

**Issued: June 11, 2024**

Indicator	Data Source	Data Documentation	FFY 2024 Data Review	Regional Data Deadline
#1 Timely Initiation of Services	Therap: QERs completed within the federal fiscal year	<ul style="list-style-type: none"> <li>• Only documentation of “new” (see definition below) services should occur in the following question of the QER:                             <ul style="list-style-type: none"> <li>“2. If child is less than 3 years of age and new Early Intervention Services were scheduled to begin during the current QER period, did they start before or on the date indicated on the IFSP?”</li> </ul> </li> <li>• New service is defined as: a service with its original start date within the QER period.</li> <li>• New Part C services include: Infant Development (home visits and consultations), and any other Part C/Early Intervention service (i.e. School for the Deaf, ND Vision Services/School for the Blind, etc.)</li> <li>• If there is a new service(s), then the program manager needs to decide if this service started on time or not</li> <li>• <b>If no is chosen, there must be documentation in the following section of the QER:</b> <ul style="list-style-type: none"> <li>○ <b>"2. If child is less than 3 years of age</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Report containing the “no” responses will be issued back to the programs for purposes of confirming the reason for delay. Data fields may be:                             <ul style="list-style-type: none"> <li>○ Child’s ID #</li> <li>○ Reason for delay, i.e. family, weather, or agency (illness, shortage, or oversight)</li> </ul> </li> <li>• Information will be sent back to the state office via an excel spreadsheet</li> <li>• Examination of the data is completed at the state level.</li> </ul>	QER activation must be done by 7.21.25

**and new Early Intervention Services were scheduled to begin during the current QER period, did they start on or before the date indicated on the IFSP?"**

- **Select "Add Service" to document the service(s), reason for delay (family, weather or agency-illness, agency-shortage, or agency-oversight), and actual start date of the service(s).**
- **In addition, supporting information must be documented in the subsequent IFSP review in the outcome section or review section, or in a consultation case note.**
- **If no is documented on the initial QER, and the service has not yet started, the next QER must have documentation in the following section of the QER:**
  - **"3. If there were Early Intervention services that were scheduled to begin in a previous QER period that did not**

		<p><b>start on time, have they started now?"</b></p> <ul style="list-style-type: none"> <li>○ <b>Select "Add Service" to document the service(s), reason for delay (family, weather or agency-illness, agency-shortage, or agency-oversight), and actual start date of the service(s).</b></li> </ul> <p><b>In addition, supporting information must be documented in the subsequent IFSP review in the outcome section or review section, or a consultation case note.</b></p>		
#3 – Child Outcome	AEPSi	<ul style="list-style-type: none"> <li>• Entrance child outcome tool must be completed prior to the initial IFSP &amp; considered to be a part of the initial assessment for children determined eligible.</li> <li>• Selection of Initial &amp; Exit Child Outcome Tool must be completed</li> <li>• Programs must use the AEPS as one of the evaluation/assessment tools to determine eligibility/IFSP plan development.</li> <li>• If the administration of the AEPS is not for the purpose of measuring progress via the entrance and exit assessment, the “include in Part C data” box should not be checked.</li> <li>• Exit child outcome tool must be completed within 30 days of a known exit &amp; as soon as possible after an unknown exit but must be completed prior to case closure. <ul style="list-style-type: none"> <li>○ Child must be in services at least 6 months for exit</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Data will be pulled from AEPSi tool</li> <li>• Examination of the data is completed at the state level.</li> <li>• Review of the accuracy of Child Outcome Tool type (initial and exit)</li> <li>• Review of the number of child outcome tools completed within stated timelines.</li> </ul>	Any entrance or exit assessment completed on or before 6.30.25, must be entered into AEPSi by 7.31.25.

		<p>child outcome tool to be completed.</p> <ul style="list-style-type: none"> <li>○ 6 months is measured from the IFSP Start Date</li> </ul>		
#7 – 45-Day Timeline	Therap: IFSP meeting date and Referral Date from any child found eligible in a given federal fiscal year	<ul style="list-style-type: none"> <li>• Referral Date must be entered into Therap</li> <li>• The IFSP meeting date is the date the IFSP Team meets to write the IFSP</li> <li>• Reason for delay will populate when IFSP meeting date is over 45 days – reason must be selected including family, weather, or agency (illness, shortage, or oversight).</li> <li>• Family reason can only be selected from the drop-down menu when there is a clearly documented connection to the family’s schedule and/or choice for the delay. There must be documentation that the family understands their rights and discussed at the IFSP meeting.</li> <li>• Weather reason can be selected from the drop-down menu for any instance of delay caused by nature. For prolonged natural disasters, documentation needs to support consistent communication with families</li> <li>• Agency reason is used for any and all other delays, including absence of documentation. Agency reason must specify illness, shortage, or oversight.</li> <li>• DDPM will verify that reason of delay is accurately documented prior to activation</li> <li>• Documentation in Therap must support the reason for delay</li> </ul>	<ul style="list-style-type: none"> <li>• Report containing all Initial IFSPs where the timeline exceeds 45 days or is not listed will be issued back to the programs for purposes of confirming the timeliness and/or reason for delay. Data fields may be: <ul style="list-style-type: none"> <li>○ Child’s ID #</li> <li>○ Reason for delay, i.e. family, weather, or agency (illness, shortage, or oversight)</li> </ul> </li> <li>• Information will be sent back to the state office via an excel spreadsheet</li> <li>• Examination of the data is completed at the state level. If there is missing data (meeting date or reason for delay), this is considered noncompliance or may be used in making regional level of determinations.</li> <li>• Examination of the data is completed at the state level.</li> </ul>	Any IFSPs written on or before 6.30.25 must be activated by 7.21.25.

		<ul style="list-style-type: none"> <li>• After missing the 45-day timeline, the IFSP must be completed within a reasonable amount of time, supported by documentation in Therap</li> <li>• Prior to the IFSP being written, all documentation must be done in Administrative Notes and/or Case Notes. Once the IFSP is developed, documentation regarding delay must be contained within the IFSP “Reason for Delay” section of the IFSP.</li> </ul>		
#8A – Transition: Steps and Services contained in IFSP	Therap: IFSP	<ul style="list-style-type: none"> <li>• Outcomes or strategies need to be included in the IFSP no later than age of 2 years, 6 months, and all subsequent IFSPs, that address the child, family and receiving agency (Refer to the Case Review Tool) <ul style="list-style-type: none"> <li>○ For children referred after the age of 2-6, the outcomes or strategies need to be included in the initial IFSP</li> <li>○ Outcome/strategies must be included in the child’s final IFSP. Outcome should be revised if met.</li> </ul> </li> <li>• <b>If there is a delay in including the transition steps &amp; services in the IFSP, the reason for the delay must be documented within a Transition Case Note.</b></li> <li>• Family, Weather or Agency (illness, shortage, or oversight) reason can be utilized.</li> </ul>	<ul style="list-style-type: none"> <li>• Create a list of children that were 34 months from July 1, 2024 to June 30, 2025</li> <li>• IFSPs will be reviewed to ensure outcomes or strategies are present by 2-6, and all subsequent IFSPs or in the initial IFSP for those referred after 2-6</li> <li>• Examination of the data is completed at the state level.</li> </ul>	Transition steps & services for all children who turned 34 months in the time period must be entered by 7.21.25.
#8B – Transition: LEA & SEA Notification	Therap: IFSP	<ul style="list-style-type: none"> <li>• LEA Notification must occur for children that have turned 2-6 or entered into service after 2-6.</li> <li>• LEA Notification radial button “Yes” or “Opt Out” must be selected at the</li> </ul>	<ul style="list-style-type: none"> <li>• Create a list of children that were 34 months from July 1, 2024 to June 30, 2025</li> <li>• Examination of the data is completed at the state level.</li> </ul>	LEA Notification date or Opt Out for all children who turned 34 months in our time

		<p>time of the transition plan being added and date must be entered.</p> <ul style="list-style-type: none"> <li>LEA Notification or Opt Out Form, labeled LEA Notification or Opt Out Form, will be attached as a document to a transition case note in Therap.</li> <li>The State created LEA Notification form must be the form used. If another "version" is attached, this will be considered non-compliance.</li> <li>LEA notification must be saved as a word document or PDF.</li> <li><b>"Agency Reason" is the only acceptable reason for delay. If a family does not sign the Opt Out form by the required timeline, the agency is automatically required to send the LEA Notification, according to federal requirements.</b></li> </ul>	<ul style="list-style-type: none"> <li>Examination for use of the proper document for the LEA notification is completed at the state level.</li> </ul>	<p>period must be selected by 7.21.25.</p>
<p>#8C – Transition: Transition Conference</p>	<p>Therap: IFSP</p>	<ul style="list-style-type: none"> <li><b>Document within the Transition Plan section of the IFSP, under "Transition Conference Meeting Date," the date of the first transition meeting was held.</b></li> <li><b>Document within the Transition Plan section, under 2-7 Meeting Notes, the date of the 2.7 meeting and what is being done to support the child, family, and receiving agency in transition.</b></li> <li><b>Document within the Transition Plan Section, under the 2-9 Meeting Notes, the date of the 2.9 meeting and what is being done to support the child, family, and receiving agency in transition.</b></li> <li>All Transition Conference Requirements are met on or before the child turns 2-9. If those</li> </ul>	<ul style="list-style-type: none"> <li>Create a list of children that were 34 months from July 1, 2024 to June 30, 2025</li> <li>The performance on this indicator will be measured by the timeliness of the 2-9 meeting. <b>The 2-7 meeting may be monitored under a quality indicator.</b></li> <li>Case Review Tool Items F and G under Section VII will be used to assess compliance</li> <li>Examination of the data is completed at the state level. Family reason will be determined at the state level based on chart documentation.</li> </ul>	<p>Evidence of the Transition Conference for all children who turned 34 months in our time period must be documented within the IFSP by 7.21.25.</p>

		<p>requirements are not met timely, reason for delay is documented in the Transition Plan section of the IFSP. Reason for delay is specified for family, weather, or agency (illness, shortage, or oversight.)</p> <ul style="list-style-type: none"> <li>• If a child comes in between 45-90 days prior to 3<sup>rd</sup> birthday, a Transition Conference should be held as soon as possible.</li> <li>• If a child comes 45 days or less than their 3<sup>rd</sup> birthday, no Transition Conference is required.</li> </ul>		
Quality Indicator: LEA Notification	Indicator 8b: LEA Notification	<ul style="list-style-type: none"> <li>• A Transition case note is created with the activity type selected as “LEA Notification/Opt-Out”.</li> <li>• LEA or Opt-Out Forms are attached to the Transition case note.</li> </ul>	<ul style="list-style-type: none"> <li>• Examination of a random sample from each region (according to program size), will be reviewed by the State Team to determine quality.</li> <li>• Report containing the random sample for each program will be issued back to the programs to confirm the Transition case note with Opt-Out/LEA Notification form. Data fields may be: <ul style="list-style-type: none"> <li>○ Child’s ID #</li> <li>○ Date of Case Note</li> <li>○ Type of Form (Opt-Out or LEA)</li> <li>○ Date on Form (Opt-Out or LEA)</li> <li>○ If not found, statement of location or absence</li> </ul> </li> <li>• Information will be sent back to the state office via an excel spreadsheet</li> </ul>	LEA Notification date or Opt-Out for all children who turned 34 months in our time period must be selected by 7.21.25.

<p>Quality Indicator: Consultations</p>	<p>Indicator 1: Timely Services</p>	<ul style="list-style-type: none"> <li>• A Consultation case note is created with the activity type selected as “(Discipline) Initial Consult).</li> <li>• The initial consult note must be attached to the Consultation case note.</li> </ul>	<ul style="list-style-type: none"> <li>• Examination of a random sample from each region (according to program size), will be reviewed by the State Team to determine quality.</li> <li>• Report containing the random sample for each program will be issued back to the programs to confirm the Transition case note with Opt-Out/LEA Notification form. Data fields may be: <ul style="list-style-type: none"> <li>○ Child’s ID #</li> <li>○ Date of Case Note</li> <li>○ Type of Consultation</li> <li>○ Attachment Y/N</li> <li>○ If not found, statement of location or absence</li> </ul> </li> <li>• Information will be sent back to the state office via an excel spreadsheet</li> </ul>	<p>Consultation case note must be completed by 7.21.25.</p>
<p>Quality Indicator: Child Outcomes</p>	<p>AEPSi</p>	<ul style="list-style-type: none"> <li>• Generate report in AEPSi system using the following steps: <ol style="list-style-type: none"> <li>1. Login to <a href="http://www.aepsi.com">www.aepsi.com</a></li> <li>2. Go to My Children and select a child profile.</li> <li>3. Select the child's reports from the left menu.</li> <li>4. Click the "View/Print" button next to "Child Progress Record".</li> <li>5. Select up to two test periods and choose "create report" button. Note: If the child has more than two test periods, select the most recent two test periods.</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Data detailing number of Child Progress Record Reports will be generated quarterly from AEPSi database.</li> <li>• Examination of a random sample from each region (according to program size) will be reviewed by the State Team to determine compliance with documentation within the IF SP.</li> </ul>	<p>All families at their initial or annual IFSP held between 7.1.24-6.30-25.</p>

		<ul style="list-style-type: none"><li>• Copy must be distributed to families at initial and annual IFSP meetings.</li><li>• In the Child Outcomes Case Note, the box "Child Progress Record reviewed" must be checked.</li></ul>		
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