

KPI 1: Child Find

PRINCIPLE 1

Effective *Early On*[®] systems locate infants and toddlers from birth to age three who are eligible for *Early On* services.

Probe 1

Does the *Early On* service area identify infants and toddlers at a rate comparable to the state targets for infants and toddlers from birth to age one and from birth to age three?

Probe 2

Does the *Early On* service area receive referrals from a variety of primary referral sources, including agency partners, community organizations, health care professionals and hospitals, parents, and local education agencies (LEAs)?

Probe 3

Does the *Early On* system receive referrals for underserved groups, including minority, low-income, homeless, and rural families and children with disabilities who are wards of the state?

Probe 4

Is the *Early On* system coordinated with the Project Find system to ensure that children eligible for Michigan special education are also enrolled in *Early On*?

Probe 5

Is the *Early On* system coordinated with the Project Find system to ensure that infants and toddlers eligible for *Early On* who may also be eligible for Michigan special education are referred to special education?

PRINCIPLE 2

Effective *Early On* systems have a systematically implemented process to locate infants and toddlers, from birth to age three.

Probe 1

Does the service area have a written plan, based upon the previous year's data, for making the public aware of the services available to infants and toddlers?

PRINCIPLE 3

Effective *Early On* systems track referrals to ensure that all referrals are processed in a timely manner and flow smoothly through the referral system.

Probe 1

Does each referred child and family have access to a service coordinator (or primary contact person) to ensure a timely and smooth response to referral?

Probe 2

Does the *Early On* system have a database that tracks the status of all referrals?

Probe 3

Does the *Early On* system use the database to ensure that all referrals are processed in a timely manner and flow smoothly through the referral system?

KPI 2: Eligibility Determination

PRINCIPLE 1

To assist in the child's development, effective *Early On* service areas provide timely, comprehensive, family-centered evaluations of the functioning of each child that identify the needs of each infant or toddler and his or her family.

Probe 1

Is evaluation or assessment information in the five areas of development—physical (including health, vision, hearing, and fine and gross motor skills); cognition; social and emotional development; communication; and adaptive skills—collected and reviewed within 45 days of referral?

Probe 2

During the evaluation and assessment process, are children rated on the three child outcomes (children have positive social relationships, children acquire and use knowledge and skills, children take appropriate action to meet their needs)?

Probe 3

Were family members active participants in the evaluation of their child's development?

Probe 4

Are family resources, priorities, and concerns identified?

Probe 5

Is documentation for eligibility for each referred child reviewed by a multidisciplinary team?

KPI 3: Individualized Family Service Plans

PRINCIPLE 1

Effective *Early On* systems develop an individualized family service plan (IFSP) for eligible infants and toddlers and their families that addresses the uniqueness of the child and family as identified through evaluation and assessment.

Probe 1

Does the service area provide a comprehensive system of professional learning for its service coordinators regarding their roles, responsibilities, skills, and expertise?

Probe 2

Does the service area develop IFSPs in a timely manner?

Probe 3

Does the IFSP clearly define the child's strengths and needs based upon the evaluation and assessments, including parent interview?

Probe 4

Does the IFSP clearly state the resources, priorities, and concerns of the family related to enhancing the family's capacity to meet the developmental needs of the child?

Probe 5

Were families actively involved in the development of their child's IFSP?

Probe 6

Do service coordinators provide information about, or referrals to, community supports?

PRINCIPLE 2

Effective service areas fully implement IFSPs and modify them as needed to enhance the development of the child and the capacity of families to meet the needs of their child.

Probe 1

Are *Early On* services provided in a timely manner and as planned on the IFSP?

Probe 2

Are IFSP reviews timely and based upon documentation and data collected on the progress of the child and family?

Probe 3

Does child outcome data indicate that the service area is positively impacting children's development?

Probe 4

Is child outcome data collected in a timely manner?

KPI 4: Services in Natural Environments

PRINCIPLE 1

Effective *Early On* systems provide services to infants and toddlers and their families within the home or in community-based settings.

Probe 1

Does the service area provide a comprehensive system of professional learning for its service coordinators regarding natural environments?

Probe 2

Are services provided as a part of a child's natural routines/activities and within the home or in community-based settings?

Probe 3

Are there groups of infants and toddlers who are less likely to receive services in natural environments?

PRINCIPLE 2

Effective *Early On* systems develop strategies aimed at increasing the participation of infants and toddlers in community-based settings.

Probe 1

Does the service area use data to create and implement strategies to effectively increase participation of children and their families in community-based settings?

Probe 2

If a service is not provided in the child's natural environment, is there a family-driven justification and a plan to help the child generalize skills across environments?

KPI 5: Transition

PRINCIPLE 1

Effective *Early On* systems have successful family-centered policies and procedures that result in timely, seamless transition of all infants and toddlers and their families to appropriate community settings and services.

Probe 1

Are families provided with supports and services to allow them to effectively participate in their child's transition process?

Probe 2

Are the necessary supports and services in place in a timely manner for children and their families when they leave *Early On*?

KPI 6: Family Rights and Outcomes

PRINCIPLE 1

Effective *Early On* systems inform parents of their rights regarding *Early On*.

Probe 1

Does the service area have an accurate, written *Early On* document for parents that addresses their rights?

Probe 2

Is the information contained in the service area's written policies, procedures, and forms accessible to families and understandable, and can families obtain these documents in their native language?

Probe 3

Is timely and appropriate consent obtained for all eligible infants and toddlers when necessary?

Probe 4

Does the service area provide appropriate training to service coordinators regarding procedural safeguards?

PRINCIPLE 2

Effective *Early On* service areas acknowledge and support the vital role that families play in their child's development.

Probe 1

Does family outcome data indicate that the service area is helping families support their child's development?

KPI 7: System Implementation and Evaluation

PRINCIPLE 1

Effective *Early On* systems develop formal and informal relationships and agreements with local public and private agencies.

Probe 1

Does the service area have formal agreements with identified local public agencies and formal or informal agreements with other local public and/or private agencies or organizations?

PRINCIPLE 2

Effective *Early On* systems use information and systems data, including child and family outcomes, to evaluate, plan, and modify systems and services for continuous improvement.

Probe 1

Does the service area annually analyze data from multiple sources in order to modify policies and procedures, systems design, and professional learning?

Probe 2

Does the service area submit timely and accurate data?