

WV Birth to Three Communications to the Field
Subject: Pilot Process for Data on Timely Services
Released: August 31, 2007

Hello,

The purpose of this email is to let the field know about a small pilot process that WV Birth to Three is implementing effective September 1 for gathering additional documentation around the timely delivery of IFSP services.

Some of you may remember getting an email from me several months ago regarding our requirement under Federal law (IDEA) to assure that eligible children and families receive their IFSP services in a timely manner. WV Birth to Three must report to the U.S. Department of Education each year to inform them of the percentage of families in WV who received ALL of their IFSP services in a timely manner.

We gather information from the integrated data system to determine if services were provided in a timely fashion (within 30 days of parent consent/IFSP start date).

In collaboration with the ICC, WV Birth to Three is piloting a process that will provide more detailed information. I have inserted language below from a Memo that explains the pilot process. The process is being implemented initially with the assistance of four enrolled Service Coordinators who are members of the state ICC. Based on the pilot process, we will then determine if and how we can expand this process.

Please read the following memo language. And, please remember - even if you are not involved in this pilot process, as an enrolled practitioner or service coordinator, you are responsible for assuring that you provide IFSP services in a timely fashion - and should there be a reason that the service is not provided timely, that reason must be documented in the child's record. This pilot does not effect the use of the Missed Appointment form - all practitioners and service coordinators should continue to use that form to document appointments that were missed for any reason.

If you have any questions after reading the memo, please forward those to me at pamroush@wvdhhr.org. Thank you.

Pam

MEMORANDUM

TO: WV Birth to Three IFSP Team Members in Pilot Phase of
Timely Service Data Gathering

FROM: Pamela Roush, Director
WV Birth to Three

RE: Gathering Data to Document the Timely Delivery of Services
for Children under Part C of IDEA, WV Birth to Three

DATE: August 31, 2007

Part C of the Individuals with Disabilities Education Act (IDEA), requires WV Birth to Three (BTT) to provide families with Individualized Family Service Plan (IFSP) services in a timely manner. WV Birth to Three must report each year to the United States Department of Education, through Indicator #1 of the Annual Performance Report (APR), on what percentage of families received their IFSP services in a timely manner. Indicator #1 requires the State to measure the timely delivery of every new IFSP service (whether called for when the IFSP was originally written, or added to the IFSP at a later date through review). In West Virginia, 'timely receipt of service' is identified as 'within 30 days of parent consent'. BTT must report the % of children who received all IFSP services in a timely manner. This means that if the child was receiving three services on his/her IFSP and two were delivered timely but one was not, then that child cannot be reported as 'timely'. For those services that are not provided timely, BTT must report the reason that the service was not timely.

BTT has an integrated data management system that collects data for National and State reporting purposes. BTT uses this system to report on the timely delivery of IFSP services. However, the data system currently does not provide as much detail as desired for reporting on Indicator #1.

The West Virginia Early Intervention Interagency Coordinating Council (ICC), in its role of advising and assisting BTT, helped to brainstorm additional ways to gather required information to document timely service delivery. BTT has designed a pilot to field-test this additional data gathering process. The process is one that builds on the Federal and State identified responsibility of Service Coordinators to assure that families receive services, including service coordination, in a timely fashion as called for in their IFSP. BTT has requested the assistance of four Service Coordinators who are members of the ICC, to assist with the initial piloting of this process. The Service Coordinators are: Shirley Harrah, Julie Higginbotham, Margie Marion, and Shirley Martin.

Beginning September 1, 2007, these four Service Coordinators will use the Timely Service Documentation form to gather information from families in order to document whether or not each new IFSP service is provided in a timely manner. They will gather the information for all new services for all children currently on their caseloads as well as any children that may be

added in the future. The form will also document, based on parent input, why a service was not delivered in a timely manner.

Between 30 and 45 days after the family's consent for each new IFSP service, including service coordination, the Service Coordinator will contact the family to assure that service has been provided as identified on the IFSP. Service Coordinators will give the family an opportunity to identify any concerns/questions and/or clarifications they may have about delivery of the service. If the service has not been provided within 30 days of the consent, the Service Coordinator is responsible for following up and taking steps to assure that the family receives each service in a timely manner, including assisting the family to select a new practitioner or service coordinator, if necessary.

During the time of this pilot process by the four Service Coordinators, WV Birth to Three will continue to monitor the timely delivery of service for all children through the integrated data system.

PR/jm