

***Early On*<sup>®</sup> Michigan**  
**Self Assessment Manual**  
**March 2008**

**Introduction**

The Michigan Department of Education (MDE) has developed this manual to assist local service areas in completing their application. The application is required annually from local service areas in order to receive their allocation. The application consists of: (1) Assurances; (2) the Budget; (3) Consent of Collaboration; (4) Local Interagency Coordinating Council Membership; (5) Service Area Plan; and (6) Self Assessment. Please note that all components of the application are due by July 1, 2008.

Information entered into Michigan Electronic Grants System (MEGS) this year will be under the blue year heading.

**Assurances**

Assurances are found under "Other Important Information About the *Early On* Michigan Application." They are found in I-5. Assurances must be signed and dated by the *Early On* coordinator and his or her supervisor. Assurances and the Consent of Collaboration (to be discussed later) must be submitted to MDE through fax or mail by July 1, 2008.

Michigan Department of Education  
Attn: Jessica Brady  
608 West Allegan, 4<sup>th</sup> Floor  
P.O. Box 30008  
Lansing, MI 48909  
Fax: 517-335-0592

**Budget**

The Budget is found under the tab labeled Budget Pages. Please refer to the 2008 Allowable Cost Guide Document. This document can be found at: <http://eotta.cresa.org/PDF/AllowableCostsGuide2008.pdf>.

**Local Interagency Coordinating Council (LICC) Membership**

The LICC Membership is found under Program Information. Please list the name, title, if a parent, the age of the child, agency, address, telephone number, fax (if appropriate), and email (if appropriate). If this person is replacing someone on the LICC, please specify who this person is replacing, and whether or not this person

helped to complete the application. Please keep in mind, your LICC membership should include at least 20 percent parents of children, birth-12, who participated or are participating in *Early On*. The LICC membership must also include a representative from the Departments of Human Services, Public Health, Mental Health and Education. The agency representatives should be able to speak on policies, procedures and resources for their prospective agencies.

### **Service Area Plan**

The Service Area Plan is found under Program Information. Please review each section of your previous Service Area Plan in MEGS. For each section, please indicate in the drop down box whether there is a change to the section or whether that section stays the same. Make sure that any changes made to the section of the Service Area Plan are easily identified.

### **Consent of Collaboration**

The Consent of Collaboration is found under Program Information. The Consent of Collaboration must be signed and dated by the chairperson of the LICC, a parent member of the LICC, the chairperson of the Community Collaborative, and the *Early On* coordinator. Please be sure that your LICC membership list and your Consent of Collaboration matches. The Consent of Collaboration must be submitted to MDE through fax or mail by July 1, 2008.

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### **Self Assessment**

The information requested in the self assessment is a direct result of questions the federal Office of Special Education Programs (OSEP) is requiring for all states. Michigan is required to focus on different and more detailed data than in the past. The format of the self assessment is linked closely to the Annual Performance Report. The self assessment will be completed by Cohorts 2 and 3. Cohort 1 will enter their information through the Service Provider Self Review (SPSR).

It is suggested that you **read the entire self assessment document** before attempting to complete. Several questions have some relationship with other questions and may require looking up information that if done once, would be more efficient for you. Keep a list of files reviewed in completion of this document on file, as this list may be required during *Early On* monitoring.

This self-assessment should be viewed as Performance Measurement, Improvement, and Reporting (PMIR). All portions of this self assessment need to

be completed. If any portion is missing, it will be sent back in order to ensure that all self assessments are complete.

Information entered into MEGS this year will be under the blue year heading.

## General Instructions

### Target

Indicator 1 - timely services, Indicator 7 - 45-day timeline, and Indicator 8 - transition are all compliance indicators. Targets are 100 percent per federal requirements.

## Selecting a Sample

Ten percent of your files should be reviewed. However, you may not review less than 10 files. Please be sure that one-half of the files you review have a child who has entered *Early On* since 12/1/07. The other one-half of the files you review must have a child who is either in the transition process or has recently transitioned out of *Early On*. You will use the transition files to answer questions nine through 13. The other files should be used to answer the remaining file review questions.

## Initial Individualized Family Service Plan (IFSP)

## Questions 1-8

***Indicator 1: The percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.***

***Indicator 7: Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.***

**Hint: Save often**

**Question 1:** Based on the snapshot count from the EETRK "Summary Profile for December 1, 2007 Collection Date," how many Part C children in your local service area were counted?

This data will be found on your EETRK "Summary Profile for December 1 Collection Date" report. This information can be found under the heading Snapshot and children counted on 12/1. Enter your figure. This is your actual count number. Press enter. After filling in this box, another box will automatically fill in the number of files you will be required to review in order to complete this self assessment.

**Question 1A:** Total number of files to be reviewed.

This number is the number of files that you must review for both sections (Initial IFSP and Transition) of the self assessment. One-half of the files will be for the first section, Initial IFSP, and one-half will be reviewed for the second section, Transition.

**Question 1B:** Minimum number of files to be reviewed for Initial IFSP.

You must review at least the minimum number of files indicated in Question 1B for the section titled Initial IFSP.

**Question 2:** How many files, with entry dates of 12/1/07 or later, were reviewed for timely services and 45-day timeline?

Put in the actual number of files the service area will be reviewing for timely services and 45-day timeline questions. You must review the minimum number of files as indicated in Question 1B.

**Question 3:** Of the reviewed files with entry dates of 12/1/07 or later, how many showed that all services had been initiated within 30 days of parental consent?

Indicate from the reviewed files the number of files that showed that all services on a child's IFSP were initiated within 30 calendar days of parental consent. Parental consent usually occurs when the parent signs the IFSP. From that signature, the service area has 30 calendar days to initiate all services.

**Question 4:** Of the \_\_\_\_ children who did not receive all listed services within 30 days of parental consent, how many records contained documentation of exceptional family circumstances?

For those files that showed that all services listed on the IFSP were not initiated within 30 days of parental consent, indicate how many were delayed because of an exceptional family circumstance. An exceptional family circumstance is a reason why a timeline was not adhered to because of the family or a natural disaster. If the delay was because of the service area, it is not an acceptable exceptional family circumstance.

Note: When calculating the percent in compliance, add answer to Question 3 and 4 divided by the total number of files reviewed.

**Question 5:** How many children had their evaluation completed within 45-days?

**Evaluation** is a comprehensive procedure used by appropriate qualified personnel to verify the presence of a disability or delay, to describe the nature and extent of the disability or delay, and to determine a child's initial and continuing eligibility in the five domains of development: physical development including vision and hearing as well as fine and gross motor development, communication development,

cognitive development, social/emotional development and adaptive/self help. Service areas must evaluate all domains in order for them to count that file in Question 5.

**Question 6:** How many children had an initial IFSP meeting within 45-days?

**Initial IFSP Meeting** is defined as a discussion between the service coordinator; the parent(s) of the child; other family members, as requested; an advocate or person(s) outside of the family, if the parent(s) requests that the person(s) participate; a person(s) directly involved in conducting the evaluations and assessments; and, as appropriate, person(s) who will be providing services to the child or the family. If a person(s) directly involved in conducting evaluations and assessments and/or person(s) who will be providing services to the child or family are unable to attend the initial IFSP meeting, arrangements must be made for the person's involvement through other means, including participating in a telephone conference call, having a knowledgeable authorized representative attend the meeting or making pertinent records available at the meeting.

The meeting shall address: (1) child's present level of physical development (including vision, hearing, and health status), cognitive development, communication development, social and emotional development, and adaptive development; (2) family's resources, priorities and concerns related to their child's development; (3) major outcomes expected to be achieved for the child and family that can be identified at the initial IFSP meeting; (4) early intervention services and supports that can be identified at the initial IFSP meeting necessary to meet the unique needs of the child and family in achieving the identified expected outcomes along with the service dates and duration; (5) other services the child may be receiving, as appropriate; (6) service coordinator's name; and (7) a plan for the child's transition from Part C services to other programs.

**Question 7:** How many children had an evaluation and an initial IFSP meeting within 45 days of referral?

A child must have had both an evaluation, as defined in the description for Question 5 and an initial IFSP meeting, as defined in Question 6. Please note how many files indicated that an evaluation and an initial IFSP meeting were completed within 45 days of referral.

**Question 8:** Of the \_\_\_\_ children who did not receive an evaluation and an initial IFSP meeting within 45 days of referral, how many of the records have documentation of exceptional family circumstances?

For those files that indicate that an evaluation and an initial IFSP meeting were not conducted within 45 days of a child's referral, indicate how many were delayed because of an exceptional family circumstance. An exceptional family circumstance is a reason why a timeline was not adhered to because of the family or a natural disaster. If the delay was because of the service area, it is not an acceptable exceptional family circumstance.

Note: When calculating the percent in compliance, add answer to Question 7 and 8 divided by the total number of files reviewed for this section.

## Transition

## Questions 9-13

***Indicator 8: Percent of all children exiting Part C who received timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday including:***

- A. IFSPs with transition steps and services;***
- B. Notification to local educational agency (LEA), if child is potentially eligible for Part B, and***
- C. Transition conference, if child is potentially eligible for Part B.***

**Hint: Save often**

**Question 9:** How many files were actually reviewed for transition information?

You must review at least one-half of the files indicated in Question 1A. Make sure that the files chosen for transition are children that should be in the transition process.

**Question 10:** Of the files reviewed for transition, in question 9, how many included a written transition plan, including steps and services?

Record the number of files that include a transition plan, with steps and services.

**Question 11:** How many children, from the transition files reviewed, are eligible or potentially eligible for Special Education Part B?

From the files reviewed for transition, how many indicated that the child is eligible or potentially eligible for Special Education Part B, Section 619.

**Question 12:** Of the children who are eligible or potentially eligible for Special Education Part B, for how many was a transition conference held at least 90 days (prior to 33 months of age) prior to the child's third birthday?

Indicate how many files, of those children who are eligible or potentially eligible for Special Education Part B, Section 619 had their transition conference at least 90 days before the child's third birthday.

**Question 13:** Of the \_\_\_ children who were eligible or potentially eligible for Special Education Part B and did not have a transition conference held within 90 days (prior to 33 months of age) of the child's third birthday, how many of the records have documentation of exceptional family circumstances?

For those files that indicate that a transition conference was not held for a child that was eligible or potentially eligible for Special Education Part B, within 90 days of the child's third birthday, indicate how many were delayed because of an exceptional family circumstance. An exceptional family circumstance is a reason why a timeline was not adhered to because of the family or a natural disaster. If the delay was because of the service area, it is not an acceptable exceptional family circumstance.

Note: When calculating the percent in compliance, add answer to Question 12 and 13 divided by the total number of files reviewed for this section.