



Massachusetts Department of Public Health

Early Intervention Division

45 Day Timeline (Part C Indicator 7) Data Protocol

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

Percent of eligible infants and toddlers with Individualized Family Service Plans (IFSPs) for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.

Measurement

Percent = $\left[\frac{\text{(\# of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline)}}{\text{(\# of eligible infants and toddlers evaluated and assessed for whom an initial IFSP meeting was required to be conducted)}} \right] \times 100$.

Target Setting

Target must be 100%, 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

Description: Percent of children with IFSPs for whom an initial evaluation, an initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline

Time Period: 7/1-6/30

Denominator: Children with ANY initial IFSP meeting date during the time period

Numerator: Number of children who were within the 45-day timeframe

Reasons for Delay: Difficulty contacting/scheduling family, EI staff schedule/lack of staff/staff error (NON-COMPLIANT), Extreme conditions, Family cancellations/no shows, Family/child situation, Family initially declined services, Waiting for additional eligibility documentation

Data Quality

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