## Cyclical Comprehensive Monitoring

Purpose: Comprehensive monitoring of all early intervention service programs and specialty service programs every six years to verify compliance with policies, procedures, and federal requirements. The Early Intervention Division provides differential technical assistance for each EIS program and SSP program based on its unique strengths, progress, challenges, and needs.

Scope: Early Intervention Division staff, EIS program directors, EIS program staff, specialty service program directors, specialty service program staff

Prerequisites: Self-assessment, access to EICS database

### Procedure: Each early intervention service (EIS) program and specialty service program (SSP) will be monitored by the Early Intervention Division in a 6-year cycle. Early intervention service programs and specialty service programs will be assigned a specific monitoring year and will engage in monitoring activities. Monitoring will focus on Improving educational results and functional outcomes for infants and toddlers with disabilities; and ensuring that programs meet the state and federal requirements under Part C of IDEA, with a particular emphasis on those requirements that are most closely related to improving educational results for infants and toddlers with disabilities.

The Early Intervention Division will examine program’s policies, procedures and systems and evidence of implementation of those policies, procedures and systems in the following priority areas:

* SPP/APR Compliance Indicators
* SPP/APR Results Indicators
* Timely and Accurate Data
* Fiscal Management
* Dispute Resolution
* Child Find and Evaluation

**Monitoring Cycle**

The EI Division will release the monitoring cycle at least three months prior to engagement.

* Cohort 1 will be completed by December 2024
* Cohort 2 will be completed by June 2024
* Cohort 3 will be completed by December 2025

## Phased Monitoring

Monitoring will be conducted in three phases:

1. **Discovery**: Document requests, policies, and procedures for priority areas:
	1. The clinical oversight and support specialist (COSS) assigned to the program will request documents needed for review related to required policies and procedures for implementing IDEA part C.
	2. The program being monitored will be given a link to a secure folder to put all documents requested into one place.
	3. COSS will review all documents for IDEA Part C and Early Intervention Operational Standards requirements.
	4. Document samples and evidence supporting implementation of policies and procedures may be requested for specific areas.
2. **Engagement**: Interviews with families and staff from the program conducted, record review conducted
	1. Programs will identify staff and families for interviews.
	2. COSS will complete scheduling of interviews during the discovery phase and conduct interviews during the engagement phase.
	3. Record reviews will be conducted on 10 children chosen by the EI Division.
	4. Programs will be given the enrollment numbers of the 10 children being reviewed and will have an opportunity to confirm that information is in the Early Intervention Client System database or will upload needed documentation to the shared folder.
3. **Report and Findings**:
	1. COSS will review all the information gathered during the Discovery and Engagement phases.
	2. EI Division will write report with investigative findings and specified corrective actions if applicable, findings will be shared with the program director and a close out letter and report will also be sent via email.
	3. Technical assistance will be provided based on individual need.
	4. Review of evidence of correction (as soon as possible but no later than one year from identification).
	5. Reports are required to be posted publicly and will be posted on the Early Intervention Division website.