. IFSPs with transition steps and services.

Hawaii's IFSP includes a section that addresses transition steps and services to accurately reflect the required transition activities in accordance with IDEA.

- B. Notification to LEA, if child potentially eligible for Part B.

Hawaii developed a Transition Notice to inform DOE of children who are possibly DOE-eligible. The form has an "opt out" option, which if implemented, requires that the early intervention service coordinator provide families with Part B Child Find information.

- C. Transition conference, if child potentially eligible for Part B.

Service Coordinators convene a Transition Conference between 9 months and 90 days prior to the child turning age 3 or the start date of their home school. The EI Statewide "Part C Transition Conference Meeting Notification" form is utilized to support increased communication between the Part C service coordinators, DOE, and other community agencies. The form includes

information on the time and place of the meeting, as well as a “RSVP” so that the EI program will know who will be representing Part B or a community agency at the meeting.

All staff receives transition training on all of the above components which is part of the required Early Intervention Orientation.

Data for the Transition Plan for FFY 2008 was obtained via the monitoring process because the section on the Transition Plan in the new EIS database was not yet completed. (See Indicator 1, page 3, Monitoring Process section that explains the SAM selection process. Data for the transition plan will be collected for all children in Part C via the Agency data system for FFY 2009 and on-going, for the period July 1 – June 30 of each year.

Statewide data for the Transition Notice and the Transition Conference for all children who exited Part C are collected via the Agency data systems for the period July 1 – June 30 of each year.

**Baseline Data for FFY 2004 (2004-2005):**

The table below includes data from On-Site Monitoring ('02-'04) and Focused Monitoring ('04-'05) of all Agencies (EIS, PHNB, and MCHB) and more recent Compliance Monitoring of EIS in September 2005.

Statewide Monitoring Results Based on Timeline & IFSP Indicators									
Item # Indicator	Early Intervention Section (EIS)			Public Health Nursing (PHN)		Healthy Start		Statewide	
	02-'03	04-'05	9/05	03-'04	04-'05	03-'04	04-'05	03-'04	04-'05
IFSPs with transition steps and services.	21%	54%	90%	38%	65%	11%	72%	19%	61%
The Transition Conference was held at least 3-6 months prior to the child's 3rd birthday or start of home school	84%	38%	43%	69%	42%	26%	47%	62%	41%

**Discussion of Baseline Data:**

A. IFSPs with transition steps and services.

Based on a comparison of '02-'03 with '03-'04 data (and 9/05 data for EIS):

- EIS increased from 21% to 54% to 90%.
- PHNB increased from 38% to 65%.
- HS increased from 11% to 72%.

B. Notification to LEA, if child potentially eligible for Part B.

There is no baseline data for Transition Notices as Transition Notices was implemented in October 2005.

C. Transition conferences, if child potentially eligible for Part B.

## SPP – Part C (3)

Based on a comparison of '02-'03 and '04-'05 data (and 9/05 data for EIS):

- EIS decreased from 84% to 38% but increased from 38% to 43% in 9/05.
- PHNB decreased from 69% to 42%.
- HS increased from 26% to 47%.

One reason for EIS's decrease between '02-'03 and '04-'05 was due to staff not understanding the Part C requirements for a Transition Conference. As a result of training on transition, staff correctly documented Transition Conferences, which resulted in a lower number and decreased percentage of Transition Conferences that met Part C requirements. On-going training will be provided to all Part C providers on transition conference requirements.

FFY	Measurable and Rigorous Target
<b>2005</b> (2005-2006)	100%
<b>2006</b> (2006-2007)	100%
<b>2007</b> (2007-2008)	100%
<b>2008</b> (2008-2009)	100%
<b>2009</b> (2009-2010)	100%
<b>2010</b> (2010-2011)	100%

### Improvement Activities/Timelines/Resources:

Improvement Activities	'05	'06	'07	'08	'09	'10
Provide written information to families on DOE preschool special education eligibility requirements to support families to better understand their options.	X	X	X	X	X	X
Investigate reasons for high number of "opt outs" for the Transition Notice and determine how to increase the number of Transition Notices sent to the DOE.			X	X	X	X
Investigate reasons for high number of "declines" for the Transition Conference and determine how to increase the number of scheduled and completed Transition Conferences.			X	X	X	X
The STEPS State team will coordinate the development of a 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 Service Coordinators and Program Managers.				X	X	X
Develop a training module to address required and acceptable documentation.				X	X	X

**SPP – Part C (3)**

<b>Improvement Activities</b>	<b>'05</b>	<b>'06</b>	<b>'07</b>	<b>'08</b>	<b>'09</b>	<b>'10</b>
Post documentation training module on the web.					X	X
Embed the documentation training module into the mandatory EI Orientation Training.					X	X
Explore the current implementation of the Transition Notice protocol and address any inconsistencies discovered.					X	
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.					X	X

**Resources:**

STEPS, STEPS "Transition to K Tool Kit", NECTAC, WRRRC, Hawaii DOE Early Childhood Special Education staff

**Part C State Performance Plan (SPP) for 2005-2010**  
Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Overview, page 1.

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

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

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

**Measurement:**

Percent of noncompliance corrected within one year of identification:

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

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

States are required to use the "Indicator 9 Worksheet" to report data for this indicator.

**Overview of Issue/Description of System or Process:**

EIS, as Lead Agency for Hawaii's Part C program, is responsible for ensuring that the all IDEA Part C requirements are met. To ensure compliance with IDEA Part C requirements, written monitoring procedures were developed as part of the HDOH Continuous Quality Improvement System (CQIS). The CQIS is a two step process.

Step 1: Agency Responsibilities

The Agencies include: EIS, that is responsible for the public and private purchase of service early intervention programs that provide service coordination and services to children with developmental delays; PHNB that is responsible for the Public Health Nursing Sections that provide service coordination and nursing services primarily to children at biological risk and with medical concerns; and Maternal Child Health Branch (MCHB) that is responsible for the HS Purchase of Service (POS) contracts that provide service coordination and services primarily to children who are environmentally at risk for developmental delays.

All Part C programs, sections, and sites are monitored annually. Data is gathered from the Agency's individual databases, from 618 data, and from the Self-Assessment Monitoring. Each Agency is required to provide data to HDOH that ensures that their programs/sections meet compliance with IDEA Part C requirements. The following data sources are used to gather and report data in the APR:

- Indicator 1: Self-Assessment data
- Indicator 2: 618 Data
- Indicator 3: N/A
- Indicator 4: Statewide Family Survey
- Indicator 5: 618 Data
- Indicator 6: 618 Data

Indicator 7: Database Data  
Indicator 8: Database Data  
Indicator 9: Self-Assessment Data and Database Data

In addition to monitoring on the above required indicators, Hawai'i identified the following Priority Areas and specific items in each area to monitor:

### Priority Area 1: Timelines

Rationale: Timely IFSP reviews are necessary to ensure that appropriate services are identified and delivered based on the individual needs of the child and family.

Item 1a: IFSP Review within 6 months of Initial or Annual IFSP  
Item 1b: Annual IFSP on Time

### Priority Area 2: IFSP Development

Rationale: All IFSPs must contain required components to ensure that appropriate services are delivered in a timely manner to enhance a child's development. Complete and accurate information supports the identification and delivery of appropriate services.

Item 2a: Complete Present Levels of Development  
Item 2b: Complete Frequency, Intensity, Method, Location, and Payment for each service  
Item 2c: IFSP Objectives Complete (include criteria, procedures, and timelines)  
Item 2d: Justification for Services in "Non" Natural Environment

### Priority Area 3: Transition

Rationale: All children and families must receive appropriate transition planning to support them in exiting Part C.

Item 3a: Appropriate Individuals Invited to the Transition Conference

### Priority Area 4: Procedural Safeguards

Rationale: HDOH must ensure that families understand their rights and their integral part in Part C.

Item 4a: FERPA Notice - Given at Intake and discussed/offered at IFSP Meetings  
Item 4b: Procedural Safeguards Brochure and IDEA Regulations – Given at Intake and discussed/offered at IFSP Meetings  
Item 4c: Written Prior Notice prior to MDE, at eligibility determination, and prior to IFSP meeting  
Item 4d: Written Consent for MDE  
Item 4e: Written Consent Prior to Initiation of EI Services

Data on Timelines (Priority Area) is from each Agency's database; data on all other priority areas is from the Self Assessment Monitoring Tool.

## Step 2: HDOH EIS Responsibilities

HDOH EIS is responsible in ensuring that: 1) the Agencies provide data, as required, to show that their Programs/Sections meet IDEA Part C compliance; 2) feedback is provided to the Agencies as to whether the Programs/Sections data is sufficient to show compliance; 3) areas of non-compliance is identified; 4) Programs/Sections are notified of areas of non-compliance; and 5) required actions are taken. In addition, HDOH may choose to do on-site validation of Agency

findings. If the required actions are insufficient to show progress toward compliance, HDOH may impose sanctions on the Agencies.

**Baseline Data for FFY 2004 (2004-2005):**

Data is based on a comparison of Agency monitoring results from 2003-2004 with 2004-2005 monitoring results, except for EIS. For EIS, additional monitoring occurred in September 2005, as part of Special Conditions, and therefore the comparison, when data was available, was between 2003-2004 and September 2005 monitoring data.

**A. Percent corrected non-compliance with priority areas:**

EIS = 27.3% compliance  
PHNB = 7.7% compliance  
HS = 16.7% compliance

**B. Percent corrected non-compliance with areas not included above:**

EIS = 57.1% compliance  
PHNB = 0 % compliance  
HS = 28.6% compliance

**C. Percent corrected non-compliance identified through other mechanisms.**

N/A – no non-compliance to be corrected

**Update of EIS indicators as noted in September 22, 2005 APR Letter:**

Below are the four specific indicators noted in the 9/22/05 APR letter. The comparison is specifically for EIS (not PHNB or HS) between 2004-2005 and September 2005 monitoring.

- Statement of present levels of development: Increase in compliance from 79% to 90%
- IFSP outcomes, criteria, procedures, and timelines: Increase in compliance from 19% to 80%
- Mandated service with frequency, method, payment: Increase in compliance from 27% to 79%
- Steps to support procedures to prepare child for change, including changes in service delivery, etc.: Increase in compliance from 38% to 87%

**Discussion of Baseline Data:****A. Priority areas and B. Other areas**

The data reported for A. Priority areas and B. Other areas reflect OSEP's concern regarding Hawai'i's need to focus on improving compliance with IDEA Part C requirements. The following strategies were implemented to support improvement in Hawai'i's system.

- Statewide training of IDEA Part C requirements to all Part C providers, and on-going training for new providers.
- Development, implementation, and training on a statewide IFSP form to ensure consistency across Agencies.
- Change in program protocol from Comprehensive Development Evaluations (CDE) completed via discipline-specific evaluations that generally require 4 different disciplines to 2-member multidisciplinary evaluation teams using one of the recommended tools (generally the Hawai'i Early Learning Profile [HELP]).
- Development and dissemination of new required forms (e.g., Prior Written Notice, Part C Transition Notice, etc).

The strategies noted above from the new EIS monitoring data suggest that the described initiatives are successful.

**C. Other mechanisms (complaints, due process hearings, mediations, etc.)**

Hawaii’s Part C programs continue to work diligently with families to respond to any concerns as soon as they are identified, in order to prevent formal complaints, due process hearing, mediations, etc. Programs do, however, support families’ understand about their rights and procedural safeguards related to IDEA Part C. The “Dear Family” brochure, which has been the basis of Hawaii’s Part C procedural safeguards information, was recently expanded to include an insert with the language from Section 303.400-303.460.

<b>FFY</b>	<b>Measurable and Rigorous Target</b>
<b>2005</b> (2005-2006)	100%
<b>2006</b> (2006-2007)	100%
<b>2007</b> (2007-2008)	100%
<b>2008</b> (2008-2009)	100%
<b>2009</b> (2009-2010)	100%
<b>2010</b> (2010-2011)	100%

**Improvement Activities/Timelines/Resources:**

<b>Improvement Activities</b>	<b>‘05</b>	<b>‘06</b>	<b>‘07</b>	<b>‘08</b>	<b>‘09</b>	<b>‘10</b>
Develop and implement procedures to include HEICC and family members in the monitoring process.		X	X	X	X	X
Explore options to utilize a monitoring cycle based on monitoring results.			X	X	X	X
Define, develop, and implement different levels of sanctions, based on monitoring results, to support timely correction of non-compliance.			X	X	X	X
Gather and analyze data to determine reasons for vacancies, and make recommendations to support recruitment and retention..			X	X		
For long-standing non-compliance, require the Agency (or its Quality Assurance staff person) to work with the specific program/section to use the local contributing tool developed by NECTAC and develop a comprehensive Corrective Action Plan that addresses the long-standing non-compliance.				X	X	X

**SPP – Part C (3)**

**HAWAII**  
State

<b>Improvement Activities</b>	<b>'05</b>	<b>'06</b>	<b>'07</b>	<b>'08</b>	<b>'09</b>	<b>'10</b>
Randomly verify monitoring results to assure accurate results.				X	X	X

**Resources:** NECTAC, OSEP, other state monitoring systems, WRRC and Data Accessibility Center (DAC)

**Part C State Performance Plan (SPP) for 2005-2010**

Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Overview, page 1.

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

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

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

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

**Overview of Issue/Description of System or Process:**

At Intake, families are provided information regarding their procedural safeguards, as described in the “Dear Family” brochure, which includes information on who to contact if they have any concerns about services as well as to how to make a formal complaint. It is recommended that if families have concerns, they should discuss their concerns with their service coordinator so an IFSP Review meeting can be scheduled if appropriate.

However, if families feel their concerns are not adequately resolved, they are informed that they should first contact the program’s supervisor or contact the Part C Coordinator prior to filing a written complaint. A written complaint should be filed if the family feels that the Part C program has violated a Part C requirement.

**Baseline Data for FFY 2004 (2004-2005):**

There were no signed, written complaints against Hawaii’s Part C program between July 1, 2004 – June 30, 2005.

**Discussion of Baseline Data:**

It appears that Hawaii’s problem-solving process is successful. Although the Part C Coordinator has received calls from families to relate their concerns, they were resolved through IFSP Review meetings.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	100%
2006 (2006-2007)	100%
2007 (2007-2008)	100%
2008 (2008-2009)	100%

**SPP – Part C (3)**

<b>2009</b> (2009-2010)	100%
<b>2010</b> (2010-2011)	100%

**Improvement Activities/Timelines/Resources:**

<b>Improvement Activities</b>	<b>'05</b>	<b>'06</b>	<b>'07</b>	<b>'08</b>	<b>'09</b>	<b>'10</b>
Design and implement various creative strategies (e.g., videotapes, DVDs, etc.) to support training on Part C requirements for families and to increase parents' awareness of their procedural safeguards.		X	X	X	X	X

**Resources:**

OSEP, NECTAC, WRRRC, CADRE, other Part C state procedures.

**Part C State Performance Plan (SPP) for 2005-2010**

Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Overview, page 1.

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

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

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

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

**Overview of Issue/Description of System or Process:**

At Intake, families are provided information regarding their procedural safeguards, as described in the “Dear Family” brochure, which includes an insert of Section 303.400-303.460, the Part C procedural safeguards system. They are also informed of the process on who to contact if they have any concerns about services as well as the due process procedure. It is recommended that if families have concerns, they should first discuss their concerns with their care coordinator so an IFSP Review meeting can be scheduled if appropriate. If they feel their concerns are not adequately resolved, they can contact the program’s supervisor, contact the Part C Coordinator, file a written complaint, or file for due process.

**Baseline Data for FFY 2004 (2004-2005):**

There were no fully adjudicated due process hearings between July 1, 2004 – June 30, 2005

**Discussion of Baseline Data:**

It appears that Hawaii’s problem-solving process is successful. Although the Part C Coordinator has received calls from families to relate their concerns, they were resolved through IFSP Review meetings.

FFY	Measurable and Rigorous Target
<b>2005</b> (2005-2006)	100%
<b>2006</b> (2006-2007)	100%
<b>2007</b> (2007-2008)	100%
<b>2008</b> (2008-2009)	100%
<b>2009</b> (2009-2010)	100%
<b>2010</b> (2010-2011)	100%

## SPP – Part C (3)

HAWAII  
State

### Improvement Activities/Timelines/Resources:

Improvement Activities	'05	'06	'07	'08	'09	'10
Design and implement various creative strategies (e.g., videotapes, DVDs, etc.) to support training on Part C requirements for families and to increase parents' awareness of their procedural safeguards.				X	X	X

### Resources:

OSEP, NECTAC, WRRC, CADRE, other Part C state procedures.

**Part C State Performance Plan (SPP) for 2005-2010**  
Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Overview, page 1.

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

**Indicator 12:** Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

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

**Measurement:**  
Percent = (3.1(a) divided by 3.1) times 100.

**Overview of Issue/Description of System or Process:**

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

**Baseline Data for FFY 2004 (2004-2005): N/A**

**Discussion of Baseline Data: N/A**

FFY	Measurable and Rigorous Target
2005 (2005-2006)	N/A
2006 (2006-2007)	N/A
2007 (2007-2008)	N/A
2008 (2008-2009)	N/A
2009 (2009-2010)	N/A
2010 (2010-2011)	N/A

**Improvement Activities/Timelines/Resources: N/A**

**Part C State Performance Plan (SPP) for 2005-2010**  
Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Overview, page 1.

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

**Indicator 13:** Percent of mediations held that resulted in mediation agreements.

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

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

**Overview of Issue/Description of System or Process:**

At Intake, families are provided information regarding their procedural safeguards, as described in the “Dear Family” brochure, which includes an insert of Section 303.400-303.460, the Part C procedural safeguards system. They are also informed of the process on who to contact if they have any concerns about services as well as the process to request mediation. It is recommended that if families have concerns, they should first discuss their concerns with their care coordinator so an IFSP Review meeting can be scheduled if appropriate. If they feel their concerns are not adequately resolved, they should request and/or be offered mediation, as mediation is a positive, collaborative approach in resolving concerns.

**Baseline Data for FFY 2004 (2004-2005):**

There were no requests for mediation between July 1, 2004 – June 30, 2005

**Discussion of Baseline Data:**

It appears that Hawaii’s problem-solving process is successful. Although the Part C Coordinator has received calls from families to relate their concerns, they were resolved through IFSP Review meetings. When Hawaii has ten (10) or more mediation requests, baseline data will be revised and measurable and rigorous targets will be established.

FFY	Measurable and Rigorous Target
<b>2005</b> (2005-2006)	When Hawaii has 10 or more mediation requests, targets will be established.
<b>2006</b> (2006-2007)	When Hawaii has 10 or more mediation requests, targets will be established.
<b>2007</b> (2007-2008)	When Hawaii has 10 or more mediation requests, targets will be established.
<b>2008</b> (2008-2009)	When Hawaii has 10 or more mediation requests, targets will be established.
<b>2009</b> (2009-2010)	When Hawaii has 10 or more mediation requests, targets will be established.

**SPP – Part C (3)**

<p><b>2010</b> (2010-2011)</p>	<p>When Hawai'i has 10 or more mediation requests, targets will be established.</p>
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**Improvement Activities/Timelines/Resources:**

Improvement Activities	'05	'06	'07	'08	'09	'10
Regularly train Mediation Center staff on Part C requirements in case mediation is requested.			X	X	X	X

**Resources:**

OSEP, NECTAC, WRRRC, CADRE, other Part C state procedures

**Part C State Performance Plan (SPP) for 2005-2010**  
Revised: FFY 2008

**Overview of the State Performance Plan Development:**

See Indicator 1.

<b>Monitoring Priority: Effective General Supervision Part C / General Supervision</b>
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**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.

**Overview of Issue/Description of System or Process:**

Hawaii's Part C program has regularly met the due dates for required data, Improvement Plans, and Annual Performance Reports. The only exceptions have been when requests for extensions have been approved.

618 data is submitted to Hawaii's Part C Child Count Coordinator from the individual EIS, PHNB, and MCHB early intervention programs. The data is reviewed by the Child Count Coordinator and compared with the previous year's data to identify any major changes in the data. If there are concerns about the data, contact is made with both the individual program as well as the Agency, for their confirmation regarding the accuracy of the data. Because PHNB data is inputted into the PHNB database and HS data is inputted into the CHEIRS database, the Agencies can compare programmatic data with the database to identify and correct discrepancies. Because EIS has not, in the past, had a statewide database to compare and confirm the accuracy of the data, there has been increased scrutiny by the Child Count Coordinator of the data to support accuracy.

Instructions to support the collection of the 618 data are reviewed each year prior to dissemination to individual programs. Program Managers are informed to contact the Child Count Coordinator personally if there are questions concerning the instructions. The Child Count Coordinator also contacts new EIS Program Managers to ensure they understand the instructions prior to their data submission.

An EIS representative who is integral in the development of the EIS data system, regularly attends the OSEP Data Meetings to understand expectation and required changes for submission of 618 data.

EIS is in the process of completing a new data system that will have two components: a tracking system and billing system. The tracking system will collect data to support the submission of the APR. The billing system will support payments to POS Programs and Medicaid reimbursements.

## SPP – Part C (3)

Other required reports, including the SPP and APRs go through both an internal and external review process to confirm accuracy of the information. The SPP was developed through broad stakeholder input and reviewed by the HEICC prior to submission to DOH administration for approval and submission to OSEP. Revisions are made at each step for increased accuracy. Previous APRs were developed through feedback from Agencies (EIS, PHNB, and MCHB) as well as EIS staff who chair workgroups in specific areas (e.g., IFSP, transition, etc.).

### Baseline Data for FFY 2004 (2004-2005):

Tables 1 of the 12/1/04 Child Count (618) data were submitted January 31, 2005, prior to the February 2, 2005 due date. Tables 2-5 of the 12/1/03 Child Count (618) data were submitted October 25, 2004, prior to the November 1, 2004 due date.

The 2003-2004 APR was submitted April 19, 2005. EIS requested and received a three-week extension in order to provide OSEP with the additional monitoring data they requested for the period November 2004 through February 2005.

### Discussion of Baseline Data:

All data and reports were submitted as required within the timelines, except when extensions were requested and approved from OSEP.

FFY	Measurable and Rigorous Target
<b>2005</b> (2005-2006)	100%
<b>2006</b> (2006-2007)	100%
<b>2007</b> (2007-2008)	100%
<b>2008</b> (2008-2009)	100%
<b>2009</b> (2009-2010)	100%
<b>2010</b> (2010-2011)	100%

### Improvement Activities/Timelines/Resources:

Improvement Activities	'05	'06	'07	'08	'09	'10
Refine the monitoring data verification process (i.e., schedule, selection of records, etc)					X	
Revise the verification process of Child Count data to ensure its validity.					X	X

**Resources:** OSEP, NECTAC, WRRRC, other Part C states (for database information)