

# Babies Can't Wait Program

August 2010

AB-0810-004

## ACTION BULLETIN

The purpose of this Action Bulletin is to provide updates and clarification to Section F. (IFSP) of the BCW Standards and Implementation Manual.

On an annual basis, each state must submit to the Office of Special Education Programs (OSEP) of the U.S. Department of Education an Annual Performance Report (APR) outlining the measurable and rigorous targets established in the State Performance Plan (SPP). Part C, Indicator #1, Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner. (20 U.S.C. 1416(a)(3)(A) and 1442).

*Indicator #1, Timely Receipt of Services* is a compliance indicator with a performance target of 100%. In responding to this Indicator, each state may define "timely" in order to determine which infants and toddlers received IFSP services in a "timely manner" based on the definition. Georgia Babies Can't Wait has defined timely services as 45 calendar days from parental consent for services as indicated on the IFSP. States may use data from monitoring or from the state data system and are also asked to account for the untimely receipt of services for infants and toddlers, i.e., when the states' criteria were not met, what were the causes for delay and which delays were due to exceptional family circumstances documented in the child's record.

### Georgia Babies Can't Wait Standards Individualized Family Service Plan

*Section F. Content of the IFSP Page 8 of 12. #7.*

The IFSP must include the frequency, intensity, location, method of delivering services, projected dates for initiation of services and the anticipated length and duration of such services. *Except as specified in the IFSP, services must be initiated within 45 calendar days from the time parents provide written consent. This is applicable for services in the initial IFSP and any new services on subsequent IFSPs.*

#### *Implementation Procedures:*

Data for Indicator #1 will be captured and reported as follows for every infant and toddler receiving services in Babies Can't Wait with an active IFSP beginning April 1, 2009. This includes children with initial IFSPs and/or periodic reviews. Georgia will report this indicator from the RBB data system using the Analysis of Services Report. These procedures will require staff to collect data retroactively to April 1, 2009 if not already completed and for services in the future.

1. Analysis of Services Report captures data on **all** children on the caseload from the start date to the ending date entered for the date range.
2. Click "*Reports*", and then click on the question mark beside Analysis of Services Report. This will show the data behind the report.
3. **To locate the form to be completed**, click "*Add/Search*", then search for a child. On the services page you will find a box that says "*View records for this IFSP*". The form lists

sections for each child receiving services, the provider name, service frequency, IFSP start date, actual start date, end date and reason for delay.

4. Each time you enter an initial/annual/revision, print the page and distribute to the team leader or Service Coordinator (SC) who then assures that the provider fills in the actual start date and reason late if applicable. The form is returned to the data transcriber in your district to input the start date into the database. This activity can be completed at the team meeting.
5. For retroactive reports, enter a weekly date range after April 1, 2009. The data system will generate a report of all IFSPs entered during that week. For future IFSPs, enter appropriate date range for a blank report to use as a form for providers to complete for each child as they start services.