

**From:** Jillian Condon  
**To:** Data Review/Planning Committee  
**Date:** 7/2/2009 3:36:36 PM  
**Subject:** June 2009 Meeting Update - Response Needed

Good Afternoon,

**DATA REVIEW & PLANNING COMMITTEE UPDATE/FEEDBACK (6/23/09 Meeting)**

We are currently working on the Cluster Performance Plan (CPP) which is due to the State on July 10th. Since the last report we have met compliance for the following indicators;

- #16 - Timely completion of 6 month reviews
- #18 - Documentation of family income

Attached please find the letter recognizing this compliance.

We continue to work toward compliance for the following indicators;

- #1 - Timely start of services
- #7 - IFSP development within the 45 day timeline
- #17 - 10day written prior notice
- #19 - Documentation of insurance information
- #20 - Timely data entry of exit/entrance interviews

In the report we will be submitting on July 10th, we will be able to report compliance, based on internal file reviews, on all of these indicators with the exception of #7. We did not meet this indicator due to having 299/301 IFSPs developed within the 45 day timeline. The two (2) IFSPs that exceeded this timeline were siblings and the Intake Coordinator made an error in reading the due date of the IFSP (mistakenly thought it was due 3/17/09 when it was actually due 3/7/09).

While we were able to report compliance in many areas we continue to struggle with validating 30 day start of services. **We would welcome your ideas and suggestions as to ways we might impress upon providers the importance of timely start of services as well as ensuring the documentation is sent to the SPOE office.**

Also, the Holdback Report is due to the State on September 15th. As you may be aware, the Holdback report is submitted twice a year with regard to each outcome outlined in the Request For Funds (RFF). We report on achievement of each outcome along with strategies/plans for maintaining the outcome or improvement if needed. You will receive information pertaining to this report with requests for your review and comment. Today, attached please find the Strategic Plan that is being submitted for ensuring that 2.55% of children under 12 months within the cluster are enrolled in the program. This is a reporting point on the Holdback and this plan will help to ensure compliance. **Please review and submit any comments or suggestions.**

Attached please also find the meeting minutes from the March meeting. Please review the minutes and submit any revisions or additions if needed.

**The next Data Review & Planning Committee Meeting is scheduled for September 22nd at 3:30pm at the First Steps office.**

Thank you and I hope everyone has a wonderful and safe holiday weekend.

**Jillian Condon  
Lead LPCC Coordinator  
1st Kids, Inc.  
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## Action Plan Cluster A

### Child Find Activities for Children under the Age of 1

The LPCC Coordinator will begin to arrange visits with hospital pediatric units and or birthing units within the Cluster. The purpose of these visits will be to determine which hospital personnel are responsible for making referrals to First Steps and establishing a relationship with that person. The LPCC Coordinator will also share referral information brochures and general child development information which could be added to new baby packets given at the hospital to new parents.

The Child Find/Public Relations Committee will continue to work on projects and distribute Child Find materials to increase awareness of First Steps in the Cluster.

The SPOE will continue to work with NICU units to establish a referral process to ensure that we are accessible to all families who need First Steps services.

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The Data Committee and Child Find Committees will continue to review and analyze the data being collected on referral sources, average age at initial IFSP and the number of infants not being identified through the evaluation process. The committee will use this information to determine if additional activities are required to ensure that we are serving an appropriate number of children birth-12 month.

**(fax) 219-662-7510**

**CC:** Angie Miller



"People  
helping people  
help  
themselves"

Mitchell E. Daniels, Jr., Governor  
State of Indiana

**Indiana Family and Social Services Administration**  
402 W. WASHINGTON STREET, P.O. BOX 7083  
INDIANAPOLIS, IN 46207-7083

Anne Murphy, Secretary

March 24, 2009

1<sup>st</sup> Kids, Inc.  
ATTN: Clara Mann  
11045 Broadway Street, Suite F  
Crown Point, IN 46307

Dear Ms. Mann,

The Bureau of Child Development Services and the Quality Review-Focused Monitoring Teams have completed the desk audits, on-site monitoring visits, and review of your Cluster Performance Plan (CPP) progress for FY 2007. Data from these cluster sources were used to evaluate the state's annual progress in meeting Federal and State regulations, as well as identifying local areas of improvement and non-compliance. States are required pursuant to 616(a)(1)(C)(i) and 300.600(a) to make local determinations on the progress of the clusters' performance annually. The Bureau has reviewed the information provided in your cluster CPP, other state reported data, including monitoring visits, RFF holdback data and other public information and has determined that your cluster **meets the requirements** of IDEA, Part C.

Based on this data analysis, the State has identified items for improvement that were addressed in your Cluster Performance Plan (CPP) for FY 2008. Like the State Performance Plan, the cluster will be responsible for identifying activities and strategies that will allow the cluster to meet all areas of compliance as soon as possible, but in no case later than one year from any state identification of non-compliance. The specific areas of non-compliance and needs improvement were identified in your 11/5/08 CPP table. These indicators relate specifically to the state APR and are not necessarily Best Practice indicators; those items are better reflected in your RFF holdback reports. A review of the state verified data from the annual on-site visits shows that you have also now met compliance for the following indicators (in addition to those indicators listed on your CPP as having already met the targets):

*Indicator 16. Timely completion of the six month review*

*Indicator 18. Documentation of family income*



Existing areas needing improvement, along with any RFF holdback items, must be added to your CPP. Improvement strategies and activities for these areas must be included in your progress reports. All findings should be corrected as soon as possible, and in no case later than September 30, 2009.

To monitor the ongoing progress of your cluster, you are required to submit a quarterly performance report, including data for all indicators that demonstrates continuous improvement and correction of any non-compliance, as soon as possible but no longer than one year from identification. The initial progress report is due *April 1, 2009*. You may use data from the annual on-site visits or you may provide additional data from your internal quality review activities. In addition to providing data, the CPP identified strategies and activities for improvement must be reviewed and revised as needed. The Focused Monitoring Teams and the State Consultants are available to assist with the development of your plan.

Indiana is committed to supporting your cluster's efforts to improve outcomes for infants and toddlers with disabilities and their families, and we look forward to working with you over the next year. Please feel welcome to contact me or one of the QR team members with any questions that you may have.

Sincerely,

*Kendra Raver-Walls*

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First Steps  
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