Essential Elements

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| Indicator Description:  |
| Percent of infants and toddlers birth to 1 with Individualized Family Service Plans (IFSPs) compared to national data. |
| Measurement:[[1]](#footnote-2)  |
| Percent = [(# of infants and toddlers birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to national data. |
| Target Setting: This is a results indicator. Describe the process your state uses to engage stakeholders and set targets. |
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| [GRADS360°](https://osep.grads360.org/#program) Reporting Information: Describe log-in information, location of manual, etc. |
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| Data Stewards: Provide titles and names, contact information, departments, and any notes on persons responsible for collections, validation, and submission. If there are multiple parties responsible or involved in the process, list them all (i.e., Part C coordinator, Part C data manager, program coordinator, provider, etc.). |
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| Data Source Description: Provide a short description of the databases or data systems your state uses to process data for this indicator. Consider connecting to 618 data protocol for descripton of data. |
| Data collected under section 618 of the IDEA (IDEA Part C Child Count and Settings data collection in the ED*Facts* Metadata and Process System (E*MAPS*)) and Census (for the denominator). |
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| State Collection and Submission Schedule: Provide a list of dates necessary for this data collection, including when the data collection period opens, when data are due from the local early intervention service (EIS) programs, and when assigned staff pull the data after the collection closes. |
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Processes

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| Collection: Provide detailed information about the origin and collection of the data and names and titles of persons responsible. (If data are from state monitoring, describe the method your state uses to select early intervention service (EIS) programs that it monitors.) |
| Sampling is not allowed. For this indicator, report 618 data that were collected on a date between October 1 and December 1, and due the first Wednesday in April.Describe the results of the calculations and compare the results to the target and to national data. The data reported in this indicator should be consistent with the state’s reported 618 data reported in Table 1. If not, explain why. |
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| Data Validation: Describe the data cleaning processes and any other processes your state uses to ensure high-quality data. If the data are not the same as your state’s 618 data, provide an explanation. |
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| Data Analysis:[[2]](#footnote-3) Describe the process for data analysis.  |
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| Response to OSEP-Required Actions: Describe the procedures for reviewing Office of Special Education Programs (OSEP) feedback. Following the release of the OSEP determination, indicate who reviews OSEP feedback and how assigned staff make the plan to address concerns and create a response. |
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| Internal Approval Process: Describe any internal approval processes (e.g., who must sign off, and timelines). |
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| External Approval Process: Describe the State Interagency Coordinating Council (SICC) certification process. Include dates and timelines. |
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| Submission: Describe process for entering the data and analyses into [GRADS360](https://osep.grads360.org/#program)o. Include information about the person authorized to certify the final report.  |
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| Clarification:[[3]](#footnote-4) Describe the process for responding to Office of Special Education Program’s (OSEP’s) requests for clarification. |
| Usually in March or April, OSEP provides notification. |
| Data Governance: Describe the process for reviewing and approving potential or actual changes to the data collection and associated requirements.  |
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| Public Reporting: Describe the process and format for publicly reporting the performance of each local EIS program against the target of your state’s State Performance Plan/Annual Performance Report (SPP/APR) data. Note where your state posts the Lead Agency and local EIS program SPP/APR data. |
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1. **Measurement:** Part C Indicator Measurement Table 2018, for FFY 2016 submission. [↑](#footnote-ref-2)
2. **Data Analysis:** Review data year to year, looking for patterns statewide and within local EIS programs, outliers, whether targets are met or not met, and slippage. [↑](#footnote-ref-3)
3. **Clarification:** OSEP generally sends clarification requests to states about 60 days post-submission. [↑](#footnote-ref-4)