Essential Elements

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| Indicator Description: |
| The percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has:  8A. Developed an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler’s third birthday;  8B. Notified (consistent with any opt-out policy adopted by the state) the state educational agency (SEA) and the local educational agency (LEA) where the toddler resides at least 90 days prior to the toddler’s third birthday for toddlers potentially eligible for Part B preschool services; and  8C. Conducted the transition conference held with the approval of the family at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler’s third birthday for toddlers potentially eligible for Part B preschool services. |
| Measurement:[[1]](#footnote-2) |
| 8A. Percent = [(# of toddlers with disabilities exiting Part C who have an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months, prior to their third birthday) divided by the (# of toddlers with disabilities exiting Part C)] times 100.  8B. Percent = [(# of toddlers with disabilities exiting Part C where notification (consistent with any opt-out policy adopted by the state) to the SEA and LEA occurred at least 90 days prior to their third birthday for toddlers potentially eligible for Part B preschool services) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100.  8C. Percent = [(# of toddlers with disabilities exiting Part C where the transition conference occurred at least 90 days, and at the discretion of all parties, not more than nine months, prior to the toddler’s third birthday for toddlers potentially eligible for Part B) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100. |
| Target Setting: This is a compliance indicator. |
| Targets must be 100%. |
| [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, analysis, and submission. If there are multiple parties responsible or involved in the process, list them all (i.e., Part Coordinator, Part C data manager, program coordinator, provider, etc.). |
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| Data Source Description: Provide a short description of the databases or systems your state uses to gather data for this indicator. |
| Data to be taken from monitoring or state data system. |
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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.) |
| Describe the method used to collect these data. Provide the actual numbers used in the calculation.  8A and 8C: If data are from the state’s monitoring, describe the procedures used to collect these data. If data are from state monitoring, also describe the method used to select EIS programs for monitoring. If data are from a state database, describe the time period in which the data were collected (e.g., September through December, fourth quarter, selection from the full reporting period) and how the data accurately reflect data for infants and toddlers with IFSPs for the full reporting period.  8A and 8C: States are not required to report in their calculation the number of children for whom the state has identified the cause for the delay as exceptional family circumstances documented in the child’s record. If a state chooses to report in its calculation children for whom the state has identified the cause for the delay as exceptional family circumstances documented in the child’s record, the numbers of these children are to be included in the numerator and denominator. Include in the discussion of the data, the numbers the state used to determine its calculation under this indicator and report separately the number of documented delays attributable to exceptional family circumstances.  8B: The state may adopt a written policy that requires the lead agency to provide notice to the parent of an eligible child with an IFSP of the impending notification to the SEA and LEA and permits the parent within a specified time period to “opt-out” of the referral. Under the state’s opt-out policy, the state is not required to include in the calculation under B (in either the numerator or denominator) the number of children for whom the parents have opted out. However, the state must include in the discussion of data, the number of parents who opted out. In addition, any written opt-out policy must be on file with the Department of Education as part of the State’s Part C application.  8C: Do not include in the calculation, but provide a separate number for those toddlers for whom the parent did not provide approval for the transition conference. The measurement is intended to capture those children for whom a transition conference must be held within the required timeline and, as such, only children between 2 years 3 months and age 3 should be included in the denominator.  Account for untimely transition planning under A, B, and C, including the reasons for delays. |
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| Data Validation: Describe the data cleaning processes and any other processes your state uses to ensure high-quality data. |
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| Data Analysis: Describe the process for data analysis. |
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| Response to Office of Special Education Programs (OSEP)-Required Actions: Describe the procedures for reviewing and responding to OSEP feedback. Following the release of the OSEP determination, indicate who reviews OSEP feedback and how your state makes the plan to address concerns and create a response. |
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| Report on Correction of Identified Noncompliance: Decribe the databases, sources, and persons responsible for conducting the verification of correction reported in the previous State Performance Plan Annual Performance Report (SPP/APR). |
| If the state reported less than 100% compliance for the previous reporting period (e.g., for the FFY 2016 SPP/APR, the data for FFY 2015), and the state did not identify any findings of noncompliance, provide an explanation of why the state did not identify any findings of noncompliance. |
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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:[[2]](#footnote-3) 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 future 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. **Clarification:** OSEP generally sends clarification requests to states about 60 days post-submission. [↑](#footnote-ref-3)