

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, contractors are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will decrease the need for site-based file reviews to gather data to address SPP requirements and to make

and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan’s system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Early Intervention Services in Natural Environments

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

Measurement: Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	Target 100%

Actual Target Data for FFY 2006:

Michigan has defined timely services as the provision of services within 30 calendar days from when a parent/guardian consents to the provision of early intervention services. During FFY 2006, **47.8%** of infants and toddlers with IFSPs had all the early intervention services on their IFSPs initiated within 30 calendar days of parent consent to the services.

APR Template – Part C (4)

Michigan
State

Number of records reviewed from Cohort 3: 249 (includes 12 records with exceptional family circumstances)

Number of children who had all early intervention services delivered within 30 days: 107

Number of children with exceptional family circumstances: 12

$107 + 12 = 119$ divided by $249 = .478 \times 100 = 47.8\%$

Data source: Record Review of Cohort 3 service areas

During FFY 2006, Michigan was in the process of updating the Michigan Part C data system to include the collection of data regarding the timeliness of services; details of Michigan's progress with the upgrades are provided in the discussion of the planned improvement activities in this indicator. In order to collect this, and other data, an on-site record review of one-third of the 57 local service areas was conducted. In the FFY 2004 SPP, Michigan submitted a sampling plan to be used for the pilot study for early childhood outcomes. This plan divided the 57 service areas into three representative cohorts. OSEP approved this plan. Michigan has continued to use the cohorts as a device for sampling throughout the general supervision system.

For this data collection activity, each of the 19 service areas in the selected cohort was instructed to submit a list of all children being served to the Michigan Department of Education. A representative sample of 10%, or no less than 10 children for small service areas, was generated based on gender, ethnicity, eligibility (Part C or Part C and Michigan Special Education), and age. The data from the record review of the files from that sample was analyzed to compute the target data for FFY 2006.

For additional details of the record review process, please see Appendix A.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

Michigan Part C FFY 2005 SPP/APR Response, regarding clarification of FFY 2005 data:

In the FFY 2005 APR, Michigan included data from two data sources: record review and local self-assessment. As required in the Michigan Part C FFY 2005 SPP/APR Response Table, Michigan is clarifying that the record review data from the compliance monitoring of 12 service areas (19%) is the designated target data for FFY 2005. Those 12 service areas were selected to receive on-site record review in FFY 2005 as a wrap-up of Michigan's previous cyclical monitoring system, *Early On System Review* (EOSR). The selected service areas had previously performed poorly in EOSR and were revisited to check for improvement. The on-site collection ensures that the sample reviewed at each service area is representative of that service area, although not necessarily representative of the state. Additionally, Michigan can verify that the on-site record reviews were completed using the *Early On Comprehensive Monitoring Standards*. The data collected through self-assessment was from all 57 service areas but there is no assurance that the sample from each is representative of the service area. Therefore, Michigan contends that the record review data from the 12 sites are more accurate even though they are not necessarily representative of the whole state.

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2004:

Michigan was unable to report the correction of findings of noncompliance for FFY 2004 because the necessary data had not been collected in the correct timeframes through the previous monitoring system, *Early On System Review*. However, Michigan's understanding of OSEP's expectations for the state's general supervision system has resulted in the development of the Continuous Improvement and Monitoring System allowing for better collection and reporting of the necessary data for the identification and correction of findings of noncompliance beginning in FFY 2005. Michigan has continued to examine compliance data from all 57 service areas through multiple means including self assessments, on-site record reviews, data verification and the Michigan Part C data system. Those data have been used to make determinations and findings of noncompliance, to require improvement planning and additional reporting, and to select areas for focused monitoring.

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2005:

Findings of noncompliance from FFY 2005 and the correction rate of those findings are reported in Indicator 9 of the FFY 2006 APR; details regarding findings of noncompliance with timely services are provided here.

Of 19 service areas monitored for compliance with the timely provision of services in FFY 2005, nine were found to be out of compliance. None of these sites were able to provide documentation of compliance within one year. One reason for the continuing non-compliance is the timing of the collection of data compared to the guidance from the state to the field. Guidance on timely services and exceptional family circumstances and documentation of both was provided beginning in fall 2006. Record review for correction of non-compliance with this indicator occurred in the summer of 2007 on children who first entered *Early On* since December 2006. This did not allow time for service areas to consider the guidance from the state, make decisions on their policies and practices around this issue, and to implement any necessary changes, including more complete documentation of services.

Michigan continues to require correction of all noncompliance. Ongoing data collection through multiple methods now allows for closer tracking of data. Of the nine service areas that did not reach compliance within one year, one had made substantial improvements toward compliance, one received focused monitoring, and seven were required to complete improvement plans and submit quarterly reports. If these interventions do not lead to compliance, further, more intense, action will be initiated including the implementation of Michigan's Guidelines for Progressive Interventions and Sanctions.

Progress/Slippage

Although Michigan did not meet the target of 100% compliance with this indicator, significant improvement from FFY 2005 was made from 19% to 47.8%. Through record review, details on exceptional family circumstances were recorded and included in the FFY 2006 calculation. Of the 142 children who did not receive the services on their IFSP in a timely manner, 12 had exceptional family circumstances documented in the file. They included requests from parents to wait on services, hospitalization of children, and difficulty with scheduling (parents not home).

The collection of exceptional family circumstances and the inclusion of those data in the calculation can only partially explain the improvement on this indicator. Another reason for the positive change can be attributed to the representativeness of the FFY 2006 data collection versus the FFY 2005 data that were collected from 12 poorly performing service areas.

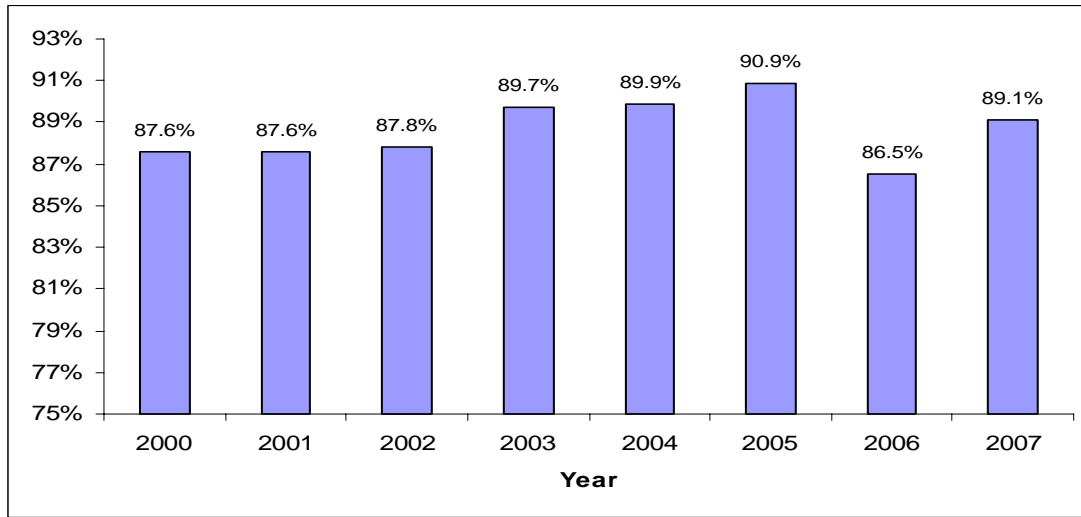
Related Data

Information from additional data sources was included in this report to provide a more complete view of this issue in Michigan. Further analysis of these related data provides supplementary information on steps the state may take to increase compliance with the provision of timely services.

Family Survey

The annual Family Survey that is sent to all Part C families includes multiple items regarding the timeliness of services. One of those items, 'The services on my IFSP have been provided in a timely manner,' provides a general view of the provision of services as reported by parents. The following chart shows that for the last eight years the results have remained relatively invariable ranging from 86.5% of parents strongly or somewhat agreeing to this statement in 2006 to 90.9% in 2005.

Percent families reporting timely services



The Family Survey also asks more specific questions about the timeliness of the receipt of services. These questions were added to the survey in response to this SPP indicator in FFY 2005. They illustrate that, by parent report, more than 80% of services are provided within 30 days of the first IFSP meeting.

Survey Question	FFY 2005	FFY 2006
I received at least one service within 14 days of my family's first IFSP meeting.	76.5%	80.4%
I received all the services listed on the IFSP within 30 days of the first IFSP meeting.	79.9%	81.7%

For further details on the family survey process, please see Indicator #4.

Improvement Plans

Based on a review of FFY 2005 data from all 57 service areas, service areas were notified of their determination status in June 2007. Each of the 36 service areas receiving a determination of Needs Assistance was required to contact Michigan's CSPD contractor for guidance and submit an improvement plan to MDE for each indicator where they were found substantially noncompliant or where they did not meet the state target. Fifteen of the 36 service areas were low-performing with the provision of timely services. Review of the improvement plans from those 15 reveals that 12 of the 15 service areas felt that improvement in their data collection systems would positively impact their compliance with this indicator, i.e., better documentation of services delivered would demonstrate that services are initiated within 30 days of parental consent. A majority of service areas also planned to utilize activities categorized as 'supervision' (11/15) and 'professional development' (10/15). Supervision activities are closely linked to the provision of services in a timely manner because of the utilization of Michigan Special Education resources to provide many Part C services. Local *Early On* Coordinators are working to garner support from special education supervisors to ensure special education services begin within the Part C timeframe.

Focused Monitoring

Six service areas received a determination of Needs Intervention. Four of those service areas were selected as focused monitoring sites for FFY 2007. Three of the four were out of compliance on timely services. Preliminary data from the focused monitoring visits completed during fall 2007 show that in two of the three service areas, while services are scheduled to begin within 30 days of parent consent, there was no documentation to confirm when those services were initiated. In the third service area, documentation of services was also a concern, but file reviews additionally indicated confusion as to what constitutes a service.

APR Template – Part C (4)

Michigan
State

Analysis

Analysis of all available data related to the provision of services in a timely manner indicates that families report that services are primarily provided within 30 days of parent consent. Additionally, the file reviews of focused monitoring sites and the improvement plans of low-performing service areas indicate that the principal issue around this indicator is the lack of documentation within the files.

When viewed together, this leads to the conclusion that many children are receiving services within 30 days of parent consent, but service areas continue to struggle to document the provision of those services and any existing exceptional family circumstances. Several of the planned improvement activities implemented in FFY 2006 began to impact these data. Additional activities have been planned based on this analysis of the available data and follow the update on previously planned activities.

Improvement Activities:

The following activities were included in the FFY 2005 APR and in the SPP that was updated in February 2006. An update on the progress of each activity is included.

Improvement Activities	Timelines	Resources
Activity: The Michigan Part C data system will be upgraded to ensure timely and accurate collection of utilization, outcome, and cost data for <i>Early On</i> .	2006 - 2008	Part C Administrative Structure Michigan Part C data system contractor
<p>Discussion: The Michigan Part C data system upgrades moved forward during the reporting period and continue at the time of this report; as of December 2007 half of the 57 service areas have moved over to the upgraded system. Additional service areas will be switched to the upgraded system beginning in spring 2008 with all service areas planned to be on the new system for the December 1, 2008 618 count. Updates to the Michigan Part C data system will be made to include actual start date of each new service listed on the initial and subsequent IFSPs. In addition, the system will also collect data related to exceptional family circumstances. This will allow Michigan to notify service areas of findings in a more timely manner, report data from all 57 service areas for this indicator in the FFY 2008 APR, better analyze reasons for non-compliance, and provide additional data about the local service areas.</p> <p>For the FFY 2007 APR, to be submitted in February 2009, data for this indicator will be collected through the Service Provider Self Review (SPSR). One cohort of 19 service areas will complete and submit the SPSR, including child record review results, in spring 2008.</p> <p>The process of upgrading the Michigan Part C data system has been time and resource consuming at the state and local level. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting.</p>		
Activity: Develop policies and procedures regarding the state's definition around the 30 day definition of timely services.	Completed	MDE
<p>Discussion: Prior to FFY 2006, the term 'timely services' had not been defined for Part C in Michigan. Therefore, service areas were not necessarily initiating services within 30 days of receiving parental consent or documenting service initiation that did occur within 30 days. A draft Timely Services Reference Bulletin was distributed in December 2006 explaining the new requirements, see Appendix B. After the reporting period, but before the time of this report, the policy change went out for formal public comment in October 2007. The public comment period was delayed due to the need to align Michigan's Part B and Part C public comment periods in an effort to streamline the process and alleviate unnecessary expenses. Comments received will be carefully reviewed and, if necessary, additional edits will be made before the policy is sent to OSEP for approval. The final policy will be enacted in summer 2008.</p> <p>The Timely Services Reference Bulletin also includes information regarding exceptional family circumstances. Personnel have been informed that an exceptional family circumstance must be family driven and documented in the child's record. With proper documentation and data entry, reviewers will be able to verify whether the delay in initiation of services was family driven and thus, justifiable.</p>		
Activity: Provide trainings to the field around exceptional circumstances, timely services and correct documentation for both.	Throughout 2007 Ongoing	CSPD contractor

APR Template – Part C (4)

Michigan
State

Discussion: The CSPD contractor continues to provide guidance to the field around the provision and documentation of timely services and exceptional family circumstances. The new tiered system of CSPD will be implemented in 2007 with service areas receiving determinations of Needs Assistance being targeted by the CSPD contractor and service areas receiving determinations of Needs Intervention targeted by MDE consultants.		
Activity: Develop request for proposals for training and technical assistance and child find, and public awareness contracts.	Completed	Interagency staff
Activity: Award training and technical assistance and child find and public awareness contracts.	Completed	MDE
Discussion: The Requests for Proposal for training and technical assistance and child find and public awareness were developed and awarded during this reporting period. The revised systems began October 1, 2007. The previous CSPD contractor was again awarded both the training and technical assistance and the child find and public awareness contracts with changes made based on <i>Early On</i> Redesign, funding decreases, the SPP, and system needs.		
Activity: Recommendations from the <i>Early On</i> Redesign will be incorporated into the SPP.	Completed	<i>Early On</i> Redesign staff Local Service Areas CSPD contractor
Discussion: Improvement activities identified through the Redesign process have been incorporated throughout the SPP and APR.		
Activity: Analyze data measuring this indicator and develop additional improvement activities.	Ongoing with annual review through 2010	Interagency staff Part C contractors MICC Stakeholders
Discussion: As evidenced in the APR, analysis of data from multiple sources related to the SPP indicators helped Michigan identify issues within the field that need additional guidance or dialogue and to plan opportunities related to the indicators and Michigan's system of general supervision in order to correct noncompliance.		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

The following activities, along with timelines and resources, have been developed to positively impact Michigan's compliance with the timely services indicator. They have also been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Improvement Activities	Timelines	Resources
Activity: Update and redistribute the Reference Bulletin regarding the definition of 'central file' and what documents are required to be a part of that file.	Fall 2008	MDE staff CSPD contractor Michigan Part C data system contractor
Justification: The analysis of available data demonstrates the need for clarification to the field on exactly what is required to be included in each child's central file. The requirement to keep documentation of services provided and any exceptional family circumstances in the central file will positively impact compliance with this indicator.		
Activity: Refine and clearly define the Part C general supervision system.	Summer 2008	MDE staff (ECE&FS and OSE/EIS) CIMS contractor NCRRC DAC
Justification: As described in the Overview of the APR, Michigan is working with national TTA experts to streamline its system of general supervision to more promptly and efficiently identify and correct findings of noncompliance.		
Activity: Require each of the 57 local service areas to utilize the Michigan State Prototype IFSP, IFSP/IEP, Transition, Consent to Evaluate, and Authorization to Share forms or submit the locally-developed form(s) for state approval.	Summer 2008	MDE staff Interagency staff CSPD contractor Michigan Part C data system contractor

APR Template – Part C (4)

Michigan
State

<p>Justification: Requiring service areas to use state prototype or approved forms will ensure that the required fields are available on every form, making it more likely that all necessary information will be available, and will ease the transition for families moving within the state.</p>		
<p>Activity: Increase communication with ISD Special Education Directors through monthly conference calls, a planned stakeholder group, and attendance at their quarterly meetings.</p>	<p>Ongoing</p>	<p>MDE staff (ECE&FS and OSE/EIS) CIMS contractor</p>
<p>Justification: Most local <i>Early On</i> coordinators are supervised by the ISD Special Education Director. Additionally, Michigan Special Education, birth to three years, is the largest provider of services to children enrolled in Part C. Therefore it is vitally important that the ISD Special Education Directors understand the Part C requirements and are involved in decision-making as stakeholders. Increased communication with ISD Special Education Directors will both improve their understanding of Part C regulations and policies and increase MDE staff members' understanding of the interrelationship between Part C and Michigan Special Education.</p>		
<p>Activity: Develop guidance on determining which services are <i>Early On</i> services versus which are 'other' services.</p>	<p>Fall 2008</p>	<p>MDE staff Interagency staff NCRRC NECTAC</p>
<p>Justification: In Michigan, services available to children birth to three years whether enrolled in Part C or not, through state or local partners are not considered Part C services when the partners refuse to meet Part C regulations. Because best practice dictates that these services be coordinated through Part C, they are included on the IFSP as 'other' services. Record reviews, focused monitoring visits, and personal discussions have revealed that there are varying interpretations across the state about what is an <i>Early On</i> service versus what is an 'other' service. Clarifying this confusion will help ensure the correct completion of IFSPs and the collection of data on <i>Early On</i> services.</p>		

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Monitoring Priority: Early Intervention Services in Natural Environments

Indicator 2: Percentage of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children.

Measurement: Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children) divided by the (total # of infants and toddlers with IFSPs)] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	Target 88%

Actual Target Data for FFY 2006:

88.1% of infants and toddlers with IFSPs primarily receive early intervention services in the home or programs for typically developing children.

Number of infants and toddlers with IFSPs who primarily receive early intervention services in the home or programs for typically developing children = 7788

Total number of infants and toddlers with IFSPs = 8836

7788 divided by 8836 = 0.881 X 100 = 88.1%

Data source: Michigan Part C Data System, December 2006 collection

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage That Occurred for FFY 2006:

Michigan Part C FFY 2005 SPP/APR Response Table:

As required by OSEP in the Michigan Part C FFY 2005 SPP/APR Response Table, Michigan has collected data related to justifications for services not provided in the natural environment for FFY 2005 and FFY 2006. The data on the percent of children served in natural environments are collected through the Michigan Part C data system. However, that system is currently not sufficient to provide details on justifications for services not provided in the natural environment. Therefore, other methods were used to collect that data as required.

For FFY 2005, data on justifications for services not provided in the natural environment were collected through the self-assessment process and included all 57 service areas. In the records sampled, of 1,517 Part C early intervention services provided, 1,319 (86.95%) were provided in the natural environment. Of the 198 services not provided in the natural environment, 90 (45.45%) had a justification. Twenty of the 57 service areas had more than one service in the self-assessment sample not provided in the natural environment. Of those, only two were in compliance with documenting a justification for services not provided in the natural environment. Formal findings, as defined in OSEP's 2007 document that was shared at the summer 2007 Leadership Conference, were not made on those data and they were also not considered when making determinations. However, each service area's percent compliance with the requirement for a justification was provided to them and they were required to complete improvement activities if not at 100% compliance.

For FFY 2006, data on justifications for services not provided in the natural environment were collected through record review of Cohort 3. For the record review, each of the 19 service areas in the cohort was instructed to submit a list of all children being served to the Michigan Department of Education. A representative sample of 10%, or no less than 10 children for small service areas, was generated based on gender, ethnicity, eligibility (Part C or Part C and Michigan Special Education), and age.

Of the 253 files reviewed by record reviewers, 219 included information on where the services would be provided. Of those 219, 209 (95.4%) of the children were primarily receiving services in the natural environment; of the ten children not receiving services in the natural environment, two (20.0%) records included a justification for why the services were not provided in the natural environment. Therefore, 211 of the 219 records (96.4%) reviewed for natural environments had services provided in the natural environment or had a justification as to why the services were not provided in the natural environment.

Further analysis of the ten records where children were not served in the natural environment shows that of the 19 service areas sampled, 16 were substantially in compliance with the requirement for serving children in the natural environment and accounted for only three of the ten children whose services were not in the natural environment; one of those three had a justification. The other three service areas sampled had seven of the ten children not served in the natural environment and also had only one justification. Michigan will notify all noncompliant service areas of the findings of noncompliance related to documenting a justification for every service not provided in the natural environment. The service areas will be required to contact the CSPD contractor regarding this issue, to immediately correct the records reviewed, and to provide documentation of compliance within one year of notification.

Ongoing noncompliance with §303.344(d)(1)(ii) that IFSPs include a justification when early intervention services will not be provided in the natural environment indicates that additional attention must be given to this issue. Michigan’s Part C system depends heavily on state and locally-funded Michigan Special Education services to children birth to three years old. In some service areas those services are provided in classrooms which do not meet the Part C requirement for natural environments. In those cases, there is no appropriate justification for not serving those children in a natural environment; *Early On* must continue to work with MDE’s Office of Special Education and Early Intervention Services and local Special Education Directors to ensure all Part C services are provided in the natural environment or have a child-driven justification. Activities focused on this issue have been included in this report and added to the SPP.

Progress/Slippage

In FFY 2005, 84.2% of infants and toddlers with IFSPs primarily received early intervention services in the home or programs for typically developing children. The FFY 2006 data show that 88.1% of infants and toddlers received their services in the natural environment, demonstrating that Michigan met its FFY 2006 target of 88% for this indicator and showing overall improvement in this area over the past five years.

	12/1/02	12/1/03	12/1/04	12/1/05	12/1/06
% of infants and toddlers who primarily receive early intervention services in the home or programs for typically developing children.	76.82%	77.46%	84.41%	84.2%	88.1%

Data source: Michigan Part C Data System, December 2006 collection

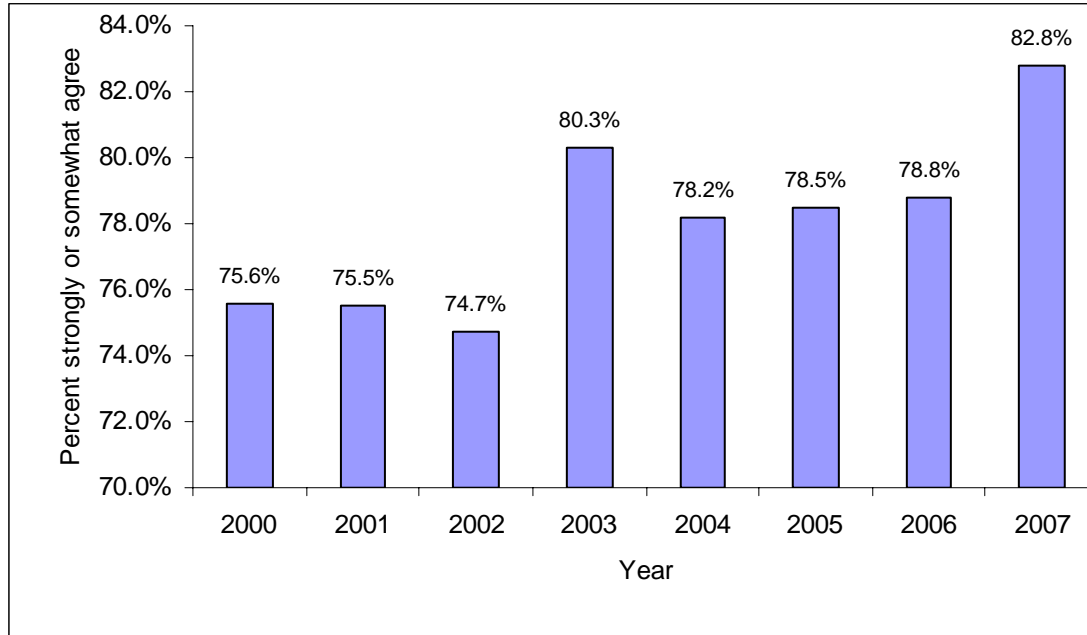
Related Data

Information from additional data sources was included in this report to provide a more complete view of this issue in Michigan. Further analysis of these related data provides supplementary information on steps the state may take to increase the provision of services in the natural environment in Michigan and the justification for services not provided in the natural environment.

Family Survey

The annual Family Survey is sent to all Part C families and includes items regarding the provision of services in the natural environment. For FFY 2006, 82.8% of families responding to the survey reported that they strongly or somewhat agree that that their child received services in the home or wherever he/she spends most of his/her time, demonstrating a significant improvement trend since FFY 1999.

Percent of children receiving services in their home or wherever she/he spends most of her/his time



Source: Family Survey, Wayne State University, Center for Urban Studies

Local Implementation Survey

In gathering data for the SPSR, cohort 1 service coordinators and *Early On* coordinators were surveyed on various topics, including professional development. They were asked if they had received training about natural environments. Of 222 surveys returned, 192 (86.5%) agreed that they had received training about natural environments. The *Early On* coordinators from the 19 service areas in cohort 1 were also surveyed. Of the 17 responses returned, 16 (94%) agreed that their service area provides professional learning opportunities on natural environments. Trainings on natural environments include the need for documenting justification when services are not provided in the natural environment.

Improvement Plans

Based on a review of FFY 2005 data from all 57 service areas, service areas were notified of their determination status in June 2007. Each of the 36 service areas receiving a determination of Needs Assistance was required to contact Michigan’s CSPD contractor for guidance and submit an improvement plan to MDE for each indicator where they were found substantially non-compliant or where they did not meet the state target. Three of the 36 service areas were performing at a level significantly below the state target in providing services in the natural environment. Review of the improvement plans from those three service areas reveals that while they plan to utilize multiple categories of improvement activities, all plan to work on making policy or procedure changes to increase the number of services provided in the natural environments.

Analysis

As evidenced by Michigan’s success in meeting the target for providing services in the natural environment and as supported by the collection of data from multiple sources, Michigan has continued to make progress in this area over time. While not all service coordinators have received training in this area, where local policies and procedures support the provision of services in the natural environment, it is happening. In the service areas not performing at the state target, changing the policies and procedures regarding the provision of services is most likely to result in improvements. Service areas not in compliance with §303.344(d)(1)(ii) need additional training and may need to adjust their IFSP forms to include a space for documenting a justification. Additional activities have been planned based on this analysis of the available data and follow the update on previously planned activities.

APR Template – Part C (4)

Michigan
State

Improvement Activities:

The following activities were included in the FFY 2005 APR and in the SPP that was updated in February 2006. An update on the progress of each activity is included.

Improvement Activity	Timelines	Resources
Continuous Improvement Monitoring System (CIMS).	Completed	CIMS contractor MDE
Discussion: Three local service areas, selected based on low performance on natural environments, went through the focused monitoring process. Each received the focused monitoring report during FFY 2006 and will be re-visited one year from the report, in FFY 2007.		
Activity: The Michigan Part C data system will be upgraded to ensure timely and accurate collection of utilization, outcome, and cost data for <i>Early On</i> .	2006 – 2008	Part C Administrative Structure Michigan Part C data system contractor
Discussion: In addition to general Michigan Part C data system upgrades described under Indicator 1, updates to the data system will allow Michigan to collect natural environment data that is more valid and reliable. Service areas will be required to enter each <i>Early On</i> service, the location and the frequency, intensity, and duration of the service. The data program will then calculate whether the child is being served primarily in the natural environment. Justifications regarding the natural environment will also be collected through the Michigan Part C data system, providing a reminder to service areas and allowing ongoing monitoring of this related requirement.		
Activity: Training and Technical Assistance on the provision of natural environments will be continued by the CSPD contractor to incorporate elements from the <i>Implementation Guide to Natural Environments</i> into their trainings. Its effectiveness will be measured through pre- and post-tests for training participants through the CSPD system. Amendments to the training will be made based on results achieved.	Ongoing	CSPD contractor Michigan Part C data system contractor Interagency staff
Discussion: The CSPD contractor continued to provide training and technical assistance on the provision of services in the natural environment, especially to low performing service areas. Additionally, the contractor developed a training and technical assistance module specifically targeted to this indicator and its related requirements.		
Activity: The data dictionary continues to be revised and training will occur.	Completed Ongoing	Michigan Part C data system contractor Interagency staff
Discussion: The data dictionary is updated on a regular basis. The Michigan Part C data system has been aligned with OSEP 618 requirements and is being upgraded to meet SPP data needs.		
Activity: Training will occur around the common definition of services provided in the natural environment, documentation, and how to report it through data collection.	Completed	CSPD contractor
Discussion: The CSPD contractor continued to provide training and technical assistance on the provision of services in the natural environment, especially to low performing service areas. Additionally, the contractor developed a training and technical assistance module specifically targeted to this indicator and its related requirements.		
Activity: Develop request for proposals for training, technical assistance, child find, and public awareness contracts.	Completed	Interagency staff
Activity: Award training and technical assistance, child find, and public awareness contracts.	Completed	MDE

APR Template – Part C (4)

Michigan
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Discussion: The Requests for Proposal for training and technical assistance and child find and public awareness were developed and awarded during the reporting period. The revised systems began October 1, 2007. The previous CSPD contractor was again awarded both the training and technical assistance and the child find and public awareness contracts with changes made based on <i>Early On</i> Redesign, funding decreases, the SPP, and system needs.		
Activity: Analyze data measuring this indicator and develop additional improvement activities.	Ongoing with annual review through 2010	Interagency staff Part C contractors MICC Stakeholders
Discussion: As evidenced in the APR, analysis of data from multiple sources related to the SPP indicators has led to the development of additional, more targeted, improvement activities.		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

While Michigan met the target for primarily serving children in the natural environment, several new activities have been planned to continue increasing the number of children served in the natural environment and to come into compliance with 34 CFR §303.344(d)(1)(ii), the requirement that services not provided in the natural environment have a written justification.

Improvement Activity	Timelines	Resources
Activity: Require each of the 57 local service areas to utilize the Michigan State Prototype IFSP, IFSP/IEP, Transition, Consent to Evaluate, and Authorization to Share forms or submit the locally developed form(s) for state approval.	Summer 2008	CSPD contractor MDE staff
Justification: Requiring service areas to use state prototype or approved forms will ensure that the required fields are available on every form, making it more likely that all necessary information will be available, and will ease the transition for families moving within the state.		
Activity: Increase communication with ISD Special Education Directors through monthly conference calls, a planned stakeholder group, and attendance at their quarterly meetings.	Fall 2007 – Spring 2008	MDE staff (Office of Early Childhood Education and Family Services and Office of Special Education and Early Intervention Services) ISD Special Education Directors <i>Early On</i> local coordinators
Justification: In many local service areas in Michigan, <i>Early On</i> is supervised by the ISD Special Education Director. Additionally, Michigan Special Education is the most utilized resource for services for children eligible for Part C. Increased communication with ISD Special Education Directors will both improve their understanding of Part C regulations and policies and increase MDE staff members' understanding of the interrelationship between Part C and Michigan Special Education.		
Activity: Require service areas not meeting compliance or performance targets to contact and accept guidance from Michigan's training and technical assistance providers.	Fall 2007	CSPD contractor
Justification: Continuing non-compliance by several service areas on a variety of federal requirements has convinced MDE that service areas may no longer have an option to utilize assistance from the CSPD contractor.		
Activity: The CSPD contractor will review the new training and technical assistance module on natural environments to ensure that all related requirements are included in the training.	Spring 2008	CSPD contractor Grant manager
Justification: This review will ensure that service areas, especially those not in compliance with providing justifications for services not provided in the natural environment, will receive the training they need to come into compliance.		

Part C State Performance Plan (SPP) for 2005-2010

Overview of the State Performance Plan Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, contractors are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will decrease the need for site-based file reviews to gather data to address SPP requirements and to make

and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new Michigan Part C data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan's upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan's system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 3: Percent of infants and toddlers with IFSPs who demonstrate improved:

- A. Positive social-emotional skills (including social relationships);
- B. Acquisition and use of knowledge and skills (including early language/communication);
and
- C. Use of appropriate behaviors to meet their needs.
(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

- A. Positive social-emotional skills (including social relationships):
 - a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
 - c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$

If a + b + c + d + e does not sum to 100%, explain the difference.

B. Acquisition and use of knowledge and skills (including early language/communication and early literacy)

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who maintained functioning at a level comparable to same-aged peers}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$

If a + b + c + d + e does not sum to 100%, explain the difference.

C. Use of appropriate behaviors to meet their needs:

- a. Percent of infants and toddlers who did not improve functioning = $[(\# \text{ of infants and toddlers who did not improve functioning}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = $[(\# \text{ of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = $[(\# \text{ of infants and toddlers who improved functioning to reach a level comparable to same-aged peers}) \text{ divided by } (\# \text{ of infants and toddlers with IFSPs assessed})] \text{ times } 100.$

- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

If a + b + c + d + e does not sum to 100%, explain the difference.

Overview of Issue/Description of System or Process:

The state has made significant progress in developing its outcome measurement system over the past year:

- Two committees were convened to examine assessment/measurement tools. Each committee included stakeholders from across Michigan's Part C system, *Early On*. One committee met as a part of the *Early On* Redesign Eligibility Determination Task Force and recommended tools appropriate for: (1) eligibility determination; (2) needs assessment/IFSP development; and (3) ongoing assessment/child outcomes measurement. A second committee was convened to evaluate potential tools to accurately and appropriately measure children's social-emotional status. The recommendations of both committees were incorporated into a list of tools provided to local service areas.
- A policy and procedures handbook was developed to clarify all aspects of data collection in reporting on child outcomes measurements. The handbook incorporates information about a ratings tool and process, appropriate measurement tools, other data sources, frequency of data collection, the population of children to be included, and timelines for measuring child outcomes. Typical measurement tools used across the state include: Assessment, Evaluation, and Programming System for Infants and Children (AEPS), Battelle Developmental Inventory, Bayley Scales of Infant Development, III, Early Intervention Developmental Profile (EIDP), Early Learning Accomplishment Profile (E-LAP), Hawaii Early Learning Profiles (HELP), The Carolina Curriculum for Infants and Toddlers with Special Needs, Brigance Diagnostic Inventory of Early Development, and Infant and Toddler Developmental Assessment (IDA).
- A child outcomes rating tool, called the Child Outcome Summary Form (COSF), was developed; it is patterned closely on the ECO Center Child Outcomes Summary Form and also defines 'comparable to same age peers' as a child who has been scored a 6 or 7 on the COSF. As the data sources/assessment tools will vary across Michigan's 57 local service areas, this tool is being used to summarize data for each child. It will capture both entry and progress data. Service providers can use the tool to capture data from many sources, including the child's assessment, observations, and parent input. Data collection will typically occur during the child's IFSP development meetings, during the annual review of eligibility and progress, and during the transition process. The data is then entered on the COSF website or a scannable paper form. The method is determined by each individual service area. The COSF aligns closely with the form used by 619 to collect outcomes data.
- A Training and Technical Assistance program was developed to address the child outcomes data collection process. The Qualitative Compliance Information Project provided a component of the training to address the use of the Child Outcome Summary Form. The training closely reflected the content of the Child Outcomes Handbook. Michigan's CSPD contractor also provided a training component discussing best practices for including parents (and other individuals chosen by the parent) in the process. Both components were provided in collaboration with State Interagency staff to create shared responsibility, knowledge, and coordination across all levels of the system. Data collection is proceeding according to the sampling plan previously submitted to OSEP. Cohort 1, which includes a representative sample of one-third of the 57 local service areas, began collecting entry data on all children enrolled in *Early On* as of July 1, 2006 and exit data for any child exiting *Early On* who has been receiving services continuously for six months. Cohort 2 began data collection as of July 1, 2007, with Cohort 3 beginning on July 1, 2008.

SPP Template – Part C (3)

Michigan
State

- Initially, data from the child outcomes rating tool will be forwarded to the Qualitative Compliance Information Project for scanning and analysis, with a copy retained in the child's file. As upgrades to the Michigan Part C data system are completed, a majority of the data will instead be entered into that data system, again with a copy of the rating tool retained in the child's central record. At this time, analysis will be conducted using data drawn from the Michigan Part C data system. Proposed upgrades to the data system include adding the following variables:
 - Date summary form completed
 - Timeframe for which the data were collected (ENTRY, ANNUAL, EXIT)
 - 1-7 point rating for each of the three child outcomes
 - Assessment of progress (for annual/exit)
- Quality of child outcomes data is being addressed in a number of ways. The Qualitative Compliance Information Project is monitoring the data to ensure completeness and accuracy of completed forms. Cleaning and analysis of the data help to identify other quality issues, which can be addressed prior to final analysis.
- The child outcomes data will be used at the state level for meeting APR requirements, will be incorporated into Michigan's overall Continuous Improvement and Monitoring System (CIMS), and will inform statewide training and technical assistance efforts. Locally, aggregate data will be used to support program improvement. Individually, the data will inform the ongoing implementation and modification of each child's IFSP.

Baseline Data for FFY 2006 (2006-2007):

For FFY 2006, a new data collection method was implemented, using the COSF adapted from the ECO Center's COSF. In the FFY 2004 SPP, Michigan submitted a sampling plan to be used for the pilot study for early childhood outcomes. This plan divided the 57 service areas into three representative cohorts. OSEP approved this plan. For FFY 2006, Cohort 1, one-third of the 57 service areas, began collecting entry data on all children enrolling in Part C as of July 1, 2006 and progress data on any of those children exiting by June 30, 2007 who had received services continuously for at least six months. Although this is NOT baseline data and targets are not due until February 2010, data for FFY 2006 are available as follows.

Entry Results

During FFY 2006, entry data was collected for 1,905 children. Children enrolling in *Early On* during FFY 2006 most frequently show delays in the areas of Acquisition/Use of Knowledge and Skills (79.8%) and Use of Appropriate Behaviors to Meet Their Needs (75.5%), with somewhat fewer children showing delays in Positive Social-Emotional Skills (64.2%).

	SPP3A Social-Emotional		SPP3B Acquisition/Use of Knowledge		SPP3C Use of Appropriate Behaviors	
	Number	Percent	Number	Percent	Number	Percent
Comparable to same aged peers (Entry rating of 6 or 7)	682	35.8%	385	20.2%	466	24.5%
Below same aged peers (Entry rating of 1-5)	1,223	64.2%	1,520	79.8%	1,439	75.5%
TOTAL	1,905	100%	1,905	100%	1,905	100%

SPP Template – Part C (3)

Michigan
State

Progress Results

For FFY 2006, there were a total of 59 valid COSFs across the 19 service areas for children who enrolled on or after July 1, 2006 and exited by June 30, 2007 after receiving services for a minimum of six months.

A. Positive Social-Emotional Skills:

Percent of infants and toddlers who:	Number	Percent
a. Did not improve functioning.	1	1.7%
b. Improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers.	6	10.2%
c. Improved functioning to a level nearer to same-aged peers but did not reach it.	17	28.8%
d. Improved functioning to reach a level comparable to same-aged peers.	15	25.4%
e. Maintained functioning at a level comparable to same-aged peers.	20	33.9%
TOTAL	59	100%

B. Acquisition and Use of Knowledge and Skills:

Percent of infants and toddlers who:	Number	Percent
a. Did not improve functioning.	2	3.4%
b. Improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers.	8	13.6%
c. Improved functioning to a level nearer to same-aged peers but did not reach it.	17	28.8%
d. Improved functioning to reach a level comparable to same-aged peers.	20	33.9%
e. Maintained functioning at a level comparable to same-aged peers.	12	20.3%
TOTAL	59	100%

C. Use of Appropriate Behaviors to Meet Their Needs:

Percent of infants and toddlers who:	Number	Percent
a. Did not improve functioning.	2	3.4%
b. Improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers.	5	8.5%
c. Improved functioning to a level nearer to same-aged peers but did not reach it.	20	33.9%
d. Improved functioning to reach a level comparable to same-aged peers.	14	23.7%
e. Maintained functioning at a level comparable to same-aged peers.	18	30.5%
TOTAL	59	100%

Discussion of Data:

The sample from which the progress data is drawn is not a representative sample, nor was it expected to be representative during the early years of data collection. As the sampling plan is implemented and data collection moves along into year five (FFY 2010), it will be appropriate to expect that the sample will be representative of both the children enrolled in *Early On* and of the demographics of the state. We have noted the following from our first year's progress data:

Positive Social-Emotional Skills:

- The majority of children in the sample are making developmental progress during their enrollment in *Early On* (i.e. categories b-e; 98.3%, n = 58);
- More than half of the sample changed their developmental trajectory and closed the gap between their development and that of same aged peers without delays (categories c-d; 54.2%, n=32); and
- 59.2% either reached or maintained functioning at a level comparable to same aged peers and are thus 'ready' for the next steps in their lives (categories d-e; n=35).

Acquisition and Use of Knowledge and Skills:

- 96.6% of the children in the sample improved functioning during their enrollment in *Early On* (categories b-e; n=57);
- More than three fifths of the children changed their developmental trajectory and closed the gap between their development and that of same aged peers without delays (categories c-d; 62.7%, n=37); and
- The majority reached or maintained functioning comparable with their same aged peers (categories d-e; n=32, or 54.2%).

Use of Appropriate Behaviors to Meet Their Needs:

- 96.6% of the children in the sample improved functioning in the area of Using Appropriate Behaviors to Meet Their Needs during their enrollment in *Early On* (categories b-e; n=57);
- More than half of the children changed their developmental trajectory and closed the gap between their development and that of same aged peers without delays (57.6%, n=34); and
- The majority achieved or maintained functioning comparable with their same aged peers (categories d-e; n=32, or 54.2%).

Overall, the data indicates that children enrolled in *Early On* improve functioning across the three outcomes, with more than half achieving or maintaining functioning at a level comparable to same age peers for each of the three outcomes.

FFY	Measurable and Rigorous Target
2005 (2005-2006)	No targets will be set at this time.
2006 (2006-2007)	No targets will be set at this time.
2007 (2007-2008)	No targets will be set at this time.
2008 (2008-2009)	No targets will be set at this time.
2009 (2009-2010)	No targets will be set at this time.
2010 (2010-2011)	No targets will be set at this time.

SPP Template – Part C (3)

Michigan
State

Improvement Activities/Timelines/Resources:

The following activities were included in the SPP that was updated in February 2006. An update on the progress of each activity is included.

Improvement Activity	Timelines	Resources
Activity: A child outcomes rating tool will be implemented to capture both entry and progress data on all children who enter and exit in FFY 2006 after at least six months of service.	Completed Ongoing	Interagency staff Part C contractors Stakeholders
Discussion: The tool has been created and implemented. Initial data analysis, coupled with feedback from local service areas, identified several features that could be improved. Improvements are underway and their impact will be monitored during the upcoming years.		
Activity: A handbook will be distributed and used to clarify procedures and policy around gathering child outcomes ratings, including appropriate assessment tools, timeframes for collecting data, etc.	Completed Ongoing	Interagency staff Part C contractors Stakeholders
Discussion: The handbook is in use and has been modified several times to respond to questions and feedback from local users, information gained from NECTAC and the ECO Center, and resources from the Outcomes conference website. Improvements to the handbook will continue as implementation of our child outcomes data collection continues.		
Activity: Local service area personnel will be trained to use the new child outcomes rating tool, and in best practices to ensure that parents are included in establishing child outcomes ratings.	Ongoing	Interagency staff Part C contractors
Discussion: Cohorts 1 & 2 have received training; Cohort 3 will receive initial training beginning January 2008 with intensive training planned for May 2008. The training protocol is being reviewed over the winter to integrate new materials from national resources and in response to questions and feedback from local users.		
Activity: Per the sampling plan submitted to OSEP, data collection on all children enrolling in <i>Early On</i> will be phased in between July 1, 2006 and July 1, 2008. Cohort 1 will begin collecting and reporting child outcomes data during FFY 2006.	January-June 2007 and ongoing	Local service areas Part C contractors
Discussion: Implementation of the data collection plan is proceeding as anticipated, with Cohort 3 starting data collection as of July 1, 2008. At that point all 57 local service areas will be collecting and reporting child outcomes data.		
Activity: FFY 2006 data will be submitted to the Part C Contractor for processing and analysis.	Completed Ongoing	Local service areas Part C contractors
Discussion: Data analysis for 2006 is complete. Data submission will continue, with preliminary analysis and data cleaning on an ongoing basis, and full analysis of the 2007 sample beginning August 2008.		
Activity: The Michigan Part C data system will be upgraded to ensure timely and accurate collection of outcome data.	2006-2008	Part C Administrative structure Michigan Part C data system contractor
Discussion: In addition to general Michigan Part C data system upgrades described under Indicator 1, updates to the data system will eventually include the collection of child outcomes data. This will eliminate duplicate data entry, provide a method for ensuring that child outcomes data is entered for every child in a timely manner, and enable Part C and 619 to align and utilize each other's child outcome data.		
Activity: Crosswalk Part C child outcomes with <i>Michigan Early Childhood Standards of Quality for Infants and Toddlers (ECSQ-I/T)</i> , <i>Early Development and Learning Strands</i> , which were adopted by the Michigan State Board of Education on December 12, 2006.	Winter 2008	Interagency staff
Discussion: This activity will help Michigan demonstrate the connections between Part C outcomes and the state-adopted early learning standards. While originally scheduled for winter 2007, this has been postponed in order to work on other priorities related to compliance.		

SPP Template – Part C (3)

Michigan
State

<p>Activity: Monitor data measuring this indicator and develop additional improvement activities to improve the system:</p> <ul style="list-style-type: none"> Individually, to improve individual IFSPs based on results. Locally, to improve local service area policy and procedures. Statewide, to improve policy and program decision making, including personnel development. 	2006-2010	<p><u>Interagency staff</u> Part C contractors MICC Stakeholders</p>
<p><u>Discussion: The child outcomes report will be shared with local service areas so that they can use it to support evaluation of their local systems. Likewise, the data will be presented to the Michigan Interagency Coordinating Council for discussion related to state-level improvements to Early On.</u></p>		
<p>Activity: Continue to utilize ECO Center and NECTAC resources as activities are implemented and results are reviewed.</p>	2006-2010	Interagency staff Part C contractors
<p>Discussion: Resources from the ECO Center and NECTAC have been very valuable as the child outcomes process has been implemented in Michigan. Such resources are continually reviewed and utilized to address questions and issues and to improve Michigan's process.</p>		
<p>Activity: Continue to link with 619 child outcomes efforts to ensure efficiency, consistency and continuity in child outcomes data collections efforts.</p>	2006-2010	Interagency staff Part C contractors
<p>Discussion: Several conversations took place between Part C and 619 staff regarding child outcomes data collection in which information was shared about the successes of each process; procedures were developed for sharing child outcomes ratings at age three as children exit from <i>Early On</i> and enroll in 619. Additionally, meetings are planned for coordinating the switch to collecting child outcomes data through the Michigan Part C data system and the Michigan 619 data system.</p>		

Additional Improvement Activities/Timelines/Resources:

The first year of implementing the child outcomes data collection process has helped to identify areas of needed improvement and activity for the future. The following activities, along with timelines and resources, have been developed to positively impact Michigan's ability to collect child outcomes data. They have also been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Improvement Activity	Timelines	Resources
<p>Activity: Distribute child outcomes FFY 2006 report to local service areas for review and discussion.</p>	Winter 2008	Interagency staff Part C contractors
<p>Justification: A plan will be developed for sharing and discussing results of the first full year of child outcomes data collection in order to support greater understanding of the purpose and process, and support local system evaluation and development of local improvement activities. Child outcomes data will be utilized in the SPSR process.</p>		
<p>Activity: Improve system ability to predict how many and specifically which COSF forms should be entered into the data entry system.</p>	Spring 2008	Interagency staff Part C contractors Stakeholders
<p>Justification: During analysis of the FFY 2006 child outcomes data a discrepancy was discovered between actual numbers of children reported for child outcomes by the service areas compared to the child count in the Michigan Part C data system. Therefore, it will be necessary to develop and implement a process to monitor that all expected child outcomes data are submitted correctly in a timely manner. The switch to using the Michigan Part C data system to collect the child outcomes data should greatly improve the reliability of the data collection.</p>		
<p>Activity: Clarify definition of and processes for system 'Exit.'</p>	Spring 2008	Interagency staff Stakeholders
<p>Justification: Implementation of the child outcomes data collection process has led to many questions about 'Exit' from Part C; clearly defining the term will help improve data in the state data collection system, improve transition and exit practices, and increase the accuracy of the child outcomes data.</p>		

SPP Template – Part C (3)

Michigan
State

<p>Activity: Develop procedures that support local service areas to review and 'clean' their data prior to submission.</p>	<p>Spring 2008</p>	<p>Interagency staff Part C contractors</p>
<p>Justification: Analysis of the FFY 2006 child outcomes data indicated there are many data errors that could potentially be identified and corrected locally, rather than after submission to the state contractor. Implementing a process for local review and correction, in conjunction with data cleaning for the entire data set, will inform and improve local child outcomes data collection efforts.</p>		
<p>Activity: Integrate the recommendations from two committees regarding appropriate assessment tools for eligibility determination and assessment to form a list of recommended tools for local service areas.</p>	<p>Spring 2009</p>	<p>Interagency staff Part C contractors Stakeholders</p>
<p>Justification: While two separate committees have convened and made recommendations regarding appropriate, evidence-based developmental assessment tools for both the eligibility determination and child outcomes rating process, the recommendations still need to be reviewed and integrated, followed by development of guidance and implementation.</p>		

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, contractors are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will decrease the need for site-based file reviews to gather data to address SPP requirements and to make

and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new Michigan Part C data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan's upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan's system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 4: Percent of families participating in Part C who report that early intervention services have helped the family:

- A. Know their rights;
 - B. Effectively communicate their children's needs; and
 - C. Help their children develop and learn.
- (20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

- A. 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.
- B. 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.
- C. 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.

FFY	Measurable and Rigorous Target
FFY 2006	A: Families Know Their Rights - 56% B: Families Effectively Communicate Their Children’s Needs - 51% C: Families Help Their Children Develop and Learn - 73%

Actual Target Data for FFY 2006:

The annual *Early On* Family Survey was adapted in FFY 2005 to include the NCSEAM Family Survey, as well as trend items linked with state and federal priorities, including State Performance Plan (SPP) indicators. Data for the NCSEAM survey items were sent to Avatar International, Inc. (NCSEAM approved vendor) for analysis and reporting according to SPP requirements.

Results are shown in the table below.

	FFY2005 Baseline	FFY2006 Actual
A: Know their rights	56%	58%
B: Effectively communicate	51%	54%
C: Help their children	73%	75%

Data source: Family Survey, Wayne State University, Center for Urban Studies

Every family recorded as participating in Part C/*Early On* as of December 1, 2006 was eligible to receive a family survey (n=8,836). The current versions of the survey were sent to families who have children in *Early On* who were between the ages of birth and three as of April 1, 2007.

For families who had more than one child in *Early On* living in the same household, one of their children was randomly selected as the ‘target’ child for the survey questions. Six hundred forty (640) families with multiple children enrolled in *Early On* were identified, reducing the initial number to 8,196.

Of the 8,196 notification flyers that were mailed, a total of 510 families called the toll-free number to decline participation and 311 families had invalid addresses that could not be corrected. This resulted in a total mailing of 7,885 surveys in late March 2007. Of the 7,885 surveys mailed, 1,499 surveys were sent to families whose children were transitioning out of Part C; their results are not included in this report. Thus 6,386 surveys went to families with children currently enrolled in the Part C/*Early On* program.

- 8836 – 640 (duplicate children) = 8196
- 8196 – 311 (invalid addresses) = 7885 surveys mailed including transition surveys
- 7885 – 1499 (transition surveys) = 6386 surveys mailed including family outcomes questions

2,727 families of those 6,386 mailed family outcome surveys completed and returned the survey, which provided a response rate of 42.7%.

The survey responses returned are representative of the entire Michigan *Early On* population based on child gender and age, but not based on ethnicity as shown below. The poor representation of non-white populations in the family survey responses has been a continuing issue since the surveys were first sent out in 1994. Many strategies have been utilized to increase the number of responses from minorities; further strategies will be examined for future improvement.

2007 Family Survey Respondents' Child Characteristics Compared to the State		
	Family Survey (Current Participants as of 4/1/07)	Statewide (Current Participants as of 4/1/07)
Gender		
Male	60.9% (n=1,659)	60.2%
Female	39.1% (n=1,066)	39.8%
Missing	0.1% (n=2)	
Age Group		
Birth to 1 year	10.4% (n=283)	9.6%
1 to 2 years	33.0% (n=900)	34.4%
2 to 3 years	56.5% (n=1,542)	56.0%
Missing	0.1% (n=2)	
Race of Children		
White	82.0% (n=2,236)	76.1%*
Black	9.4% (n=257)	14.1%*
Hispanic	4.1% (n=112)	5.7%*
Asian	2.1% (n=56)	1.8%
Native American	1.0% (n=28)	0.8%
Other/Multi-Racial	0.1% (n=3)	1.51%
Missing/Unknown	1.3% (n=35)	

*Difference between sample and statewide is statistically significant.

A complete report of the family survey methodology and results can be found at www.michigan.gov/earlyon.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

Michigan Part C FFY 2005 SPP/APR Response Table

The multiple survey forms used to collect the family outcomes are attached. The exact same forms were used for both FFY 2005 and FFY 2006. By developing different versions of the survey we can continue to ask many important questions of each family, while also reducing the number of questions any given family needs to answer. We accomplish this by distributing slightly different questions across survey versions. By having shorter survey forms, we expected to (and, in fact, did) continue to have a high response rate. The forms are included here; see Appendix D. They can also be found within the methodology document at www.michigan.gov/earlyon.

Progress/Slippage

Michigan made significant improvement in all three family outcomes in FFY 2006, meeting the targets set in FFY 2005. Most of the planned improvement activities that were completed focused on analyzing data from both Michigan's family survey results and those from other states, as well as best practices across the country, not on improving local communication with families. Therefore, it is believed that these activities have not yet impacted families' *Early On* experiences. Michigan attributes the improvement to the increased state-wide focus on family outcomes beginning with the *Early On* Redesign in fall 2004 and continuing with the communications to the field regarding all of the SPP indicators.

APR Template – Part C (4)

Michigan
State

Michigan believes that family outcomes will continue to improve as the previously planned analysis of data and best practices lead to additional, targeted improvement plans for both the state and individual local service areas.

Improvement Activities:

The following activities were included in the FFY 2005 APR and in the SPP that was updated in February 2006. An update on the progress of each activity is included.

Improvement Activity	Timelines	Resources
Activity: Collaborate with existing in-state family-focused projects to understand their purpose and outcomes, and maximize their impact on achieving Part C family outcomes.	Continuing for 2007-2010	Parent Training and Information Center (PTI) Part B/C Family Project Parent Leadership initiatives
Discussion: The Parent Involvement Committee (PIC) of the MICC met with the Michigan Alliance for Families, the PTI, and Citizens Alliance to Uphold Special Education (CAUSE) in February and March 2007 to learn about ongoing activities to support Part C parents. Representatives from these two projects are members of the PIC and attend regular meetings and provide ongoing updates about their work. A chart was developed to help understand the purpose and outcomes of each existing project and which aspects of <i>Early On's</i> five family outcomes the project will help address.		
Activity: Request/review additional analysis of family survey data by demographic characteristics (geographical, Part C only vs. enrolled in both Part C and Michigan Special Education; race; age of child; service coordination model in use in local community, etc.), to illustrate any correlations between demographics and higher scores.	Completed Ongoing as annual survey results are received	QCIP Project Avatar International, Inc. PIC Interagency staff
Discussion: Wayne State University (WSU) shared an analysis of demographic data with the PIC in March 2007. The data did exhibit differences between service area peer groups as well as for children who are Part C only; however, additional years of data must be analyzed to develop more targeted improvement activities. The committee will continue to analyze data from the annual survey.		
Activity: Analyze what other states who report high impact of early intervention are doing regarding family outcomes, including how much of their state budget is committed to achieving each family outcome, and what it is purchasing.	Completed	PTI and PTI Network Early Intervention Family Alliance RRCs NECTAC ECO Center PIC Interagency staff
Discussion: The analysis was completed but did not yield information that would be helpful to changing practice.		
Activity: Review research already gathered during Redesign activities on best practices regarding family outcomes.	Completed	PIC Interagency staff
Discussion: This information was gathered and some themes emerged from Redesign, which include: parent-to-parent support and mentoring, and providing training to parents and professionals together. These strategies are being implemented by MDE's parent support contractor.		
Activity: Use results of additional analysis/data gathering/research review to guide development of a list of promising practices to consider implementing in upcoming years.	Completed	PIC Interagency staff Part C contractors
Discussion: Themes from the analysis centered around parent-to-parent support, communication about rights, program knowledge, community resources/involvement, and looking at parents as service coordinators as a way to create that type of communication. This ties into work being done to develop a document that defines early intervention services and connects personnel standards to the services being provided.		
Activity: Review and modify Part C budget and grants to reflect that parents are equal partners in achieving their child's outcomes.	Completed	Part C Administrative structure MICC PIC

APR Template – Part C (4)

Michigan
State

Discussion: This activity was achieved through the CSPD Request for Proposals (RFP). A parent was one of the readers for the RFP. The RFP included provisions to invite parents to participate in the trainings offered around the state and be trained side-by-side with professionals. This was included in the final contract with the winning agency. Additionally, the CSPD contractor will work with the family training contractor to plan and implement a parent symposium on <i>Early On</i> .		
Activity: Ensure that any projects involved in collecting family outcomes data for Part C are advised by and responsive to an advisory body of Part C parents.	Fall 2008	Part C Administrative structure MICC PIC
Discussion: The development of a parent advisory committee will be included in the next RFP for the family outcomes data collection project.		
Activity: Add item(s) to Family Survey to gather family input on approximately how many hours/month they are involved in <i>Early On</i> activities that help to achieve the three family outcomes.	2007 - 2010	QCIP Project PIC
Discussion: Due to lack of funds to reimburse parents in September and October 2007, the PIC did not meet; therefore, they have not yet had an opportunity to discuss the possibility of adding these questions to the survey. The budget has been resolved and new MICC appointments have been made; therefore, the committee will begin to meet again in February 2008 and will address this activity throughout the year. The goal of the activity is to determine if there is correlation between the amount of services received and positive family outcomes.		
Activity: Assess impact of implementation plan; develop and implement new activities as needed.	2008-2010	Interagency staff PIC
Discussion: Due to lack of funds to reimburse parents in September and October 2007, the PIC did not meet; therefore, this activity did not occur. The budget has been resolved and new MICC appointments have been made; therefore, the committee will begin to meet again in February 2008. The PIC will review the implementation plans each October and March, looking for data demonstrating the impact of early intervention services on families.		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/ Resources for FFY2006:

The following activities, along with timelines and resources, have been developed to positively impact family outcomes in Michigan. They have also been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Improvement Activity	Timelines	Resources
Activity: Develop and deliver a presentation to increase parent and provider understanding of the family survey results, particularly the NCSEAM results (how it works, what the data means, etc.).	Fall 2008	CSPD contractor Family Training contractor PTI contractor Family Survey Data Collection contractor
Justification: While state interagency staff and members of the PIC have a better understanding of the NCSEAM survey and how to interpret the results, there is a need to extend this information sharing and improve understanding for other state ICC members and to providers, families, and ICC members in local service areas.		
Activity: Analyze return rate by service area, as well as mean score and range of scores; send results to each local service area.	Fall 2008	Family Survey Data Collection contractor
Justification: Individual service areas will be able to analyze their family outcomes results and identify areas for improvement.		
Activity: Review data with service areas and existing in-state, family-focused projects to plan improvement activities to help achieve Part C family outcomes.	Fall 2008	NCRRC IT Kit materials Family Survey Data Collection contractor CSPD contractor Family Training contractor PTI contractor
Justification: Beyond expanding the understanding of the NCSEAM survey, there is a need to help local service areas and the family support projects understand how they can use the survey results and results of the analysis of “promising practices” to help identify their own improvement activities related to family outcomes.		

APR Template – Part C (4)

Michigan
State

<p>Activity: Develop a reference bulletin for improving family outcomes related to family survey results.</p>	<p>Spring 2009</p>	<p>CSPD contractor Family Training contractor Interagency staff PIC</p>
<p>Justification: While Michigan has historically valued parent involvement and surveyed parents to determine their view of <i>Early On</i>, guidance on improving family outcomes has not been developed. This guidance will help service areas develop activities based on their local analysis of data to improve results for their families.</p>		
<p>Activity: Determine means to create parent peer mentors or parent-to-parent models, especially related to service coordination and personnel standards.</p>	<p>Fall 2008</p>	<p>Family Training contractor PTI contractor</p>
<p>Justification: The PIC identified these strategies as the most likely to increase the impact of <i>Early On</i> services as they relate to family outcomes.</p>		
<p>Activity: Perform analysis demonstrating convergent validity of NCSEAM family survey results and other APR data as well as results from other sections of the Family Survey.</p>	<p>Fall 2009</p>	<p>Family Survey Data Collection contractor</p>
<p>Justification: Michigan will learn more about its performance in meeting family outcomes from an analysis of the convergent validity of the NCSEAM survey results with other APR data, and with data from other sections of the Family Survey. This analysis will also allow the state to develop more targeted improvement activities.</p>		
<p>Activity: Evaluate means to increase response rate for subgroups responding to the Family Survey, as identified through analysis and results.</p>	<p>Annually</p>	<p>Family Survey Data Collection contractor</p>
<p>Justification: Again this year, the Family Survey sample is not representative of the race of the children enrolled in <i>Early On</i>, or of the families living in urban areas. There is a need to evaluate and develop new means to attempt to address this discrepancy.</p>		

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

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- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
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and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new Michigan Part C data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan’s system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Effective General Supervision Part C

Indicator 5: Percent of infants and toddlers birth to one year with IFSPs compared to:

- A. Other states with similar eligibility definitions; and
- B. National data.

Measurement:

A: Percent = [(# of infants and toddlers birth to one year old with IFSPs) divided by the (population of infants and toddlers birth to one)] times 100 compared to the same percent calculated for other states with similar eligibility definitions.

B: Percent = [(# of infants and toddlers birth to one year old with IFSPs) divided by the (population of infants and toddlers birth to one)] times 100 compared to National data.

FFY	Measurable and Rigorous Target
FFY 2006	Target 1.2%

Actual Target Data for FFY 2006:

The percent of children birth to one year of age served in Michigan for FFY 2006 was **1.08%**. The 57 service areas served a snapshot total of 1,380 children aged birth to one year on December 1, 2006 while the number of births in 2006 was 127,499.

	Percent served, birth to one year			
	FFY 2003	FFY 2004	FFY 2005	FFY 2006
Michigan	1.0%	1.1%	1.03%	1.08%
Hawaii	3.0%	2.8%	2.31%	6.98%
Louisiana	1.3%	1.7%	1.79%	0.83%
Ohio	0.9%	0.8%	1.33%	1.43%
Vermont	1.0%	0.9%	1.10%	1.34%
National	0.9%	0.9%	0.95%	1.04%

Data sources: Michigan Part C Data System, December 2006 collection; Michigan Department of Community Health, 2006

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

Michigan Part C FFY 2005 SPP/APR Response Table

In the FFY 2005 APR, Michigan reported the intention to narrow its eligibility criteria. As required in the Michigan Part C FFY 2005 SPP/APR Response Table, Michigan is clarifying the process for changing its eligibility and reporting on progress in the process. The eligibility task force formed as a part of Redesign has reviewed and taken public comment regarding Michigan’s Part C eligibility definition. The proposed definition sets eligibility for infants under two months adjusted age at any level of delay with re-determination within six months and eligibility for children over two months adjusted age with a 20% delay in one or more areas of development. After the reporting period, the proposed changes to Michigan’s Part C eligibility went out for public hearing in November 2007. After consideration of public comment, if Michigan decides to go forward with the change in eligibility, formal OSEP approval will be requested before implementation.

Progress and Slippage

Michigan demonstrated progress, serving 1.03% of infants age birth to one year in FFY 2005 and 1.08% in FFY 2006, an increase of 50 children. While the state did not meet its target of serving 1.2% of infants and toddlers age birth to one year, it continues to serve more infants age birth to one year than the national average.

The further analysis of data from other sources provides additional information regarding the provision of services to all eligible infants and toddlers birth to one year in Michigan.

Related Data

Information from additional data sources was included in this report to provide a more complete view of this issue in Michigan. Further analysis of these related data provides supplementary information on steps the state may take to ensure that all eligible infants are identified.

Michigan Part C Data System

The Michigan Part C data system collects information on the referral sources of all children found eligible for *Early On*. The following chart shows the referral sources for children birth to one year for FFY 2002 – FFY 2006.

Referral Source	FFY 2002	FFY 2003	FFY 2004	FFY 2005	FFY 2006
Education	74	56	74	76	72
Family	95	159	175	184	191
Health Dept.	227	240	222	221	201
Hospitals	517	543	597	532	568
Mental Health	16	13	13	7	7
Other	151	100	110	108	145
Physicians	30	66	73	109	75
Human Services	43	33	83	95	112
Unknown	145	208	139	87	104
Total	1298	1418	1486	1419	1475

Overall, the referral rate from most primary referral sources has remained relatively steady over the past four years with referrals from families, physicians, and hospitals demonstrating an overall increase. Referrals from the Department of Human Services have increased significantly, primarily due to CAPTA. It is believed that many of the referrals coming from families are secondary referrals, resulting from a physician or hospital staff member suggesting that a family contact *Early On*. This may also be true of families served by Mental Health.

Improvement Plans

Based on a review of FFY 2005 data from all 57 service areas, service areas were notified of their determination status in June 2007. Each of the 36 service areas receiving a determination of Needs Assistance was required to contact Michigan's CSPD contractor for guidance and submit an improvement plan to MDE for each indicator where they were found substantially non-compliant or where they did not meet the state target. Eleven of the 36 were notified that they were not meeting the state target for serving children birth to one year. An examination of the 11 improvement plans completed for child find, birth to one year old, reveals most service areas planned activities in the 'collaboration' and 'communication' categories, indicating that they believe that the primary referral sources could be referring more infants.

Focused Monitoring

Six service areas received a determination of Needs Intervention. Four of those service areas were selected as focused monitoring sites for FFY 2007. Three of the four were not serving infants birth to one year at the state target level. Preliminary data from the focused monitoring visits completed during fall 2007 show that two of the three areas are having difficulty following-through with families referred to *Early On* as a result of CAPTA. Also, some evaluators and service coordinators do not understand the use of informed clinical opinion to determine eligibility; a method that could be used increasingly, particularly with CAPTA referred children.

Analysis

While Michigan continues to increase the number of young infants identified and served, local service areas indicate that additional outreach to primary referral sources is needed. However, statewide referrals from primary sources are holding relatively steady. Focused monitoring reveals that service areas are having trouble reaching and serving the children referred from the Department of Human Services based on CAPTA. New policies and procedures for handling these children and families will be needed, along with additional training on the use of informed clinical opinion. Additional activities have been planned based on this analysis of the available data and follow the update on previously planned activities.

APR Template – Part C (4)

Michigan
State

Improvement Activities

The following activities were included in the FFY 2005 APR and in the SPP that was updated in February 2006. An update on the progress of each activity is included.

Improvement Activities	Timelines	Resources
<p>Activity: The <i>Early On</i> system will develop a joint policy for the Michigan Department of Education and the Michigan Department of Human Services responding to CAPTA and IDEA legislation for referral of all children substantiated for abuse and neglect.</p>	<p>Completed</p>	<p>Ad Hoc subcommittee of the MICC</p>
<p>Discussion: The CAPTA Ad Hoc workgroup completed its work and made recommendations regarding CAPTA referrals during the reporting period. The recommendation was to refer all victims of children in category one or two cases based on a preponderance of evidence of abuse/neglect. The Department of Human Services (DHS) initiated an automatic referral process with statewide rollout in January 2008, after the end of the reporting period. The DHS will review the data with regard to the number of referrals that are generated in FFY 2007 to determine if the automated referral has an impact on increasing the numbers of children found eligible for Part C.</p> <p>Additionally, the DHS has updated its policy with regard to CAPTA and <i>Early On</i> and the approved policy is planned to go into effect in January 2008. It will provide additional guidance to local DHS workers regarding the interactions between DHS and <i>Early On</i>.</p>		
<p>Activity: The <i>Early On</i> system will implement the new monitoring system, CIMS, with identification rate as a priority area.</p>	<p>Completed</p>	<p>Part C Coordinator CIMS contractor</p>
<p>Discussion: In FFY 2004, two service areas were identified as pilot sites for focused monitoring based on their identification rates. Both have shown improvement since that time. In FFY 2005, one service area was visited based on low performance with this indicator. That service area improved performance to meet the state target within one year. In FFY 2006, one additional service area was visited based on low performance with this indicator. That service area has submitted an improvement plan that has been approved by MDE. Also in FFY 2006, Michigan utilized data on performance indicators as well as compliance indicators in making determinations. Based on determinations made in June 2007, four service areas were selected as focused monitoring sites for FFY 2007. Three of the four were not meeting the state target of 1.1% in FFY 2005. They will be required to submit improvement plans and quarterly reports demonstrating improvement through FFY 2008.</p>		
<p>Activity: Implement public awareness activities as identified through the <i>Early On</i> Redesign.</p>	<p>Completed</p>	<p>Public awareness contractor MICC</p>
<p>Discussion: The public awareness contractor completed the activities as identified in the work plan. These included advertisements on buses, billboards, and the radio in selected service areas and the provision of 18,000 <i>Early On</i> brochures for literacy kits shipped to every licensed child care provider in the state.</p>		
<p>Activity: The Eligible Population Task Force will review the eligibility definition, conducting a prevalence study and reviewing Michigan's eligibility process.</p>	<p>Completed</p>	<p>Eligible Population Task Force</p>
<p>Discussion: The eligibility task force, formed as a part of Redesign, has reviewed and taken public comment regarding Michigan's Part C eligibility definition. The proposed definition sets eligibility for infants under two months adjusted age at any level of delay with re-determination within six months, and eligibility for children over two months adjusted age with a 20% delay in one or more areas of development. After the reporting period, the proposed changes to Michigan's Part C eligibility went out for public hearing in November 2007. After consideration of public comment, if Michigan decides to go forward with the change in eligibility, formal OSEP approval will be requested before implementation.</p>		
<p>Activity: The Michigan Part C data system will be upgraded to ensure timely and accurate collection of utilization, outcome, and cost data for <i>Early On</i>.</p>	<p>2006 – 2008</p>	<p>Part C Administrative Structure Michigan Part C data system contractor</p>
<p>Discussion: In addition to general Michigan Part C data system upgrades described under Indicator 1, updates to the data system will allow Michigan to collect data on all referrals in addition to those that go on to an IFSP. This will allow for greater analysis of referral data to identify local and state agencies and organizations not making appropriate referrals or areas for improvement within the local lead agency.</p>		

Activity: Develop request for proposals for training, technical assistance, child find, and public awareness contracts.	Completed	Interagency staff
Activity: Award training and technical assistance, child find, and public awareness contracts.	Completed	MDE
Discussion: A new public awareness contract was awarded beginning October 2007. The contract combines public awareness and referral activities for both Part C and Part B of IDEA. This has allowed the contractor to better utilize resources to increase the public awareness strategies and materials utilized state-wide and available to local service areas, many at no cost to the local service areas. The contractor has created a web-based referral process in addition to accepting toll-free telephone and fax referrals.		
Activity: Analyze data measuring this indicator and develop additional improvement activities.	Ongoing with annual review through 2010	Interagency staff Part C contractors MICC Stakeholders
Discussion: As evidenced in the APR, analysis of data from multiple sources related to the SPP indicators helped Michigan identify issues within the field that need additional guidance or dialogue and to plan opportunities related to the indicators and Michigan's system of general supervision in order to correct noncompliance.		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

The following activities, along with timelines and resources, have been developed to ensure Michigan identifies all eligible infants and toddlers. They have also been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Improvement Activities	Timelines	Resources
Activity: Analyze effect of the electronic CAPTA referral system.	Winter 2008 and ongoing	Public awareness contractor DHS staff
Justification: The CAPTA electronic referral process will be assessed on an ongoing basis to determine both the proper use of and results from the system as well as the quality of the referrals and the workload at both ends of the system. This will direct systemic improvements regarding CAPTA referrals.		
Activity: Implement additional public awareness strategies as developed by the public awareness and referral information contractor.	Fall 2007 and ongoing	Public awareness contractor MDE grant manager
Justification: The public awareness contractor continues to develop strategies targeted toward increasing the birth to one year identification rate in service areas performing below the state target. One example includes billboards focused on increasing referrals of infants, birth to one, placed on frequently traveled roads in service areas performing below the state target.		
Activity: Limit the amount of Part C funds used by each local service area for public awareness activities.	Summer 2008	Interagency staff Public awareness contractor
Justification: With the new public awareness and referral contract, the contractor is able to provide many materials to local service areas at no cost to the service area. There is also a public awareness professional on the staff of the contractor who is available to work with local service areas to increase their public awareness at no or low cost. This will help to ensure that Part C funds are spent on needed services and to align the <i>Early On</i> public awareness message across the state.		
Activity: Continue to work with the Michigan Chapter of the American Academy of Pediatrics (AAP) on ABCD grant to improve universal developmental screening at well child visits.	Ongoing	DCH – Medicaid Michigan Chapter (AAP)
Justification: Universal developmental screening at well child visits to pediatricians and general practitioners will lead to earlier identification of children who may have disabilities or delays and to better referrals from physicians.		

APR Template – Part C (4)

Michigan
State

<p>Activity: Encourage locals to utilize the statewide 800 number in public awareness activities.</p>	<p>Summer 2008</p>	<p>Interagency staff Public awareness contractor</p>
<p>Justification: Whenever a service area includes funds for a separate 800 number for local referrals in their <i>Early On</i> budget, staff members reviewing the budget will question whether it is an appropriate expense for that area. This will limit duplication of effort and reduce the amount of Part C funds spent on public awareness without diminishing public awareness activities.</p>		
<p>Activity: Explore possibility of referral contractor inputting referral information directly into the Michigan Part C data system.</p>	<p>Spring 2010</p>	<p>Michigan Part C data system contractor Interagency staff Public awareness contractor Local <i>Early On</i> Coordinators</p>
<p>Justification: If viable, this would provide automatic notification to local service areas and reduce duplication of data input efforts.</p>		

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, contractors are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will decrease the need for site-based file reviews to gather data to address SPP requirements and to make

and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new Michigan Part C data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan’s system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Effective General Supervision Part C

Indicator 6: Percent of infants and toddlers birth to three years with IFSPs compared to:

- C. Other states with similar eligibility definitions; and
- D. National data.

Measurement:

A: Percent = [(# of infants and toddlers birth to three years with IFSPs) divided by the (population of infants and toddlers birth to one)] times 100 compared to the same percent calculated for other States with similar eligibility definitions.

B: Percent = [(# of infants and toddlers birth to three years with IFSPs) divided by the (population of infants and toddlers birth to one)] times 100 compared to National data.

FFY	Measurable and Rigorous Target
FFY 2006	Target 2.3%

APR Template – Part C (4)

Michigan
State

Actual Target Data for FFY 2006:

The percent of children birth to three years of age served in Michigan for FFY 2006 was **2.30%**. The 57 service areas served a snapshot total of 8,836 children aged birth to three years old on December 1, 2006 while the total number of births for 2004, 2005, and 2006 was 384,706.

	Percent served, birth to three years			
	FFY 2003	FFY 2004	FFY 2005	FFY 2006
Michigan	2.1%	2.2%	2.2%	2.30%
Hawaii	4.4%	4.3%	4.31%	7.48%
Louisiana	1.8%	2.3%	1.76%	1.27%
Ohio	1.9%	1.8%	2.47%	2.64%
Vermont	3.3%	3.2%	3.20%	3.45%
National	2.18%	2.2%	2.34%	2.43%

Data sources: Michigan Part C Data System, December 2006 collection; Michigan Department of Community Health, 2004 - 2006

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

Progress and Slippage:

Michigan continued to increase the percent of children birth to three years of age served in FFY 2006, meeting the state target of 2.3%. The number of children served also increased from 8,547 to 8,836. While Michigan has not yet met the national average for children served birth to three years, statewide data collected June 1, 2007 reveal that the percent served at that time was 2.38%. Preliminary data from December 1, 2007 show a total of 9,388 children in service on that date, an increase of 552 children from FFY 2006.

Related Data:

The further analysis of data from other sources provides additional information regarding the provision of services to all eligible infants and toddlers birth to three years in Michigan.

Michigan Part C Data System

The Michigan Part C data system collects information on the referral sources of all children found eligible for *Early On*. The following chart shows the referral sources for children birth to three years for FFY 2002 – FFY 2006.

Referral Source	FFY 2002	FFY 2003	FFY 2004	FFY 2005	FFY 2006
Education	1,187	1,234	1,312	1,301	1,281
Family	2,089	3,134	3,390	3,740	4,047
Health Dept	1,983	1,976	1,966	1,954	2,074
Hospital	2,771	2,680	2,986	3,030	3,045
Mental Health	171	154	161	126	105
Other	2,121	1,556	1,600	1,527	1,614
Physician	643	1,073	1,514	1,948	2,209
Social Services	538	426	561	752	896
Unknown	2,042	2,349	1,997	1,481	1,460
Total	13,545	14,582	15,487	15,859	16,731

Examination of the changes in the numbers of referrals from various primary referral sources shows a dramatic increase in referrals from families and physicians over the five year period from FFY 2002 to FFY 2006. It is believed that many of the referrals coming from families are secondary referrals, resulting

from a physician or hospital staff member suggesting that a family contact *Early On*. Michigan's public awareness contractor has made significant effort over this timeframe to familiarize pediatricians and general practitioners about *Early On*.

Improvement Plans

Based on a review of FFY 2005 data from all 57 service areas, service areas were notified of their determination status in June 2007. Each of the 36 service areas receiving a determination of Needs Assistance was required to contact Michigan's CSPD contractor for guidance and submit an improvement plan to MDE for each indicator where there was substantial noncompliance or where the state target was not met. Only two of the 36 were notified that they were not meeting the state target for serving children birth to three years. An examination of the two improvement plans completed for child find, birth to three years old, reveals that both service areas planned improvement activities around collaboration with primary referral sources, indicating that they believe that the primary referral sources could be referring more infants and toddlers.

Focused Monitoring

Six service areas received a determination of Needs Intervention. Four of those service areas were selected as focused monitoring sites for FFY 2007. Only one of the four service areas was performing significantly below the state target in identifying and serving children birth to three years old. However, issues found while focusing on the identification of children under one year old (CAPTA referrals, use of informed clinical opinion) can be assumed to also affect this indicator.

Analysis

While Michigan continues to increase the number of infants and toddlers identified and served, local service areas indicate that additional outreach to primary referral sources is needed. However, statewide referrals from primary sources are holding relatively steady with significant increases from some sources. Focused monitoring reveals that service areas are having trouble reaching and serving the children referred from the Department of Human Services based on CAPTA. New policies and procedures for handling these children and families will be needed, along with additional training on the use of informed clinical opinion.

Activities planned for Indicator 6 are identical to those describe in Indicator 5. Please refer to Indicator 5 in this APR for an update on previous activities.

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

Additional activities to increase child find have been planned based on the analysis of the available data. They are described in Indicator 5 of this report and have been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, contractors are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will decrease the need for site-based file reviews to gather data to address SPP requirements and to make

and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan’s system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Effective General Supervision Part C

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. (20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: [(# of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C’s 45-day timeline) divided by the (# of eligible infants and toddlers evaluated and assessed)] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	100%

Actual Target Data for FFY 2006:

All children referred to *Early On* are required to receive a comprehensive evaluation for eligibility and assessment of development and an initial IFSP meeting within 45 calendar days of referral. **63.1% 4500 of 7126) of eligible infants and toddlers with IFSPs who were first enrolled between July 1, 2006 and May 30, 2007** had an evaluation and assessment and a completed IFSP within Part C’s 45-day timeline. To date the Michigan Part C data system does not allow for documentation of exceptional family circumstances. **Traditionally, the Michigan Part C data system has collected data on the federally required count day, December 1, and also six months later, on June 1. The data contractor was able to pull data from July 1, 2006 to May 30, 2007 for this indicator for the FFY 2006 APR.** The average number of days to completed IFSP was **53 days**.

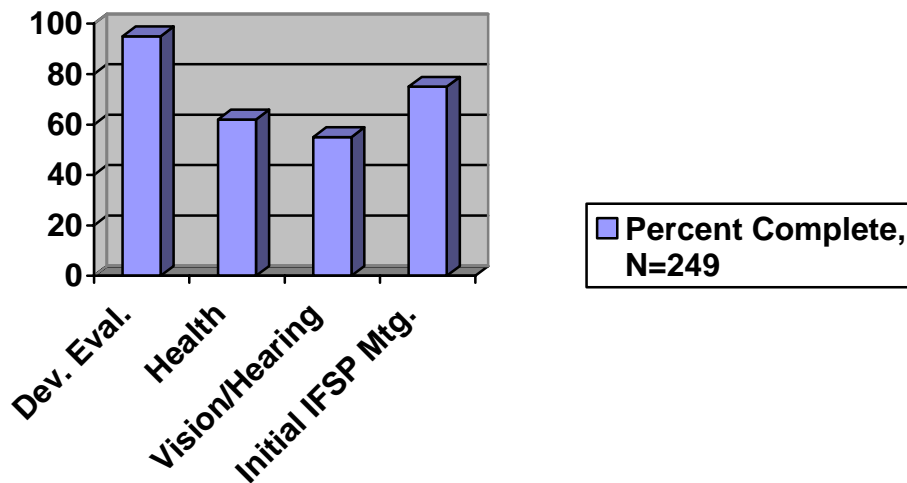
Data source: Michigan Part C Data System, **June 2007** collection

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

Michigan Part C FFY 2005 SPP/APR Response Table, regarding compliance with §§303.322(c)(3)(ii) and 303.344(a):

As required by OSEP in the Michigan Part C FFY 2005 SPP/APR Response Table, Michigan is providing data collected through record review about service area compliance with §§303.322(c)(3)(ii) and 303.344(a). In 2007, 19 of 57 local service areas constituting cohort 3, received an on-site record review which included detailed questions regarding complete, multidisciplinary and timely evaluation and assessment and timely initial IFSP meeting. Of the 254 records reviewed, 92 children (37%) received a timely, comprehensive, multidisciplinary evaluation and an IFSP with their present level of functioning. Service areas not meeting compliance will be notified and required to come into compliance within one year of notification. Deeper analysis of the record review data revealed that while the five developmental areas were evaluated 95% of the time, health status information was available in only 62% of the files and the children’s vision and hearing were assessed only 55% of the time. The following graph shows those results.

Percent of Evaluation Components Complete within 45 days



Michigan Part C FFY 2005 SPP/APR Response Table, regarding the definition of the initial IFSP meeting:

As required by OSEP in the Michigan Part C FFY 2005 SPP/APR Response Table, Michigan clarified the participants of the initial IFSP meeting in the amendment to its FFY 2007 grant application and, in

response to the OSEP memorandum to MDE, dated October 10, 2007, more clearly defined the basic components of the initial IFSP meeting. The definition is:

The initial IFSP meeting is a discussion between the service coordinator, the parent/parents of the child, other family members, as requested, an advocate or person outside of the family, if the parent requests that the person participate, a person or persons directly involved in conducting the evaluations and assessments, and, as appropriate, persons who will be providing services to the child or the family. If a person or persons directly involved in conducting evaluations and assessments and/or persons 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.

The Timely Services Reference Bulletin has been updated to reflect the new definition and went through the public hearing process in fall 2007. Any changes made as a result of public hearing comments will be forwarded to OSEP for approval. The final version of the bulletin will be shared with the field in spring 2008.

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2004:

Michigan was unable to report the correction of findings of noncompliance for FFY 2004 because the necessary data had not been collected in the correct timeframes through the previous monitoring system, *Early On System Review*. However, Michigan's understanding of OSEP's expectations for the state's general supervision system has resulted in the development of the Continuous Improvement and Monitoring System allowing for better collection and reporting of the necessary data for the identification and correction of findings of noncompliance beginning in FFY 2005. Michigan has continued to examine compliance data from all 57 service areas through multiple means including self assessments, on-site record reviews, data verification and the Michigan Part C data system. Those data have been used to make determinations and findings of noncompliance, to require improvement planning and additional reporting, and to select areas for focused monitoring.

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2005:

Findings of noncompliance from FFY 2005 and the correction rate of those findings are reported in Indicator 9 of the FFY 2006 APR; details regarding findings of noncompliance with the requirement to conduct an evaluation and assessment and an initial IFSP meeting within 45 days of referral are provided here.

Of the 19 service areas monitored for compliance with the Part C 45-day timeline in FFY 2005, 18 were found to be out of compliance. As evidenced by data collected in FFY 2006, seven of those came into compliance within one year. Seven additional service areas made significant improvements of more than 10 percentage points. Michigan continues to require correction of all noncompliance. Ongoing data collection through multiple methods now allows for closer tracking of data. Of the eleven service areas that did not reach compliance within one year, two had made substantial improvements toward compliance, one received focused monitoring, and eight were required to complete improvement plans and submit quarterly reports. If these interventions do not lead to compliance, further, more intense,

action will be initiated including the implementation of Michigan’s Guidelines for Progressive Interventions and Sanctions.

Progress/Slippage

Michigan’s compliance with required evaluation and assessment and the initial IFSP meeting slipped in FFY 2006, from 64.8% in FFY 2005 to 63.1%. Additionally, the average number of days from referral to completed IFSP rose from 44 days in FFY 2005 to 53 days. The following table shows Michigan’s level of compliance with this indicator for the past three years. Both the percent of children receiving an evaluation and assessment and an IFSP within 45 calendar days and the average number of days to IFSP have varied.

	% Meeting 45-day timeline	Average number of days to IFSP
FFY 2004	56.8%	58 days
FFY 2005	64.8%	44 days
FFY 2006	63.1%	53 days

Data source: Michigan Part C Data System, December 2004, 2005, and June 2007 collections

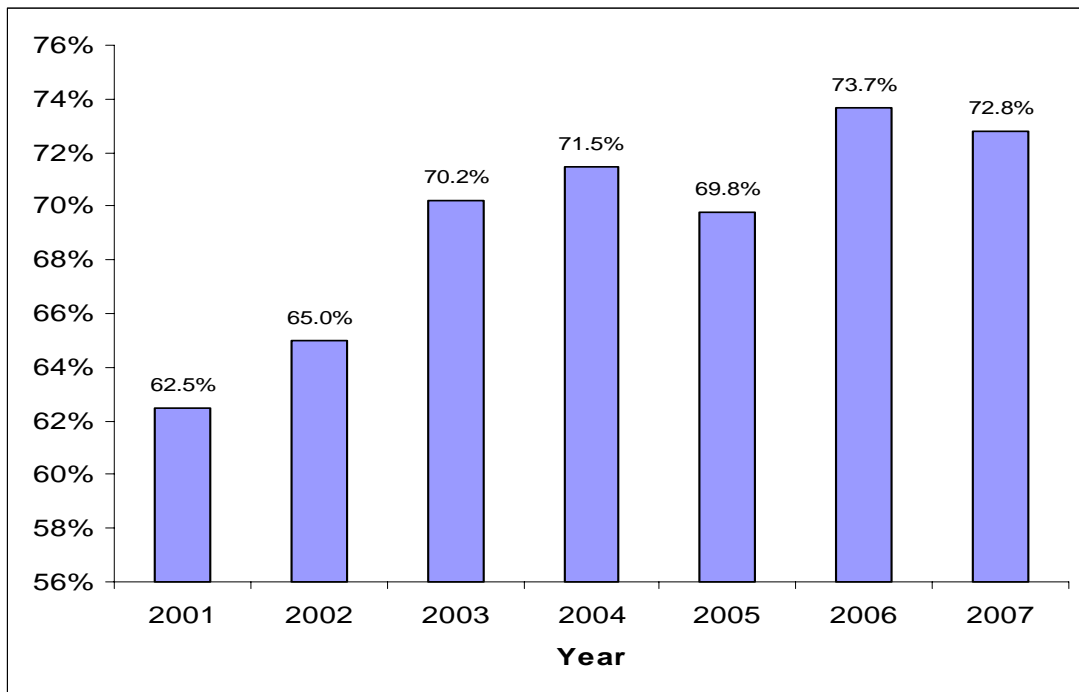
Related Data

Information from additional data sources was included in this report to provide a more complete view of this issue in Michigan. Further analysis of these related data provides supplementary information on steps the state may take to increase compliance with the requirement to conduct an evaluation and assessment and an initial IFSP meeting within 45 days of referral.

Family Survey

The family survey asks families to report when they had their first IFSP meeting. There has been an overall improving trend since FFY 2000 with 72.8% of families reporting that their first IFSP meeting was within 45 days in FFY 2006. In FFY 2006, 7.4% of families reported that it took longer than 45 days for their first IFSP meeting and 19.8% of families did not know how long it took. Therefore, of the families who did remember the time from referral to the first IFSP meeting, 90.1% reported that it was less than 45 days.

Percent of families reporting first IFSP meeting within 45 days



Improvement Plans

Based on a review of FFY 2005 data from all 57 service areas, service areas were notified of their determination status in June 2007. Each of the 36 service areas receiving a determination of Needs Assistance was required to contact Michigan’s CSPD contractor for guidance and submit an improvement plan to MDE for each indicator where there was substantial noncompliance or where the state target was not met. Thirty-three of the 36 service areas were not in compliance with this indicator and not demonstrating improving trend data. A review of the submitted improvement plans reveals that 31 of the 33 local service areas planned activities that could be categorized as related to data collection including improving documentation of the evaluation and assessment and initial IFSP meeting, **documentation and reporting of exceptional family circumstances** and moving to the Michigan Part C data system. A few also used the negative determination to leverage outside resources to hire additional service coordinators in an attempt to lessen caseloads and improve timelines.

Focused Monitoring

Six service areas received a determination of Needs Intervention. Four of those service areas were selected as focused monitoring sites for FFY 2007. Each was out of compliance on the 45-day timeline. Preliminary data from the focused monitoring visits completed during October and November 2007 show that there is confusion about entering referral dates into the Michigan Part C data system, both which date to enter as the referral date and when to close out a referral due to ineligibility, family refusal, or inability to locate the family. Two service areas used an original referral date when a child was re-referred several times before the family finally agreed to *Early On* services. Additionally, while not consistently documented, three of the service areas had documentation of exceptional family circumstances in 25%-50% of the files not meeting the 45-day timeline.

Analysis

An analysis of available data reveals that additional guidance to the field is needed to ensure that all service coordinators are knowledgeable of Part C’s 45-day requirement and the documentation of the initial IFSP meeting, the completion of the IFSP, and any necessary exceptional family circumstances. Additionally, Michigan must ensure that all *Early On* coordinators and data entry personnel are aware of the process for entering referrals into the Michigan Part C data system and how to ensure that referrals that never move to IFSP, for various reasons, are not counted in the data collected for this indicator.

APR Template – Part C (4)

Michigan
State

Improvement Activities:

The following activities were included in the FFY 2005 APR and in the SPP that was updated in February 2006. An update on the progress of each activity is included.

Improvement Activities	Timelines	Resources
<p>Activity: Through <i>Early On</i> Redesign, the system will examine whether to change the Michigan requirement of completing the initial IFSP within 45 days of referral. If the system decides to adopt OSEP's requirement (initial IFSP meeting within 45 days), the field will be made aware of the changes and the implications.</p>	<p>Completed</p>	<p><i>Early On</i> Redesign Leadership Team MICC</p>
<p>Discussion: The Timely Services Reference Bulletin was updated in the spring of 2007 and again in the fall of 2007 to include the corrected definition of initial IFSP meeting as advised by OSEP. Additionally, after the reporting period, public hearings on the policy change regarding the 45-day timeline occurred in October 2007. Michigan plans to move to the OSEP requirement for an initial meeting within 45 days of referral with an additional state requirement that the IFSP be completed within 60 days of referral. Because this policy will not be finalized until final OSEP approval is obtained, Michigan will continue to measure compliance on this indicator as completion of the IFSP within 45 days of referral until the FFY 2008 data collection that will be reported in the February 2009 APR.</p>		
<p>Activity: The Timely Services Reference Bulletin will be updated to include guidance on documenting and reporting exceptional family circumstances. It will be re-distributed to the field.</p>	<p>Completed</p>	<p>Interagency staff</p>
<p>Discussion: The Timely Services Reference Bulletin also included guidance to the field on documenting exceptional family circumstances. It was shared with the field in draft format in the fall of 2006.</p>		
<p>Activity: The Michigan Part C data system will be upgraded to ensure timely and accurate collection of utilization, outcome, and cost data for <i>Early On</i>.</p>	<p>2006 - 2008</p>	<p>Part C Administrative Structure Michigan Part C data system contractor</p>
<p>Discussion: In addition to general Michigan Part C data system upgrades described under Indicator 1, updates to the data system will allow Michigan to collect more precise data on this indicator. The Michigan Part C data system will require service areas to input the actual date of the receipt or completion of each portion of the evaluation and assessment process, the date of the initial IFSP meeting, the date of the completed IFSP, and also any exceptional family circumstances affecting the timeline. This will allow Michigan to notify service areas of findings in a more timely manner, report data from all 57 service areas for this indicator in the FFY 2008 APR, better analyze reasons for non-compliance, and provide additional data about the local service areas.</p> <p>For the FFY 2007 APR to be submitted in February 2009, data for this indicator will be collected through the Service Provider Self Review (SPSR). One cohort of 19 service areas will complete and submit the SPSR, including child record review results, in spring 2008.</p>		
<p>Activity: The compliance portion of CIMS monitoring will address the 45-day timeline issue by collecting file review data from local service areas.</p> <p>The data reported to MDE will be verified on a random basis. MDE will work with NCRRC to finalize the verification process in winter 2008.</p>	<p>Winter 2007 and ongoing</p>	<p>CIMS contractor</p> <p>MDE</p>
<p>Discussion: The local self assessment portion of the Continuous Improvement Monitoring System (CIMS) will begin in the fall of 2007. One of the three cohorts, each of which consists of 19 of the 57 local service areas, will complete the Service Provider Self Review (SPSR) each year. It includes a child record review of 10%, or a minimum of 10 files, which includes detailed questions regarding complete, multidisciplinary and timely evaluation and assessment, the initial IFSP meeting and the completed IFSP. The SPSR will provide Michigan with additional data around evaluation, assessment and the 45-day timeline as well as allowing service areas an opportunity to evaluate their own systems and implement improvement activities in a proactive manner. Each of the three cohorts will implement the SPSR process, including assessment, planning, and improvement, every three years.</p>		

APR Template – Part C (4)

Michigan
State

Activity: A reference bulletin on the collection of vision and hearing information for the comprehensive evaluation of children will be developed and distributed to the field. It will include guidance to utilize existing hearing and vision reports from medical personnel before conducting hearing and vision screenings.	Completed	Interagency staff
Discussion: The hearing and vision reference bulletin was distributed in a draft form in the fall of 2006. In spring of 2008, the final version of the bulletin will be provided to the field with limited edits.		
Activity: A state-recommended form for receiving health reports from medical personnel is being developed. A uniform process for requesting medical information may improve the completeness and timeliness of reports from health providers.	Completed	Interagency staff Community partners Appropriate Stakeholders
Discussion: The state has decided to recommend the use of the Health Appraisal form currently used by all licensed child care providers in Michigan. The form has been posted on Michigan's CSPD contractor website along with other state prototype forms. Service areas receiving determinations of Needs Assistance and Needs Intervention based on noncompliance with the 45-day timeline have received guidance on the use of the form as well as best practices for ensuring the receipt of health information.		
Activity: Analyze data measuring this indicator and develop additional improvement activities.	Ongoing with annual review through 2010	Interagency staff Part C contractors MICC Stakeholders
Discussion: As evidenced in the APR, analysis of data from multiple sources related to the SPP indicators helped Michigan identify issues within the field that need additional guidance or dialogue and plan opportunities related to the indicators and Michigan's system of general supervision in order to correct noncompliance.		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

The following activities, along with timelines and resources, have been developed to positively impact Michigan's compliance with the requirement to conduct an evaluation and assessment and an initial IFSP meeting within 45 days of referral. They have also been added to the SPP which can be viewed at www.michigan.gov.earlyon.

Improvement Activities	Timelines	Resources
Activity: Review fiscal costs and benefits of contracting regionalized nursing services to provide health information and complete vision and hearing checks.	Fall 2008	MDE staff MICC Interagency staff Stakeholders
Justification: This would lower Michigan's reliance on health providers that do not consider themselves or their services a part of the Part C system and improve the rate of receipt of health information for inclusion in the evaluation for eligibility.		
Activity: Conduct a one day compliance conference for <i>Early On</i> coordinators and other stakeholders around the SPP indicators and Michigan's system of general supervision.	Summer 2007	MDE staff CSPD contractor
Justification: With the distribution of determinations, service areas became very interested in the SPP indicators and the consequences of noncompliance. By sharing detailed information with them, MDE is able to reinforce the importance of collecting valid and reliable data that demonstrates compliance and/or high performance on all SPP indicators.		
Activity: The CSPD contractor will develop an electronic system for tracking training and technical assistance provided to local service areas by the contractor staff members or the state administrators.	Winter 2008	MDE staff Interagency staff CSPD contractor Grant manager

APR Template – Part C (4)

Michigan
State

Justification: The system will allow the CSPD contractor to provide information on training and technical assistance when requested, sorted by service area or topic. MDE will then be able to analyze this data for multiple purposes.		
Activity: MDE, state-level partners, and contractors will continue to improve communication with health professionals.	Ongoing	MDE staff Interagency staff CSPD contractor
Justification: This is another strategy for increasing the availability of health information in a timely manner for inclusion in the evaluation of eligibility.		
Activity: Update and re-distribute the reference bulletin regarding the definition of 'central file' and which documents are required to be a part of that file.	Fall 2008	MDE staff Interagency staff CSPD contractor Michigan Part C data system contractor
Justification: The analysis of available data demonstrates the need for clarification to the field on exactly what is required to be included in each child's central file. The requirement to keep documentation of any exceptional family circumstances in the central file will positively impact compliance with this indicator.		
Activity: Develop and distribute guidance to the field on how and when to close out referrals and track them in the Michigan Part C data system.	Spring 2008	MDE staff Michigan Part C data system contractor CSPD contractor
Justification: The analysis of data shows inconsistency across service areas in inputting, tracking, and closing out referrals in the Michigan Part C data system. This is negatively affecting the state's compliance with this indicator.		
Activity: Develop and distribute a reference bulletin focusing on the minimum follow-up to referrals when the parents are difficult to reach or the referral comes without sufficient contact information; and on what constitutes a referral.	Spring 2008	MDE staff Interagency staff CSPD contractor
Justification: The analysis of data shows confusion across the state in policies and procedures regarding referrals. This is negatively affecting the state's compliance with this indicator.		
Activity: Develop a frequently asked questions webpage that can be accessed by local service areas and updated as needed by MDE.	Summer 2008 Ongoing	MDE staff (ECE&FS and OSE/EIS) Interagency staff CSPD contractor Michigan Part C data system contractor Child and family outcomes contractor
Justification: This will allow easy access to frequently asked questions to everyone in the <i>Early On</i> field and ensure that consistent answers are provided. Tracking the frequency of questions will also help the state to determine when a reference bulletin is necessary.		

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, contractors are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will

decrease the need for site-based file reviews to gather data to address SPP requirements and to make and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new Michigan Part C data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan's upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan's system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Effective General Supervision Part C/Effective Transition

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 LEA, if child potentially eligible for Part B; and
- C. Transition conference, if child potentially eligible for Part B.

Measurement:

- A. Percent = $\left[\frac{\text{(# of children exiting Part C who have an IFSP with transition steps and services)}}{\text{(# of children exiting Part C)}} \right] \times 100$.
- B. Percent = $\left[\frac{\text{(# of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred)}}{\text{(# of children exiting Part C who were potentially eligible for Part B)}} \right] \times 100$.
- C. Percent = $\left[\frac{\text{(# of children exiting Part C and potentially eligible for Part B where the transition conference occurred)}}{\text{(# of children exiting Part C who were potentially eligible for Part B)}} \right] \times 100$.

FFY	Measurable and Rigorous Target
FFY 2006	A. Target 100% B. Target 100% C. Target 100%

Actual Target Data for FFY 2006:

- A. IFSP Transition Steps and Services
73.9% of transition records reviewed had a transition plan with steps and services.
 68 divided by 92 = .739 X 100 = 73.9%
 Data source: Record Review of Cohort 3 service areas

- B. Notification to LEA, if child potentially eligible for Part B
 Given that Michigan is a birth mandate state and the Part C local lead agency is the intermediate school district, notification from Part C is internal and takes place as the child is identified as potentially Michigan Special Education eligible at any time from birth to age three. Any child found eligible for Michigan Special Education is automatically transitioned into Part B Special Education at age three. Therefore, LEAs are notified of **100%** (3487 of 3487) of children potentially eligible for Part B. Michigan Special Education Rule R 340.1721c describes the school district requirements.

- C. Transition conference, if child potentially eligible for Part B
85.5% of records of children potentially eligible for Part B had a conference with all required participants.
 53/62 = .855 X 100 = 85.5%
 Data source: Record Review of Cohort 3 service areas

During FFY 2006, Michigan was in the process of updating the Michigan Part C data system to include the collection of data regarding transitions; details of Michigan’s progress with the upgrades are provided in the discussion of the planned improvement activities in this indicator. In order to collect this, and other data, an on-site record review of one-third of the 57 local service areas was conducted. In the FFY 2004 SPP, Michigan submitted a sampling plan to be used for the pilot study for early childhood outcomes. This plan divided the 57 service areas into three representative cohorts. OSEP approved this plan. Michigan has continued to use the cohorts as a device for sampling throughout the general supervision system.

For this data collection activity, each of the 19 service areas in the selected cohort was instructed to submit a list of all children being served to the Michigan Department of Education. A representative sample of 10%, or no less than 10 children for small service areas, was generated based on gender, ethnicity, eligibility (Part C or Part C and Michigan Special Education), and age. The data from the record review of the files from that sample was analyzed to compute the target data for FFY 2006.

For additional details of the record review process, please see Appendix A.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2004:

Michigan was unable to report the correction of findings of noncompliance for FFY 2004 because the necessary data had not been collected in the correct timeframes through the previous monitoring system, Early On System Review. However, Michigan’s understanding of OSEP’s expectations for the state’s general supervision system has resulted in the development of the Continuous Improvement and

Monitoring System allowing for better collection and reporting of the necessary data for the identification and correction of findings of noncompliance beginning in FFY 2005. Michigan has continued to examine compliance data from all 57 service areas through multiple means including self assessments, on-site record reviews, data verification and the Michigan Part C data system. Those data have been used to make determinations and findings of noncompliance, to require improvement planning and additional reporting, and to select areas for focused monitoring.

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2005:

Findings of noncompliance from FFY 2005 and the correction rate of those findings are reported in Indicator 9 of the FFY 2006 APR; details regarding findings of noncompliance with transitions are provided here. Michigan continues to require correction of all noncompliance. Ongoing data collection through multiple methods now allows for closer tracking of data.

Of the 19 service areas monitored for compliance with transitions in FFY 2005:

- A. Eight service areas were found to be out of compliance with providing IFSPs with transition steps and services. As evidenced by the Michigan Part C data system or on-site record review, three of those came into compliance within one year. One additional service area made significant improvements of more than 10 percentage points. Of the five service areas that did not reach compliance within one year, two received focused monitoring and three were required to complete improvement plans and submit quarterly reports.
- B. No service areas were found to be out of compliance with the notification to the LEA, if child potentially eligible for Part B.
- C. Five service areas were found to be out of compliance with providing a transition conference, if child potentially eligible for Part B. As evidenced by the Michigan Part C data system or on-site record review, two of those came into compliance within one year. One additional service area made significant improvements of more than 10 percentage points. Of the three service areas that did not reach compliance within one year, two received focused monitoring and one was required to complete improvement plans and submit quarterly reports.

If these interventions do not lead to compliance, further, more intense, action will be initiated including the implementation of Michigan's Guidelines for Progressive Interventions and Sanctions.

Progress and Slippage

- A. Michigan has experienced a significant increase, from 59.28% in FFY 2005 to 73.9% in FFY 2006, in compliance on providing each child exiting Part C with a transition plan including steps and services. During record review of the 19 service areas in cohort 3, eight service areas were in compliance with the requirement to complete a transition plan with steps and services for every child exiting Part C. Of the 11 service areas not in compliance, three were determined to be in Needs Assistance through the determination process in June 2007. They were required to submit improvement plans in September 2007 and required to submit quarterly reports, beginning December 2007, on the implementation of that plan and on data from child record reviews on recently enrolled children. The eight service areas that have not been notified of non-compliance with transitions will be notified in fall 2007. They will be required to submit documentation that they have come into compliance within one year of notification.
- B. The state has continued to be in compliance regarding the notification to the LEA of children potentially eligible for Part B.
- C. Michigan has made some improvement toward compliance in ensuring each child potentially eligible for Part B receives a transition conference, increasing from 84.4% in FFY 2005 to 85.5% in FFY 2006. During record review of the 19 cohort 3 service areas, 12 were found in compliance with the requirement to complete a transition conference for children potentially eligible for Part B. Of the seven service areas not in compliance, three were determined to be in Needs Assistance through the determination process in June 2007. They were required to submit improvement plans in September

2007 and required to submit quarterly reports beginning December 2007 on the implementation of that plan and on data from child record reviews on recently enrolled children. The remaining four service areas, which had not been notified of noncompliance with transitions through the determinations process, will be notified in fall 2007. They will be required to submit documentation that they have come into compliance within one year of notification.

Related Data

Information from additional data sources was included in this report to provide a more complete view of this issue in Michigan. Further analysis of these related data provides supplementary information on steps the state may take to increase compliance with the transition requirements.

Local Implementation Survey

In gathering data for the SPSR, cohort 1 service coordinators and *Early On* coordinators were surveyed on various topics, including professional development. When prompted with the statement, "My service area provides professional learning opportunities on transition plans," 88.2% (15 of 17) of *Early On* Coordinators responded affirmatively. Service Coordinators were asked directly if they have received training in developing transition plans, with 80.2% of respondents (178 of 222) responding affirmatively.

Improvement Plans

Based on a review of FFY 2005 data from all 57 service areas, service areas were notified of their determination status in June 2007. Each of the 36 service areas receiving a determination of Needs Assistance was required to contact Michigan's CSPD contractor for guidance and submit an improvement plan to MDE for each indicator where there was substantial noncompliance or where the state target was not met. The improvement plans submitted by the 12 service areas determined to Need Assistance that were not substantially in compliance with the transition requirements were analyzed for any trends. Of the service areas required to submit plans to improve transition data, the majority developed strategies around data collection (11/12) and updating policies and procedures (11/12).

Focused Monitoring

Six service areas received a determination of Needs Intervention. Four of those service areas were selected as focused monitoring sites for FFY 2007. Three of the four were out of compliance on transition steps and services and on conducting a transition conference for children potentially eligible for Part B. Preliminary data from the focused monitoring visits completed during October and November 2007 show that service areas need training in proper use of the transition form and what constitutes a transition plan. Widespread misunderstanding also exists regarding when a transition conference should be held and who is required to participate.

Analysis

While training surrounding the transition process has been ongoing for several years, the analysis of data from multiple sources indicates that service areas need more specific training, especially on the documentation of transition plans and conferences and any applicable exceptional family circumstances. Several of the planned improvement activities implemented in FFY 2006 began to impact this data. Additional activities have been planned based on this analysis of the available data and follow the update on previously planned activities.

APR Template – Part C (4)

Michigan
State

Improvement Activities

The following activities were included in the FFY 2005 APR and in the SPP that was updated in February 2006. An update on the progress of each activity is included.

Improvement Activities	Timelines	Resources
Activity: The <i>Early On</i> system will implement the new monitoring system, CIMS, with transition as a priority area.	Completed	CIMS contractor
Discussion: Three of the four service areas identified for focused monitoring through the determination process in spring 2006 were selected in part for their noncompliance with transition activities. Their focused monitoring reports will require compliance within one year from notification. They will receive verification visits in FFY 2008.		
Activity: The <i>Early On</i> system will update and broadly disseminate written guidance regarding requirements and research-based practices for transitioning. It will include specifics required to meet compliance for timelines, transition steps and services, and the transition conference.	Completed Fall 2008	<i>Early On</i> Redesign Leadership Team MICC National Early Childhood Transition Center Contractors Parents Advocacy organizations
Discussion: The Timely Services Reference Bulletin was distributed in December 2006 and addressed the timelines associated with transitions and exceptional family circumstances. Additionally, Michigan participated in the National Early Childhood Transition Center's recent research and received feedback from that project which will be used to develop additional guidance around transition.		
Activity: The Michigan Part C data system will be upgraded to ensure timely and accurate collection of utilization, outcome, and cost data for <i>Early On</i> .	2006 - 2008	Part C Administrative Structure Michigan Part C data system contractor
Discussion: In addition to general Michigan Part C data system upgrades described under Indicator 1, updates to the data system will allow Michigan to include details of transition planning and the date of the transition conference. In addition, the system will collect data related to exceptional family circumstances. This will allow Michigan to notify service areas of findings in a more timely manner, report compliance data for all 57 service areas for this indicator in the FFY 2008 APR to be submitted in February 2009, better analyze reasons for non-compliance, and provide additional data about the local service areas. For the FFY 2007 APR, data for this indicator will be collected through the Service Provider Self Review (SPSR). One cohort of 19 service areas will complete and submit the SPSR, including child record review results, in spring 2008.		
Activity: The <i>Early On</i> system will focus on strengthening partnerships between Part C and Part B personnel at the state, ISD, and LEA levels and with community partners.	Ongoing	MDE Head Start Local service areas Michigan 4C's Other community partners
Discussion: During FFY 2006, communication was increased with ISD Special Education Directors through the use of monthly conference calls with <i>Early On</i> being one of the standing agenda items. Additionally, Part C MDE staff members attended the annual ISD Special Education Monitors meeting to share Part C developments. Finally, the Office of Special Education and Early Intervention Services contracted a Part C monitoring consultant to facilitate communication between Part B and Part C at the state level. In FFY 2007, Michigan <i>Early On</i> plans to attend multiple ISD Special Education Director meetings and develop a stakeholder group including both local <i>Early On</i> coordinators and ISD Special Education Directors to provide insight on the local ramifications of state policy and procedure changes.		
Activity: The <i>Early On</i> system will make available learning opportunities for families to partner in the transition process.	Spring 2008	Families PTI Contractors MICC/Parent Involvement Committee National Early Childhood Transition Center
Discussion: The CSPD, PTI, and parent support contractors will work together to provide a Parent Institute in spring 2008 that will provide an overview of the Part C system including parent rights throughout the process.		

APR Template – Part C (4)

Michigan
State

Activity: Develop request for proposals for training and technical assistance contracts.	Completed	Interagency staff
Activity: Award training and technical assistance contracts.	Completed	MDE
Discussion: The Requests for Proposal for training and technical assistance and child find and public awareness was developed and awarded in FFY 2006. The revised systems began operating October 1, 2007. The previous CSPD contractor was again awarded both the training and technical assistance and the child find and public awareness contracts.		
Activity: Analyze data measuring this indicator and develop additional improvement activities.	Ongoing with annual review through 2010	Interagency staff Part C contractors MICC Stakeholders
Discussion: As evidenced in the APR, analysis of data from multiple sources related to the SPP indicators helped Michigan identify issues within the field that need additional guidance or dialogue and plan opportunities related to the indicators and Michigan's system of general supervision in order to correct noncompliance.		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

The following activities, along with timelines and resources, have been developed to positively impact Michigan's compliance with the transition requirements. They have also been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Improvement Activities	Timelines	Resources
Activity: Michigan's CSPD contractor developed and shared a transition IFSP form that could be utilized by service areas when conducting transition planning and the transition conference. Update the form to ensure that it includes space for all transition requirements, especially steps and services and transition conferences.	Fall 2007	CSPD contractor
Justification: This activity will ensure that all service areas are using forms developed to meet compliance requirements which will increase compliance.		
Activity: In the past, Michigan has shared state prototype forms for permissive use by service areas. Beginning summer 2008, service areas will be required to either use the state prototype forms or submit their local forms to MDE for approval.	Summer 2008	MDE staff Interagency staff CSPD contractor
Justification: This activity will ensure that all service areas are using forms developed to meet compliance requirements which will increase compliance.		
Activity: Develop a new Transition training module based on the SPP indicator and the related requirements. Include the new transition form and guidance incorporating timelines and documentation of exceptional family circumstances.	Fall 2007	CSPD contractor
Justification: Analysis of multiple data sources along with renewed focus on transitions from Part C informed the need for new materials and strategies for reaching compliance.		

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, contractors are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will

decrease the need for site-based file reviews to gather data to address SPP requirements and to make and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new Michigan Part C data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

Interagency coordination and collaboration has been a philosophy of the state of Michigan for many years. During the redesign process, the changing roles and responsibilities of the partner agencies became evident. It was decided to redesign the management structure and to complete a new interagency agreement with agency roles and responsibilities more delineated and specific.

It has also become clear that Michigan’s system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Effective General Supervision Part C/General Supervision

Indicator 9: General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification.

Measurement:
Percent of noncompliance corrected within one year of identification:
a. # of findings of noncompliance.
b. # of corrections completed as soon as possible but in no case later than one year from identification. Percent = [(b) divided by (a)] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	Target 100%

APR Template – Part C (4)

Michigan
State

Actual Target Data for FFY 2006:

Of 50 findings made in FFY 2005, 14 (28%) were corrected within one year.

14 corrections divided by 50 findings = .28 X 100 = 28% correction rate

Data were gathered through local self assessments, on-site record reviews and the Michigan Part C data system. Michigan did not have any findings through the dispute resolution process in FFY 2005 or FFY 2006; all findings were compiled through the state's monitoring system.

Indicator	General Supervision System Components	# of Programs Monitored in FFY 2005	a. # of Findings of noncompliance identified in FFY 2005 (7/1/05-6/30/06)	b. # of Findings from a. for which correction was verified no later than one year from identification
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)	19	9	0
	Dispute Resolution: (Complaints, due process hearings)			
2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)	19	4	1
	Dispute Resolution: (Complaints, due process hearings)			
3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes.	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)			
	Dispute Resolution: (Complaints, due process hearings)			
4. Percent of families participating in Part C who report that early intervention services have helped the family.	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)			
	Dispute Resolution: (Complaints, due process hearings)			
5. Percent of infants and toddlers birth to one with IFSPs.	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)	19	6	1
	Dispute Resolution: (Complaints, due process hearings)			
6. Percent of infants and toddlers birth to three with IFSPs.				
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.	Monitoring: Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)	19	18	7
	Dispute Resolution: (Complaints, due process hearings)			

APR Template – Part C (4)

Michigan
State

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;	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)	19	8	3
	Dispute Resolution: (Complaints, due process hearings)			
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: B. Notification to LEA, if child potentially eligible for Part B;	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)	19	0	0
	Dispute Resolution: (Complaints, due process hearings)			
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: C. Transition conference, if child potentially eligible for Part B.	Monitoring: (Self-Assessment/Local APR, Data Review/Desk Audit/On-site Visit, etc.)	19	5	2
	Dispute Resolution: (Complaints, due process hearings)			
Sum of the numbers down from Column a and Column b			50	14

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2004:

Michigan was unable to report the correction of findings of noncompliance for FFY 2004 because the necessary data had not been collected in the correct timeframes through the previous monitoring system, *Early On System Review*. However, Michigan's understanding of OSEP's expectations for the state's general supervision system has resulted in the development of the Continuous Improvement and Monitoring System allowing for better collection and reporting of the necessary data for the identification and correction of findings of noncompliance beginning in FFY 2005. Michigan has continued to examine compliance data from all 57 service areas through multiple means including self assessments, on-site record reviews, data verification and the Michigan Part C data system. Those data have been used to make determinations and findings of noncompliance, to require improvement planning and additional reporting, and to select areas for focused monitoring.

APR Template – Part C (4)

Michigan
State

Michigan Part C FFY 2005 SPP/APR Response Table, regarding correction of noncompliance identified in FFY 2005:

As Michigan continues to develop its new system of general supervision, the process of identifying and notifying service areas of noncompliance and then verifying correction within one year is becoming more effective and efficient. Findings of noncompliance from FFY 2005 and the correction rate of those findings are reported here. **Details regarding program-specific activities related to uncorrected noncompliance are provided in the corresponding APR indicators.** Michigan's current system of general supervision is composed of three components: Focused Monitoring, SPSR, and Verification. The overview of the development of the APR and the activities explained below describe Michigan's current system of general supervision and the plans for improving it.

Improvement Activities	Timelines	Resources
Activity: Develop Key Performance Indicators (KPIs).	Completed	MDE staff, Interagency staff National Center for Special Education Accountability Monitoring Consultant Stakeholders
<p>Discussion: In FFY 2004 MDE staff and a group of stakeholders designed the framework for the CIMS for IDEA. In FFY 2005 and FFY 2006, staff began development of the Part C SPSR. The goal of the SPSR is to assist local early intervention programs to analyze data from multiple sources to improve outcomes for children and their families. In addition, the SPSR will be used to measure compliance, inform the local and state stakeholders of the service area's needs, and inform improvement planning.</p> <p>The SPSR is a team process conducted by each local service area. Each local team will complete the guided process using an electronic workbook to analyze the local data on each of the eight Key Performance Indicators (KPIs) closely aligned with the SPP indicators. Compliance and performance as an early intervention provider is examined and the results of the SPSR will direct each local improvement plan.</p> <p>In the FFY 2004 SPP, Michigan submitted a sampling plan to be used for the pilot study for early childhood outcomes. This plan divided the 57 service areas into three representative cohorts. OSEP approved this plan. Michigan has continued to use the cohorts as a device for sampling throughout the general supervision system. Each year beginning in fall 2007, one cohort will complete the SPSR on a three-year cycle.</p>		
Activity: Perform focused monitoring activities for specific sites based on data.	Completed Ongoing	CIMS contractor MDE staff
<p>Discussion: Originally, the Focused Monitoring process was developed to select service areas for intense monitoring around only one issue based on available data. Stakeholders concluded that for Part C, the targeted issues should include natural environments, identification, and transition. In the first two years of focused monitoring, service areas were selected based on poor performance in only one of those areas and only that area was examined closely. As OSEP has clarified the importance of compliance with SPP indicators and with further guidance from NCSEAM, Michigan has made changes to the focused monitoring process. Sites are now chosen based on compliance with timely services, timely and complete evaluations, and transition. The scope has been widened so that any noncompliance found through the process is included in the findings report. Specific details of completed focused monitoring visits can be found in the individual indicator descriptions.</p>		
Activity: Train CIMS staff on Part C SPSR.	Completed	MDE staff
<p>Discussion: Training on the SPSR has been provided to MDE staff, CSPD contractor staff, and cohort 1 representatives by the CIMS contractor. The information shared at the trainings can be found at http://www.eotta.ccesa.org/CIMS/SPSR.php.</p>		
Activity: Implement SPSR for Part C.	Fall 2007 Ongoing	CIMS contractor
<p>Discussion: As Part C staff worked with the CIMS contractor to finalize the SPSR for use with the local service areas, it became apparent that it had been developed explicitly for Part B. The number of changes necessary to make it useful for <i>Early On</i> made it impossible to implement beginning in fall 2006. Therefore, the decision was made to postpone the release of the process until both the CIMS contractor and MDE staff were confident that the product was efficient and effective. The additional time allowed for the development of a project team of stakeholders from the local level that was able to review the product and provide invaluable feedback.</p>		
Activity: The <i>Early On</i> system will monitor progress on all five family outcomes from the ECO Center.	Fall 2009	To be determined based on tool selected for measurement.

APR Template – Part C (4)

Michigan
State

Discussion: While Michigan has adopted all five family outcomes as developed by the ECO Center as the goal of <i>Early On</i> , current focus on updating systems and increasing compliance has resulted in a lack of resources to develop process for completing this activity.		
Activity: Develop request for proposals for training, technical assistance, child find, and public awareness contracts.	Completed	Interagency staff
Activity: Award training and technical assistance and child find and public awareness contracts.	Completed	MDE staff
Discussion: The Requests for Proposal for training and technical assistance and child find and public awareness were developed and awarded during the reporting period. The revised systems began October 1, 2007. The previous CSPD contractor was again awarded both the training and technical assistance and the child find and public awareness contracts with changes made based on <i>Early On</i> Redesign, funding decreases, the SPP, and system needs. In order to focus resources on those service areas most in need of assistance, a three-tiered system of training and technical assistance was developed. This allows continued generalized assistance to high performing service areas with increased training and technical assistance provided to lower performing service areas. The lowest performing service areas will receive more intense assistance from both the CSPD contractor and MDE staff.		
Activity: Analyze data measuring this indicator and develop additional improvement activities.	Ongoing with annual review through 2010.	Interagency staff Part C contractors MICC Stakeholders
Discussion: As evidenced in the APR, analysis of data from multiple sources related to the SPP indicators helped Michigan identify issues within the field that need additional guidance or dialogue and plan opportunities related to the indicators and Michigan's system of general supervision in order to correct noncompliance.		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

The following activities, along with timelines and resources, have been developed to positively impact Michigan's ability to identify noncompliance and ensure its correction within one year of notification. They have also been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Improvement Activities	Timelines	Resources
Activity: Implement the third component of Michigan's system of general supervision, verification, related to focused monitoring, record review, and data review findings.	Fall 2007 Ongoing	CIMS contractor MDE staff (ECE&FS and OSE/EIS)
Justification: As Michigan's understanding of the requirements for general supervision continues to expand, MDE staff members, working with the CIMS contractor, have been able to develop a process for verifying the correction of findings of noncompliance. Because of the higher need of those service areas selected for focused monitoring, verification of those sites will be completed by an on site visit which will consist of a record review of files and an interview with key personnel. The exact verification process that will be used for service areas notified of noncompliance based on record or data review findings will be fully developed and implemented by spring 2008.		
Activity: Complete the development of and streamline the entire general supervision system for <i>Early On</i> .	Spring 2008	NCRRC MDE staff (ECE & FS and OSE/EIS) MICC
Justification: The lack of an effective and efficient general supervision system had a negative impact on Michigan's ability to complete the FFY 2005 APR and on Michigan's determination from OSEP. Michigan will work with the assigned NCRRC representative to examine the existing system of general supervision and to make improvements to the three basic components to allow for more timely and effective monitoring, notification of noncompliance, guidance, and verification of correction of noncompliance.		
Activity: Develop a database for tracking all segments of the general supervision system: findings, improvement plans, quarterly reports, progress, and verification of compliance, determinations, and sanctions.	Spring 2008	MDE staff CIMS contractor
Justification: Currently Michigan is struggling to track and align all segments of the general supervision system. A database will ensure that no pieces are lost.		

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, grantees are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

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- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
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Monitoring Priority: Effective General Supervision Part C/General Supervision

Indicator 10: Percent of signed written complaints with reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint.

Measurement: Percent = [(1.1(b) + 1.1(c)) divided by 1.1] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	100%

Actual Target Data for FFY 2006:

No Part C complaints were received in FFY 2006 (same as FFY 2005).

Michigan Part C has adopted the Part B procedures and the MDE, Office of Special Education and Early Intervention Services collects all adjudicated due process hearing requests data for children birth to 21 years.

APR Template – Part C (4)

Michigan
State

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

N/A

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

N/A

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and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

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It has also become clear that Michigan’s system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Effective General Supervision Part C/General Supervision

Indicator 11: Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline.

Measurement: Percent = [(3.2(a) + 3.2(b)) divided by 3.2] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	100%

Actual Target Data for FFY 2006:

No due process hearings were requested in FFY 2006 (same as FFY 2005).

Michigan Part C has adopted the Part B procedures and the MDE, Office of Special Education and Early Intervention Services collects all adjudicated due process hearing requests data for children birth to 21 years.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

APR Template – Part C (4)

Michigan
State

N/A

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

N/A

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, grantees are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
- 3) The interagency agreement needs to delineate roles and responsibilities of each partner agency, and
- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will decrease the need for site-based file reviews to gather data to address SPP requirements and to make

and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

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It has also become clear that Michigan’s system of general supervision must be refined and the relevant timelines aligned. In Michigan, Parts B and C have been involved in the development of a more comprehensive monitoring system, CIMS. The monitoring system has gone through various iterations to respond to the changes mandated as a result of the 2004 Reauthorization of the Individuals with Disabilities Education Improvement Act. There are three components to CIMS: Focused Monitoring; SPSR; and Verification. Two of the three components, Focused Monitoring and SPSR, have been developed and implemented. Over the next federal fiscal year the Verification process will be defined with support from NCRRC. The NCRRC will also assist Michigan to streamline the timelines and processes for identifying and correcting findings of noncompliance in a more efficient and effective manner. Guidance from OSEP and national technical assistance agencies will help Michigan Part C improve its general supervision system.

Monitoring Priority: Effective General Supervision Part C/General Supervision

Indicator 12: Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted).

Measurement: Percent = (3.1(a) divided by 3.1) times 100.

FFY	Measurable and Rigorous Target
FFY 2006	100%

Actual Target Data for FFY 2006:

No Part C hearings were requested in FFY 2006 (same as FFY 2005).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

N/A

APR Template – Part C (4)

Michigan
State

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/
Resources for FFY 2006:

N/A

Part C State Annual Performance Report (APR) for FFY 2006

Overview of the Annual Performance Report Development:

The Lead Agency for Part C in Michigan is the state education agency, the Michigan Department of Education (MDE). Since program inception, the early intervention system has coordinated and collaborated with the Departments of Human Services (DHS) and Community Health (DCH), which houses both mental health and public health, to implement the early intervention system for infants and toddlers with disabilities or developmental delays. The administrative work for Part C/*Early On* has been shared amongst these entities.

The APR development process included input from partner agencies, data collected by various contractors, and a review by the Michigan Interagency Coordinating Council (MICC). Through individual contracts, grantees are assigned responsibility for indicator-specific data. Partner agency staff members were assigned responsibility for the coordination of the initial draft of individual indicators. A series of meetings with partner agencies and contractors, both together and individually, were held to review and analyze data and develop appropriate activities. The data coordination meetings helped to align work and decrease redundancy of efforts.

Once the initial draft of the APR was completed, one staff member at MDE was assigned to coordinate the completion of the document. MDE staff, partners, contractors, and staff from the North Central Regional Resource Center (NCRRC) reviewed each indicator using the provided APR Checklist. An enhanced draft of the APR was shared with the MICC in mid-December for input and discussion. Suggestions were reviewed and, where appropriate, integrated into the document.

Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

Over the past two fiscal years, Michigan Part C has engaged in activities to determine how to redesign the early intervention system to better support infants and toddlers with disabilities and their families. National technical assistance was contracted to support the state with this process. Lessons learned through the redesign process provide direction for system improvements that are described throughout the APR. Michigan learned that:

- 1) A significant portion of the cost of the system is supported by Michigan Special Education state and local funds,
- 2) Michigan Part C/*Early On* needed a more comprehensive and flexible data system,
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- 4) Coordination of early intervention resources requires the support of interagency administration.

Michigan is a birth mandate state; eligible children are entitled to special education services from birth to 26 years of age. During the redesign process it was learned that state and local special education funds provide over \$40 million annually to the early intervention system. Given the significant role Michigan Special Education plays in *Early On*, a more enhanced relationship with local special education systems is planned for the future.

The need for a more flexible and comprehensive data system has become more apparent with time. The Michigan Part C data system was originally built to respond to the point-in-time 618 data collection requirements. Refinements to the general supervision system and the State Performance Plan (SPP) requirements have increased the need for additional data. *Early On* is in the process of migrating to a web-based data system which will include additional data fields to collect SPP information. This will decrease the need for site-based file reviews to gather data to address SPP requirements and to make

and verify correction of findings of noncompliance. Adding fields to a web-based data collection system is approximately a three year process. One year is required to program and pilot the changes. Another year is needed to train staff and provide technical assistance to get valid and reliable data. Finally, in the third year, data will be available for reporting. Once the migration to the new data system is complete, the state will be able to collect data through two venues. The Continuous Improvement Monitoring System (CIMS) Service Provider Self Review (SPSR) process will include a more detailed comprehensive review of Part C requirements and allow local system evaluation of components. Michigan’s upgraded data collection system will collect all data needed for completing the APR, except for family outcomes and the due process information. Both systems will be used to monitor local service areas and to provide reports at the state and local levels.

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Monitoring Priority: Effective General Supervision Part C/General Supervision

Indicator 13: Percent of mediations held that resulted in mediation agreements.

Measurement: Percent = [(2.1(a)(i) + 2.1(b)(i)) divided by 2.1] times 100.

FFY	Measurable and Rigorous Target
FFY 2006	100%

Actual Target Data for FFY 2006:

No Part C mediations were held in FFY 2006 (same as FFY 2005).

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

N/A

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

N/A

Part C State Annual Performance Report (APR) for FFY 2006

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Plans for public reporting have also been discussed. The MDE Superintendent's office decided that Part B and Part C of the IDEA will coordinate the public reporting activities and formats. Both Parts are working with the MDE Communications office. Plans are to release state and local performance data to the public annually in the spring.

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Monitoring Priority: Effective General Supervision Part C/General Supervision

Indicator 14: State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate.

Measurement: State reported data, including 618 data, State Performance Plan, and Annual Performance Reports, are:

- a. Submitted on or before due dates (February 1 for child count, including race and ethnicity, settings and November 1 for exiting, personnel, dispute resolution): and
- b. Accurate (describe mechanisms for ensuring error free, consistent, valid and reliable data and evidence that these standards are met).

FFY	Measurable and Rigorous Target
FFY 2006	100%

Actual Target Data for FFY 2006:

Using the Self-calculating Data Scoring Rubric for Part C Indicator 14 and Data Accuracy: Critical Elements for Review of SPPs document dated July 30, 2006 for guidance, Michigan calculated an indicator score of **100%**. The required 618 data and SPP/ APR reports were each submitted on time.

Various methods and vendors were used to collect the SPP/APR data. Data for Indicators 1 and 8 were collected in a site-based record review. The current Michigan Part C data system was used to collect data for Indicators 2, 5, 6 and 7. The child and family outcome information, Indicator 3 and Indicator 4, were collected by the Qualitative Compliance Information Project at Wayne State University. Data for Indicators 10, 11, and 12 are collected in the Michigan Department of Education, Office of Special Education and Early Intervention Services. More detailed information on the processes used to collect the data can be found below.

Indicators 1 and 8

During FFY 2006, Michigan was in the process of updating the Michigan Part C data system to include the collection of data regarding the timeliness of services; details of Michigan's progress with the upgrades are provided in the discussion of the planned improvement activities in this indicator. In order to collect this, and other data, an on-site record review of one-third of the 57 local service areas was conducted. In the FFY 2004 SPP, Michigan submitted a sampling plan to be used for the pilot study for early childhood outcomes. This plan divided the 57 service areas into three representative cohorts. OSEP approved this plan. Michigan has continued to use the cohorts as a device for sampling throughout the general supervision system.

For this data collection activity, each of the 19 service areas in the selected cohort was instructed to submit a list of all children being served to the Michigan Department of Education. A representative sample of 10%, or no less than 10 children for small service areas, was generated based on gender, ethnicity, and age. The data from the record review of the files from that sample was analyzed to compute the target data for FFY 2006.

For additional details of the record review process, please see Appendix A.

Indicators 2, 5, 6, and 7

The process for ensuring the reliability and validity of the 618 data was built on two key methods. Local service areas work with the Michigan Part C data system contractor to align and verify the data submitted by the individual program. There is a set of data edits and duplicate checking algorithms to ensure that submitted data satisfies the stated business rules and that the data submitted by each local program match final reported counts. The data collected can be viewed in detail per local program and in summary.

The second process determines the accurate portrayal of the actual Part C child population. Site-based record reviews allow for the comparison of the actual child file data and the one-child detail report generated by the Michigan Part C data system. There is a strong corroboration between OSEP/WESTAT historically mandatory data and the one-child detailed report generated by the current data collection system.

Indicator 3

The quality of the child outcomes data collected is being addressed through several activities. A policy and procedures handbook was developed to clarify all aspects of data collection in reporting on child outcomes measurements. The handbook incorporates information about a ratings tool and process, appropriate measurement tools, other data sources, frequency of data collection, the population of children to be included, and timelines for measuring child outcomes.

Training was developed to address the child outcomes data collection process. The Qualitative Compliance Information Project provided a component of the training to address the use of the Child Outcome Summary Form. The training closely reflected the content of the Child Outcomes Handbook. Michigan’s CSPD contractor also provided a training component discussing best practices for including parents (and other individuals chosen by the parent) in the process. Both components were provided in collaboration with State Interagency staff to create shared responsibility, knowledge, and coordination across all levels of the system. Data collection is proceeding according to the sampling plan previously submitted to OSEP. Finally, the Qualitative Compliance Information Project is monitoring the data to ensure completeness and accuracy of completed forms. Cleaning and analysis of the data helps to identify other quality issues, which can be addressed prior to final analysis.

Indicator 4

Every family recorded as participating in Part C/*Early On* as of December 1, 2006 was eligible to receive a family survey (n=8,836). The current versions of the survey were sent to families who have children in *Early On* who were between the ages of birth and three as of April 1, 2007.

For families who had more than one child in *Early On* living in the same household, one of their children was randomly selected as the ‘target’ child for the survey questions. Six hundred forty (640) families with multiple children enrolled in *Early On* were identified, reducing the initial number to 8,196.

Of the 8,196 notification flyers that were mailed, a total of 510 families called the toll-free number to decline participation and 311 families had invalid addresses that could not be corrected. This resulted in a total mailing of 7,885 surveys in late March 2007. Of the 7,885 surveys mailed, 1,499 surveys were sent to families whose children were transitioning out of Part C; their results are not included in this report. Thus 6,386 surveys went to families with children currently enrolled in the Part C/*Early On* program.

8836 – 640 (duplicate children) = 8196
 8196 – 311 (invalid addresses) = 7885 surveys mailed including transition surveys
 7885 – 1499 (transition surveys) = 6386 surveys mailed including family outcomes questions

2,727 families of those 6,386 mailed family outcome surveys completed and returned the survey, which provided a response rate of 42.7%.

The survey responses returned are representative of the entire Michigan *Early On* population based on child gender and age, but not based on ethnicity as shown below. The poor representation of non-white populations in the family survey responses has been a continuing issue since the surveys were first sent out in 1994. Many strategies have been utilized to increase the number of responses from minorities; further strategies will be examined for future improvement.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that Occurred for FFY 2006:

For the FFY 2005 APR, Michigan developed and used its own rubric for calculating compliance with the submission of data in a timely and accurate manner. The result from that rubric for FFY 2005 was a compliance rate of 88%. The progress to 100% in FFY 2006 can be attributed primarily to Michigan’s increased understanding of the SPP indicators and their required measurements. Increased focus on the reliability and validity of the data collected through various methods has improved both data accuracy and the documentation of strategies for ensuring accuracy.

Improvement Activities	Timelines	Resources
Activity: The CIMS process will be further developed during FY 2005-06. The development of compliance Key Performance Indicators and more development on the Focused Monitoring process will be	Completed	Part B monitoring staff Part C Interagency Team MDE staff

APR Template – Part C (4)

Michigan
State

conducted during this time. An electronic data collection process and guidebook will be developed for Part C over the next two years.		
<p>Discussion: As reported in Indicator 9, both the SPSR and Focused Monitoring components of CIMS have been implemented. Both processes include the collection of data from selected local service areas, allowing the triangulation of data from multiple sources. Any time a discrepancy is evident, an investigation leading to verification of data when necessary, will occur. This data check will assist in ensuring the accuracy of data reported from the local service areas. Continued discrepancies in data by a local service area will result in a finding of noncompliance and negatively effect that service area's determination.</p> <p>The SPSR process includes an electronic workbook in which data from other electronic sources is collected and where local service areas add additional data from child record reviews and document reviews. The entire SPSR process is thoroughly explained at http://www.eotta.ccreesa.org/CIMS/SPSR.php. This electronic version of a handbook to guide <i>Early On</i> coordinators through the SPSR process is more convenient for both local and state staff.</p>		
Activity: Training will be continued on data entry accuracy in the field.	Completed Ongoing	CSPD contractor Michigan Part C data system contractor MDE staff
<p>Discussion: The contractors for the Michigan Part C data system and CSPD continue to work together to plan and implement training and technical assistance in the field regarding the correct collection and input of data for the system.</p>		
Activity: The Michigan Part C data system will be upgraded to ensure timely and accurate collection of utilization, outcome, and cost data for <i>Early On</i> .	2006 - 2007	Michigan Part C data system contractor Enterprise Computing Solutions
<p>Discussion: In addition to general Michigan Part C data system upgrades described under Indicator 1, updates to the data system will assist Michigan in collecting data that is more valid and reliable. The system will eventually collect data for all SPP indicators except Indicator 4. Relying on this one web-based data collection system will reduce the need for local data entry personnel to learn multiple systems. It will also allow for increased monitoring of the timeliness and accuracy of data input by locals.</p>		
Activity: Analyze data measuring this Indicator and develop additional improvement activities.	Ongoing with annual review through 2010	Interagency staff Part C contractors MICC Stakeholders
<p>Discussion: As evidenced in the APR, analysis of data from multiple sources related to the SPP indicators has lead to the development of additional, more targeted, improvement activities.</p>		

Revisions, with Justification, to Proposed Targets/Improvement Activities/Timelines/Resources for FFY 2006:

The following activity along with timelines and resources, have been developed to positively impact family outcomes in Michigan. They have also been added to the SPP which can be viewed at www.michigan.gov/earlyon.

Improvement Activities	Timelines	Resources
Activity: Implement the third component of Michigan's system of general supervision, verification, related to focused monitoring, record review, and data review findings.	Fall 2007 Ongoing	CIMS contractor MDE staff (ECE&FS and OSE/EIS) NCRRC
<p>Justification: As Michigan's understanding of the requirements for general supervision continues to expand, MDE staff members, working with the CIMS contractor, have been able to develop a process for verifying the correction of findings of noncompliance. Because of the higher need of those service areas selected for focused monitoring, verification of those sites will be completed by an on-site visit which will consist of a record review of files and an interview with key personnel. The exact verification process that will be used for service areas notified of noncompliance based on record or data review findings will be fully developed and implemented by spring 2008 and will include methods of verifying the reliability and validity of the Michigan Part C data system.</p>		