

LPCC Outcome	Standard	Requirements
<p>Support the awareness and visibility of the First Steps system throughout the cluster to assist in the increased identification and referral of infants and toddlers.</p>	<ul style="list-style-type: none"> - 1.4% of children served with an IFSP will be under the age of 1 year. - The population served will be comparable to the demographics of the cluster. - Appropriate and timely referrals are to be made to the SPOE from a variety of community partners. - 3% of the cluster's infants and toddlers population will be served.* 	<ul style="list-style-type: none"> - As directed by the Lead Agency, the cluster will track primary and secondary sources of children eligible and not eligible for the program. - Conduct informational activities throughout the cluster that describe the First Steps system eligibility guidelines and referral procedures. Child care agencies, physicians' offices, social service agencies and community agencies must be contacted on an ongoing basis. - Develop and maintain Memoranda of Agreements (MOAs) with referring agencies. - Develop strategic plan to identify requirements for children under age one.
<p>Families are presented with adequate information to make an informed choice regarding the selection of provider agencies and location of services.</p>	<ul style="list-style-type: none"> - Families in all areas of the cluster will have available providers for needed services. 	<ul style="list-style-type: none"> - Monitor the provider matrix and address any non-compliance issues or concerns on an ongoing basis to ensure that providers are available in all 16 services and ensure an adequate choice of providers for families. - Maintain regular communication with all cluster providers and coordinators. - Provide strategies to address any provider availability concerns. - Provide, at least quarterly, opportunities for agency networking and/or mentoring.
<p>First Steps will be responsive to the priorities of families and providers through ongoing communication that will provide input into the system to include timely access to early intervention services.</p>	<ul style="list-style-type: none"> - Ensure services are provided in the natural environment to the most extent possible and are also monitored to ensure that IFSP teams make individualized decisions regarding the settings in which infants and toddlers 	<ul style="list-style-type: none"> - Will conduct self assessment activities, including surveys, as directed by the Lead Agency. Implement strategies to improve the system based on the results of the self-assessment activities. - Facilitate ongoing

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	<p>receive EI services.*</p> <ul style="list-style-type: none"> - All issues and concerns will be adequately addressed within 60 days of receipt of concern, utilizing procedures as set forth by the Lead Agency. Formal complaints must be forward to the state within two business days.* 	<p>communication with parents, providers and local referral sources to increase awareness of local resources and program information. Strategies may include: local meetings, newsletters, office visits.</p> <ul style="list-style-type: none"> - Develop and implement a process to address concerns following State guidelines and adhering to state reporting requirements.* - A cluster website must be maintained and updated regularly.
<p>Increase access to family resources and collaboration of social service agencies to create smooth transitions for infants, toddlers, and families into, within and out of the early intervention system.</p>	<ul style="list-style-type: none"> - Have current, signed Memoranda of Agreements (MOAs) with all Special Education Planning Districts, Head Start and early Head Start that are actively evaluated and shared with the community. - Conduct planned transition activities such as transition trainings with all staff and meetings/trainings with community partners and parents to address transition issues or topics with each Special Education Planning District within the cluster on a semi-annual basis. Knowledge of transition options is increased as a result of quarterly meeting/trainings with service coordinators, community partners, and parents. 	<ul style="list-style-type: none"> - Maintain Memoranda of Agreements (MOAs) with all special education planning districts and Head Start/Early Head Start for the cluster. - Maintain a cluster transition committee comprised of parents, providers, service coordinators, representatives from all local lead education agencies (LEAs) and Head Start. The transition committee will identify community resources and work to meet outcomes as developed by the Lead Agency and the State Transition Team. By September 30, 2011 the cluster will submit a list of the members of the cluster transition committee, a cluster transition plan, and an activity calendar to support transition activities and include a minimum of: <ul style="list-style-type: none"> -Regular staff meeting -Quarterly meetings with community partners (e.g. Transition Committee) -Annual transition informational meetings

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		including: Part C, Part-B, parents, Head Start in each Special Education Planning District (meetings may be combined as appropriate)
<p>Each cluster will have a <u>single</u> LPCC which shall consist of active members from each county who reasonably represent the population of the cluster. LPCC members shall include, at a minimum, the following:</p> <ul style="list-style-type: none"> - Two (2) parents of children with disabilities under the age of 12; -One (1) health or medical representative; -One (1) educational representative; -One (1) social services representative; -One (1) early intervention service provider; -(1) Head Start representative; and -One (1) child care representative. 	<ul style="list-style-type: none"> - LPCC will meet a minimum of quarterly with the required membership. - LPCC must comply with RMS requests within 2 business days and update information, including submitting staff information and changes, etc. - By-laws must be approved by the State 	<ul style="list-style-type: none"> - Ensure the membership of the LPCC adequately reflects the underserved population and demographic make - up of the county and includes at a minimum those persons as listed above. Ensure one of the parents has no other affiliation or role in First Steps and is not attending with the financial support of another program. State will develop and send out attendance sheets for LPCC meetings in order to track attendance and voting rights. - Ensure there are procedures in place to inform families about the LPCC and invite them to attend meetings. - Give adequate advance notification of meetings to all interested parties. - Ensure LPCC activities comply with state required by-laws, which should include at a minimum: policies and procedures for conflict resolution, conflict of interest, membership and voting requirements, and loyalty/confidentiality clause. All by-laws must be approved by the lead agency. - Formally evaluate the effectiveness of all system processes conducted by contractors, coordinators, fiscal agent and SPOE functions. - Maintain contracts for all persons who receive or manage

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SPOE Outcome
<p>- REFERRAL - The SPOE will work in collaboration with the Department of Child Services (DCS) to ensure referrals for screenings of children involved in cases of substantiated abuse and/or neglect or who have been exposed to illegal substances.</p>
<p>- IFSP - Will be developed with ED team involvement and EI services to meet child's and family's outcomes will be provided in the child's natural environment including the home and community settings in which children without disabilities participate. Only when EI services cannot be achieved in the natural environment shall services be provided in another setting. The initial IFSP meeting will be held within 45 days of referral to the SPOE. EI Files will not be closed and reopened in order to avoid the 45-day timeline. SPOEs must document (in the EI file) why each reopened file was closed and reopened. A primary care physician signature for the IFSP will be obtained in a timely manner which allows services to start within 30 days.</p>
<p>- TRANSITION – The SPOE will initiate transition activities for children referred to First Steps at thirty (30) months of age or older and will convene a transition meeting in conjunction with the IFSP. Each IFSP will contain a completed transition page*. Also, SPOE will electronically disseminate the Part B child find activity information semi- annually per State instruction*.</p>
<p>- ADMINISTRATION – Files for all enrolled children will contain documentation, including the AEPS, to support eligibility as determined by an appropriate multidisciplinary ED team using the AEPS in accordance with state eligibility guidelines*.</p>
<p>- ADMINISTRATION – The SPOE will ensure accurate and timely data entry within 10 days of the receipt of applicable documentation. Supporting documentation must be located within the early intervention file for the child to support data entry. SPOE will ensure accurate and timely data entry of Family Interview and Exit Interview, including child development and progress*.</p>
<p>- ADMINISTRATION – Files for all enrolled children must contain accurate and complete documentation to support the family's income and private insurance. The SPOE must ensure that the information is maintained and regularly reviewed, at a minimum annually or as changes occur, to insure current and accurate information*.</p>
<p>- SERVICE COORDINATION – Ensure all children will have a single ongoing service coordinator and ongoing service coordination activities meet State/Federal guidelines according to the service definitions. The service coordinators must meet with families for a face-to-face contact for a minimum of one (1) time per quarter or more often as needed by family. Service Coordinators must contact the</p>

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family on a regular basis via phone, e-mail, or letter and document all contact using state required or cluster forms. Staffing must be sufficient to ensure that ongoing Service Coordinators will not carry a case load averaging more than 70 families per month. If Service Coordinators are also conducting intake, the SPOE must declare the % of time conducting each activity and the case load will be prorated accordingly.

- SERVICE COORDINATION – 6 month reviews and the annual IFSP review will be completed in a timely manner. State approved checklists for initial contact, quarterly contact, and six month review will be used. All services written in the IFSP are initiated within 30 calendar days from the IFSP date, with parent approval or within 30 days from the parent signature date on the IFSP service change page for newly added services. While providers actually start their services, service coordinators must do what they can to facilitate that process ensuring services are initiated within 30 days and must include documentation in the EI file*.

- TRANSITION - The SPOE will initiate transition activities for children referred to First Steps at thirty (30) months of age or older and will convene a transition meeting in conjunction with the IFSP. SPOE will electronically disseminate the Part B child find activity information semi-annually per State instruction. A transition meeting will be held for every enrolled First Steps child in accordance with State federal program guidelines. Every child will have a completed transition packet*.

- ADMINISTRATION – Average cost per child must decrease by at least 20% from the date of the last profile report.

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