

| | |
|--|--|
| <p>Outcome: Cluster I will improve to 100% of infants and toddlers receiving the EI services on their IFSP in a timely manner (within 30 days).</p> | <p>So that: children can begin receiving services in a timely manner and the family will have the tools to assist their child in achieving the outcomes written on their IFSP.</p> |
| <p>Strategy update from last quarter: SPOE and Agencies developed a “Documentation of Service Start date” form and began using said document Feb. 4, 2015. Coordinators are turning all Confirmation of Start documents from Initial and Annual IFSP to their managers. Managers are keeping the “Summary of IFSP” documents until Coordinators turn in the confirmation of start for the meeting before submitting to SPOE. SPOE is filing all confirmation of starts weekly.</p> | |
| <p>Explanation of Data: Quarterly Data (37/40, 92.5%): This is a 3.4% increase since last Quarter. SPOE attributes this increase to SPOE and Agencies working together to assure providers are notifying Coordinators of their start dates as well as Coordinators understanding the importance of accurate documentation of all activities. Policy for documenting start of service was reviewed at the Feb. 4, 2015 staff meeting. Discussed the importance of clearly documenting all attempts to confirm the start of service as well as completing the form to its entirety. SPOE is filing confirmation of starts weekly</p> | <p>Strategies(Who is responsible/timeline/evaluation): <u>If the problem is documentation then we will:</u> SPOE and Agencies will devise a “Documentation of Service Start date” form by March 2015. Cluster policy will be followed by IC/SC staff. <i><u>Policy:</u> All EI files will contain documentation of services starting within 30 days of parent signature on the IFSP, Quarterly Review, or Service Change Page.</i> At the next Regional Staff Meeting, February 4, 2015, IC/SC will be reminded of this policy and instructed to document all attempts in obtaining the confirmation of start and completing the form to its entirety If IC/SC does not have confirmation of start by the 20th day, IC/SC will contact the Agency Representative and “cc” their manager for the initial start date. IC/SC will submit confirmation of start documents to the manager once completed.</p> |

| | |
|--|--|
| | SPOE will file confirmation of start documents weekly. |
| <p>List barriers to accomplishing strategies and how to address them:</p> <p>1) Agencies enforcing the new form 2) IC/SC accurately documenting all attempts and submitting the form to SPOE in a timely manner. 3) SPOE filing documents in a timely manner</p> | |
| <p>Resources needed:</p> <p>State Clarification <input type="checkbox"/> IIDC <input type="checkbox"/> Training <input type="checkbox"/> Mentoring <input type="checkbox"/> Other: _____</p> | |
| <p>Explain:</p> | |
| <p>Stakeholder Collaboration: Strategy updates were discussed at the most recent LPCC meeting February 10, 2015. SPOE Supervisor, Manager, and all 3 Agency representatives participated in the discussion. The final First Quarter QIPs were given to the LPCC members present at the full Cluster meeting on February 10, 2015. Draft of this 2nd Quarter update was emailed to Agencies, LPCC Coordinator, Manager, and Director on March 23, 2015.</p> | |