



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services

First Steps

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January 9, 2024

Clare Mann
Cluster B-1st Kids
700 E. Beardsley Street
Elkhart, IN 46514

Dear Clare,

The Bureau of Child Development Services (BCDS) and the Quality Review (QR) Team would like to share the data from the monitoring of July 2022 data that occurred in the fall of 2023. As a reminder, any finding must be corrected within one year. This letter serves as the performance on compliance indicators as well as a finding if noncompliance was not met during our visit. These data will be shared in the State Performance Plan/ Annual Performance Report (SPP/APR) submitted to the Office of Special Education Programs (OSEP) in February 2024.

Summary Chart:

Compliance Indicators	Target	Cluster	Correction of Noncompliance	Subsequent Data
Timely Start (30 day Initial and Annual)	100%	71.59% (63/88)	No	No
Timely IFSPs (45-Day)	100%	92.3% (60/65)	Yes	100% (10/10)
Transition Steps and Services	100%	100% (56/56)	n/a	n/a
Notification to LEA of Potential Toddlers	100%	96.4% (54/56)	Yes	100% (10/10)
Timely Transition Meeting	100%	94.6% (53/56)	Yes	100% (10/10)
Annual IFSP Written Prior to Expiration	100%	100% (23/23)	n/a	n/a
10-Day Written Prior Notice Initial, Annual and Transition	100%	99.3% (143/144)	Yes	100% (30/30)

Federal Compliance Indicators:

Below is the breakdown of how the cluster performed in each indicator. For correction of noncompliance to be verified, the QR team reviewed: (1) each child-specific instance of noncompliance, to ensure the required actions were completed although late or the child was no



longer in the jurisdiction of the early intervention program; and (2) subsequent data demonstrating the program correctly implemented the requirements(s) where the program had previous noncompliance. Data may be from subsequent desk reviews, onsite-monitoring, or a database review.

#1 – Timely Service Delivery

The target for this indicator is 100%. For FFY 2022, BCDS found the cluster in **noncompliance** for this indicator. The requirement as referenced in **34CFR303.344(f)(1)** – Content of an IFSP- “The projected dates for initiation of the services in paragraph (d)(1) of this section as soon as possible after the IFSP meetings described in 303.342 . . .”

The cluster’s performance was at 71.59% due to 25 children not receiving their services within a timely manner (30 days), therefore this finding of noncompliance must be corrected within one year according to federal requirements. BCDS has already verified that the 25 children received services albeit late. In 60 days, we will run subsequent data to determine if you are in compliance with this indicator. **A finding is issued for this indicator.**

#7 – 45 days from Referral to IFSP

The target for this indicator is 100%. For FFY2022, BCDS found the cluster in **noncompliance** for this indicator. The requirement as referenced in **34CFR30.310(a)** - the initial IFSP meeting under §303.342 must be completed within 45 days from the date the lead agency or EIS provider receives the referral of the child.

The cluster’s performance was at 92.3% due to 5 children not having an initial IFSP within the 45-day timeline, therefore this finding of noncompliance must be corrected within one year according to federal requirements. BCDS has already verified that the 5 children did receive an initial IFSP albeit late. **A finding is issued for this indicator** based on the initial data pull, however the data reviewed for Quarter 4 during the subsequent data review found the cluster to be in compliance. **The finding is now closed.**

#8A – Transition Steps and Services

The target for this indicator is 100%. For FFY 2022, BCDS found the cluster **met compliance** for this indicator. The requirement as referenced in **34 CFR 303.344(h)(i)(ii)(iii)(2)(i)(ii)** - (h)Transition from Part C services. (1) The IFSP must include the steps and services to be taken to support the smooth transition of the child, in accordance with §§303.209 and 303.211(b)(6), from Part C services to-(i)Preschool services under Part B of the Act, to the extent that those services are appropriate; (ii)Part C services under §303.211; or (iii)Other appropriate services...”

#8B – Notification to the LEA of potential toddler

The target for this indicator is 100% For FFY 2022, BCDS found the cluster in **noncompliance** for this indicator. The requirement as referenced in **34 CFR 303.344(h)(iii)(e)**- “Confirmation that child find information about the child has been transmitted to the LEA or other relevant agency, in accordance with §303.209(b)(and any policy adopted by the State under §303.401(e)) and, with parental consent if required under §303.414, transmission of additional information needed by the LEA to ensure continuity of services from the Part C program to the

Part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP...”

The cluster’s performance was at 96.4% due to 2 children not having documentation of 30-month notice to LEA in their file, therefore this finding of noncompliance must be corrected within one year according to federal requirements. BCDS has already verified that the 2 children did get referred to the LEA as the child went to the local school for Part B services on their third birthday. **A finding is issued for this indicator** based on the initial data pull, however the data reviewed for Quarter 3 during the subsequent data review found the cluster to be in compliance. **The finding is now closed.**

#8C – Timely Transition Meeting

The target is 100% for this indicator. For FFY 2022, BCDS found the cluster in **noncompliance** for this indicator. The requirement as referenced in **34 CFR 303.209(c)(1)**- “If a toddler with a disability may be eligible for preschool services under Part B of the Act, the lead agency, with the approval of the family of the toddler, convenes a conference, among the lead agency, the family, and the LEA not fewer than 90 days--and, at the discretion of all parties, not more than 9 months--before the toddler’s third birthday to discuss any services the toddler may receive under Part B of the Act...”

The cluster’s performance was at 94.6% due to 3 children not receiving a timely transition meeting, therefore this finding of noncompliance must be corrected within one year according to federal requirements. BCDS has verified that the 3 children received a transition meeting outside of the federal timeline. **A finding is issued for this indicator** based on the initial data pull, however the data reviewed for Quarter 3 during the subsequent data review found the cluster to be in compliance. **The finding is now closed.**

State Compliance Indicators:

#15 – Annual IFSP Written Prior to Expiration

The target for this indicator is 100%. For FFY 2022, BCDS found the cluster **met compliance** for this indicator. The requirement as referenced in 34 CFR 303.342(c)- “Annual meeting to evaluate the IFSP. A meeting must be conducted on at least an annual basis to evaluate and revise, as appropriate, the IFSP for a child and the child’s family. The results of any current evaluations and other information available from the assessments of the child and family conducted under §303.321 must be used in determining the early intervention services that are needed and will be provided.”

#17 – 10 –Day Written Prior Notice

The target for this indicator is 100%. For FFY 2022, BCDS found the cluster in **noncompliance** for this indicator. The requirement as referenced in **34 CFR 303.421(a)**- “Prior written notice must be provided to parents a reasonable time before the lead agency or an EIS provider proposes, or refuses, to initiate or change the identification, evaluation, or placement of their infant or toddler, or the provision of early intervention services to the infant or toddler with a disability and that infant’s or toddler’s family.”

The cluster's performance was at 99.3% due to 1 family not receiving a 10-day prior written notice, therefore this finding of noncompliance must be corrected within one year according to federal requirements. BCDS has verified that the 1 family received notice of their meeting. **A finding is issued for this indicator** based on the initial data pull, however the data reviewed for Quarter 2 during the subsequent data review found the cluster to be in compliance. **The finding is now closed.**

Federal Results Indicators:

#3 – Child Outcomes (July 2022)

Outcome:	Cluster Data	State Average	State Target
Social SS1	61.40%	54.68%	52%
Social SS2	56.72%	56.78%	53%
Acquisition of Knowledge SS1	52.94%	42.26%	52%
Acquisition of Knowledge SS2	70.15%	72.85%	68.5%
Adaptive SS1	57.14%	50.55%	52%
Adaptive SS2	63.24%	64.98%	58.5%

#4 – Family Outcomes (July 2022)

Outcome:	Cluster Data	State Average	State Target
Know their rights	98.92%	98.61%	94%
Communicate child's needs	97.75%	98.26%	94.5%
Help child develop/learn	97.30%	97.47%	93%

We are committed to supporting the cluster's efforts to improve outcomes for infants and toddlers with disabilities and their families, and we look forward to working with you over the next year. Please contact me or Quality Review Leader with any questions that you may have.

Sincerely,



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 Indiana First Steps Director of Quality Assurance
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 Division of Disability and Rehabilitative Services
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cc: Brigette Fairchild-Leazenby
 Janet Ballard
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