

|  |  |
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| Janice K. BrewerGovernor | Clarence Carter Director |

Date

Agency

Contact person

Address

City, State and Zip Code

Dear ,

In July 2010 the Department of Economic Security/Arizona Early Intervention Program (DES/AzEIP) implemented its revised integrated monitoring system, as described in the AzEIP General Supervision Policy and Procedures. New integrated monitoring activities include annual review and analysis of data for each early intervention program (EIP) across multiple data sources for the purposes of (i) identifying and correcting noncompliance, (ii) improving performance, (iii) selecting programs for on-site monitoring visits, (iv) making local program determinations, (v) identifying technical assistance and training priorities, and (vi) completing the State Performance Plan/Annual Performance Report (SPP/APR).

The integrated monitoring activities are inclusive of the following three data sources: Self Report data, when applicable (each EIP is required to complete a Self Report during a three-year cycle beginning July 2010), electronic data, and dispute resolution data (formal complaints). Collectively, the data reviewed and analyzed covers most of the Indicators included in the SPP/APR.

The purpose of this letter is to inform you of the results of DES/AzEIP’s annual review and analysis of Choose an item. ‘s data. Data reviewed and analyzed included Choose an item. ‘s Self Report data, Electronic data, and Dispute Resolution data. Your EIP data was utilized to (1) identify your EIP’s percentage/level of compliance, the percentage/ level of noncompliance, root cause(s); and appropriate corrective actions (2) determine if your EIP was selected for onsite monitoring; and (3) make your EIP’s local determination.

DES/AzEIP has enclosed an attachment, which provides a detailed description and analysis of your data, next steps, and required corrective action (if applicable). DES/AzEIP recognizes your local efforts to implement procedures and practices to ensure and maintain compliance in these areas. All noncompliance, both child-specific and procedural/systemic noncompliance, must be corrected as soon as possible, but no later than one year from the date of this letter.

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| **Local Determinations** |

Pursuant to 20 U.S.C. §§616 and 642, DES/AzEIP must review compliance data collected through data systems, monitoring visits, and/or program reports and based on the data, determine whether each EIP (1) meets requirements, (2) needs assistance, (3) needs intervention, or (4) needs substantial intervention in meeting the requirements of Part C of the Individuals with Disabilities Education Act (IDEA.) If necessary, DES/AzEIP must also identify appropriate enforcement actions.

Early Intervention Program is defined as follows:

1. For contractors of DES/AzEIP, it is the contracting program by region.
2. For the Arizona State Schools for the Deaf and the Blind (ASDB), it is the region, as designated by ASDB’s Regional Cooperative Program.
3. For DES/Division of Developmental Disabilities (DDD), it is the county or cluster of counties/regions throughout Arizona.

In making local EIP determinations, DES/AzEIP must consider (1) performance on State Performance Plan/Annual Performance Report (SPP/APR) compliance and results indicators, (2) related requirements and performance items as selected by the State, (3) timely, complete, and accurate data, (4) evidence of correction, including progress towards full compliance within one year of identification, and (5) any audit findings. Your EIP’s determination for Federal Fiscal Year (FFY) 2010 included the following data sources:

|  |  |
| --- | --- |
| **Compliance Indicators – must be at 100%**  |  |
| Indicator 1 | Timely Services | [ ]  |
| Indicator 3 | Child Outcomes *\*related requirement* | [ ]  |
| Indicator 4 | Family Outcomes *\*related requirement* | [ ]  |
| Indicator 7 | Completion of eligibility determination and the Initial IFSP within 45 days of referral. | [ ]  |
| Indicator 8a | IFSP Transition Steps and Services | [ ]  |
| Indicator 8b | Transition Notification to the appropriate Local Education Agency (LEA). | [ ]  |
| Indicator 8c | IFSP Timely Transition Conferences. | **[ ]**  |
| Indicator 14 | Timely, Complete, and Accurate Data  | [ ]  |

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| **Result Indicators – must meet or exceed the State Target** |  |
| Indicator 2 | Natural Environments |  [ ]  |
| Indicator 4 | (Improved) Family Outcomes  |  [ ]  |

**Performance Items**

DES/AzEIP selects Performance Items, which are used to assess whether program practices are reflective of the mission and principles of early intervention.

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| Indicator 3 ( 6 Items)  | Child Outcomes  | [ ]  |
| Indicator 4 (1 Item) | Family Outcomes  | [ ]  |

Finally, DES/AzEIP considered your EIP’s correction, within one year, of noncompliance identified through monitoring or dispute resolution processes, if applicable. Please see the DES/AzEIP Policies and Procedures Chapter 2: General Supervision, Section 2.4.7 for a detailed description of performance levels and determinations <https://www.azdes.gov/main.aspx?menu=98&id=2384>

For Federal Fiscal Year (FFY) 2010 which covers the reporting period July 1, 2010 through June 30, 2011, DES/AzEIP determines that Choose an item..Choose an item. in meeting the requirements of IDEA, Part C

Thank you for your dedication to improving outcomes and experiences for families and their infants and toddlers.  DES/AzEIP remains committed to supporting Choose an item. in your efforts to improve results for infants and toddlers with disabilities and their families and looks forward to working with you over the next year.   Please contact DES/AzEIP at (602) 532-9960 if you have questions or would like to discuss further.

Sincerely,

Choose an item.

 Continuous Quality Improvement Coordinator

 Department of Economic Security /

 Arizona Early Intervention Program

Cc:

**ATTACHMENT**

|  |
| --- |
| **Self Report Data** |

**Indicator 1: Timely Services - Compliance Indicators** 34 C.F.R. §303.344 **(**f**) (**1**)**

**Data Source:** All files that have Initial, 6 month, other review, and/or an Annual IFSP with a new service(s) between April 1, 2011 and June 30, 2011.

|  |  |  |  |
| --- | --- | --- | --- |
| **Compliance Indicators / Items** | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| 1. **Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.**

**34 C.F.R. §303.344 (f)(1)** |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

Based on review of data from Choose an item. DES/AzEIP has sufficient information to determine that your program is correctly implementing the regulatory requirement (achieved 100% compliance) of ensuring all infants and toddlers received the early intervention services on their IFSPs in a timely manner. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance related to Indicator 1 and federal regulation 34 C.F.R. §303.344 **(**f**) (**1**)**.

DES/AzEIP has concerns regarding Choose an item.’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

**Indicator 2: Natural Environments – Results Indicator** 34 C.F.R. § 303.12 (b) and 303.18 **\***34 C.F.R. §303.13(a) (8); 303.26 and 303.444(d) (1) (ii) (A) and (B)

**Data Source:** Choose an item.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Children and families receive all early intervention services in natural environments.** | **Number of Files with Services in Natural Environments** | **Number of Files Reviewed** | **Total Percentage in Natural Environment** | **Met State Target (92%)** |
| **2a. Services on the IFSP are provided in the home or community based setting.** |  |  |  | Choose an item. |

[insert comments re:2a]

**Indicator 2: Natural Environments – Related Requirement**

|  |  |  |  |
| --- | --- | --- | --- |
| **Children and families receive all early intervention services in natural environments.****34 C.F.R. §303.344 (d)(ii)**\*34 C.F.R. §303.344(d)(1)(ii)(A) and (B) | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| **2b. Percentages of IFSPs that include appropriate justification with timelines for transitioning back to the natural environment.** |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item., DES/AzEIP has sufficient information to determine that your program is correctly implementing the regulatory requirement (achieved 100% compliance) of ensuring all IFSP’s reflect infants and toddlers receiving early intervention services in natural environments and/or appropriate justification for early intervention services not provided in natural environments along with timeline for transitioning early intervention services back into the natural environment. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance related to Indicator 2 and federal regulation 34 C.F.R. §303.344 (d) (ii).

DES/AzEIP has concerns regarding Choose an item. ’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

**Indicator 3: Child Outcomes – Related Requirements**

**Data Source:** Choose an item.

|  |  |  |  |
| --- | --- | --- | --- |
| **Infants and toddlers with IFSPs who demonstrate improved:****A. Positive social-emotional skills (including social relationships);****B. Acquisition and use of knowledge and skills (including early language/communication); and****C. Use of appropriate behaviors to meet their needs.** | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| **1. IFSP’s include outcomes (or statements of measurable results) that are expected to be achieved, including pre-literacy and language as developmentally appropriate.****34 C.F.R. §303.344(c)**  |  |  |  |
| **1a. All outcomes are measurable.** **34 C.F.R. §§303.344( c), 303.12 (a) (1)** **\*34 C.F.R. §303.344(c)** |  |  |  |
| **1c. Outcomes reflective of the family’s resources, priorities, and concerns.****34 C.F.R. §303.344 (a) \*34 C.F.R. §303.344(b)**  |  |  |  |
| **2. Percentage of IFSP’s that contain a statement of present levels of development for all developmental areas.****34 C.F.R. §303.344 (a)**  |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item., DES/AzEIP has sufficient information to determine that your program is correctly implementing the related requirement (achieved 100% compliance) of ensuring all infants and toddlers with IFSP’s have demonstrated improvement in positive social emotional skills (including social relationships); acquisition and use of knowledge and skills (including language/communication); and use of appropriate behaviors to meet their needs. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance for related requirement(s) of Indicator 3 and Federal Regulation [insert specific regulation].

DES/AzEIP has concerns regarding Choose an item.’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

**Indicator 3: Child Outcomes – Performance Items**

|  |  |  |  |
| --- | --- | --- | --- |
| **Results Items** | **Number of Files**  | **Number of Files Reviewed** | **Total Percentage** |
| **1b. All outcomes are specific so that everyone on the team knows what to work on.** |  |  |  |
| **1d. All outcomes promote participation, independence or social relationships within the context of daily routines and activities.** |  |  |  |
| **1e. All outcomes are discipline and jargon free.** |  |  |  |
| **1f. All outcomes are free of passive words.** |  |  |  |
| **1g. All child outcomes are attainable within 3-6 months.** |  |  |  |
| **2a. Percentage of IFSP’s where the statement of the child’s current status in each required developmental area is described functionally, including strengths and needs relevant to challenges and what is working well in everyday routines and activities.** |  |  |  |

**[insert comments]**

**Indicator 4: Family Outcomes - Results Indicators**

**Data Source:** All Family Surveys received between July 1, 2010 – June 30, 2011.

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| --- | --- | --- | --- |
| **Families participating in Part C report that early intervention services have helped the family:** | **Number of Family Surveys Received by DES/AzEIP** | **Performance** | **Met State Target (91.5%)** |
| 1. **Know their rights**
 |  |  | Choose an item. |
| 1. **Effectively communicate their children’s needs; and**
 |  |  | Choose an item. |
| 1. **Help their children develop and learn.**
 |  |  | Choose an item. |

**[insert comments]**

**Indicator 4: Family Outcomes - Related Requirements**

**Data Source**: Choose an item.

|  |  |  |  |
| --- | --- | --- | --- |
| **Families participating in Part C report that early intervention services have helped the family:****A. Know their rights;****B. Effectively communicate their children’s needs; and****C. Help their children develop and learn.** | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| **1. IFSPs contain family directed assessments that include the family’s resources, priorities, and concerns** **34C.F.R.§303.322(d) \*34 C.F.R. §303.321(a)(ii)(B)** |  |  |  |
| **2. Documentation of services necessary to meet the needs of the child and family, including frequency, duration and intensity.****34C.F.R.§303.344(f)(1) \*34 C.F.R. §303.344(d)(i)** |  |  |  |
| **2a. Services and supports identified in the IFSP enhance the capacity of the family in meeting the developmental needs of their child.** **34C.F.R.§§303.322(d)(1); 303.12(a)(1) \*34 C.F.R. §303.344(d)** |  |  |  |
| **3. Documentation that the contents of the IFSP have been fully explained to the parents and that Prior Written Notice was given prior to initiation of or change in services.** **34 C.F.R.§§303.342(e);303.403(b)** **\*34 C.F.R.§§303.342(e);303.421(a)** |  |  |  |
| **4. Documentation that the contents of the IFSP have been fully explained to the parents and that the parent provided consent prior to initiation or change in services.****34C.F.R.§303.148(b)(2)(i) \*34 C.F.R.§§303.342(e); 303.420(a)(3)** |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item. DES/AzEIP has sufficient information to determine that your program is correctly implementing the related requirement (achieved 100% compliance) of ensuring all parents of families participating in the Arizona Early Intervention Program (AzEIP), who report that early intervention services have helped the family, know their rights; effectively communicate their children’s needs; and help their children develop and learn. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance related to Indicator 4 and federal regulation [insert specific regulation].

DES/AzEIP has concerns regarding Choose an item.’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

**Indicator 4: Family Outcomes – Performance Items**

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| --- | --- | --- | --- |
| **Results Items** | **Number of Files that Met Results Item(s)** | **Number of Files Reviewed** | **Total Percentage** |
| **1a. The family assessment includes the parents’ perceptions of their child’s abilities and needs related to participation in everyday routines and activities.** |  |  |  |

**[Insert analysis]**

**Indicator 8: Early Childhood Transition – Compliance Indicators**

**Data Source for 8a**: Choose an item.

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| --- | --- | --- | --- |
|  | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| **8a. IFSP’s have transition steps and services documented.****34 C.F.R.§303.344(h)(2) \*34 C.F.R.§303.344(h)(1)** |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item.. DES/AzEIP has sufficient information to determine that your program is correctly implementing the regulatory requirement (achieved 100% compliance) of ensuring all children exiting Part C received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday, including IFSP’s with documentation of transition steps and services. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance related to Indicator 8 and federal regulation 34 C.F.R. §303.344(h) (2).

DES/AzEIP has concerns regarding Choose an item. ’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

**Data Source for 8b**: All files of children between 2 years, 6 months and 2 years, 11 months with open IFSPs written between April 1, 2011 – June 30, 2011.

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|  | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| **8b. IFSP’s contain documentation of notification of LEA (Part 1 of Transition Conference Form)****34 C.F.R.§303.148 (b)(1) \*34 C.F.R.§§303.209(b);303.344(h)(2)(iii)** |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item.., DES/AzEIP has sufficient information to determine that your program is correctly implementing the regulatory requirement (achieved 100% compliance) of ensuring all children exiting Part C received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday, including IFSP’s with documented notification to LEA, if the child is potentially eligible for Part B. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item.. a finding of noncompliance related to Indicator 8 and federal regulation 34 C.F.R. § 303.148 (b)(1).

DES/AzEIP has concerns regarding Choose an item. ’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

**Data Source for 8c**: All files of children between 2 years, 6 months and 2 years, 11 months with open IFSPs written between April 1, 2011 – June 30, 2011.

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|  | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| **8c. IFSP’s contain documentation of a transition conference that occurred between 2.6-2.9.****34C.F.R.§303.148(b)(2)(i) \*34C.F.R.§303.209(c)(1)** |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item.. DES/AzEIP has sufficient information to determine that your program is correctly implementing the regulatory requirement (achieved 100% compliance) of ensuring all children exiting Part C received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday, including IFSP’s with documentation that a transition conference was held for all children potentially eligible for Part B. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance related to Indicator 8 and federal regulation 34C.F.R.§303.148(b)(2)(i).

DES/AzEIP has concerns regarding Choose an item. ’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

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| **Electronic Database** |

**Indicator 7: 45 Day Timeline – Compliance Indicator** 34 C.F.R. §303.321(e) (2)

\*34 C.F.R. §303.310(a)

**Data Source:** Data were collected from Choose an item. data system for all children determined eligible during the period April 1, 2011 – June 30 2011.

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|  | **Number of Files Compliant** | **Number of Files Reviewed** | **Total Percentage of Compliance** |
| **7. Percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C’s 45-day timeline.****34 C.F.R. §303.321(e)(2) \*34 C.F.R.§303.310(a)**  |  |  |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item. DES/AzEIP has sufficient information to determine that your program is correctly implementing requirement (achieved 100% compliance) of ensuring all infant infants and toddlers referred to Part C for whom an evaluation and assessment and an initial IFSP meeting were conducted within Part C’s 45-day timeline. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance related to Indicator 7 and federal regulation 34 C.F.R.§303.321(e)(2).

DES/AzEIP has concerns regarding Choose an item. ’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

**Indicator 14: Data Accuracy – Compliance Indicator** 34 C.F.R. §303.540 \*34 C.F.R. §303.124

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|  | **Table 1** **Ethnicity and Race** | **Table 2****Settings Data**  | **Table 3** **Exit Data / Exit Reason** | **IFSP Services: Planned and Actual Start Dates**  | **Timely Data****Upload of database**  | **Accurate Data**  |
| **14. State reported data****34 C.F.R.§303.540****\*34 C.F.R.§303.124** |  |  |  |  |  |  |
|  | **Ethnicity and Race report with dates of birth on/after October 1, 2006** | **Settings data includes children born on or after October 1, 2008.** | **Exit  data report including   children with dates of birth on/after October 1, 2006** | **PSD and ASD for Initial IFSPs written between April 1, 2011 and June 30, 2011**. | Choose an item. |  |

**Outcome of Data Review and Analysis:** (*only select one)*

**[insert analysis]**

Based on review of data from Choose an item. DES/AzEIP has sufficient information to determine that your program data are timely and accurate. DES/AzEIP appreciates your efforts in maintaining compliance for all future children served through your EIP.

DES/AzEIP is issuing Choose an item. a finding of noncompliance related to Indicator 14 and federal regulation 34 C.F.R.§303.540.

DES/AzEIP has concerns regarding Choose an item. ’s reported low percentage of noncompliance. In order to understand the contributing factors/root causes of the noncompliance DES/AzEIP will be conducting a site review in the Spring of 2012.

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| **Dispute Resolution Data**  |

**Indicator 10: Administrative Complaints 34 C.F.R. §303.510 \*34 C.F.R. §303.430(a)**

**Indicator 11: Due Process Hearing Request with Finding(s) 34 C.F.R. §303.420**

 **\*34 C.F.R. §303.430(d)**

**Data Source:** State Complaint Log July 1, 2010 – June 30, 2011

As part of DES/AzEIP’s review and analysis of your program’s data to identify compliance and noncompliance, and to determine if your program would be selected for an on-site monitoring visit, DES/AzEIP reviewed its Statewide Formal Complaint Log to determine if any findings of noncompliance were issued to your program as a result of a formal complaint decision. Based on review of the States Formal Complaint Log, Choose an item.. had no findings as a result of a due process or system complaint decision.

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| **Correction of Noncompliance**  |

**Indicator 9:** **Percent of Noncompliance Corrected within One Year of Identification**

 **(July 1, 2009-June 30, 2010): 20 U.S.C. 1416 (a) (3) (B) and 1442**

|  |  |  |
| --- | --- | --- |
| **Area of noncompliance**  | **Corrected within one (1) year**  | **Corrected in FFY 2010**  |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. |
| **Total #**  |  |  |

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| **Summary of Findings***Includes child specific noncompliance and subsequent correction of regulatory requirements* |

Based upon your data, Choose an item..demonstrates **noncompliance** in meeting the requirements for the following SPP/APR Indicators:

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| --- | --- |
| Indicator 1 | Timely Services 34 C.F.R. §303.344 **(**f**) (**1**)**  |
| Indicator 2 | Natural Environments (related requirement that IFSPs include justification for services not provided in NE)34 C.F.R. § 303.12 (b) and 303.18 **\***34 C.F.R. §303.13(a)(8); 303.26 and 303.444(d)(1)(ii)(A) and (B) |
| Indicator 3 | Child Outcomes (related requirements) 34 C.F.R. §303.344(a) (c) ;303.12 (a) (1)\*34 C.F.R. §303.344(c) |
| Indicator 4 | Family Outcomes (related requirements)34C.F.R. §§303.322(d)(1); 303.344(f)(1) ; 303.12(a)(1); 303.342(e);303.403(b); 303.148(b)(2)(i)  \*34 C.F.R. §303.321(a)(ii)(B); 303.344(d)(i); 303.342(e);303.421(a); 303.342(e); 303.420(a)(3) |
| Indicator 7 | 45 Day Timeline 34 C.F.R. §303.321(e) (2) \*34 C.F.R. §303.310(a) |
| Indicator 8a | Transition Planning 34 C.F.R.§303.344(h)(2)\*34 C.F.R.§303.344(h)(1) |
| Indicator 8b | LEA Notification 34 C.F.R.§303.148 (b)(1)\*34 C.F.R.§§303.209(b);303.344(h)(2)(iii) |
| Indicator 8c | Transition Planning Conference 34 C.F.R.§303.148(b)(2)(i)  \*34C.F.R.§303.209(c)(1) |
| Indicator 14 | Timely and Accurate Data 34 C.F.R. §303.540 \*34 C.F.R. §303.124 |

All noncompliance must be corrected as soon as possible but no later than one year from the date of this letter.

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| **Required Corrective Action** |

Based on Choose an item. ‘s review and analysis of data and the extent and nature of Choose an item.’s noncompliance, DES/AzEIP has determined that Choose an item. must take the following steps to correct the noncompliance and to document correction as soon as possible, but no later than one year from the date of this letter.

***Select all that apply***

[ ]  Correct each instance of noncompliance and submit updated data for verification via scan/email or fax to DES/AzEIP on or before March 1, 2012.

Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Using the Local Contributing Factor Tool, conduct a root cause analysis and written

Corrective Action Plan (CAP) with activities that address contributing factors to

noncompliance, such as local procedures, supervision, personnel, data collection and/or provision of training for the following indicators:

|  |  |  |
| --- | --- | --- |
| Indicator 1 | Timely Services  | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 2 | Natural Environments | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 3 | Child Outcomes  | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 4 | Family Outcomes  | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 7 | 45 Day Timeline | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 8a | Transition Planning | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 8b | LEA Notification | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 8c | Transition Planning Conference | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 14 | Timely and Accurate Data | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |

[ ]  CAP due to DES/AzEIP via scan/email or mail on or before April 1, 2012.

[ ]  Submit subsequent data to demonstrate correction and implementation of each regulatory

 requirement.

[ ]  Using the Local Contributing Factor Tool, the State will conduct a root cause analysis

and written Corrective Action Plan (CAP) with the EIP. The CAP will consist of

activities that address contributing factors to noncompliance, local procedures,

supervision, personnel, data collection and/or provision of training for the following

Indicators:

|  |  |  |
| --- | --- | --- |
| Indicator 1 | Timely Services  | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 2 | Natural Environments | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 3 | Child Outcomes  | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 4 | Family Outcomes  | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 7 | 45 Day Timeline | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 8a | Transition Planning | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 8b | LEA Notification | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 8c | Transition Planning Conference | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |
| Indicator 14 | Timely and Accurate Data | Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_ |

[ ]  Submit subsequent data to demonstrate correction and implementation of each regulatory requirement.

|  |  |
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| [ ]  | Require technical assistance. |

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| **Summary of Results and Performance Items**  |

|  |  |
| --- | --- |
| Indicator 2 | Natural Environments  |
| Indicator 3  | Child Outcomes Performance Items  |
| Indicator 4  | Family Outcomes Performance Items  |
| Indicator 4  | Family Outcomes  |

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| **Required Technical Assistance for Performance Items** |

|  |  |
| --- | --- |
| [ ]  | Develop Technical Assistance Plan with Technical Assistance and Monitoring Specialist (TAMS) |

We recognize your efforts to improve results and achieve compliance measures for infants and toddlers and their families. All noncompliance, including child-specific noncompliance, must be corrected as soon as possible, but no later than one year from [insert date]. The Local Contributing Factors Tool and Corrective Action Plan will be available on the DES/AzEIP website January 3, 2012. If you have questions, need additional information, or would like to request technical assistance, please feel free to contact Choose an item. or your TAMS Choose an item.