## Contents

PURPOSE .................................................................................................................................................. 2

DEFINITIONS .......................................................................................................................................... 2

PRINCIPLES AND PROCEDURES ........................................................................................................ 3

1. Family Outcome Survey Data Collection ....................................................................................... 3

AUTHORITY ........................................................................................................................................... 3

REVISION LOG ....................................................................................................................................... 3
PURPOSE

To establish guidelines for early intervention programs regarding their participation in the annual family survey for the purpose of determining family outcomes for families participating in Part C services.

DEFINITIONS

Annual Performance Report (APR): The Annual Performance Report is the formal document completed by the BWEIP, required by and submitted to OSEP on an annual basis identifying the outcomes of the SPP targets.

Baby Watch Early Intervention Program (BWEIP): The Baby Watch Early Intervention Program (BWEIP) has been designated by the governor as the lead agency with the single line of responsibility to carry out all the provisions of the Part C program under IDEA.

Early Intervention Program (EI): Early Intervention Program refers to the local program contracted with the Baby Watch Early Intervention Program (BWEIP) to provide services for infants and toddlers with disabilities and their families.

Individuals with Disabilities Education Act (IDEA): The Individuals with Disabilities Education Act is the federal law set forth by the United States that governs how states and public agencies provide early intervention special education and related services to children with disabilities.

Office of Special Education Programs (OSEP): The Office of Special Education Programs (OSEP) is the federal program dedicated to improving results for infants, toddlers, children, and youth with disabilities ages birth to 22 by providing leadership and financial support to assist states and local districts, to include Part C.

Part C: Part C of IDEA supports states in providing EI services for infants and toddlers with disabilities from birth to age three and their families.

State Performance Plan (SPP): A State Performance Plan is a formal document developed by the BWEIP outlining a six-year plan to evaluate the state’s implementation of Part C regulations and how the state will improve such implementation. The SPP shall include compliance indicators (of which targets are 100%) and results indicators (of which targets have been established by the BWEIP).
PRINCIPLES AND PROCEDURES

1. Family Outcome Survey Data Collection
   a. Each EI program will submit its plan to BWEIP annually for approval, which must contain a description of methods for:
      i. Survey promotion: letters, newsletters and flyer reminder activities
      ii. Distribution: direct mail, hand deliver by providers or other
      iii. Follow-up: strategies to assist or encourage participation
      iv. Collection: return mail, hand collect or other
      v. Strengthening staff understanding of the survey concepts and their incorporation during interactions with families.

   b. Surveys will be distributed to all families that have an Individual Family Service Plan (IFSP) on a specified date.

   c. EI programs will adjust survey activities according to the BWEIP reports on the number of surveys returned.

   d. EI programs will review and compare their survey results to the State Performance Plan/Annual Performance Report (SPP/APR) targets and their past performance results.

   e. State and/or local survey results will be publicly reported in the:
      i. State Performance Plan/Annual Performance Report (SPP/APR)
      ii. Respective EI program profiles posted on the BWEIP website
      iii. Through a media advisory

AUTHORITY

34 CFR § 303.701: State performance plans and data collections
34 CFR § 303.702: State use of targets and reporting

REVISION LOG

December 2011: New policy
January 2013: Revised definitions, and added definitions of IDEA, OSEP, Part C, and BWEIP. Replaced acronym of EIP to EI throughout policy. Added new Section V.

Susan Ord, BWEIP Program Manager

7-01-13
Date