

# ATTACHMENT G

## **Anticipated Data/Information Required from Local Interagency Coordinating Councils**

During SFY-04

The following table provides a list of data and information required from LICCs during SFY-04, as well as the purpose for collecting this data and the ways the data may be used. While every effort has been made to plan ahead in identifying data requirements of LICCs, there are almost always data needs that arise during the course of a year that were not originally anticipated. When that happens, DMHMRSAS will provide advance notice in requesting the additional information or data, as indicated in 2.3.2 of this contract.

<b>Data/ Information Requirement</b>	<b>Due Date</b>	<b>Purpose for Collecting this Data</b>	<b>How This Data will be Used</b>
Part C Expenditure Reports	10/31/03 2/2/04 5/3/04 8/2/04	To document expenditures of Part C funds during each quarter of the contract year.	This data is used by DMHMRSAS and the Early Intervention Interagency Management Team (EIIMT) to monitor use of funds at the local level and to document trends in use of funding statewide.
Monthly Reporting Form for DSS Funds	On the 20 <sup>th</sup> of each month from August, 2003 through July, 2004	To document expenditures of DSS funds during each month of the contract year.	This data is required by DSS and is used by DMHMRSAS, DSS and the Early Intervention Interagency Management Team (EIIMT) to monitor use of funds at the local level and to document trends in use of funding statewide.
Family Survey Data	8/1/03 11/1/03 2/1/04 5/1/04	To document family satisfaction with their early intervention experience	This data is used for state and local planning, accountability, compliance and systems improvement. It will also be used by localities in planning for local systems improvements.
MIMS indicator data	In accordance with monitoring timelines for each locality	To document compliance with federal Part C requirements and Virginia's Part C Policies and Procedures.	This data is used for state and local planning, accountability, compliance and systems improvement. It should also be used by localities in planning for local systems improvements.
Local Plan of Improvement or Status Report	In accordance with each locality's status within the MIMS process	To document the steps to be taken (or status of those steps) to improve the local Part C system based upon findings of the MIMS self-assessment process.	This information is used to facilitate improvements in the local Part C system and to identify trends across the Commonwealth and possible training and technical assistance needs. This information is also helpful in providing state status reports to OSEP.

<b>Data/ Information Requirement</b>	<b>Due Date</b>	<b>Purpose for Collecting this Data</b>	<b>How This Data will be Used</b>
Revised local policies and procedures	5/1/04	To document that local policies and procedures are in place and in compliance with state policies and procedures and to identify technical assistance needs.	This data will assist with state and local planning, accountability, compliance and systems improvement. It will also be used to direct technical assistance resources to meet local needs.
Personnel Data - Reporting Form (Attachment H of this contract)	5/1/04	To identify those persons employed as EI Assistants who are in the process of achieving approval of their qualifications and to ensure that EI personnel who do not meet a highest standard when hired complete necessary course work within 3 years.	This data will assist with state and local planning, accountability, compliance and systems improvement.
Data for Federal Personnel Table	9/15/03	To meet federal reporting requirements related to personnel	This information must be submitted to OSEP annually. This data will also assist with state and local planning, accountability, compliance and systems improvement.
Child specific data that meet Individual Child Data Form elements (to be entered into the secure web-based data system)	7/10/03 10/10/03 1/10/04 4/10/04	To meet federal reporting requirements related to child count and other child-specific data.	Child count and other required child-specific data must be submitted to OSEP annually. This data will also assist with state and local planning, accountability, compliance and systems improvement.