

TABLE 3
 REPORT ON INFANTS AND TODDLERS EXITING PART C
 2004-2005

Paperwork Burden Statement

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1820-0557. The time required to complete this information collection is estimated to average 45 hours per State response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: Office of Special Education Programs, U.S. Department of Education, 600 Independence Avenue, SW, Washington, D.C. 20202-4651.

Authorization: 20 U.S.C. 1418(a)(1)(A)(vi) and 20 U.S.C. 1418(b)

Due Date: **November 1, 2005**

Sampling Allowed: Yes

Send Form to: Stephanie S. Lee, Director
 Office of Special Education
 Part C Data Reports
 Program Support Services Group
 Mail stop 2600
 550 12th Street, S.W.
 Washington, D.C. 20202
 Attn: Cheryl Broady

General Instructions

1. Infants and toddlers reported in this table should be those who exited Part C services (Part C) during a 12-month reporting period.
2. States should report counts for a 12-month reporting period. The State can determine the 12-month reporting period of data collection. States must indicate on the form the 12-month period used for reporting.
3. Report only children from birth through age 2 (up to their third birthday) at the time of exiting.

4. Report all children who reached age 3, even if they continue to receive services paid for with Part C funds.
5. Report only on infants and toddlers from birth through age 2 at time of exit who had an active individualized family service plan (IFSP) in place at some point in time during the reporting period.
6. Do not count a child as having exited Part C when services were temporarily suspended (i.e., parent temporarily removed the child for a period of time during which services were not received) and subsequently resumed before the end of the reporting period.
7. Do not count a child as having exited Part C if the child is under age 3 and had an active IFSP in place at the end of the reporting period, even if services were intermittently stopped during the 12-month period.
8. Counts must be unduplicated. If a child exited more than once during the reporting period, and exited again at the end of the reporting period, count only the last time the child exited (i.e., count the child in the category that corresponds to the most recent reason for exit).
9. All children who exited Part C during the reporting period should be counted in one of the categories on this table.
10. If your State has elected to serve children who are at risk of having substantial developmental delays if early intervention services were not provided, include the children who were considered at risk in the table counts.

Specific Row Instructions

Total: Enter the total number of infants and toddlers exiting Part C.

Section A: Program Completion

1. Completion of IFSP *prior to reaching maximum age* for Part C. Include all children who have *not reached maximum age* for Part C, have completed their IFSP, and no longer require services under IDEA, Part C.
2. Eligible for IDEA, Part B. Include all children served in Part C who exited Part C and were determined to be eligible for Part B during the reporting period. This includes children who receive Part B services in conjunction with Head Start.
3. Not eligible for Part B, exit with referrals to other programs. Include all children *who reached maximum age* for Part C, were determined not eligible for Part B, and were referred to other programs, which may include preschool learning centers, Head Start (but not receiving Part B services), and child care centers, and/or were referred for other services, which may include health and nutrition services, such as WIC.

4. Not eligible for Part B, exit with no referrals. Include all children *who reached maximum age* for Part C and were determined not eligible for Part B services, but were not referred to other programs.
5. Part B eligibility not determined. Include all children for whom Part B eligibility has not been made. This category includes children who were referred for Part B evaluation, but for whom the eligibility determination has not yet been made or reported and children for whom parents did not consent to transition planning. Include in this category any child *who reached maximum age* for Part C, and who has not been counted in categories 2-4 above.

Section B: Other Exit Reasons

6. Deceased. Include all children who died during the reporting period, even if their death occurred at the age of exit.
7. Moved out of State. Include all children who moved out of State during the reporting period. Do not report a child who moved within State (i.e., from one program to another) if services are known to be continuing.
8. Withdrawal by parent (or guardian). Include all children whose parents declined all services after an IFSP was in place, as well as children whose parents declined to consent to IFSP services and provided written or verbal indication of withdrawal from services.
9. Attempts to contact the parent and/or child were unsuccessful. Include all children who have not reached the maximum age of service under Part C, who had an active IFSP, and for whom Part C personnel have been unable to contact or locate the family or child after repeated, documented attempts. Include in this category any child who did not complete their IFSP and exited Part C before reaching maximum age, and who has not been counted in categories 6-8 above.

Specific Column Instructions (Sections A and B)

Race/Ethnicity Reporting

STATES MUST REPORT ON THE RACE/ETHNICITY OF THE CHILD, NOT THE FAMILY. FOR EACH OF THE RACE/ETHNICITY CATEGORIES, ENTER AN UNDUPLICATED COUNT OF ALL CHILDREN SERVED UNDER IDEA, PART C.

In November 1997, OMB announced its decision concerning the revision of Race and Ethnic Standards for Federal Statistics and Administrative Reporting. In that announcement, OMB reported that there would be five racial categories -- American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White -- and one ethnic category -- Hispanic or Latino. Additionally, OMB announced that individuals would be allowed to select as many race/ethnicity categories as were applicable. Under the new reporting requirements a single, multi-racial category cannot be used. **OSEP is actively working with other offices within the Department of Education (ED) to determine what categories will be used for reporting aggregated data and anticipates that final decisions on reporting these data will be made soon. Until aggregate reporting categories are implemented, data should be reported using the five racial categories described below.**

The race/ethnicity categories are defined as follows:

American Indian or Alaska Native	A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.
Asian or Pacific Islander	A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This includes, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, Vietnam, Hawaii, Guam, and Samoa.
Black (not Hispanic)	A person having origins in any of the Black racial groups of Africa.
Hispanic	A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
White (not Hispanic)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Total	The unduplicated total across the race/ethnicity designations.

Note that children can only be reported in one race/ethnicity category.

Sampling Guidelines

States may use sampling to obtain data from State and local service agencies on counts of infants and toddlers exiting Part C programs. When sampling is used, a description of the sampling methodology outlining how the design will yield valid and reliable estimates must be submitted to OSEP for approval. The level of precision of the estimates to be obtained must be specified in this description. States *must* submit sampling plans to OSEP for approval by **September 1** of the reporting period.

OSEP will evaluate the validity of the sampling plan using the following guidelines:

1. The sampling framework may include all programs or service units or a sample of those programs or units. If a State chooses to sample, programs or service units for the most populous areas in the State must be included.
2. States that serve at-risk infants and toddlers must collect data separately for eligible infants and toddlers and at-risk infants and toddlers.

States that use sampling will provide OSEP with weighted rather than unweighted data. A description of the final sample sizes and the weights used must be provided at the time the data are submitted.

TABLE 3
 REPORT ON INFANTS AND TODDLERS EXITING PART C PROGRAMS
 2004-2005

STATE: _____

12-Month Reporting Period (From MM/YY to MM/YY): _____

REASONS FOR EXIT	TOTAL	AMERICAN INDIAN OR ALASKA NATIVE	ASIAN OR PACIFIC ISLANDER	BLACK (Not Hispanic)	HISPANIC	WHITE (Not Hispanic)
TOTAL NUMBER OF INFANTS AND TODDLERS EXITING (ROWS 1-9)						
SECTION A: PROGRAM COMPLETION						
1. COMPLETION OF IFSP PRIOR TO REACHING MAXIMUM AGE FOR PART C						
2. PART B ELIGIBLE						
3. NOT ELIGIBLE FOR PART B, EXIT TO OTHER PROGRAMS						
4. NOT ELIGIBLE FOR PART B, EXIT WITH NO REFERRALS						
5. PART B ELIGIBILITY NOT DETERMINED						
SECTION B: OTHER EXIT REASONS						
6. DECEASED						
7. MOVED OUT OF STATE						
8. WITHDRAWAL BY PARENT (OR GUARDIAN)						
9. ATTEMPTS TO CONTACT UNSUCCESSFUL						

ORIGINAL SUBMISSION/REVISION (Circle one)

CURRENT DATE: _____