



Eric Holcomb, Governor  
State of Indiana

*Division of Disability and Rehabilitative Services*

*First Steps*

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January 9, 2024

Clare Mann  
Cluster D-1<sup>st</sup> Kids  
620 Morland Drive  
Lafayette, IN 47905

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%	79.75% (63/79)	No	No
Timely IFSPs (45-Day)	100%	94.4% (51/54)	Yes	100% (5/5)
Transition Steps and Services	100%	98% (49/50)	Yes	100% (5/5)
Notification to LEA of Potential Toddlers	100%	96% (48/50)	Yes	100% (5/5)
Timely Transition Meeting	100%	88% (44/50)	Yes	100% (5/5)
Annual IFSP Written Prior to Expiration	100%	96% (24/25)	Yes	100% (5/5)
10-Day Written Prior Notice Initial, Annual and Transition	100%	96.1% (124/129)	Yes	100% (15/15)

**Federal Compliance Measures:**

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 79.75% due to 16 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 16 children received services albeit late. In 60 days, we will run subsequent data to determine if the cluster is 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 94.4% due to 3 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 3 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 2 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 your 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...”

The cluster’s performance was at 98% due to 1 child not having transition steps and services listed on the IFSP, therefore this finding of noncompliance must be corrected within one year according to federal requirements. BCDS has already verified that the 1 child did receive timely steps and services albeit not documented on the IFSP. **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.**

#### **#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% 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 88% due to 6 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 6 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 in **noncompliance** 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.”

The cluster’s performance was at 96% due to 1 child not having an annual IFSP written prior to expiration, therefore this finding of noncompliance must be corrected within one year according to federal requirements. BCDS has already verified that the 1 child did receive an annual IFSP albeit late. **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.**

#### **#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 96.1% due to 5 families 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 5 families 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)**

<b>Outcome:</b>	<b>Cluster Data</b>	<b>State Average</b>	<b>State Target</b>
Social SS1	61.40%	54.68%	52%
Social SS2	60.61%	56.78%	53%
Acquisition of Knowledge SS1	48.0%	42.26%	52%
Acquisition of Knowledge SS2	77.61%	72.85%	68.5%
Adaptive SS1	67.44%	50.55%	52%
Adaptive SS2	70.15%	64.98%	58.5%

**#4 – Family Outcomes (July 2022)**

<b>Outcome:</b>	<b>Cluster Data</b>	<b>State Average</b>	<b>State Target</b>
Know their rights	99.57%	98.61%	94%
Communicate child's needs	98.94%	98.26%	94.5%
Help child develop/learn	98.55%	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 the Quality Review Leader with any questions that you may have.

Sincerely,

*Maggie McCall*

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