

**Agency Information (LEA or Service Area):**  
 LEA Name:  
 ISD/Service Area Name: Genesee

Date Submitted: 1/14/2008  
 Date Approved:  
 First Quarterly Report Due: March 1

# Improvement Plan

Determinations

Focused Monitoring

SPSR

**Indicator/Object of Improvement: (Check only one per form.)**

Part B		Part C	
<input type="checkbox"/> Graduation/dropout rate <input type="checkbox"/> Outcomes <input type="checkbox"/> Suspension/expulsion rate <input type="checkbox"/> Educational settings <input type="checkbox"/> Family involvement	<input type="checkbox"/> Disproportionality <input type="checkbox"/> Child Find & referral <input type="checkbox"/> Identification <input type="checkbox"/> Evaluation & assessment <input type="checkbox"/> Other: <u>25 char. limit</u>	<input type="checkbox"/> Timely services <input type="checkbox"/> Natural environments <input type="checkbox"/> Outcomes <input type="checkbox"/> Public awareness/Child Find	<input type="checkbox"/> Transition <input type="checkbox"/> Procedural safeguards <input type="checkbox"/> Identification <input checked="" type="checkbox"/> Evaluation & assessment <input type="checkbox"/> Other: <u>25 char. limit</u>

**Description of Findings:**  
 A review of EETRK data for the 108 children that became eligible for Early On services between 5/1/07 and 8/1/07, indicated that 59 did not have an evaluation completed and an IFSP started within the 45 day timeline. Issues identified through a record review of those 59 files include difficulty in contacting biological parents (11files); children who were closed and later reopened or placed on tracking and EETRK does not allow for the new referral date to be entered (19 files); and service coordinators not recording the reason for not making the timeline (22 files). Parent driven reason for not making the timeline were recorded on 7 IFSPs.

**Evidence of Change (correction + improvement):**  
 By 11/08 100% of files reviewed will comply with Part C's timeline of 45 days from referral to initial IFSP meeting.

Tasks (strategies/methods/practices)	Justification for tasks/activities	Person responsible for task	Task due date	Task documentation/ products	Task evaluation/ measurement
<input type="checkbox"/> <b>Data</b> List specific tasks/activities here	Explain how this task relates to evidence of change	**Select Level**  Insert name and title		List items that substantiate change	List method(s) and measure(s) of task follow-up
<input checked="" type="checkbox"/> <b>Supervision</b> All initial IFSP's will be reviewed for compliance with the 45 day timeline. If the 45 day timeline has not been met and a family's exceptional circumstance is not documented, then those files will be reviewed with individual service coordinators to determine why timeline not met and why it was not documented on the IFSP.	22 of 59 of the files previously reviewed did not document an exceptional family circumstance for not meeting the 45 day timeline.	Early On coordinator  Jennifer Lee and Mary Rickard, teacher consultant	ongoing	Reviewed files will indicate an exceptional family circumstance if the 45 day timeline was not met. If an IFSP is not within the timeline and an exceptional family circumstance is not indicated the service coordinator will be called by the EO coordinator. The telephone conversation will be documented in the file's progress notes.	Files for all initial IFSP's completed are reviewed quarterly and will be 100% in compliance with the 45 day timeline or have a documented exceptional family circumstance.
<input checked="" type="checkbox"/> <b>Collaboration</b> A meeting with DHS/CPS workers and other foster care agencies will be held to discuss biological parent/ surrogate parent issues. assistance from Dawn Ritter, the state Early On representative for DHS, as needed to facilitate a solution to this problem.	Due to CAPTA regulations, Genesee county receives a large number of referrals that do not contain biological parent information and it is often times difficult to obtain biological parent information or surrogacy information on these children.	Early On coordinator  Jennifer Lee and Mary Rickard, teacher consultant	4/1/2008	Meetings are scheduled and held with the various agencies as evidenced by sign-in sheets from each meeting.	Written plan for obtaining biological parent information will be distributed to 100% of DHS workers involved with children birth through age two. This plan will include the State policy on CAPTA referrals when it is available

Continuous Improvement & Monitoring System

Tasks (strategies/methods/practices)	Justification for tasks/activities	Person responsible for task	Task due date	Task documentation/ products	Task evaluation/ measurement
<input type="checkbox"/> <b>Infrastructure/resource management</b>  List specific tasks/activities here	Explain how this task relates to evidence of change	<b>**Select Level**</b>  Insert name and title		List items that substantiate change	List method(s) and measure(s) of task follow-up
<input checked="" type="checkbox"/> <b>Policy/procedure</b>  The policy in regards to closing files for will be modified to clarify the procedure for closing files because of 'no contact'.	Service coordinators that have difficulty contacting the families have in the past kept a file open well past the 45 day timeline.	Other  LICC	2/1/2008	Modified policy in regards to closing for 'no contact' referrals after 30 days will be presented to and approved by the LICC.	Service coordinators are aware of the new policy and a typed copy is added to the service coordinators' manual. An ongoing review of records will indicate that service coordinators are complying with the new policy.
<input checked="" type="checkbox"/> <b>Communication</b>  The modified policy will be disseminated to the service coordinators.	Service coordinators need to know and understand the policy in order to properly comply with the policy.	Early On coordinator  Jennifer Lee and Mary Rickard, teacher consultant.	2/1/2008	The modified policy Chart Closing will be disseminated to the service coordinators at the January service coordinators meeting and documented in meetings minutes and sign-in sheet.	Quarterly review of 25 records will indicate Service coordinators are following the modified policy.
<input checked="" type="checkbox"/> <b>Technical assistance/professional development</b>  Service coordinators will be reinstructed on the 45 day timeline, what are allowable family circumstances, and how to document exceptional family circumstances if the timeline is not met.	22 of the files previously reviewed did not document a reason for not meeting the 45 day timeline.	Early On coordinator  Jennifer Lee and Mary Rickard, teacher consultant	2/1/2008	Agenda and minutes of January service coordinators' meeting. Service coordinators will be reminded at service coordinator meetings about the 45 day timeline requirement.	Quarterly review of 25 records will indicate 100% of the files met the 45 day timeline or have an exceptional family circumstance documented on the IFSP.
<input type="checkbox"/> <b>Other</b>  List specific tasks/activities here	Explain how this task relates to evidence of change	<b>**Select Level**</b>  Insert name and title		List items that substantiate change	List method(s) and measure(s) of task follow-up