

## Updated Action Steps to Accomplish the Strategic Plan 2/2009 Update

### Step One: Communication

**Strategy:** ITEIP and its partners will develop a formal process of communications to ensure that all stakeholders to the system stay informed.

#### **Outcomes:**

1. Key players will know how and where to access necessary information about program initiatives and requirements;
2. Information will be clear and transparent to all participants; and
3. Access will be easy and straightforward.

#### **Action Steps:**

By **October 1, 2009** the Local Lead Agency will:

1. Establish a website with links to important IDEA-Part C information;
2. Create a system of official, numbered memos to communicate policy, required action, or provide clarification to providers and contractors;
3. **Achieved:** Serve as a clearinghouse of information to community partners from federal and state early intervention sources; and
4. **Achieved:** Meet with the ICC, the Birth to Three Providers Group and local school districts on a regular basis to share information.

### Step Two: Coordination of Services

**Strategy:** ITEIP and its partners will establish procedures to ensure the effective coordination of child find, referral, service delivery and transition throughout the county.

#### **Outcomes:**

1. ITEIP and its partners will have a clear plan and procedures for the child find and referral processes within each local school district and throughout the county;

2. ITEIP and its partners will have a clear plan for service delivery within each local school district and throughout the county; and
3. ITEIP and its partners will have clear procedures for transition planning for the county.

**Action Steps:**

1. **By Oct. 2009**, the Local Lead Agency will establish a workgroup of early intervention providers to examine current referral procedures and to recommend system solutions.
2. **By Oct. 2009 and thereafter**, the Local Lead Agency will coordinate child find activities within each school district through communication with school districts and with the service providers within that district.
3. **By Oct. 2009** the Local Lead Agency will create a document outlining the Snohomish County early intervention system components including the following:
  - a. The contact intake/referral names and numbers for each school district;
  - b. The responsibilities of the ITEIP Local Lead Agency, the school district, the FRC and the family within each school district including:
    - 1) Who will track referrals both within a district and overall in the county; and
    - 2) The process to obtain parent/guardian consent for referral to school district;
  - c. **Document will further identify the program choices within each school district;** and
  - d. **The names and phone numbers of key ITEIP and school district contacts responsible for the coordination of transition planning.**
4. **By October 1, 2009** and annually thereafter, the Local Lead Agency will meet with all special education directors to provide the system component document and the Snohomish County Transition Agreement in order to improve coordination of services.
5. **By October 1, 2008 and thereafter**, the Local Lead Agency will meet with contracted early intervention service providers and contracted FRC's to provide information to improve coordination of services. **Determine and**

implement consistent methods for sharing information, training, and providing expectation and feedback to FRCs.

6. By October 1, 2009 and annually thereafter, the Local Lead Agency will review and update the Snohomish County Transition Agreement with all the School Districts.

### **Step Three: Data**

**Strategy: The Local Lead Agency will maintain and distribute data to local school districts and ITEIP early intervention providers.**

#### **Outcomes:**

1. Child find efforts will result in the number of children enrolled in ITEIP and in their local school district meeting expected incidence for our state's eligibility criteria;
2. All ITEIP-eligible children will be enrolled in their local school district by October 1, 2009; and
3. Snohomish County ITEIP will meet requirements of the State Performance Plan (SPP) by December 1, 2008 and each year thereafter.

#### **Action Steps:**

1. **Achieved:** Beginning January 15, 2008, and each month thereafter the Local Lead Agency will distribute a data report to all Snohomish County school districts and ITEIP contractors. The report will include data in the following categories
  - a. The number of children enrolled in ITEIP as of the first of that month;
  - b. The percentage of overall 0-3 population that is reflected in this enrollment;
  - c. The total number of ITEIP-enrolled children who are also enrolled in their school district;

- 1) The number of ITEIP- enrolled children by school district;
  - 2) The expected incidence of ITEIP-enrolled children by school district; and
  - 3) The number of ITEIP-enrolled children who are also enrolled with or funded by their local school district.
2. **Beginning March 1, 2009 and annually thereafter**, the Local Lead Agency will distribute a data report indicating the percentage of ITEIP-enrolled children whose plans meet the following State Performance Plan indicators and targets (as of December 1 of the previous year):

**Indicator 1.** Percent of infants and toddlers with IFSP's who receive the early intervention services on their IFSP's in a timely manner (within 30 days of the signed IFSP).  
Target: 100%.

**Achieved: Indicator 2.** Percent of infants and toddlers with IFSP's who primarily receive early intervention services in the home or programs for typically developing children. Targets: 80% by 2008; 85% by 2009 and 90% by 2010.

**Indicator 3.** Percent of infants and toddlers with IFSP's who demonstrate improved:

- a. Positive social emotional skills (including social relationships);
  - b. Acquisition and use of knowledge and skills (including early language/communication); and
  - c. Use of appropriate behaviors to meet their needs.
- Targets will be set once baseline data is obtained.

**Indicator 4.** Percent of families participating in ITEIP who report that early intervention services have helped the family:

- a. Know their rights;
  - b. Effectively communicate their children's needs; and
  - c. Help their children develop and learn.
- Targets: 95% by 2008; 96% by 2009 and 96% by 2010.

**Indicator 5.** The percent of infants birth to 1 with IFSP's compared to the total 0-3 population.  
Targets: .90% by 2008; .97% by 2009 and 1% by 2010.

**Indicator 6.** Percent of infants and toddlers birth to three with IFSP's.

Targets: 2% by 2008; 2.2% by 2009 and 2.3% by 2010.

**Indicator 7.** Percent of eligible infants and toddlers with IFSP's for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.

Target: 100% ongoing.

**Indicator 8.** Percent of all children exiting Part C who received timely transition planning to support the children's transition to preschool and other appropriate community services by their birthday including:

a. IFSP's with transition steps and services;

b. Notification to Local Education Agency (school district), if child potentially eligible for Part B; and

c. Transition conference if child potentially eligible for Part B.

Target: 100% ongoing.

(Target dates for indicators 1-8 listed above are December 1 of the year listed)

#### **Step Four: Funding Coordination**

**Strategy: Funding for ITEIP early intervention services is provided through multiple sources, which include private health insurance, Medicaid, IDEA-Part C, state Developmental Disabilities funds and school district special education funding. These sources will be coordinated through county-wide planning to ensure that legal priorities are maintained and that duplication is avoided. Essential funding is also secured through fundraising by early intervention providers.**

#### **Outcomes:**

1. The funding system will support the provision of early intervention services according to IDEA-Part C and the Washington State's Plan.
2. The funding system will support the early intervention system to meet the requirements in the State Performance Plan (SPP).
3. The funding system will sustain and increase early intervention service capacity.
4. All ITEIP-eligible children will have access to the available school district special education funds.

## Action Steps:

1. By May 1, 2008 and thereafter the Local Lead Agency will provide the following information and any updates to all local school districts to assist them in providing and/or funding early intervention services:
  - a. IDEA-Part C federal regulations;
  - b. Washington State's Federally Approved Plan;
  - c. Washington State Performance Plan;
  - d. Snohomish County ITEIP Plan;
  - e. Snohomish County Interagency Agreement; and
  - f. Snohomish County Transition Procedures.
2. By October 2009 and thereafter the Local Lead Agency will develop and maintain a document for each school district which includes:
  - a. Details of how that district participates in the provision of IDEA-Part C early intervention services;
  - b. Additional options for participation in IDEA-Part C in order to expand service capacity;
  - c. How many children residing in that district that are served by ITEIP; and
  - d. What percentage of the district's ITEIP-served children are enrolled in the district.
3. **Achieved:** By July 1, 2008, Snohomish County Human Services will establish a clear and uniform process by which they will provide early intervention services through a contract with a local school district, when that option is requested by the district.
4. **Achieved:** By July 1, 2008 Snohomish County Human Services will establish a clear and uniform process by which they will contract out for early intervention services. This process will include:
  - a. Issuance of a Request for Qualifications (RFQ) specifying the process to become a qualified provider;

- b. Assurance of the availability of all of the services required in IDEA-Part C;
- c. A rate structure to support the provision of the required IDEA-Part C services;
- d. Contracts which meet the requirements of IDEA-Part C, the Washington State's Plan and Snohomish County Human Services contracting guidelines;
- e. A system to track all funding managed by Snohomish County Human Services to ensure that IDEA-Part C funding is payer of last resort; and
- f. Requirements and procedures for monitoring, data collection and reporting by all parties.

### **Step Five: Professional Development**

**Strategy: ITEIP and its partners will seek to maintain high quality services to children and families by providing up-to-date information regarding best practices, seeking out training opportunities, and supporting all providers to continually improve. Each part of the system has a role to play as described below.**

#### **Outcomes:**

1. All partners will be informed about current and changing initiatives in the field.
2. All partners will have access to training opportunities.

#### **Action Steps:**

The Local Lead Agency, providers and contractors will incorporate these initiatives in their regular work flow during the next two-year period. Progress will be assessed during the six-month reviews of the Strategic Plan.

1. ITEIP Local Lead Agency will provide information and training opportunities so that ITEIP providers and contractors may stay abreast of national research and best practice approaches by:
  - Providing regular, ongoing access to national research through web links, web casts, conference calls and written documents;
  - Encouraging use of best practice in service provision by providing semi-annual training opportunities; and

- Encouraging use of best practice in policy and program management by providing annual training opportunities.
2. ITEIP Local Lead Agency and its partners will support this effort by:
    - Examining national research in program design; and
    - Participating in and sending staff members to training opportunities.
  3. ITEIP Local Lead Agency and its partners will work together to develop funding for these opportunities that support the cost of training as well as the cost of releasing staff to attend training.
  4. ITEIP Local Lead Agency will work together with its partners to strengthen the communication and training for all FRCs in the County.

## **Parking Lot Issues**

1. Executive Directors need to talk to people who have responsibilities
2. School Districts: Reduction in funding at school level
3. Worldwide economic collapse
4. Snohomish SD/Sherwood plan
5. New thinking around advocacy: recommend policies
  - Telling the story
  - Claim the credit