Essential Elements

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| Indicator Description: |
| Percent of families participating in Part C who report that early intervention services have helped the family  4A. know their rights;  4B. effectively communicate their children's needs; and  4C. help their children develop and learn. |
| Measurement:[[1]](#footnote-2) |
| 4A. 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.  4B. 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.  4C. 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.  Provide the actual numbers used in the calculation. |
| Target Setting: This is a results indicator. Describe the process your state uses to engage stakeholders and set targets. |
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| [GRADS360°](https://osep.grads360.org/#program) Reporting Information: Describe log-in information, location of manual, etc. |
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| Data Stewards: Provide titles and names, contact information, departments, and any notes on persons responsible for collections, validation, and submission. If there are multiple parties responsible or involved in the process, list them all (i.e., Part C coordinator, Part C data manager, program coordinator, provider, etc.). |
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| Data Source Description: Provide a short description of the databases or data systems your state uses to process data for this indicator. |
| State-selected data source. State must describe the data source in the State Performance Plan/Annual Performance Report (SPP/APR). Sampling of families participating in Part C is allowed. |
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| State Collection and Submission Schedule: Provide a list of dates necessary for this data collection, including when the data collection period opens, when data are due from the local early intervention service (EIS) programs, and when assigned staff pull the data after the collection closes. |
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Processes

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| Collection: Provide detailed information about the origin and collection of the data and names and titles of persons responsible. (If data are from state monitoring, describe the method your state uses to select early intervention service (EIS) programs that it monitors.) |
| 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. If states are using a survey and the survey is revised or a new survey is adopted, states must submit a copy of new or revised survey with the SPP/APR.  States are encouraged to work in collaboration with their OSEP-funded parent centers in collecting data. |
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| Data Validation:Describe how the data accurately reflect the full reporting period, the data cleaning processes, and any other processes your state uses to ensure high-quality data. |
| Include a description of how the state has ensured that any response data are valid and reliable, including how the data represent the demographics of the state. |
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| Data Analysis:[[2]](#footnote-3) Describe the process for data analysis. |
| Include the State’s analysis of the extent to which the demographics of the families responding are representative of the demographics of infants, toddlers, and families enrolled in the Part C program. States should consider categories such as race and ethnicity, age of the infant or toddler, and geographic location in the State.  If the analysis shows that the demographics of the families responding are not representative of the demographics of infants, toddlers, and families enrolled in the Part C program, describe the strategies that the State will use to ensure that in the future the response data are representative of those demographics. In identifying such strategies, the State should consider factors such as how the State distributed the survey to families (e.g., by mail, by e-mail, on-line, by telephone, in-person), if a survey was used, and how responses were collected. |
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| Response to OSEP-Required Actions: Describe the procedures for reviewing Office of Special Education Programs (OSEP) feedback. Following the release of the OSEP determination, indicate who reviews OSEP feedback and how assigned staff make the plan to address concerns and create a response. |
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| Internal Approval Process: Describe any internal approval processes (e.g., who must sign off, and timelines). |
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| External Approval Process: Describe the State Interagency Coordinating Council (SICC) certification process. Include dates and timelines. |
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| Submission: Describe process for entering the data and analyses into [GRADS360](https://osep.grads360.org/#program)o. Include information about the person authorized to certify the final report. |
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| Clarification:[[3]](#footnote-4) Describe the process your state uses to prepare a response to OSEP’s request for clarification. |
| Usually in March or April, OSEP provides notification. |
| Data Governance: Describe the process for reviewing and approving potential or actual changes to the data collection and associated requirements. |
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| Public Reporting: Describe the process and format for publicly reporting the performance of each local EIS program against the target of your state’s State Performance Plan/Annual Performance Report (SPP/APR) data. Note where your state posts the Lead Agency and local EIS program SPP/APR data. |
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1. **Measurement:** Part C Indicator Measurement Table 2018, for FFY 2016 submission. [↑](#footnote-ref-2)
2. **Data Analysis:** Review data year to year, looking for patterns statewide and within local EIS programs, outliers, whether targets are met or not met, and slippage. [↑](#footnote-ref-3)
3. **Clarification:** OSEP generally sends clarification requests to states about 60 days post-submission. [↑](#footnote-ref-4)