Service Area Plan Instructions

In the Fiscal Year (FY) 2021-2022 *Early On* NexSys application, provide a brief description of each of the following ten components of your local system, addressing both Part C only and Michigan Mandatory Special Education (MMSE) as applicable. The description for each component may include up to 6,000 characters. Include discussion of all bulleted points below for each component. Some components include sub-questions to be answered using yes/no radio buttons, check boxes, and/or text boxes. Sub-question text boxes may include up to 1,500 characters. "If other" questions have a limit of 100 characters. A list of applicable regulations from 2011 Individuals with Disabilities Education Act (IDEA) Part C is provided for reference. Some information may cross components, include information in the section in which it best fits. Components may be cross referenced rather than repeating information; however, all information requested in the sub-questions must be completed in the text boxes provided to enable pulling reports.

1. **Identification**
   Applicable Regulations: CFR 303.115, CFR 303.116, CFR 303.227, CFR 303.301, CFR 303.302, CFR 303.303

   - Primary referral sources – who are they and how do you work with them?
   - Describe how child find efforts are targeted toward identifying underserved populations (i.e., limited or low literacy, non-English speaking, minority, low income, inner city, rural, foster care, etc.).
   - Describe collaborative efforts with other existing child find systems and community organizations.
   - Describe the local process for handling referrals, including parent notification of a referral – do you have a local referral system and/or are you using the 1800earlyon.org website or phone system?

   Sub-questions:
   a. Describe local public awareness activities.
   b. Describe Child Find efforts for Birth to Three.
   c. Describe Child Find efforts specific to Birth to One.
   d. What method is used to collect data on referrals (Excel, local student information system, etc.)?
   e. If available, how many referrals were received between 1/1/2020 and 12/31/2020?
   f. Of those referrals, how many resulted in an evaluation?
   g. Of those referrals, how many resulted in an IFSP?

2. **Eligibility Determination**
   Applicable Regulations: CFR 303.21, CFR 303.24, CFR 303.113, CFR 303.320, CFR 303.321, CFR 303.322

   - Evaluation process – briefly describe your evaluation process including:
     - Tool(s) typically used:
       - Developmental areas (e.g., domains)
       - Multidisciplinary

- ▪ Non-discriminatory
  - o Who conducts the evaluation for:
    - ▪ *Early On* eligibility
    - ▪ MMSE eligibility

Sub-question:
a. Is Post-Referral screening conducted? (Post-referral screening is conducted after a referral is received to decide whether there is a suspicion of a developmental delay and therefore a need to conduct an evaluation to determine eligibility for *Early On*. This does not include screenings completed before making a referral, such as screening done as a Child Find activity or screening done by a primary referral source to identify children for referral.) Mark yes or no. If yes, describe the procedures and tools used. Include how it fits within the 45 calendar-day timeline and how all required procedural safeguards are addressed.

3. **IFSP Development**
Applicable Regulations: CFR 303.20, CFR 303.114, CFR 303.310, CFR 303.340, CFR 303.342, CFR 303.343, CFR 303.344, CFR 303.345

- • 45-day timeline – how do you ensure the timely development of the IFSP?
- • How do you establish the IFSP team?
- • Assessment – describe the process and any tools used:
  - o Child
  - o Family
- • Reviews (periodic and annual) – how do you ensure the timely scheduling and completion of each type of review?

4. **Service Provision**
Applicable Regulations: CFR 303.12, CFR 303.13, CFR 303.26, CFR 303.34, CFR 303.117, CFR 303.121, CFR 303.126

- • Timely services – how do you ensure all services are initiated within 30 days of parental consent? This includes services on the initial IFSP and subsequent IFSPs.
- • Natural environments – to what degree are services provided in a natural environment and how are justifications for any service not provided in a natural environment documented?
- • Central Directory – how and to whom do you disseminate the statewide Central Directory to ensure accessibility to the information? How do you provide information to support updates of the statewide Central Directory by CCRESA Office of Innovative Projects?
- • Year-round services – describe how you ensure services are individualized to meet the developmental needs of the child and the needs of the family to assist appropriately in the child's development throughout the year for children receiving Part C only services AND children who are also eligible for MMSE services.

Sub-questions:
a. Are your service providers for children eligible for Part C Only (check all that apply):
- ❑ ISD employees
- ❑ Individuals contracted directly by ISD
- ❑ Individuals contracted by ISD through employment agency
- ❑ LEA Employees
- ❑ Individuals contracted directly by LEA
- ❑ Individuals contracted by LEA through employment agency
- ❑ Contract with community agency
- ❑ Collaborative agreement (in kind) with community agency
- ❑ Other
   If other, please describe.

b. Are your service providers for children eligible for Part C and MMSE (check all that apply):
- ❑ ISD employees
- ❑ Individuals contracted directly by ISD
- ❑ Individuals contracted by ISD through employment agency
- ❑ LEA Employees
- ❑ Individuals contracted directly by LEA
- ❑ Individuals contracted by LEA through employment agency
- ❑ Contract with community agency
- ❑ Collaborative agreement (in kind) with community agency
- ❑ Other
   If other, please describe.

c. Which of the following describes your model for service coordination for children eligible for Part C Only (check all that apply):
- ❑ Dedicated service coordinators
- ❑ Providers serve as service coordinators
- ❑ Other
   If other, please describe.

If dedicated service coordinators, are they (check all that apply):
- ❑ ISD employees
- ❑ Individuals contracted directly by ISD
- ❑ Individuals contracted by ISD through employment agency
- ❑ LEA Employees
- ❑ Individuals contracted directly by LEA
- ❑ Individuals contracted by LEA through employment agency
- ❑ Contract with community agency
- ❑ Collaborative agreement (in kind) with community agency
- ❑ Other
   If other, please describe.

d. Which of the following describes your model for service coordination for children eligible for Part C and MMSE (check all that apply):
- ❑ Dedicated service coordinators
- ❑ Providers serve as service coordinators
- ❑ Other
   If other, please describe.

If dedicated service coordinators, are they (check all that apply):
- ❏ ISD employees
- ❏ Individuals contracted directly by ISD
- ❏ Individuals contracted by ISD through employment agency
- ❏ LEA Employees
- ❏ Individuals contracted directly by LEA
- ❏ Individuals contracted by LEA through employment agency
- ❏ Contract with community agency
- ❏ Collaborative agreement (in kind) with community agency
- ❏ Other
  If other, please describe.

5. **Transition**
   Applicable Regulations: CFR 303.209

   - Transition window – how do you ensure timeliness of the transition plan and transition conference? How do you ensure that transition requirements are met for every toddler exiting *Early On* after turning 27 months of age?
   - Transition plan – describe your procedures for developing the transition plan as part of an IFSP—at either an initial IFSP, periodic review, or annual IFSP.
   - Transition conference:
     - Describe how you determine which children are potentially eligible for IDEA Part B preschool special education (619) and therefore in need of a transition conference with participation by *Early On*, the family, and an LEA representative. Describe your procedures for holding this conference.
     - For children **not** considered potentially eligible for Part B 619, describe how you make reasonable efforts to convene a conference among *Early On*, the family, and providers of other appropriate services.
   - Coordination with Part B 619 – describe how you coordinate with IDEA Part B 619 staff for an Individualized Education Plan (IEP) by the child's third birthday.
   - Notification – describe how notification is provided to the LEA/state education agency (SEA) regarding children potentially eligible for Part B 619 who are approaching the age of transition.

6. **Procedural Safeguards**
   Applicable Regulations: CFR 303.123, CFR 303.400, CFR 303.401, CFR 303.402-303.417, CFR 303.420-303.422, CFR 303.430-303.434, CFR 303.440-303.449

   - Family awareness/understanding of rights and procedural safeguards. How is this accomplished?
   - Accessing translators and interpreters, providing materials in native language/mode of communication – what resources do you have available to meet these needs?
   - Consent to screen – If post-referral screening is used, describe your procedures for obtaining consent for the screening.
   - Consent to evaluate/assess – describe your procedures for obtaining consent for evaluations and assessments. Address consents for initial evaluation,

initial assessment, ongoing assessment, and evaluations completed at later dates.

- Authorization to share information – when is this completed?
- Prior written notice – when and how are notices provided to families?
- Protecting confidentiality – describe staff training and procedures to protect confidentiality.
- Disposition of records – what are your procedures? How and when is the family informed?
- Mediation, due process, and complaints – how and when are parents informed about these procedures? Describe procedures used when the need for these arise.

7. **Personnel**
   Applicable Regulations: CFR 303.31, CFR 303.118, CFR 303.119

   - Areas of responsibility – briefly describe the structure at your ISD, including program, administration, data, and finances.
   - Standards – Describe in general the qualifications required for staff and whether you use assistants. See *Early On* Personnel Document (www.michigan.gov/documents/mde/2-4-15_FINAL_Personnel_Document_for_posting_480825_7.pdf).
   - Recruitment – what efforts are made to seek qualified staff?
   - Orientation – how are new *Early On* staff/contractors oriented?
   - In-service training – how are professional development needs determined and how are such needs met? Describe the use of *Early On* Training & Technical Assistance (EOT&TA) and other professional development resources.
   - How is it determined who needs to complete the Essentials of *Early On* training and how is it documented? Have all current staff completed this training, if required? If not, what is your path for completion, including timelines?
   - Supervision of staff – by whom and how?

8. **Financial Matters**
   Applicable Regulations: CFR 303.222, CFR 303.225, CFR 303.500, CFR 303.501, CFR 303.510, CFR 303.520, CFR 303.521

   - Payor of Last Resort – how is it ensured that federal funds are not used when state or local funds are available?
   - Oversight of allowable costs:
     o Budget – who is involved in preparation of the budget?
     o Financial expenditure reports – who completes financial reports?
   - Maintenance of Effort (MOE) – how do you determine the amount budgeted from state and local funds for the upcoming year? Are program codes included when reporting all expenditures related to *Early On* in the Financial Information Database (FID)? Who completes these requirements?

Sub-question:
a. Medicaid billing – indicate whether this is done for Part C with MMSE, Part C only, or if there is no Medicaid billing for Part C children. Check all that apply.

9. **Data Collection and Reporting**
   Applicable Regulations: CFR 303.124, CFR 303.701, CFR 303.722

   - Local tracking system – describe how data are gathered.
   - Michigan Student Data System (MSDS) reporting – who is responsible and how is it done?
   - Use of data at the local level – how are data used and by whom?

   Sub-questions:
   a. Indicate local data system(s) used:
      - ❑ Illuminate
      - ❑ Infinite Campus
      - ❑ MI Star
      - ❑ PCG
      - ❑ PowerSchool Special Education
      - ❑ Other
        If other, what system is used?
   b. Indicate type of IFSP used:
      - ❑ Paper
      - ❑ Electronic (auto fills to data system)
      - ❑ Electronic (does not auto fill to data system)
      - ❑ Other
        If other, what IFSP is used?
   c. Child outcomes rating and reporting – who is responsible and describe process.
   d. Child Outcomes rating and reporting - What assessment tools are used?
   e. Child Outcomes rating and reporting - How is the decision tree used?
   f. Child Outcomes rating and reporting - How are parents involved in the child outcome rating process?

10. **Local Interagency Coordinating Council (LICC)**
    Applicable Regulations: CFR 303.125, CFR 303.601, CFR 303.605

    - Composition – who/what agencies are represented?
    - Meetings – list frequency and are they connected with other community meetings?
    - Family participation – how many, how are they oriented, and how do they participate? Are parents compensated for their time and participation? If so, please describe (e.g., process and rates).
    - Interagency and intra-agency coordination – how do you coordinate with public health, mental health, and human services agencies? How do you coordinate with local education agencies? How do you coordinate with other programs within the ISD?

- Community connections – list and describe connections to other community collaborative groups. How do you coordinate with other local programs that support infants and toddlers?

Sub-question:
a. Indicate whether the LICC is:
   - ❑ a stand-alone LICC,
   - ❑ the Great Start Collaborative (GSC) serves as the LICC,
   - ❑ a subgroup of GSC serves as LICC
   - ❑ Other
     If other, please describe.