Timely Services (Part C Indicator 1) Data Protocol

Federal Regulations (20 U.S.C. 1416(a)(3)(A) and 1442)

Percent of infants and toddlers with Individualized Family Service Plans (IFSPs) who receive early intervention services on their IFSPs in a timely manner.

Measurement

Percent = [(number of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by (total number of infants and toddlers with IFSPs)] times **100**. Account for untimely receipt of services, including the reasons for delays.

Target Setting

Target must be **100** percent as this is a compliance indicator.

Data Source

Early Intervention Client System (EICS)

State Collection and Submission Schedule

Data Collection Period: 7/1-6/30

Data required to be entered in the data system by: 7/14 after the reporting year closes

Data Analysis

Denominator: Enrollments where the initial IFSP meeting date is during the time period specified AND the enrollment has one or more service start dates during the time period specified. Take the set of services on the initial IFSP and look at if they are timely. We look at subsequent IFSPs that occurred during that timeframe and whether they were timely.

Numerator: An enrollment without any non-compliant IFSP reason if late codes for any service during the assessed time period; If an enrollment has 1 or 5 services with a non-compliant reason code, then they shall only be counted once.

Additional Information: A total count of enrollments that had one or more services with an exceptional family circumstance reason code AND no non-compliant staff error reason code stance reason code AND no staff error reason codes. A service is defined as any new line item on the IFSP – this could be because of a change in service type, location, duration, discipline or frequency.

Service types:

- Home Visit
- Co-Treatment Home Visit

- Center-Based Individual Visit
- Co-Treatment Center-Based Visit
- Child Group: Community
- Child Group: EI Only
- Parent Group

1. First IFSP Meeting Date and the service plan start date must be equal to or greater than the start date from the federal report parameters and it must be less than or equal to the end date from the federal report parameters.

2. The Service Plan Start Date and the Reason if Late value must be populated with a value (Not NULL)

Reason Codes:

- Difficulty contacting/scheduling family
- EI staff schedule/lack of staff/staff error (NON-COMPLIANT)
- Extreme conditions
- Family cancellations/no shows
- Family/child situation
- Family changed mind and declined service
- Visit adheres to IFSP (quarterly, etc.)

Data Quality

Data Quality Reports are distributed monthly to check for major data or system issues.