<table>
<thead>
<tr>
<th>Outcome: Eligible children will have an IFSP written within 45 days of referral</th>
<th>So that: children and their family will benefit from early intervention services and receive them in a timely manner.</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Explanation of Data:</strong></td>
<td><strong>Strategies (Who is responsible/timeline/evaluation):</strong></td>
</tr>
<tr>
<td>Quarterly Data: (222/238) 93.3%</td>
<td>• November 2014 - SPOE Director started contacting families the day before the evaluation as a reminder. We have seen a decrease in ‘no shows’ and cancellations from the family.</td>
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<tr>
<td>Cluster C did not meet the target for this indicator. Families cancel/&quot;no show&quot; evaluations on one or several occasions. When the evaluation would finally be completed, it was already past the 45 day timeline. When families cancel evaluations more than once, it is difficult to get them rescheduled before the 45th day.</td>
<td>• November 6, 2014 – During November Staff Meeting we discussed Coordinators emphasizing to families the importance of keeping the original date and time of the scheduled evaluation.</td>
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<td></td>
<td>• January 2015 – The Coordinators were given a ‘Pathway to Services’ form that lists, in order, the steps that need to take place before services start (or continue at Annual IFSP). Coordinators will be going over the forms with the families.</td>
</tr>
</tbody>
</table>

**List barriers to accomplishing strategies and how to address them:**

- Families cancelling or are not at home during scheduled evaluation.
- Families not responding to attempts to contact at initial referral. Intake Coordinator sends a 10 day close letter and family calls on 9th or 10th day to schedule appointment.

**Resources needed:**

- State Clarification
- IIDC
- Training
- Mentoring
- Other: ___ Internal Training_______

**Explain:**

Intake Coordinators can benefit from ongoing training and mentoring.
45 Day Timeline – Initial IFSP

**Stakeholder Collaboration:**


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