

<p>Outcome: Cluster C will provide the families with a 10 day prior written notice for the Initial, Annual, and Transition meetings</p>	<p>So that: we will comply with State guidelines so families will be able to plan and participate.</p>
<p>Explanation of Data:</p> <p>Quarterly Data: (118/126) 93.7%</p> <p>Cluster C did not meet the target for this indicator. During this reporting period, our SPOE was going through a transition. The files that we received from the previous fiscal agent did not have all of the 10 day notices; however, it was documented on the previous quarterly packet that the meeting was scheduled with the family and a 10 day notice had been given to them.</p> <p>As part of the Transition process, 10 day notices were pulled from files to ensure that no meetings were missed. As a result, not all were returned to the appropriate file.</p>	<p>Strategies(Who is responsible/timeline/evaluation):</p> <ul style="list-style-type: none"> • Coordinators need to make sure that all original paperwork gets submitted to the permanent file. • October 2014 - SPOE Director and Coordinator Supervisor began reviewing each packet that is submitted to data entry. • Each Coordinator is responsible for submitting the 10 day notice with the completed quarterly packet. There is no longer any reason for these notices to be removed from the files.
<p>List barriers to accomplishing strategies and how to address them:</p> <ul style="list-style-type: none"> • Families sometimes do not want to schedule that far in advance. Coordinators are instructed to set a tentative meeting date and contact the families the last week of the month prior to the meeting month. 	
<p>Resources needed:</p> <p><input type="checkbox"/> State Clarification <input type="checkbox"/> IIDC <input type="checkbox"/> Training <input type="checkbox"/> Mentoring <input checked="" type="checkbox"/> Other: <u>Internal Training</u></p> <p>Explain:</p> <p>Coordinators can benefit from ongoing training and mentoring.</p>	
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FFY13

Indiana First Steps Quality Improvement Plan

Cluster: C

Quarter Date: 10/1/14-12/31/14

Indicator: 17

10 Day Prior Notice – Initial, Annual, 6 Month, Transition

First Quarter QIP

Stakeholder Collaboration:

November 6, 2014 Staff Meeting: Discussed policy and procedure with staff

December 4th, 2014 Staff Meeting: Discussed policy and procedure with staff

December 18th, 2014 Team Meeting: Discussed policy and procedure with staff

January 29th, 2014 Team Meeting: Discussed policy and procedure with staff

Coordinators, LPCC Coordinator, SPOE Director, and Coordinator Supervisor.