



**Question and Answers
Annual Performance Report Teleconference
December 15, 2006**

Question #1:

Regarding timely initiation of services, do you think it would be appropriate to have internal policies to cover situations such as a therapist being ill and can't make the appointment that was initially scheduled within the 21-day timeline, and the next appointment available for this therapist is outside of the 21-day timeline?

Answer:

We strongly recommend written local policies and procedures that address the situation you describe.

Question #2:

What reason would be listed as to why the timeline was not met? Nothing that is listed as potential reasons seems appropriate as a choice.

Answer:

The Office of Special Education Programs (OSEP) does not consider a therapist illness as an acceptable reason for not meeting the timely initiation of services requirement. Provider unavailability would be an appropriate choice. On the record review form, one example of provider unavailability listed is "provider vacation with no back/up to provide the service". Provider illness would fit in this category. If the agency does not have a "back-up" plan for when providers are ill, providers are not available.

Question #3:

When it is 100% compliance and we don't meet it, what happens?

Answer:

The local system would be required to develop a Corrective Action Plan/Service Enhancement Plan. The local system and Part C Office would work collaboratively to look at what is happening within the local system, the barriers within the local system that are impacting the local system's ability to achieve compliance and strategies and steps that would assist the local system to come into compliance.

Question #4:

If 10 records were reviewed, and 9 were in compliance, the percentage of compliance would be 90% and the local system would need to develop a Corrective Action Plan, correct?

Answer:

Correct

Question #5:

When does the 21st day begin?

Answer:

Day 1 is the day the parent/guardian signs the IFSP.

Question #6:

Regarding the 45-day timeline, when is it appropriate to use the *Declining Early Intervention Services* form? We had a family where an evaluation was scheduled on the 7th and we called



Question and Answers
Annual Performance Report Teleconference
December 15, 2006

Page 2

on the 6th to remind them of the meeting. The parent cancels the evaluation and doesn't want to meet until later. We sent them a *Declining Early Intervention Services* form (since they were declining the evaluation). Was this appropriate?

Answer:

The *Declining Early Intervention Services* form is used when a family declines early intervention services completely (the lower half of the form is filled out) or they decline a particular service that was discussed at the IFSP meeting or review (the upper half of the form is used). In your scenario, it appears the family wanted to wait until another time to have their evaluation (evaluation re-scheduled). You did not need to use the *Declining Early Intervention Services* form in this instance.