

Part C State Annual Performance Report (APR) for FFY 2008**Overview of the Annual Performance Report Development:**

In accordance with 20 U. S. C. 1416(b)(1) of the Individuals with Disabilities Education Act (IDEA) amendments of 2004 and 20 U. S. C. 1442, this is the United States (US) Virgin Islands Department of Health's, Infants and Toddlers Program, Part C of the Individuals with Disabilities Education Act (IDEA), Annual Performance Report (APR). An APR is submitted to the US Department of Education (US DE) by all states and jurisdictions receiving Part C of IDEA funds. **The Federal Fiscal Year (FFY) for this reporting period is July 1, 2008-June 30, 2009.**

This FFY 2008 Annual Performance Report contains information on the performance on early intervention services (EIS) programs located in both districts of the US Virgin Islands, *which is considered one EIS program*. **Part C of IDEA programs are required to report on 14 performance and/or compliance indicators. They are: percent of infants and toddlers with IFSPs who receive the EIS services on their IFSPs in a timely manner; the percent of infants and toddlers with IFSPs who primarily receive EIS in the home or community-based settings; the percent of infants and toddlers with IFSPs who demonstrate improved positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet their needs; the percent of families participating in Part C who report that EIS have helped the family know their rights, effectively communicate their child's needs and help their child develop and learn; percent of infants and toddlers birth to 1 with IFSPs compared to national data; percent of infants and toddlers birth to 3 with IFSPs compared to national data; percent of eligible infants and toddlers with IFSPs for whom an evaluation and assessment and in initial IFSP meeting were conducted within Part C's 45-day timeline; 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; general supervision system which identifies and corrects noncompliance as soon as possible; percent of signed written complaints with repots issued that were resolved within 60-day timeline; percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline; percent of hearing request that went to resolution sessions that were resolved through resolution session settlements; percent of mediations held that resulted in mediation agreements; and state reported data are timely and accurate.** This APR will be disseminated to the public through various means to meet the public reporting requirement. **We plan to disseminate a summary of the APR and revised SPP on a 1 pager to summarize the performance. We will post the full report in each health district but also issue the summary to the VI ICC members, the local PTI, providers and parents.** Each Interagency Coordinating Council (ICC) member will be issued this report for input on the enhancement of the State Performance Plan and improvement activities. ICC members are parents with children with developmental delays and/or disabilities, heads of public and private programs/organizations serving families of children with developmental delays and/or disabilities that support and assist the Infants and Toddlers Program in the implementation of an early intervention system. This FFY 2008 Annual Performance Report (APR) and the State Performance Plan (SPP) will be posted to the US Virgin Islands Department of Health's website at www.healthvi.org once developmental of the VIDH website is completed, and notices of the report's availability placed in the local print media. **The reports are also available to the public in each district office of the Infants and Toddlers Program.** The public has been able to access of our FFY 2006 and 2007 APR and 2005-2010 SPP as well as the performance determination status issued by the US Department of Education at old VIDH website www.healthvi.org.

Resources and Technical Assistance Accessed:

The Virgin Islands Infants and Toddlers Program accessed various TA resources during 2008-2009. **The ITP Program Administrator attended the National Accountability Conference and the US/OSEP Leadership Conference August 2-27, 2008, and the Measuring Family and Child Outcomes Conference August 27-28, 2008.**

Technical assistance from the National Early Technical Assistance Center (NECTAC) experienced in IDEA requirements and compliance to develop this report, as well as technical assistance to the VI Part C program with other consultants, such as **Early Childhood Outcomes Center (ECO)** and **Southeast Regional Resource Center (SERRC)**, were used both on-site and by other means. Additionally, broad input was utilized to develop this APR as data submitted by personnel rendering early intervention services (EIS) via COSF and comments from families of children enrolled in the Infants and Toddlers Program, through family survey responses, were utilized to analyze the performance of the Infants and Toddlers Program during this report period.: **Specific technical assistance was given by ECO and NECTAC staff to all early intervention staff and personnel in October of 2008 on early childhood outcomes, using the COSF, assuring quality of the COSF data. Early intervention staff received TA and training on 618 data requirements and quality assurance strategies, submission of C3 and C4 for the APR/SPP. Further, NECTAC facilitated meetings with the Part C program and the CAPTA representatives from VI Children, Youth and Families Division. NECTAC also provided TA on transition for Indicator 8.**

It should be noted that the Virgin Islands Infants and Toddlers Program operates solely on Part C funds and it does not receive any local funds. Unlike many Part C Coordinators in other jurisdictions, this Part C Coordinator is responsible for all program operations, general supervision and monitoring of EIS, all fiscal/financial management and reporting, , personnel matters, such as hiring and recruiting, applying for Part C funds, policy and procedure development and dissemination to personnel and training, collaboration and partnerships, outreach, and oversight of budgets, development of program's monthly, quarterly and annual performance reports, meeting special conditions reports, and oversight for and maintenance and upgrade of the database system, child record review, ensuring correction of non-compliance, coordinating target EIS training and performing program monitoring. Given the constant challenge of recruiting and retaining adequate qualified early intervention personnel in this locale, management burdens, and limited funding, this program has performed above average. Details of performance by indicators follow.

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Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 1: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.

Account for untimely receipt of services, including the reasons for delays.

FFY	Measurable and Rigorous Target
FFY 2008	100% Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

Actual Target Data for FFY 2008: 99%

We are pleased that the Virgin Islands Infants and Toddlers Program’s (Part C of IDEA) actual performance in FFY 2008 is 99% with this compliance performance indicator. This 99% is also improvement over the previous reporting period which was 95.2%. The program has diligently implemented training to Service Coordinators and provided written guidance and processes to ensure timely provision of services however; the other element influencing this performance indicator is recruitment and retention of qualified EIS personnel, including having an on-going service coordinator in one of the districts. Since many ITP EIS personnel are part-time, scheduling EIS personnel to accommodate all families, at all times, continues to be a challenge for this program. Nonetheless, services although late, did commence for this one child. The child received the service within 48 days. It should be note that during this period of time there was Easter and Carnival Holidays, during which personnel were not working. All children during July 1, 2008 - June 30, 2009 were included in this data.

Timely Services (July 1, 2008- June 30, 2009)	Number of children	%
Number of children receiving timely services	128	96%
Number of children with untimely services due to family reason	5	3%
Compliant	133	99%
Number of children who did not receive timely services due to program reasons	1	1%
Total	134	100.00%

The table immediately below shows the data, by district, for local monitoring purposes.

St. Croix	St. Thomas
N= 93 Number of children receiving timely services = 93 Number of children with untimely services due to family reasons – 0 Compliant = 100% Number of children who did not receive timely services due to program reasons = 0	N=41 Number of children receiving timely services = 35 Number of children with untimely services due to family reasons = 5 Compliant = 98% Number of children who did not receive timely services due to program reasons = 1 (did get service but not within 30 days) = 1/41 = 2%

EIS personnel are reminded, in writing and verbally, of the requirement for services to commence within 30 days of parent consent for the services. Program manual materials, which contain the guidance for this requirement, have been issued to all EIS personnel. Additionally, new EIS personnel are provided information as well, both verbally and in writing, during their orientation to the program. EIS personnel are required to complete and submit to the ITP Director monthly self-assessment reports indicating the status of compliance with this policy. This EIS provider self-assessment report can be used by EIS personnel as a tracking and reminder tool for themselves regarding timelines. When identification is made, immediate follow-up to determine the problem, ensure service coordination is effective, and steps necessary to render the service are implemented. Service Coordinators are expected to also meet with EIS personnel, by whatever method, to discuss case status. Additionally Service Coordinators, in each district, are expected to conduct monthly case meetings with EIS personnel

Correction of Previous Noncompliance

EIS personnel, by district, were advised of the performance of the program and the need to make improvements and correct non-compliance. Further, a summary of the performance results in indicators #1, 2, 3, 4, 5, 6, 7, and 8 was shared and discussed with personnel.

In FFY 2007-2008 we indicated that five children did not receive timely services due to program reasons. All children received services though untimely. One child’s services started 40 days late; one child’s started 74 days late; one child’s started 89 days late, one child’s started 120 days late; and one started 145 days late. During this period one district was severely hampered without a full-time service coordinator, and personnel did there best to provide coordinated services. The other district was severely hampered by insufficient EIS personnel at all times to commence services on schedule. The VI ITP administrator reviewed the IFSPS for each of the individual children to confirm that the services not implemented timely were provided, as documented on the IFSP. It was determined that the districts have demonstrated that they are able to currently implement the requirements consistent with timely provision of services, as our FFY 2008 Performance Report in this indicator shows. Therefore, non-compliance was corrected in each district prior to the issuing of the findings. EIS personnel reports are indicating timely services, however the program needs to continue to recruit additional personnel to ensure adequate personnel on hand at all times to provide coverage when personnel have to be out our leave the program.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *FFY 2008*:

See above regarding detailed discussion of improvement as well as progress in FFY 2008.

Continue data collection activity currently being done under the OSEP special condition requirements regarding the initiation of IFSP services. Resources: VI ITP staff **on-going**

Continue Child record review on a quarterly basis monitoring Resources: VI ITP staff, NECTAC and outside consultant. (Continuing each year)

Monitor through meeting with the Service Coordinators regularly that all services needed based on evaluations are provided. Resources VI ITP staff. On-Going

Implement trans-disciplinary approach to rendering services. As needed. ITP and EIS personnel. **On-going**

Provide training on procedures to ensure all services are provided. Resources VI ITP staff, local staff. Personnel reminded about 30 day requirement in writing and verbally. Completed **and on-going**

Established orientation process for new personnel in place. **Completed** ITP management and TA

Revise activities if needed. Resource: VI ITP personnel and other TA as needed. On-going

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *FFY 2008*

[If applicable]

A checklist, based on the record review process used by ITP management, will be used by Service Coordinators as an improvement monitoring strategy. March 2010 . Implemented.

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Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 2: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Measurement: Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings) divided by the (total # of infants and toddlers with IFSPs)] times 100.

FFY	Measurable and Rigorous Target
FFY 2008	88% Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings

Actual Target Data for FFY 2008: 97%

The Virgin Islands Part C of IDEA 618 Table December 2008 Settings Table #2 was used to report this performance for this indicator. A natural environment means settings that are natural or normal for the child's age peers who have no disabilities.

Of the 143 children being served on December 1, 2008, 139 or 97% were served in the home and 2 were in a community-based setting. And 99% were served in a natural environment. **Therefore was only 1% of children, or 2, served in a setting other than a home or community-based setting, with appropriate justification.**

Given that we surpassed our performance target for this indicator, actual performance is 97%, and target is 88%, we will continue to utilize the measures which are in place to ensure that services are rendered in a child's natural environment, **to the maximum extent appropriate.** EIS personnel have attained adequate training on and adhere to this requirement.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

Personnel have been trained on this IDEA requirement and on 618 calculations for reporting this item. **When there is appropriate justification for a child to be served in a setting other than a natural environment, the individual IFSP specifies plans that are to be put place** to move these children's services back to the child's natural environment, as soon as possible. But it should be noted that this program continues to struggle with and has on-going difficulty in recruiting and retaining adequate number of EIS personnel for several reasons, such as due to the limited number of EIS personnel in the Territory, and due to the low compensation offered to full-time specialized personnel in government service.

Continue to provide training for personnel and parents on IFSP decision-making with emphasis on natural environments issues. On-going Resource: ITP management and TA resources

Network with community resources in order to expand options for settings in natural environments. On-going Resource: Territory and local district program staff.

Review progress, adjust targets and plan for future activities to ensure compliance. On-going Resource: ITP management and staff.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008

[If applicable]

A checklist based on the record review process, used by ITP management, will be used by Service Coordinators as a new improvement and monitoring strategy. March 2010 Implemented.

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Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 3: 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 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

Outcomes:

- 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.

Progress categories for A, B and C:

- a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- d. Percent of infants and toddlers who improved functioning to reach a level comparable to same-aged peers = [(# of infants and toddlers who improved functioning to reach a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
- e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers = [(# of infants and toddlers who maintained functioning at a level comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

Summary Statements for Each of the Three Outcomes (use for FFY 2008-2009 reporting):

Summary Statement 1: Of those infants and toddlers who entered or exited early intervention below age expectations in each Outcome, the percent who substantially increased their rate of growth by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 1:

Percent = # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in category (d) divided by [# of infants and toddlers reported in progress category (a) plus # of infants and toddlers reported in progress category (b) plus # of infants and toddlers reported in progress category (c) plus # of infants and toddlers reported in progress category (d)] times 100.

Summary Statement 2: The percent of infants and toddlers who were functioning within age expectations in each Outcome by the time they turned 3 years of age or exited the program.

Measurement for Summary Statement 2: Percent = # of infants and toddlers reported in progress category (d) plus [# of infants and toddlers reported in progress category (e) divided by the total # of infants and toddlers reported in progress categories (a) + (b) + (c) + (d) + (e)] times 100.

FFY	Measurable and Rigorous Target
FFY 2008	Targets are contained in the SPP for FFY 2009, FFY 2010

Actual Target Data for FFY 2008: See SPP for baseline data and improvement activities analysis.

The Virgin Islands Infants and Toddlers Program Child Outcome Summary data shows that of those children who entered the program below age expectations in social-emotional skills, and acquiring and using knowledge and skills, 84.2% substantially increased their rate of growth by the time they exited. And 83.8% of those children who entered the program below age expectations in taking appropriate actions to meet needs substantially increased their rate of growth by the time they exited. Additionally, the social-emotional category, 52.4% of children were functioning within age expectations by the time they exited. In the area of acquiring and using knowledge and skills, 40.5% of children were functioning within age expectations by the time they exited. In the area of taking appropriate actions to meet needs, 69% were functioning within age expectations by the time they exited.

In the two categories: Social-Emotional Skills and Acquiring and Using Knowledge and Skills, all of the infants and toddlers rated during this period improved function to a level nearer to same aged peers. In the category of Social-Emotional Skills, 42.9% of the infants and toddlers rated during this period improved functioning to reach a level compared to same aged peers. And 9.5% of infants and toddlers rated during this period maintained functioning at a level comparable to same aged peers. In the category of Taking Appropriate Action to Meet Needs, 57.1% infants and toddlers rated during this period improved functioning to reach a level compared to same aged peers, and 11.9% maintain functioning at a level comparable to same-aged peers.

	Social Emotional Skills		Acquiring and Using Knowledge and Skills		Taking Appropriate Action to Meet Needs	
	Enter # of Children	% of Children	Enter # of Children	% of Children	Enter # of Children	% of Children
a. Percent of infants and toddlers who did not improve functioning	0	0.0%	0	0.0%	2	4.8%
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers	6	14.3%	6	14.3%	4	9.5%
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach	14	33.3%	19	45.2%	7	16.7%
d. Percent of infants and toddlers who improved functioning to reach a level compared to same aged peers	18	42.9%	17	40.5%	24	57.1%
e. Percent of infants and toddlers who maintained functioning at a level comparable to same-aged peers	4	9.5%	4	9.5%	5	11.9%
TOTAL	42	100.0%	42	100.0%	42	100.0%
SUMMARY STATEMENTS						
1. Of those children who entered the program below age expectations in [outcome], the percent that substantially increased their rate of growth in [outcome] by the time they exited.		84.2%		84.2%		83.8%
2. Percent of children who were functioning within age expectations in [outcome], by the time they exited.		52.4%		40.5%		69.0%

The Virgin Islands Infants and Toddlers Program collects comprehensive data on the individual family service plan (IFSP) process. The specific data collection system to measure infants and toddlers’ positive social-emotional skills, acquisition and use of knowledge and skills, and use of appropriate behaviors to meet their needs was implemented through the use of the Child outcome Summary Form (COSF) based on a sound foundation of several mechanisms, such as providing written policies and procedure information, trainings by ECO and NECTAC personnel on-site and by telephone for EIS personnel, and handouts such as flow charts to enable sound IFSP team decision-making while completing the child outcome ratings. Thus, the process of collecting child outcome data appears to be effective. All children receive on-going assessment for progress, and those who were determined eligible after January 2006, and who will most likely remain in the program for at least six (6) months, have their progress information used for this indicator. Rating will occur at least twice: at entry and at exit using the Early Childhood Outcome Center’s Child Outcomes Summary Form (COSF) in order to report a child’s status at entry and at exit from the program.

COSF ratings for both entry and exit will be entered in a database for each child enrolled in the program for at least six months. Each child will have three numbers (status for each of the entry outcomes) to answer the “a” questions (1a, 2a, 3a) reflecting the child’s functioning at entry. The COSF completed at exit will have data for each child to answer the three “a” questions (reflecting functioning at exit) along with the data to answer the “b” questions (1b, 2b, 3b) about acquiring any new skills or behaviors. The data will include the entry ratings and near exit ratings for each child. The VI Infants and Toddlers Program will utilize guidance developed by the ECO Center on how COSF data can be used to address the OSEP reporting requirements and the COSF to OSEP Categories Tutor, an excel spreadsheet available from ECO. The child outcome data will be summarized for each cohort of children for a particular year in order to categorize children into the OSEP reporting categories. The individual COSF forms will be reviewed to ensure completeness and accuracy prior to transmission to the VI ITP office. Verifying child outcomes data to ensure compliance in the future will become part of the Virgin Island’s quality assurance and monitoring procedures. Monitoring (using established procedures in place for determining the number of records reviewed) will include a review of the supporting data that helped establish the COSF score.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

See revised SPP

APR Template – Part C (4)

U. S. VIRGIN ISLANDS
State

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines /
Resources for *FFY 2008*
[If applicable]

See revised SPP

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Monitoring Priority: Early Intervention Services In Natural Environments

Indicator 4: 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 U.S.C. 1416(a)(3)(A) and 1442)

Measurement:

- A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.
- B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.
- C. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family help their children develop and learn) divided by the (# of respondent families participating in Part C)] times 100.

FFY	Measurable and Rigorous Target
<i>FFY 2008</i>	A. 92%, B. 83%, C. 92%

Actual Target Data for FFY 2008: A. = 96%; B. =94.2%; C. =96.1%

4A.	Rating of 5 or above (good or excellent job)	N= 50/52	96.0%
4B.	Rating of 5 or above (good or excellent job)	N=49/52	94.2%
4C.	Rating of 5 or above (good or excellent job)	N=50/52	96.1%

The Virgin Islands Infants and Toddlers Program surpassed targets in each item of this performance indicator. While this performance shows slippage from FFY 2007, the return rate for completion of the survey is much higher in this report period (FFY 2007 = 17; FFY 2008 = 52). The Virgin Islands Infants and Toddlers Program (Part C of IDEA), uses a modified Early Childhood Outcomes Center (ECO) Family Survey. This change to the survey was discussed with and approved by an ECO representative prior to VI implementation.

All families whose children are exiting during this report period are asked to respond to just three (3) key questions on this VI ECO Family Survey, therefore it is representative of the population served. When the survey was initially mailed out to families who were

exiting, we received very low return responses. So it was decided that we would ask each family to complete this short survey at the conclusion of their child's individual transition meeting. Parents typically complete the survey while waiting for copies of the meeting notes and/or other documents, thereby wisely using their time and providing a more convenient method for the family to respond. The survey can be read to the parent, and any clarification needed could be provided at that time. Either clerical staff persons or the ITP Director ask the parents to complete the survey. Hence, our return response rate now is now very high. Although there were 83 children exiting, the overall response rate is 52/83 or 63%, which we believe is a high response rate. For the families with multiple children enrolled in the program (such as twins), only one survey is completed. We may have missed collecting a few surveys when transition meetings are held in the family home or child's natural environment, or during the period when Service Coordinators were changing over. We hope that in the next report year, we will be able to obtain more responses from each family. There were a total of 52 respondents for the Virgin Islands, 40 (76.9%) in St. Croix and 12 (23.1%) in St. Thomas. Each question has a 7 point rating scale with an additional 8th point for the family to indicate if they do not understand the question. A rating of 5 (has done a good job) up to a rating of 7 (has done an excellent job) means that the program has helped the family in those areas. A copy of the survey is included in this report in the attachment section to the end of the APR document.

The following tables indicate each rating, by each of the three questions, from the VI ECO Family Survey.

To what level has early intervention helped your family know and understand your rights? * Island Crosstabulation

			Island		Total
			St. Croix	St. Thomas	
To what level has early intervention helped your family know and understand your rights?	Has not helped	Count	1		1
		% within Island	2.5%		1.9%
	Has done a few things	Count	1		1
		% within Island	2.5%		1.9%
	Has done a good job	Count	11	4	15
		% within Island	27.5%	33.3%	28.8%
	Has done an excellent job	Count	27	8	35
		% within Island	67.5%	66.7%	67.3%
Total	Count	40	12	52	
	% within Island	100.0%	100.0%	100.0%	

To what level has early intervention helped your family be able to talk about your child's need to others? * Island Crosstabulation

			Island		Total
			St. Croix	St. Thomas	
To what level has early intervention helped your family be able to talk about your child's need to others?	Has not helped	Count	1		1
		% within Island	2.5%		1.9%
	Has done a few things	Count	2		2
		% within Island	5.0%		3.8%
	Has done a good job	Count	12	5	17
		% within Island	30.0%	41.7%	32.7%
	Has done an excellent job	Count	25	7	32
		% within Island	62.5%	58.3%	61.5%
Total	Count	40	12	52	
	% within Island	100.0%	100.0%	100.0%	

To what level has early intervention helped your family be able to help your child grow and learn? * Island Crosstabulation

			Island		Total
			St. Croix	St. Thomas	
To what level has early intervention helped your family be able to help your child grow and learn?	Has not helped	Count	1		1
		% within Island	2.5%		1.9%
	Has done a few things	Count	1		1
		% within Island	2.5%		1.9%
	Has done a good job	Count	7	3	10
		% within Island	17.5%	25.0%	19.2%
	Has done an excellent job	Count	31	9	40
		% within Island	77.5%	75.0%	76.9%
Total	Count	40	12	52	
	% within Island	100.0%	100.0%	100.0%	

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Utilize methods for helping families complete the survey including strategies to follow-up with families who did not complete the survey. Ongoing Resources: VI ITP staff
- Disseminate information to provide families with information about the purpose and use of a Family Survey. Ongoing Resources: VI ITP staff
- Provide targeted training for personnel based on an analysis of most recent family survey results and in subsequent years based on analysis of survey results. Ongoing Resources: VI ITP, and NECTAC
- Develop an interview to use with families as part of the quality assurance and monitoring system in order to verify survey results. Yet to be conducted Resources: VI ITP, outside consultant and NECTAC
- Analyze survey data by district for trends in relationship to quality practices. Ongoing Resources: VI ITP, outside consultant and NECTAC

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008

[If applicable]

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Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 5: Percent of infants and toddlers birth to 1 with IFSPs compared to national data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(# of infants and toddler birth to 1 with IFSPs) divided by the (population of infants and toddlers birth to 1)] times 100 compared to national data.

FFY	Measurable and Rigorous Target
FFY 2008	VI will meet or exceed the National percent of infants and toddlers birth to one with IFSPs.

Actual Target Data for FFY 2008: (30/1672) = 1.79%

The Virgin Islands Infants and Toddlers Program (Part C of IDEA) surpassed its target for this performance indicator. The National percent of infants and toddlers birth to 1 with IFSPs = 1.04%. Using 618 Data from 2008, the VI served 30 infants birth to 1 out of a population of 1,672 (30/1672), thus the VI percent of infants and toddlers served birth to 1 with IFSPs is **1.79%**. The difference between the Virgin Islands percent and the National percent of infants and toddlers birth to 1 with IFSPs was **+.75%**. This shows progress in performance from FFY 2007.

Performance for FFY 2005	Performance for FFY 2006	Performance for FFY 2007	Performance for FFY 2008
Using 618 Data from 2005, the VI served 23 infants birth to 1 out of a population of 1,672 (23/1672); VI percent of infants and toddlers birth to 1 with IFSPs = 1.38% The National percent of infants and toddlers birth to 1 with IFSPs = 1.01% The difference between the Virgin Islands percent and the National percent of infants and toddlers birth to 1 with IFSPs was +.37% .	Using 618 Data from 2006, the VI served 21 infants birth to 1 out of a population of 1,672 (21/1672); VI percent of infants and toddlers birth to 1 with IFSPs = 1.19% The National percent of infants and toddlers birth to 1 with IFSPs = 1.04% The difference between the Virgin Islands percent and the National percent of infants and toddlers birth to 1 with IFSPs was +.15% .	Using 618 Data from 2007, the VI served 28 infants birth to 1 out of a population of 1,672 (28/1672); VI percent of infants and toddlers birth to 1 with IFSPs = 1.67% The National percent of infants and toddlers birth to 1 with IFSPs = 1.05% The difference between the Virgin Islands percent and the National percent of infants and toddlers birth to 1 with IFSPs was +.62% .	Using 618 Data from 2008, the VI served 30 infants birth to 1 out of a population of 1,672 (30/1672); VI percent of infants and toddlers birth to 1 with IFSPs = 1.79% The National percent of infants and toddlers birth to 1 with IFSPs = 1.04% The difference between the Virgin Islands percent and the National percent of infants and toddlers birth to 1 with IFSPs was +.75%

The Infants and Toddlers Program increased the number of infants and toddlers served from 28 in FFY 2007 to 30 in FFY 2008. The program contributes its success to its continued efforts to maintain and strengthen early referrals to the program. Private physicians, hospitals, other public clinics, and child care centers are visited and Infants and Toddlers Program information is shared and disseminated with those entities. Continue to provide feedback to referral source. Additionally, the program issues a written notice on receipt of the referral to the primary referral source and provides feedback that indicates if the child is eligible and enrolled. This fosters good communication between the Part C program and its referring entities.

The Infants and Toddlers Program has used a part-time person to conduct outreach to private physician offices to disseminate our program information and referral forms. Additionally, we implemented the use of written response forms which are issued to physicians who refer children to our program, just to provide feedback that the referral has been acted upon and whether the child had been determined eligible or not. Also, in recent years, collaborative efforts with the Early Head Start program, MCH, Department of Education and others, to develop posters and contact information sheets with all programs serving the common population of children also helped to maintain early referrals; thereby helping the Virgin Islands to meet its target and improve services to infants and toddlers and their families. We were not able to use television advertisements in this period since funds were limited, but we hope to do so in the future, as persons in the community have mentioned learning about the program through that means. We intend to maintain our rapport with primary referral sources, such as hospitals, clinics and private physicians. So our program representatives will continue to periodically visit with private pediatricians in their offices thanking them for referrals and presenting a clear and concise message of the program services.

Further, NECTAC facilitated meetings with the Part C program and the CAPTA representatives from VI Children, Youth and Families Division. NECTAC also provided TA on transition for Indicator 8.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Review strategies to promote public awareness activities for all children with all community resources, public and private. Resources: VI ITP and referral resources. On going.
- Review progress, adjust targets and plan for future activities to ensure compliance. Resources: VI ITP. To be completed
- Revise targets and improvement activities if needed. Resource: VI ITP, other consultants as needed. To be completed
- Continue training to ensure identification of children who are involved in substantiated cases of abuse and neglect or are identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure if needed. Resources: VI ITP staff. On going.
- Continue current efforts to maintain a comprehensive child find system and continue monitoring referral sources and current outreach efforts. Resources: VI ITP Territory and local staff. On going.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008

[If applicable]

Part C State Annual Performance Report (APR) for FFY 2008

Overview of the Annual Performance Report Development:

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 6: Percent of infants and toddlers birth to 3 with IFSPs compared to national data.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(# of infants and toddler birth to 3 with IFSPs) divided by the (population of infants and toddlers birth to 3)] times 100 compared to national data.

FFY	Measurable and Rigorous Target
FFY 2008	VI will meet or exceed the National percent of infants and toddlers birth to 3 with IFSPs

Actual Target Data for FFY 2008: (143/5,087) = **2.81%**

The Virgin Islands Infants and Toddlers Program (Part C of IDEA) surpassed its target for FFY 2008 in this performance indicator. The VI Part C program served **2.81%** of infants and toddlers birth to 3, or **+.15%** above the national percent of infants and toddlers birth to 3 (which was 2.66%). The difference between the Virgin Islands percent and the National percent was **+.15%**. Using 618 Data from 2008, the VI served 143 infants/toddlers, birth to three, out of 5,087 children birth to three (143/5,087), thus the VI percent of infants and toddlers served birth to 3 with IFSPs is **2.81%** This percentage is slightly lower than FFY 2007 performance given that 2 less children were served based on the 618 data table.

Performance for FFY 2005	Performance for FFY 2006	Performance FFY 2007	Performance FFY 2008
Using 618 Data from 2005, the VI served 131 infants/toddlers, birth to three, out of 5, 087 children birth to three (131/5,087); VI percent of infants and toddlers birth to 3 with IFSPs = 2.58% The VI served 2.58% of infants and toddlers birth to 3 which is above the national percent of infants and	Using 618 Data from 2006, the VI served 117 infants/toddlers, birth to three, out of 5, 087 children birth to three (131/5,087); VI percent of infants and toddlers birth to 3 with IFSPs = 2.29% The VI served 2.29% of infants and toddlers birth to 3 which is below the national percent of infants and toddlers birth to 3	Using 618 Data from 2007, the VI served 145 infants/toddlers, birth to three, out of 5, 087 children birth to three (145/5,087); VI percent of infants and toddlers birth to 3 with IFSPs = 2.85% The VI served 2.85% of infants and toddlers birth to 3 is above the national percent of infants and toddlers birth to 3 (2.53%). The	Using 618 Data from 2007, the VI served 143 infants/toddlers, birth to three, out of 5,087 children birth to three (143/5,087); VI percent of infants and toddlers birth to 3 with IFSPs = 2.81% The VI served 2.81% of infants and toddlers birth to 3 is above the national percent of infants and toddlers birth to 3 (2.66%). The

<p>toddlers birth to 3 (2.40%). The difference between the Virgin Islands percent and the National percent was +.18%.</p>	<p>(2.43%). The difference between the Virgin Islands percent and the National percent was -.14%.</p>	<p>difference between the Virgin Islands percent and the National percent was +.32%.</p>	<p>difference between the Virgin Islands percent and the National percent was +.15%.</p>
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Further, NECTAC facilitated meetings with the Part C program and the CAPTA representatives from VI Children, Youth and Families Division. NECTAC also provided TA on transition for Indicator

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Review strategies to promote public awareness activities for all children with all community resources, public and private. Resources: VI ITP and referral resources. On going.
- Review progress, adjust targets and plan for future activities to ensure compliance. Resources: VI ITP. May 2010
- Revise targets and improvement activities if needed. Resource: VI ITP, other consultants as needed. May 2010
- Continue training to ensure identification of children who are involved in substantiated cases of abuse and neglect or are identified as affected by illegal substance abuse, or withdrawal symptoms resulting from prenatal drug exposure if needed. Resources: VI ITP staff. On going.
- Continue current efforts to maintain a comprehensive child find system and continue monitoring referral sources and current outreach efforts. Resources: VI ITP Territory and local staff. On going.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008

[If applicable]

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / Child Find

Indicator 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.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

Percent = [(# of infants and toddlers with IFSPs for whom an evaluation and assessment and an initial IFSP meeting was conducted within Part C's 45-day timeline) divided by the (# of infants and toddlers with IFSPs evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] times 100.

Account for untimely evaluations, assessments, and initial IFSP meetings, including the reasons for delays.

FFY	Measurable and Rigorous Target
FFY 2008	100% 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

Actual Target Data for FFY 2008: 97%

The Virgin Islands Infants and Toddlers Program's (Part C of IDEA) looked at all children during July 1, 2008 - June 30, 2009 or FFY 2008). The VI Part C program's performance for this indicator, in this reporting period, is 97%, which is improvement since FFY 2007 which was 94%. Of the 4 children, in this report period, who did not receive timely evaluation and initial IFSP in district St. Croix district, there were 2 instances of program noncompliance (1 child received evaluation and initial IFSP meeting within 47 days (or 2 days late); 2nd child received evaluation and initial IFSP meeting within 58 days (13 days late). The 2nd child's evaluation and assessment took place in the summer and having adequate number of personnel available during the summer months (and at other times of the year) continues to be a challenge because the VI Infants and Toddlers Program mostly employs part time EIS personnel in both districts, so coordination of EIS personnel to meet all families schedules at all times is difficult. In the other set of children in the St. Thomas district, one received evaluation and initial IFS108 days, and the other child within 105 days, although late, within this period an EIS provider left the program, there was a slight gap of time between one leaving and getting another provider, as well as difficulty coordinating the change over.

45 day timeline July 1, 2007-June 30, 2008 N+146	Number of Children	Percent
Number of children receiving timely evaluation and initial IFSP within 45 day timeline	121	83%
Number of children with untimely evaluation and initial IFSP within 45 day	21	14%

timeline due to family reason		
Compliant		97%
Number of children who did not receive timely evaluations and an initial IFSP with 45 day time line due to program reasons	4	3%
Total number of records reviewed	146	100.00%

The table immediately below is broken out by district for local monitoring purposes.

<p>St Thomas</p> <p>N = 41</p> <p>Timely = 28 (28/41 = 68%)</p> <p>Parent Reasons = 11 (11/41 = 27%)</p> <p>Total Compliant = 39 (39/41 = 95%)</p> <p>Program Reasons Noncompliant = 2 (2/41 = 5%)</p>	<p>St. Croix</p> <p>N = 105</p> <p>Timely = 93 (93/105 = 89%)</p> <p>Parent Reasons = 10 (10/105 = 9%)</p> <p>Total Compliant = 103 (103/105 = 98%)</p> <p>Program Reasons Noncompliant = 2 (2/105 = 2%)</p>
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During this time period, the service coordinator position on St. Croix had not **yet** been filled. Part C EIS personnel were continuing to function as interim coordinators for each family in the St. Croix district. The use of an administrative staff person to maintain timely scheduling of incoming referrals for evaluation and meetings to develop the IFSP has worked to prevent and even improve the meeting of the 45 day timeline.

Delays due to family reasons: Concerted efforts are made by the program to connect with families in order to meet the 45 day timeline. However, timely contact with families continues to be challenge for several reasons: families are difficult to reach since they don't always have working phone numbers; families move from house to house frequently; or families have other challenges in the home which may lead to early intervention services not being their priority. Even when messages can be left via phone, parents do no always call us right back. In St. Croix, the Service Coordinator position was vacant for one year and a half, until September 2009. Without our Service Coordinator position filled, Part C EIS personnel were diligently performing as interim coordinators for each family in the St. Croix district. **As an improvement strategy**, we implemented the use of an administrative staff person in an attempt to **track and maintain timely** scheduling of incoming referrals for evaluation and development of the IFSP. We believe that this interim process helped to keep non-compliance in this distinct low.

In the St. Thomas district, although there was a full-time Service Coordinator, the issue in St. Thomas was consistently attempting to obtain and maintain adequate numbers of qualified EIS personnel who are available on the schedules that accommodate families and to conduct evaluations. **As an improvement strategy in order to address this need**, we had EIS personnel fly over from one district to supplement the other district, St. Thomas; however we were late on two none the less. A combination of determining when EIS personnel are available, arranging travel and obtaining travel approval requires coordination among several persons not all within ITP. We subsequently acquired **a few additional** part-time EIS personnel in the St. Thomas district, but retention of adequate numbers of qualified EIS personnel continues to be a challenge.

Correction of Previous Noncompliance

EIS personnel, by district, were advised of the performance of the program and the need to make improvements and correct non-compliance. Further, a summary of the performance results in indicators #1, 2, 3, 4, 5, 6, 7, and 8 was shared and discussed with personnel.

In FFY 2007-2008, six children did not receive evaluation and assessments and the initial IFSP meeting due to program reasons. Of the 6 individual children who did not receive timely services each child did receive evaluation and assessment and an initial IFSP, although late. The VI ITP administrator reviewed the child records for each of the individual children to confirm that the evaluations and assessments and initial IFSP not implemented timely were subsequently provided, although late, as documented in the individual child record and the IFSP.

Further, the VI ITP director looked at subsequent monitoring data from each district and determined that children were being evaluated and assessed and the initial IFSP meeting was being held in a timely manner as documented in the individual records and on the IFSP. It was determined that the districts had demonstrated that they are currently implementing the requirements consistent with meeting the 45 day timeline from referral to initial IFSP meeting. Therefore, non-compliance was corrected in each district prior to the issuing of the findings. Five records were reviewed from each district determined that children were being evaluated and assessed and the initial IFSP meeting was being held in a timely manner.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Continue monitoring activities according to monitoring schedule. Ongoing
- Continue personnel recruitment activities. Ongoing
- Continue data collection currently in place for special conditions and incorporate into regular monitoring activities Ongoing
- Analyze data to determine need for training. June 2008. Resources: Territory Staff. Completed and remains ongoing.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008

[If applicable]

A checklist based on the record review process, used by ITP management, will be used by Service Coordinators as a new improvement and monitoring strategy. March 2010 Implemented.

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / Effective Transition

Indicator 8: 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 U.S.C. 1416(a)(3)(B) and 1442)

Measurement:

- A. Percent = [(# of children exiting Part C who have an IFSP with transition steps and services) divided by the (# of children exiting Part C)] times 100.
- B. Percent = [(# of children exiting Part C and potentially eligible for Part B where notification to the LEA occurred) divided by the (# of children exiting Part C who were potentially eligible for Part B)] times 100.
- C. Percent = [(# of children exiting Part C and potentially eligible for Part B where the transition conference occurred) divided by the (# of children exiting Part C who were potentially eligible for Part B)] times 100.

Account for untimely transition conferences, including reasons for delays.

FFY	Measurable and Rigorous Target
FFY 2008	100% 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: <ul style="list-style-type: none"> 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.

Actual Target Data for FFY 2008: 8a= 100%, 8b=100% and 8c=99%

All children during July 1, 2008 - June 30, 2009 records were reviewed to determine if transition steps and services were in place, and if the notification to LEA, if child potentially eligible for Part B was made, and if the transition conference, if child potentially eligible for Part B, was held at least 90 days prior to the child’s third birthday.

The Virgin Island Infants and Toddlers Program’s (Part C of IDEA) performance in this indicator showed maintenance of compliance in #8a and 8b, as well as improvement in 8c since FFY 2007.

8a: IFSP with Transition Steps and Services: N=83 Percent = **100%**

(83 of the children exiting Part C who have an IFSP with transition steps and services divided by 83 of children exiting Part C times 100)

8b: Notification to LEA, if child potentially eligible for Part B: N = 71; Percent = 100%

(71 children exiting Part C and potentially eligible for Part B where notification to the LEA occurred divided by the 71 children exiting Part C who were potentially eligible for Part B times 100)

8c: Transition conference, if child potentially eligible for Part B: N =71 Percent = 99%

(70 children exiting Part C and potentially eligible for Part B where the transition conference occurred divided by the 71 of children exiting Part C who were potentially eligible for Part B times 100)

	Transition conference occurred at least 90 days prior to the child’s 3rd birthday for those children potentially eligible for Part B (July 1, 2008-June 30, 2009)	Number of Children	Percent
	Number of children potentially eligible for Part B and transition conference occurred at least 90 days prior to the 3 rd birthday	67	95%
	Number of children potentially eligible for Part B and transition conference did not occur at least 90 days prior to 3 rd birthday because of family reasons	3	4%
Compliant		70	99%
	Number of children potentially eligible for Part B and transition conference did not occur at least 90 days prior to 3 rd birthday because of program reasons.	1	1%
Noncompliant		1	1%
	Total	71	100%

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

For 8a, the VI Infants and Toddlers Program reviews individual child records to determine if the IFSP contains transition steps and services and found that all the children who transitioned during this period had IFSPs that contained steps and services.

For 8b, the VI Infants and Toddlers Program reviews the individual child record to determine if there is evidence of a written invitation to Part B to the child’s transition meeting, the date of the notice, and the documentation of transmission to Part B program and the method of transmission.

For 8c, in the instance where there was one child’s transition meeting held late, the child did receive the transition conference, though 14 days less than 90 days before the child’s third birthday, and this appears to have been an coordination problem in St. Thomas.

The Virgin Islands Infants and Toddlers Program (Part C of IDEA), in both districts, maintains an internal schedule form its database of children needing to have a transition meeting, according to the child’s date of birth, so that a meeting can be scheduled up to six months prior to and not less than 3 months prior to the child’s third birthday. The Infants and Toddlers Program (Part C of IDEA) uses written transition meeting notice forms along with a Document Transmittal Memorandum (DTM) form to advise LEAs of the individual child transition meetings. These Transition Meeting Notice forms specify the individual child name, date of birth, transition

meeting date and time and place, and entities/parties to whom invitation to participate was included, such as LEAs (Part B) and/or Head Start Program.

This structured process of notifying the Part B program of an individual transition meeting, in writing, enables the Part C program to systematically track notification to LEAs (Part B of IDEA) program and for Part C management to track timeliness. The transition meeting notice form also includes a flag; reflecting if the referral to Part C program was less than 90 days prior to a child's third birth date. The DTM reflects the specific transition meeting notices included, by child name and the date sent, and to whom it was transmitted. The Part C program shares this DTM data with the local State Education Agency (SEA) for monitoring purposes when it is requested. Part C program also meets on a quarterly basis with the VI State office of Special Education (SEA) and district Part B representatives to address any identified gaps in transition process. This is a very useful tool in ensuring that all children have been transitioned and to address any areas that are not smooth.

The Service Coordinator is the person primarily responsible for scheduling transition meetings in a timely manner. For over two years, the St. Croix district was without a Service Coordinator. Part C EIS personnel as well as the ITP director filled-in to conduct on-going Service Coordinator responsibilities in an attempt to maintain compliance and to ensure that each child had a service coordinator. Recruitment of qualified personnel was difficult for this program. So having only one late transition without a Service Coordinator in place was due to the herculean efforts of great EIS personnel and program clerical support staff in that district. The Infants and Toddlers Program was recently able to hire a full-time Service Coordinator for the St. Croix district, and that person began working in the end of September 2009. So improvement will be evident.

In St. Thomas, the Service Coordinator retired in the end of June 2009 and we immediately commenced hiring a replacement however, this district was without a full-time Service Coordinator from June 2009 through December 2009. Once again EIS personnel and clerical support personnel did their best to fill-in and ensure coordination or services.

Correction of Previous Noncompliance

EIS personnel, by district, were advised of the performance of the program and the need to make improvements and correct non-compliance. Further, a summary of the performance results in indicators #1, 2, 3, 4, 5, 6, 7, and 8 was shared and discussed with personnel.

In FFY 2007-2008, three children did not receive a transition conference in a timely manner (not less than 90 days prior to their third birthday). Of the three children, each did receive a transition conference though late, (less than 90 days before the child's third birthday). One was held 38 days before the third birthday and the other two were 39 days before the third birthday. The VI ITP administrator reviewed the child records for each of the individual children to confirm that the transition conference that was not timely were subsequently held, although late, as documented in the individual child record and the IFSP.

Further, the VI ITP director looked at subsequent monitoring data from individual child records from each district and determined that transition conferences for children were being held in a timely manner as documented in the individual records and on the IFSP. It was determined that the districts demonstrate that they are currently implementing the requirements consistent with conducting a transition conference for children potentially eligible for Part B no earlier than 6 months nor later than 90 days prior to the child's third birthday. Therefore, non-compliance was corrected in each district prior to the issuing of the findings.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for *FFY 2008*:

- Continue Child record review on a quarterly basis monitoring. Resources: VI ITP staff, local staff, NECTAC. (Continuing each year)
- Revise improvement activities if needed. Resources: VI ITP, other consultants as needed. On-going
- Convene a joint committee composed of Preschool Special Education Program, VI ITP staff and parents to develop materials to for parents to explain transition and plans for training families Resources: VI ITP, Preschool Program, SERRC, NECTAC Not yet able to do this.
- Part C to continue to meet with State Education Agency on a quarterly basis to ensure effective and smooth transition process

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for *FFY 2008*

[If applicable]

A checklist based on the record review process, used by ITP management, will be used by Service Coordinators as a new improvement and monitoring strategy. March 2010 Implemented.

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 9: 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)

Measurement:

Percent of noncompliance corrected within one year of identification:

- a. # of findings of noncompliance.
- b. # of corrections completed as soon as possible but in no case later than one year from identification.

Percent = [(b) divided by (a)] times 100.

States are required to use the “Indicator 9 Worksheet” to report data for this indicator (see Attachment A).

FFY	Measurable and Rigorous Target
FFY 2008	General supervision system (including monitoring, complaints, hearings, etc.) identifies and corrects 100% of findings of noncompliance as soon as possible but in no case later than one year from identification.

Actual Target Data for FFY 2008:

100% = 0 findings corrected as soon as possible but no later than one year from identification out of findings of noncompliance identified in FFY 2007 x 100

A finding is defined as written documentation that includes a conclusion that noncompliance has occurred for a specific child related to a statutory or regulatory Part C requirement. The documentation includes the date the document was written, initial of the child, the statutory or regulatory citation that was violated, and a description of the quantitative and/or qualitative data supporting the conclusion that there was noncompliance for the child. Findings can be determined based upon data reported in each SPP/APR indicators, monitoring, and dispute resolution processes

The Virgin Islands Infants and Toddlers Program’s Part C Coordinator has responsibility for all operational matters of this program including: applying for Part C funds, public hearings when applicable, policy and procedure development, dissemination and training of EIS personnel, orientation of new EIS personnel, fiscal management of and reporting on Part C of IDEA funds, meeting special conditions, administrative matters, such as recruitment and retention of EIS personnel and administrative personnel, collaboration, outreach, oversight of budgets, and monthly, quarterly and periodic local, and annual and federal reports, such as this performance report, as well as the management of the data system developmental and maintenance

or modifications, and filling-in for the Service Coordinator when the program is short of such personnel, in addition to general supervision and monitoring, such as record review and review of EIS personnel self-assessment reports.

INDICATOR C-9 WORKSHEET

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2007 (7/1/07 to 6/30/08)	(a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 to 6/30/08)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
1. Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other			
	Dispute Resolution: Complaints, Hearings			
2. Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other			
	Dispute Resolution: Complaints, Hearings			
3. Percent of infants and toddlers with IFSPs who demonstrate improved outcomes	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings			
4. Percent of families participating in Part C who report that early intervention services have helped the family	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2007 (7/1/07 to 6/30/08)	(a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 to 6/30/08)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
	Dispute Resolution: Complaints, Hearings			
5. Percent of infants and toddlers birth to 1 with IFSPs	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
6. Percent of infants and toddlers birth to 3 with IFSPs				
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.	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other			
	Dispute Resolution: Complaints, Hearings			
8. 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;	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings			
8. 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: B. Notification to LEA, if child potentially eligible for Part B	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings			

Indicator/Indicator Clusters	General Supervision System Components	# of EIS Programs Issued Findings in FFY 2007 (7/1/07 to 6/30/08)	(a) # of Findings of noncompliance identified in FFY 2007 (7/1/07 to 6/30/08)	(b) # of Findings of noncompliance from (a) for which correction was verified no later than one year from identification
8. 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: C. Transition conference, if child potentially eligible for Part B.	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
OTHER AREAS OF NONCOMPLIANCE:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
OTHER AREAS OF NONCOMPLIANCE:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
OTHER AREAS OF NONCOMPLIANCE:	Monitoring Activities: Self-Assessment/ Local APR, Data Review, Desk Audit, On-Site Visits, or Other	0	0	0
	Dispute Resolution: Complaints, Hearings	0	0	0
Sum the numbers down Column a and Column b				

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

It is the Virgin Islands Infants and Toddlers Program's policy to take these actions based on the identification of noncompliance:

For any area of noncompliance, the VI Infants and Toddlers Program Part C Coordinator (ITP Director) requires the district to assure that the individual child receives the services that were untimely. Subsequently, the VI Infants and Toddlers Program Part C Coordinator reviews individual records of each child whose services were untimely to confirm that the services not implemented in a timely manner (i.e. evaluation and assessment, initial IFSP meeting, early intervention services, and/or transition conference) were subsequently provided, although late. In addition, upon completion of any corrective actions or improvement activities, data is gathered from subsequent individual child records and IFSPs from each district. These reviews determine whether children who were referred after the VI Infants and Toddlers Program identified the non-compliance are receiving timely evaluation and assessment and initial IFSP meeting within 45 days, timely services as documented on the IFSP, and/or a timely transition conference. In this manner the VI Infants and Toddlers Program ensures that the districts are currently implementing the statutory/regulatory requirements.

When a finding is made, the Virgin Islands ITP requires correction of all findings of noncompliance as soon as possible but no later than one year from identification (the date of written documentation concluding a finding of noncompliance has occurred). The VI Infants and Toddlers Program Director notifies in writing the early intervention personnel of any areas of noncompliance and further meets with all personnel to convey the areas of noncompliance and improvement and correction needed. To verify correction of non-compliance for individual children the Virgin Islands reviews each child's record for whom noncompliance was identified to ensure that correction was made (e.g., transition steps are added to the child's IFSP) to verify correction for timeline requirements (e.g., 45 day timeline, timely services, and transition conferences), the Virgin Islands reviews additional child records, as appropriate, to ensure correction of noncompliance. Individual child records for which noncompliance was identified are also reviewed to ensure that the child had an evaluation and assessment, IFSP developed, received the services, or had a transition conference although not timely. The VI ITP Director issues a written notice to each district office stating the noncompliance has been corrected within the year timeframe. If a district office is not able to correct the noncompliance within one year of notification, the VI ITP Director sends a written notice that the district office must continue to work on correction and may require additional improvement activities and sanctions. (Example, more frequent on-site monitoring).

For specific correction of previous non-compliance, see Indicators 1, 7 and 8c.

Conduct parent focus groups to identify issues concerning procedural safeguards
Resources: VI ITP, PTI October 2008.

Continue Child record review monitoring to collect data on parents receiving notice of parent rights and all requirements related to parent rights. Resources: VI ITP, local staff. Ongoing.

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008
[If applicable]

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 10: 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)

Measurement: Percent = [(1.1(b) + 1.1(c)) divided by 1.1] times 100.

FFY	Measurable and Rigorous Target
FFY 2008	100% 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

Actual Target Data for FFY 2008: 100%

Federal Data table #4 Report of Dispute Resolution under Part C of IDEA 2008-2009 is included in this report under the attachment section.

One parent complaint was received and subsequently withdrawn prior to the 60 day timeline.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Develop method to track informal parent concerns and their resolution- as part of monitoring parents understanding of their rights and to ensure child complaints are filed when appropriately. Resources: VI ITP Completed.
- Continue Child record review on a quarterly basis monitoring to collect data on concerning parents receiving notice of parent rights and all requirements related to parent rights. Resources: VI ITP, local staff. Ongoing.
- Review and revise Targets and Improvement activities, as needed. Resources: VI ITP. Continue .

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008
[If applicable]

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 11: 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)

Measurement: Percent = [(3.2(a) + 3.2(b)) divided by 3.2] times 100.

FFY	Measurable and Rigorous Target
FFY 2008	100% Percent of fully adjudicated due process hearing requests that were fully adjudicated within the applicable timeline

Actual Target Data for FFY 2008: **NA**

The Virgin Islands Infants and Toddlers Program (Part C of IDEA) did not receive any due process hearing requests in 2008-2009.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

- Develop method to track informal parent concerns and their resolution- as part of monitoring parents understanding of their rights to due process and to ensure child complaints are filed appropriately. Resources: VI ITP Completed.
- Continue Child record review on a quarterly basis monitoring to collect data on due process. Resources: VI ITP, local staff. Ongoing.
- Review and revise Targets and Improvement activities, as needed. Resources: VI ITP. Continue

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008
[If applicable]

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 12: 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)

Measurement: Percent = (3.1(a) divided by 3.1) times 100.

FFY	Measurable and Rigorous Target
FFY 2008	N/A

Actual Target Data for FFY 2008: N/A

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008
[If applicable]

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 13: Percent of mediations held that resulted in mediation agreements.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Measurement: Percent = [(2.1(a)(i) + 2.1(b)(i)) divided by 2.1] times 100.

FFY	Measurable and Rigorous Target
FFY 2008	NA

Actual Target Data for FFY 2008: 0%

No mediations or requests for mediation occurred during this reporting period.

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008
[If applicable]

Part C State Annual Performance Report (APR) for FFY 2008

Monitoring Priority: Effective General Supervision Part C / General Supervision

Indicator 14: 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)

Measurement: State reported data, including 618 data, State performance plan, and annual performance reports, are:

- a. Submitted on or before due dates (February 1 for child count and settings and November 1 for exiting and dispute resolution); and
- b. Accurate, including covering the correct year and following the correct measurement.

States are required to use the “Indicator 14 Data Rubric” for reporting data for this indicator (see Attachment B).

FFY	Measurable and Rigorous Target
FFY 2008	100% of State reported data (618 and State Performance Plan and Annual Performance Report) are timely and accurate

Actual Target Data for FFY 2008: 100%

SPP/APR Data - Indicator 14			
APR Indicator	Valid and Reliable	Correct Calculation	Total
1	1	1	2
2	1	1	2
3	1	1	2
4	1	1	2
5	1	1	2
6	1	1	2
7	1	1	1
8a	1	1	2
8b	1	1	2
8c	1	1	2
9	1	1	2
10	1	1	2
11	1	1	2

APR Template – Part C (4)

12	1	1	2
13	1	1	2
		Subtotal	30
APR Score Calculation	Timely Submission Points - If the FFY 2008 APR was submitted on-time, place the number 5 in the cell on the right.		5
	Grand Total - (Sum of subtotal and Timely Submission Points) =		35

618 Data - Indicator 14					
Table	Timely	Complete Data	Passed Edit Check	Responded to Data Note Requests	Total
Table 1 - Child Count Due Date: 2/1/08	1	1	1	1	4
Table 2 - Program Settings Due Date: 2/1/08	1	1	1	1	4
Table 3 - Exiting Due Date: 11/1/08	1	1	1	N/A	3
Table 4 - Dispute Resolution Due Date: 11/1/08	1	1	1	N/A	3
				Subtotal	14
618 Score Calculation			Grand Total (Subtotal X 2.5) =		35

Discussion of Improvement Activities Completed and Explanation of Progress or Slippage that occurred for FFY 2008:

VIDH uses both paper processes and an electronic database to collect and report data required for SPP/APR and Section 618 data. Strategies to collect SPP/ARP data include a self-assessment completed by service coordinators and EIS personnel that is sent to the VI Part C Coordinator each month. The VI Infants and Toddlers Program use the ECO Summary Statements Calculator to collect and report Early Childhood Outcomes. The service

coordinators and administrative assistants in each district are primarily responsible for collecting and reporting the monthly self-assessment data and the Child Outcome Summary Form (COSF) data. The Part C coordinator cross-checks information from the self-assessments in her quarterly random individual child record reviews and provides cross-checks for completeness and accuracy of the COSF forms.

The VI Infants and Toddlers Program also maintains a database to collect and report Section 618 data. Two service coordinators, along with administrative assistants are responsible for collecting and reporting section 618 data. Section 618 data instructions are given to the service coordinators and administrative assistants standardization of the collection of data. In addition, the service coordinators and administrative assistants were trained by NECTAC staff in October 2008 on each of the 618 data collections that are submitted and received training materials. The Part C coordinator is responsible for tabulating data, according to the specific data definitions and instructions. As an additional validity check, the Part C program administrator checks these data for any tabulation errors. ITP is planning to hold trainings with the assistance of NECTAC and DAC to further strengthen data collection for both APR/SPP and Section 618 data.

Improvement activities for 2008-2009

- Review and refine written procedures and guidelines for data collection. Resources: VI ITP. Received training from NECTAC October 2008. Completed
- Review and revise targets and indicators as needed. Resources: VI ITP. Completed

Revisions, with Justification, to Proposed Targets / Improvement Activities / Timelines / Resources for FFY 2008

[If applicable]

- Training with the assistance of NECTAC and DAC to further strengthen data collection for both APR/SPP and Section 618 data. NECTAC and DAC 2010-2011

Attachments
CHILD OUTCOMES SUMMARY FORM

Date: ____/____/____
Mon Day Yr

Child Information

Name: _____

Date of birth: ____/____/____
Mon Day Yr

ID: _____

Persons involved in deciding the summary ratings:

Name	Role

Family information on child functioning (Check all that apply):

- Received in team meeting
- Collected separately
- Incorporated into assessment(s)
- Not included



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1. POSITIVE SOCIAL-EMOTIONAL SKILLS (INCLUDING SOCIAL RELATIONSHIPS)

To answer the questions below, think about the child’s functioning in these and closely related areas (as indicated by assessments and based on observations from individuals in close contact with the child):

- Relating with adults
- Relating with other children
- Following rules related to groups or interacting with others (if older than 18 months)

1a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? (Circle one number)

Not Yet		Emerging		Somewhat		Completely
1	2	3	4	5	6	7

Supporting evidence for answer to Question 1a

Source of information	Date	Summary of Relevant Results

1b. (If Question 1a has been answered previously): Has the child shown any new skills or behaviors related to positive social-emotional skills (including positive social relationships) since the last outcomes summary? (Circle one number)

Yes	1 → Describe progress:
No	2

2. ACQUIRING AND USING KNOWLEDGE AND SKILLS

To answer the questions below, think about the child’s functioning in these and closely related areas (as indicated by assessments and based on observations from individuals in close contact with the child):

- Thinking, reasoning, remembering, and problem solving
- Understanding symbols
- Understanding the physical and social worlds

2a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? (Circle one number)

Not Yet		Emerging		Somewhat		Completely
1	2	3	4	5	6	7

Supporting evidence for answer to Question 2a

Source of information	Date	Summary of Relevant Results

2b. (If Question 2a has been answered previously): Has the child shown any new skills or behaviors related to acquiring and using knowledge and skills since the last outcomes summary? (Circle one number)

Yes	1 → Describe progress:
No	2

3. TAKING APPROPRIATE ACTION TO MEET NEEDS

To answer the questions below, think about the child’s functioning in these and closely related areas (as indicated by assessments and based on observations from individuals in close contact with the child):

- Taking care of basic needs (e.g., showing hunger, dressing, feeding, toileting, etc.)
- Contributing to own health and safety (e.g., follows rules, assists with hand washing, avoids inedible objects) (if older than 24 months)
- Getting from place to place (mobility) and using tools (e.g., forks, strings attached to objects)

3a. To what extent does this child show age-appropriate functioning, across a variety of settings and situations, on this outcome? (Circle one number)

Not Yet		Emerging		Somewhat		Completely
1	2	3	4	5	6	7

Supporting evidence for answer to Question 3a

Source of information	Date	Summary of Relevant Results

3b. (If Question 3a has been answered previously): Has the child shown any new skills or behaviors related to taking appropriate action to meet needs since the last outcomes summary? (Circle one number)

Yes	1 → Describe progress:
No	2

FAMILY SURVEY

Part C of IDEA - Early Intervention Programs U. S. Virgin Islands Infants and Toddlers Program



Please indicate your feelings about early intervention services.



1. To what level has early intervention helped your family know and understand your rights?

1	2	3	4	5	6	7		8	
Early intervention has not helped us know about our family's rights		Early intervention has done a few things to help us know about our family's rights		Early intervention has done a good job of helping us know about our family's rights		Early intervention has done an excellent job of helping us know about our family's rights		I don't understand this question	

2. To what level has early intervention helped your family be able to talk about your child's need to others?

1	2	3	4	5	6	7		8	
Early intervention has not helped us be able to talk about our child's needs with others		Early intervention has done a few things to help us be able to talk about our child's needs to others		Early intervention has done a good job of helping us to be able to talk about our child's needs to others		Early intervention has done an excellent job of helping us be able to talk about our child's needs to others		I don't understand this question	

3. To what level has early intervention helped your family be able to help your child grow and learn?

1	2	3	4	5	6	7		8	
Early intervention has not helped us help our child grow and learn		Early intervention has done a few things so that we can help our child grow and learn		Early intervention has done a good job of helping us help our child grow and learn		Early intervention has done an excellent job of helping us help our child grow and learn		I don't understand this question	



Thank you for completing this survey!



APR Template – Part C (4)

U. S. VIRGIN ISLANDS

State

PAGE 1
OF 1

OMB NO.:
1820-0678

FORM
EXPIRES:
11/30/2009

TABLE 4

REPORT OF DISPUTE RESOLUTION UNDER PART C, OF THE
INDIVIDUALS WITH DISABILITIES EDUCATION ACT

2008-09

STATE: **VIRGIN ISLANDS**

SECTION A: WRITTEN, SIGNED COMPLAINTS	
(1) Total number of written, signed complaints filed	1
(1.1) Complaints with reports issued	0
(a) Reports with findings of noncompliance	0
(b) Reports within timeline	0
(c) Reports within extended timelines	0
(1.2) Complaints pending	0
(a) Complaints pending a due process hearing	0
(1.3) Complaints withdrawn or dismissed	1
SECTION B: MEDIATION REQUESTS	
(2) Total number of mediation requests received	0
(2.1) Mediations held	0
(a) Mediations related to hearing requests	0
(i) Mediation agreements related to hearing requests	0
(b) Mediations not related to hearing requests	0
(i) Mediation agreements not related to hearing requests	0
(2.2) Mediations not held (including pending)	0
SECTION C: HEARING REQUESTS	
(3) Total number of hearing requests filed (for all States)	-9
(3.1) Resolution meetings (applicable ONLY for states using Part B due process hearing procedures)	-9
(a) Written settlement agreements reached through resolution meetings	-9
(3.2) Hearings (fully adjudicated) (for all states)	0
(a) Complete EITHER item (1) OR item(2), below as applicable.	0

APR Template – Part C (4)

U. S. VIRGIN ISLANDS
State

(1) Decisions within timeline - Part C procedures	0
(2) Decisions within timeline - Part B procedures	-9
(b) Decisions within extended timeline (applicable ONLY if using Part B Due process hearing procedures)	-9
(3.3) Resolved without a hearing (for all States)	-9