

<p>Outcome: All files will include required written prior notice</p>	<p>So that: we can ensure families have the opportunity to consider and plan for proposed changes to the IFSP</p>
<p>Explanation of Data: Quarterly Data: July-September =386/410, 94.1%</p> <p>This quarter’s data show a notable decrease compared to previous quarters:</p> <p>July-Sept 13=97% Oct-Dec 13=99% Jan-Mar 14=97% April-June 14=99%</p> <p>There were a few factors that contributed to the decrease in compliance this quarter. First, in years past the QR team allowed the SPOE to produce documentation that was in the SC’s working file but not in the child’s master file. This year, the team did not count any documentation that was not present in the child’s master file. Second, the time period the QR team reviewed was the same time period when the SPOE was transitioning from paper to electronic files. In all but three cases, the WPN was easily located in the SC’s electronic working file, but was not in the master file. As a result, we believe compliance with sending WPN as required is likely closer to what it has been in previous quarters (between 97-99%), but there were filing issues associated with the new system that led to the decrease in compliance.</p>	<p>Strategies(Who is responsible/timeline/evaluation):</p> <p>If we hypothesize that the issue with missing WPN was filing, and not SC compliance with sending WPN, then we should ensure the filing issues are corrected:</p> <ul style="list-style-type: none"> • SPOE management staff reviewed and clarified the filing process with administrative staff to ensure all documentation is filed correctly and in a timely manner in November 2014 • The administrative staff manager increased her supervision of filing and related tasks in November 2014 • IC/SC managers increased review of completed documentation in the electronic system (which includes confirmation that all documentation is filed) in November 2014 <p>Evaluation: SPOE management staff will continue to evaluate this outcome by routinely reviewing completed electronic files and through quarterly formal file reviews. While Oct-Dec formal file reviews are still being completed, informal reviews indicate this issue is largely resolved.</p>

List barriers to accomplishing strategies and how to address them: NA
Resources needed: NA <input type="checkbox"/> State Clarification <input type="checkbox"/> IIDC <input type="checkbox"/> Training <input type="checkbox"/> Mentoring <input type="checkbox"/> Other: _____
Explain:
Stakeholder Collaboration: <ul style="list-style-type: none">• SPOE management staff reviewed and discussed the results of the QR visit, including issues of non-compliance with this outcome, and decided on strategies for improvement in November 2014; management staff reviewed and discussed this with IC/SC/Admin staff during meetings in December 2014.