

PART C

EARLY ACCESS PROCEDURES MANUAL

MARCH, 2009



Early ACCESS Procedures Manual

Acknowledgements

The Part C, Early ACCESS, Procedures Manual was developed by a committee with representation from the Department of Education and each Area Education Agency. Procedures were developed based on the:

- Individuals with Disabilities Education Improvement Act (IDEA-Part C); and the
- Iowa Administrative Rules for Early ACCESS.

Implementation of procedures are critical for accountability of IDEA and reporting to the Office of Special Education Programs (OSEP) and for the benefit of Iowa infants, toddlers and families.

Many thanks are extended to the committee members who devoted time and efforts in reading of the law, drafting text, re-writing text, traveling to meetings, returning home from meetings to continue their day jobs, and keeping their sense of humor and good nature about this tremendous important work.

Also, ten-fold thanks are extended to Early ACCESS staff who work diligently to provide services and meet needs of children and families.

The Department of Education, AEA Chiefs, and AEA Directors of Special Education thank you for your work and ongoing efforts.

Part C 14 Indicators

State Performance Plan and Annual Performance Report

Indicator	OSEP Definition/Federal Reference
C1: Timely Services	Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner. (20 USC 1416(a)(3)(A) and 1442)
C2: Natural Environment	Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings (typically developing children). (20 USC 1416(a)(3)(A) and 1442)
C3: Early Childhood Outcomes A-Social-emotional B-Knowledge and skill C-Appropriate behavior	Percent of 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. (20 USC 1416(a)(3)(A) and 1442)
C4: Family Centered Services Survey	Percent of families participating in Part C who 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. (20 USC 1416(a)(3)(A) and 1442)
C5: Child Find 0-1	Percent of infants and toddlers birth to 1 with IFSPs compared to: A. Other States with similar eligibility definitions; and B. National data. (20 USC 1416(a)(3)(B) and 1442)
C6: Child Find 0-3	Percent of infants and toddlers birth to 3 with IFSPs compared to: A. Other States with similar eligibility definitions; and B. National data. (20 USC 1416(a)(3)(B) and 1442)

Indicator	OSEP Definition/Federal Reference
C7: Timely Evaluation and Assessment	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. (20 USC 1416(a)(3)(B) and 1442)
C8: Transition C to B	Percent of all children exiting Part C who received timely transition planning to support the child’s transition to preschool and other appropriate community services by their third birthday including: A. IFSPs with transition steps and services B. Notification to LEA, if child potentially eligible for Part B: and C. Transition conference, if child potentially eligible for Part B. (20 USC 1416(a)(3)(B) and 1442)
C9: General Supervision (monitoring, complaints, hearings, etc.)	General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects noncompliance as soon as possible but in no case later than one year from identification. (20 U.S.C. 1416(a)(3)(B) and 1442)
C10: Complaints resolved within 60 day timeline	Percent of signed written complaints with reports issued that were resolved within 60-day timeline or a timeline extended for exceptional circumstances with respect to a particular complaint. (20 U.S.C. 1416(a)(3)(B) and 1442)
C11: Due process hearings	Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline. (20 U.S.C. 1416(a)(3)(B) and 1442)
C12: Hearing requests to resolution sessions resolved	Percent of hearing requests that went to resolution sessions that were resolved through resolution session settlement agreements (applicable if Part B due process procedures are adopted). (20 U.S.C. 1416(a)(3)(B) and 1442)
C13: Mediations that resulted in agreements	Percent of mediations held that resulted in mediation agreements. (20 U.S.C. 1416(a)(3)(B) and 1442)
C14: Timely-Accurate Data	State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate. (20 U.S.C. 1416(a)(3)(B) and 1442)

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