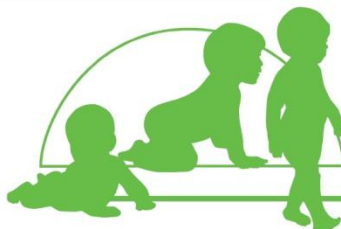


How to Identify and Fix Indicator Data Issues on the ESIT (ITEIP) Data Management System



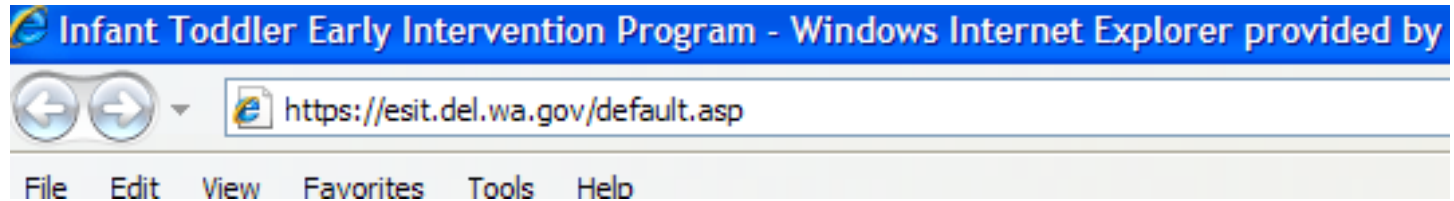
Early Support
for Infants
and Toddlers



Released October 2010

What Is This Training About?

It is aimed at giving users a better understanding of the ESIT Data Management System and how to check on and correct Indicator data.



★ A time-out warning has been added giving the user the option to stay logged on. The message is: “System will timeout in 15 minutes. Save your work to prevent data loss.”



Your password will most likely be your **first.last** name. If uncertain, check with your Lead FRC or ESIT Help Desk.

Password Rules: Must be changed at least every 120 days; add lock-outs if 5 unsuccessful attempts; passwords must be at least 8 characters in length and contain at least 1 special character and upper/lower case letters or numbers. After the update, all users will be prompted to change their passwords! It will be whatever password you have set up.

ESIT Data Management System Input screens and Output Format

This presentation includes ESIT Data Management System screens and reports that is currently being used. It includes both input screens and output documents.

The input screens are used to type in information about the child and family. The output documents are the printed documents including the IFSP that come from the ESIT Data Management System. The **input screens** are designated by **Input screen** on the screen. The **output documents** are designated

by **Displayed/Printed output**

Table of Contents

You can select to view just the “How drill down using the IFSP Compliance Report to identify where there are problems with Indicator data” or “How to Fix Indicator data issues” by clicking on the lesson below.

Click on lesson

1 – How to drill down using the IFSP Compliance Report

2 – How to Fix Indicator data issues

How drill down using the IFSP Compliance Report



HINT: Clean up the Calendar reminders on the ESIT Today screen and you will most likely greatly improve your Indicator compliance.

Input screen

This is the Today page which includes the Calendar, and Reports.

Calendar

Date	Description	Action
08/21/2007	OB2 REQ10	Service Scheduled to Start



 [More Dates](#)

General Inquiries

Intake Form:  [Create New](#)

All inquiries have been acted upon.

Reports & Forms

-  [Family Survey Form \(Word\)](#)
-  [Encuesta de Resultados de la Familia \(Word\)](#)

Reports

Help

Active Children

Click on the arrow (▼ or ▾) to order the list by that column. The ▼ arrow indicates the currently selected column.











▼ First	▼ Last	▼ Birth Date	▼
 REQ10, OB2		08/10/2007	

Active Child Count: 1

A star (★) next to a child's name indicates that you are the FRC for that child.

The letter 'T' (T) next to the child's name indicates that the child has been transitioned out of the ITEIP program.

Other Information

-  [Find a Child](#)
 -  [ITEIP Web Upload](#)
 -  [OSHS ITEIP Website](#)
 -  [Starting Line Newsletter](#)
 -  [Change Your Password](#)
 -  [ITEIP Training Manual - Version 8 \(Word 3.0mb\)](#)
 -  [ITEIP Training Manual - Version 8 \(PDF 8.0mb\)](#)
 -  [ITEIP Reports Training Manual - Version 9 \(Word 1.33mb\)](#)
 -  [ITEIP Reports Training Manual - Version 9 \(PDF 2.92mb\)](#)
- To save the training manual to disk, right-click and choose "Save Target As . . ." (PC Only)*
-  [Download the free Acrobat Reader \(PDF viewer\)](#)

Definitions:

Intake- Recording of initial call or interview information.

Initial Contact Date- Date of initial call or contact. (Does NOT start 45 Day Clock)

FRC Workload Management & Tools**Required Fields Status**

Displays the status of the required fields as well as other fields that will help you to determine which children are included in various reports and why some are not.

**Inactive Children Fields Status List**

Details, for inactive children, the same information found in the Required Fields Status report.

**Child Record Access Information**

Reports who has accessed a child's record.

**Child Progress Notes Report**

This report displays child progress notes based on the progress note date range, service area, selected agency, or FRC.

**Child Services Report**

This report displays children with their services and providers based on the completed IFSP date range, service area, selected agency, or FRC.

**Children with Medicaid Funding Source Report**

This report displays children with Medicaid Funding Sources and their Personal Identification Number (PIC) based on the birthday date range, service area, selected agency, or FRC.

**Children that Qualify for Domains Count**

This report displays the count of children based on the count of domains they qualify for filtered on the Evaluation date, service area, selected agency, or FRC.

**Children with Other Languages Report**

This report displays a list of families with languages spoken in the home when different than English based on the birthday date range, service area, selected agency, or FRC.

**FRC Child List**

Shows all active children for the current user.

**Transitioned without completed IFSP**

Shows listing of children that have transitioned without a completed IFSP during the reporting period.

**FRC Transfer Report**

This report displays the number of FRC Transfers by client based on the date range, service area, selected agency, or FRC.

**Current IFSPs**

This report displays the current IFSPs by date range, service area, selected agency, or FRC.

**Funding Sources for Children**

This report displays a list of Children and their Funding Sources.

**IFSP Compliance Detail Report**

Shows the number of completed, overdue, and timely records for 45 day clock, 6 month review, initial IFSP, and annual reviews.

After selecting Reports we need to select IFSP Compliance Report from the Management Reports section.

Input screen

After selecting Reports we need to select IFSP Compliance Report from the Management Reports section.



Current IFSPs

This report displays the current IFSPs by date range, service area, selected agency, or FRC.



Funding Sources for Children

This report displays a list of Children and their Funding Sources.



IFSP Compliance Detail Report

Shows the number of completed, overdue, and timely records for 45 day clock, 6 month review, initial IFSP, and annual reviews.

Input screen

We will use the Service Area (Lead Agency) Spokane for our example.

Step 2 - We want a report that incorporates the entire Service Area, so we select Service Area – Spokane.

Step 3 – select All Results Combined in One Report.

This will give us an overall view of this Service Area.

The Same applies for an Agency by selecting the Agency in Step 2.

Infant Toddler Early Intervention Program - Reports - Windows Internet Explorer provided by Dept. of E...

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin: 01/01/2009

End: 10/05/2009

Step 2: State-wide, a Service Area, an Agency, or FRC

State-wide

Service Area

Agency

FRC

Step 3: Select report type

Indicator Type: All

Show Detail: Yes

Level of detail: All Results Combined in One Report Each Agency Area Separated Group by Service Area

Step 4: Select output for the report

Output: PDF

View

Back Close Print

Service Area: Spokane
 Agency: All Agencies
 FRC: All FRC
 Report Date: October 1, 2008 - December 30, 2008

Now find the Indicator counts for which you need more information, for example the Initial IFSP late – Other Initial IFSPs, Transitions Steps and Services, LEA (school District) notifications, etc.

Service Start (Indicator 1)	Count	Percentage %
On Time:	58	93.55
Late - Exceptional Family Circumstances	0	0
Late - Other	4	6.45
Initial IFSP (Indicator 7)	Count	Percentage %
On Time	137	60.35
Late - Exceptional Family Circumstances	4	1.76
Late - Other	81	35.68
Overdue	5	2.2
6 Month Review	Count	Percentage %
On Time:	99	36.39
Late:	90	33.08
Overdue:	83	30.51
Annual IFSP	Count	Percentage %
On Time:	94	65.73
Late:	40	27.97
Overdue:	9	6.29
IFSP with transition steps and services (Indicator 8A)	Count	Percentage %
Steps and Services Included	19	5.74
Steps and Services not Included	312	94.25
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)	Count	Percentage %
Yes:	129	19.84
No:	521	80.15
Transition Conference, if child potentially eligible for Part B (Indicator 8C)	Count	Percentage %
On Time:	51	49.51
Late - Exceptional Family Circumstances	3	2.91
Late - Other	49	47.57

Input screen

Then select **Back** at the bottom of the screen. You will get the following screen in which you need to select the date range you want the report for (hint, for most reports you need not start before October 1, 2008, because before that date, only the Initial IFSP , 6 month review and the Annual IFSP data were reported).

Step 1 – enter date range for the report.

Step 2 – select what agencies and FRCs are to be included in the report.

Step 3 – select if you want the report to be for the entire area selected in Step 2 or each Agency or FRC separated.

Infant Toddler Early Intervention Program - Reports - Windows Internet Explorer provided by Dept. of E...

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin: 01/01/2009

End: 10/05/2009

Step 2: State-wide, a Service Area, an Agency, or FRC

State-wide

Service Area

Agency

FRC

Step 3: Select report type

Indicator Type: All

Show Detail: Yes

Level of detail: All Results Combined in One Report Each Agency Area Separated Group by Service Area

Step 4: Select output for the report

Output: PDF

View

Back **Close** **Print**

Displayed/Printed output

We run the report again selecting the Service Area (in this example I have selected Spokane) in Step 2 and Each Agency Area Separated in Step 3. This will give us the following report. Select Begin dates of October 1, 2008 or later as the rules for creating the counts were in the ITEIP Data Management System starting Oct. 1, 2008.

Now you can see if it is one or more agencies having data entry problems or not meeting the federal timeline for Indicator data.

IFSP Compliance Report This report was run: 12/11/2008 9:33 AM

Service Area: Spokane
 Agency: Agency #1
 FRC: All FRC
 Report Date: 10/1/2008 to 12/11/2008

Service Start (Indicator 1)		
On Time:	2	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Initial IFSP (Indicator 7)		
On Time	2	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Overdue	0	0
6 Month Review		
On Time:	3	7.31
Late:	1	2.43
Overdue:	37	90.24
Annual IFSP		
On Time:	16	59.25
Late:	1	3.7
Overdue:	10	37.03
IFSP with transition steps and services (Indicator 8A)		
Steps and Services Included	2	13.33
Steps and Services not Included	13	86.66
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)		
Yes:	15	75
No:	5	25
Transition Conference, if child potentially eligible for Part B (Indicator 8C)		
On Time:	4	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0

----- END OF REPORT -----

IFSP Compliance Report

This report was run: 12/11/2008 9:33 AM

Service Area: Spokane
 Agency: Agency #2
 FRC: All FRC
 Report Date: 10/1/2008 to 12/11/2008

Service Start (Indicator 1)		
On Time:	10	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Initial IFSP (Indicator 7)		
On Time	2	33.33
Late - Exceptional Family Circumstances	1	16.66
Late - Other	3	50
Overdue	0	0
6 Month Review		
On Time:	1	20
Late:	0	0
Overdue:	4	80
Annual IFSP		
On Time:	0	0
Late:	0	0
Overdue:	0	0
IFSP with transition steps and services (Indicator 8A)		
Steps and Services Included	1	100
Steps and Services not Included	0	0
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)		
Yes:	1	100
No:	0	0
Transition Conference, if child potentially eligible for Part B (Indicator 8C)		
On Time:	0	0
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0

Note: these examples were taken from the ESIT test system and do not reflect actual agencies, FRCs or counts.

Displayed/Printed output

IFSP Compliance Report This report was run: 12/11/2008 9:33 AM

Service Area: Spokane
 Agency: Agency #1
 FRC: All FRC
 Report Date: 10/1/2008 to 12/11/2008

Service Start (Indicator 1)		
On Time:	2	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Initial IFSP (Indicator 7)		
On Time	2	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Overdue	0	0
6 Month Review		
On Time:	3	7.31
Late:	1	2.43
Overdue:	37	90.24
Annual IFSP		
On Time:	16	59.25
Late:	1	3.7
Overdue:	10	37.03
IFSP with transition steps and services (Indicator 8A)		
Steps and Services Included	2	13.33
Steps and Services not Included	13	86.66
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)		
Yes:	15	75
No:	5	25
Transition Conference, if child potentially eligible for Part B (Indicator 8C)		
On Time:	4	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0

----- END OF REPORT -----

IFSP Compliance Report This report was run: 12/11/2008 9:33 AM

Service Area: Spokane
 Agency: Agency #2
 FRC: All FRC
 Report Date: 10/1/2008 to 12/11/2008

Service Start (Indicator 1)		
On Time:	10	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Initial IFSP (Indicator 7)		
On Time	2	33.33
Late - Exceptional Family Circumstances	1	16.66
Late - Other	3	50
Overdue	0	0
6 Month Review		
On Time:	1	20
Late:	0	0
Overdue:	4	80
Annual IFSP		
On Time:	0	0
Late:	0	0
Overdue:	0	0
IFSP with transition steps and services (Indicator 8A)		
Steps and Services Included	1	100
Steps and Services not Included	0	0
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)		
Yes:	1	100
No:	0	0
Transition Conference, if child potentially eligible for Part B (Indicator 8C)		
On Time:	0	0
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0

Next we need to see if there is an agency or FRC that is getting their IFSPs completed later than 45 days or is late with LEA notifications by selecting these options for Steps 2 and 3.

We can see from this report that Agency #1 has a high "Steps and Services Not Included" count. You can drill down to the FRC level to see if one or more FRC is having trouble with Transition Steps and Services.

Input screen

We do this by selecting the Agency #1 in Step 2

and Each FRC Separated in Step 2.

Infant Toddler Early Intervention Program - Reports - Windows Internet Explorer provided by Dept. of E...

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin: 01/01/2009

End: 10/05/2009

Step 2: State-wide, a Service Area, an Agency, or FRC

State-wide

Service Area

Agency

FRC

Step 3: Select report type

Indicator Type: All

Show Detail: Yes

Level of detail: All Results Combined in One Report Each Agency Area Separated Group by Service Area

Step 4: Select output for the report

Output: PDF

View

Back Close Print

Displayed/Printed output

By using this drill down, you can determine who may be having problems with:

- Service Start dates (Indicator 1),
- Initial IFSPs not being entered in a timely manner (Indicator 7),
- Transition Plans without Steps and Services (Indicator 8A), late LEA (School District) notification,
- and late Transition Plans.

Service Area: Spokane
 Agency: Agency #1
 FRC: Sally FRC
 Report Date: 10/1/2008 to 12/11/2008

Service Start (Indicator 1)	Count	Percentage %
On Time:	12	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Initial IFSP (Indicator 7)	Count	Percentage %
On Time	1	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Overdue	0	0
6 Month Review	Count	Percentage %
On Time:	1	14.28
Late:	0	0
Overdue:	6	85.71
Annual IFSP	Count	Percentage %
On Time:	4	57.14
Late:	0	0
Overdue:	3	42.85
IFSP with transition steps and services (Indicator 8A)	Count	Percentage %
Steps and Services Included	0	0
Steps and Services not Included	5	100
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)	Count	Percentage %
Yes:	0	0
No:	2	100
Transition Conference, if child potentially eligible for Part B (Indicator 8C)	Count	Percentage %
On Time:	0	0
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0

----- END OF REPORT -----

IFSP Compliance Report

This report was run: **12/11/2008 10:33 AM**

Service Area: Spokane
 Agency: Agency #1
 FRC: JOAN FRC
 Report Date: 10/1/2008 to 12/11/2008


Service Start (Indicator 1)	Count	Percentage %
On Time:	5	100
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Initial IFSP (Indicator 7)	Count	Percentage %
On Time	0	0
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0
Overdue	0	0
6 Month Review	Count	Percentage %
On Time:	0	0
Late:	0	0
Overdue:	1	100
Annual IFSP	Count	Percentage %
On Time:	1	100
Late:	0	0
Overdue:	0	0
IFSP with transition steps and services (Indicator 8A)	Count	Percentage %
Steps and Services Included	2	100
Steps and Services not Included	0	0
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)	Count	Percentage %
Yes:	2	100
No:	0	0
Transition Conference, if child potentially eligible for Part B (Indicator 8C)	Count	Percentage %
On Time:	0	0
Late - Exceptional Family Circumstances	0	0
Late - Other	0	0

Input screen


To check for more information about late IFSPs or Transition Plans, you can run the “Required Fields Status” report for more detail regarding this FRC’s assigned children.

Status of Required ITEIP Data

To view all children in an entire Service Area, just select a Service Area then click the "View" button. To view all children in an agency, select a Service Area, then, when the page reloads, select an agency. To view a specific staff's child list, select a Service Area, then select an Agency. Finally, select an FRC from the list. Click the "View" button to run the report.

Please choose the criteria for the report you would like to view. If the page does not reload when you choose an item (except FRC), you can click the  icon.

Step 1: Select a Service Area

Spokane  [Select Service Area](#)

Step 2: Select an Agency

Agency #1

Step 3: Select an FRC

Sally FRC

Step 4: Select an "Order By" Field

Child's Last Name

Step 5: Select an View

Printable Version (This will display an "X" if there is data in the field, not the actual data)

Detailed Data Version (Can print landscape on legal paper at 60%)

[View](#) [View in Excel](#)

[Back](#) [Close](#) [Print](#)

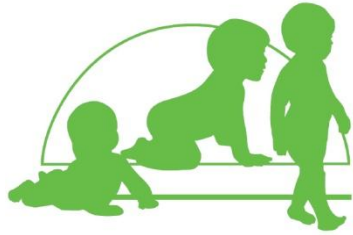
Displayed/Printed output

From the resulting report you can determine who and for which child, Initial IFSPs and/or Transition Plans are late.

Status of Required ITEIP Data

This report displays the status of the required fields as well as other fields that will help you to determine which children are included in

ID	Child Name	Type	Birthdate	Gender	County	Agency	Service Area	Zip	Ethnicity	FRC's Name	Consent Granted	Evaluation Complete	Medical Diagnosis	ITEIP Eligible	Date as Basis For Eligibility?	Current IFSP	IFSP Date	Has Services	Has Service and Source	Intake Date	Referral Date	Transition Plan Date	Primary Service Setting	School District	Primary Contact	Address Line 1	Address Line 2	Contact City	Contact State	Contact Zip	
51248	Test 20081209	R	12/12/2007	F	Spokane	Agency #1	Spokane	99999	White (Non-H	Sally FRC	Y	100%	Y	Y	4/15/2007	Y	Annual	12/1/2008	Y	Y	3/15/2007	4/1/2008		Home	Bridgeport School District						
51249	test 20081209-b	R	12/12/2006	M	Spokane	Agency #1	Spokane	99999	Native Ameri	Sally FRC	Y	100%	Y	Y	1/12/2007	Y	Initial	12/08/2008	Y	Y	11/1/2007	11/10/2007		Other Setting	Cape Flattery School District						
51256	2208 20081209-b	R	1/22/2006	M	Spokane	Agency #1	Spokane	99999		Sally FRC		0%	N		N			N	N	12/9/2008	12/9/2008										
51257	AI test1	R	1/23/2006	M	Spokane	Agency #1	Spokane	99999	White (Non-H	Sally FRC	Y	100%	Y	Y	3/15/2006	Y	Annual	3/2/2008	Y	Y	12/1/2005	12/9/2005		Home	Carbonado School District						
51253	oar ally	R	2/28/2008	F	Spokane	Agency #1	Spokane	99999	Asian/Pacific	Sally FRC	Y	100%	Y	Y	12/8/2008	Y	Initial	12/08/2008	Y	Y	12/8/2008	12/8/2008	5/28/2008	Other Setting	Cape Flattery School District						
51258	bed and b	R	1/24/2006	U	Spokane	Agency #1	Spokane	00000		Sally FRC		0%	N		N			N	N	12/9/2008	12/9/2008										
51247	COSF BAD	R	12/11/2007	M	Spokane	Agency #1	Spokane	99999	Native Ameri	Sally FRC		0%	N		N			N	N	11/21/2008	11/21/2008				Burlington-Edison School District						
51254	bob blackbirdsingir	R	1/1/2008	F	Spokane	Agency #1	Spokane	12313	Does not wis	Sally FRC	Y	100%	Y	Y	2/10/2008	Y	Annual	12/08/2008	Y	Y	1/8/2008	2/2/2008		Other Setting	Camas School District						
51152	Erika COSF	R	8/27/2006	F	Spokane	Agency #1	Spokane	98503		Sally FRC		0%	N		N			N	N	10/28/2008	10/28/2008										
50482	Robert Boo	T	3/1/2006	M	Spokane	Agency #1	Spokane	99999	Asian/Pacific	Sally FRC	Y	100%	Y		N	Initial		Y	Y	9/26/2008	9/29/2008	9/27/2008	Community-b	Washington	Lois Lane	3 Manzanita V	Suite 104	lyn by the Se	WA	99948	



How to Fix Indicator data issues

Input screen

Log Off

[ITEIP Today](#)
[Calendar](#)
[Child's Record](#)
[Evaluation & Assessment](#)
[COSF](#)
[IFSP](#)
[Feedback](#)

What's New in the ITEIP Application
 Frequently Asked Questions
 Hide Images

ITEIP Today for Deborah Connect

Agency: Infant Toddler Early Intervention Program

Calendar

Date	Description	Action
07/21/2008	2208 test3	Transition Notification to School District
07/22/2008	2208 test2	Transition Notification to School District
07/23/2008	2208 Test 1	Transition Notification to School District
08/01/2008	test cosf	Service - Plan Start
08/28/2008	oar ally	Transition Notification to School District
09/29/2008	Bob Boone	Service - Plan Start
10/16/2008	Rumsford Gain	IFSP Due - Initial
10/22/2008	2208 test2	Transition Plan Meeting
10/23/2008	2208 Test 1	Transition Plan Meeting
11/25/2008	cosf check ifsp for	Service - Plan Start
12/08/2008	Bab New	Service - Plan Start
12/08/2008	marly doe	Service - Plan Start
12/08/2008	oar ally	Service - Plan Start
12/09/2008	2208 20081209-b	Transition Notification to School District
12/09/2008	2208 20081209-b	Transition Plan Meeting
12/09/2008	a a	Transition Notification to School District
12/09/2008	a a	Transition Plan Meeting
12/09/2008	b b	Transition Notification to School District
12/09/2008	b b	Transition Plan Meeting
12/09/2008	c c	Transition Notification to School District
12/09/2008	c c	Transition Plan Meeting
12/09/2008	d d	Transition Notification to School District
12/09/2008	d d	Transition Plan Meeting
12/09/2008	e e	Transition Notification to School District
12/09/2008	e e	Transition Plan Meeting
12/09/2008	f f	Transition Notification to School District
12/10/2008	test 20081209-b	Service - Plan Start
12/10/2008	test 20081209-b	IFSP - 6 Month Review Due
12/10/2008	j j	Transition Notification to School District
12/10/2008	j j	Transition Plan Meeting
12/10/2008	k k	Transition Notification to School District
12/10/2008	l l	Transition Notification to School District
12/10/2008	l l	Transition Plan Meeting
12/11/2008	g g	Service - Plan Start
12/11/2008	transition plan	Service - Plan Start
12/11/2008	m m	Transition Notification to School District
12/13/2008	Bab New	IFSP Due - Initial
12/15/2008	cosf needed	Service - Plan Start
12/16/2008	cosf needed	Transition Notification to School District
12/25/2008	Team Amendment	Service - Plan Start
12/25/2008	Team Amendment	Service - Plan Start
01/01/2009	cosf needed	Transition Plan Meeting
01/05/2009	cosf check ifsp for	IFSP Due - Initial
01/05/2009	COSF BAD	IFSP Due - Initial
01/05/2009	g g	Transition Notification to School District

More Dates

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

▼ First	▼ Last	▼ Birth Date	▼
	20081209_Test	12/12/2007	★
	20081209-b, 2208	01/22/2006	★
	20081209-b, test	12/12/2006	★
	a, a a	01/23/2006	★
	allv, oar	02/28/2008	★
	Amendment, Team	10/10/2007	★
	b, b b	01/24/2006	★
	BAD, COSF	12/11/2007	★
	bbb, bbb	12/21/2008	★
	Boone, Bob	12/01/2005	★
	c, c c	01/25/2006	★
	check ifsp for, cosf	12/12/2007	★
	cosf, test	01/01/2008	★
	d, d d	01/26/2006	★
	doe, marly	01/01/2007	★
	e, e e	01/31/2006	★
	f, f f	03/03/2006	★
	g, g g	07/06/2006	★
	Gain, Rumsford	11/01/2006	★
	i, i i	12/01/2008	★
	i, i i	03/03/2006	★
	k, k k	01/23/2006	★
	l, l l	01/25/2006	★
	m, m m	01/02/2006	★
	needed, cosf not	03/01/2006	★
	New, Bab	10/12/2007	★
	Onlyvvvvv, Test	12/21/2006	★
	plan, transition	01/01/2007	★
	s, s s	01/01/2007	★
	Test 1, 2208	01/23/2006	★
	test2, 2208	01/22/2006	★
	test20081209, 2208	01/22/2008	★
	test3, 2208	01/21/2006	★

Active Child Count: 33

A star (★) next to a child's name indicates that you are the FRC for that child.
 The letter 'T' (T) next to the child's name indicates that the child has been transitioned out of the ITEIP program.

Other Information

- Find a Child
- ITEIP Web Upload
- DSHS ITEIP Website
- Starting Line Newsletter
- Download the latest Internet Explorer Browser
- Change Your Password
- ITEIP Training Manual - Version 8 (Word 3.7mb)
- ITEIP Training Manual - Version 8 (PDF 2.4mb)
- ITEIP Reports Training Manual - Version 9 (Word 1.33mb)
- ITEIP Reports Training Manual - Version 9 (PDF 1.0mb)
- To save the training manual to disk, right-click and choose "Save Target As . . ." (PC Only)*
- Download the free Acrobat Reader (PDF viewer)

General Inquiries

Intake Form: Create New

Intake Date: 12/19/2008 Child's Name: aa aa aa

Reports & Forms

- Family Survey Form (Word)
- Encuesta de Resultados de la Familia (Word)

Reports

The easiest way to resolve most Indicator Compliance issues is to go to your **Today screen** and resolve all red items under Calendar, as many of those will resolve poor Indicator counts.

Input screen

This report Shows the number of completed, overdue, and timely records for Service Start (Indicator 1), Initial IFSP (Indicator 7), Transition Conference, and if child potentially eligible for Part B (Indicator 8C). It also shows If IFSP with Transition Steps and Services (Indicator 8A) and Notification to the Local Education Agency (LEA) (Indicator 8B) have been completed. Optionally you can display compliance information about 6 month reviews and Annual IFSPs.

If “Show Detail” is selected, the name of each child is displayed under each category.

Infant Toddler Early Intervention Program - Reports - Windows Internet Explorer provided by Dept. of E...

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin:

End:

Step 2: State-wide, a Service Area, an Agency, or FRC

State-wide

Service Area

Agency

FRC

Step 3: Select report type

Indicator Type:

Show Detail:

Level of detail: All Results Combined in One Report Each Agency Area Separated Group by Service Area

Step 4: Select output for the report

Output:

[View](#)

[Back](#) [Close](#) [Print](#)

Input screen

We will look at each reporting area of the IFSP Compliance Report to identify where the reported data comes from and then how to fix the performance issues.

INFANT TODDLER EARLY INTERVENTION PROGRAM IFSP COMPLIANCE REPORT

This report was run on Tuesday, October 05, 2010

County: All Service Area

Agency: All Agencies

FRC: All FRC

Date Reporting: 1/1/2009 to 10/5/2009

Service Start (Indicator 1)	Count	Percent
On Time	9062	83.39%
Late - Exceptional Family Circumstances	1142	10.51%
Late - Other	663	6.10%
Overdue	246	
Initial IFSP (Indicator 7)	Count	Percent
On Time	2833	76.05%
Late - Exceptional Family Circumstances	760	20.40%
Late - Other	132	3.54%
Overdue	1	
6 Month Review	Count	Percent
On Time	2110	77.12%
Late	626	22.88%
Overdue	826	
Annual IFSP	Count	Percent
On Time	1266	82.53%
Late	268	17.47%
Overdue	15	
IFSP with Transition Steps and Services	Count	Percent
Steps and Services Included	2853	98.52%
Steps and Services not Included	43	1.48%
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)	Count	Percent
Yes	3061	99.22%
No	24	0.78%
Transition Conference, if child potentially eligible for Part B (Indicator 8C)	Count	Percent
On Time	2385	82.64%
Late - Exceptional Family Circumstances	352	12.20%
Late - Other	149	5.16%
Overdue	26	

Input screen

To select a just a compliance counts for Indicators 1, 7 and 8A, 8B and 8C, in step 3 select **Required** for Indicator Type: and **No** for Show Details.

If you want compliance counts and the associated children select **Yes** for Show Details:. And if you want to include 6 month review and Annual IFSP compliance information select **All** for Indicator Type.

Infant Toddler Early Intervention Program - Reports - Windows Internet Explorer

Please choose the criteria for the report you would like to view.

Step 1: Select the date range for the report

Begin: 01/01/2009

End: 10/05/2009

Step 2: State-wide, a Service Area, an Agency, or FRC

State-wide

Service Area ITEIP

Agency

FRC

Step 3: Select report type

Indicator Type: All

Show Detail: Yes

Step 4: Select output for the report

Output: PDF

View

Back **Close** **Print**

Input screen

Here is a partial report showing the detail when selecting compliance counts for Annual IFSP, Indicators 8A, 8B and 8C, when in step 3 select **Required** for Indicator Type: and **Yes** for Show Details has been selected.

Late						0	0.00%
Overdue						0	
Annual IFSP						Count	Percent
On Time						0	0.00%
Late						0	0.00%
Overdue						0	
IFSP with Transition Steps and Services						Count	Percent
Steps and Services Included						1	100.00%
	<u>Client ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Description</u>	<u>Staff Name</u>	<u>Due Date</u>	<u>Completed</u>
	54873	s	s		Deborah Connect	10/01/2010	01/01/1900
Steps and Services not Included						0	0.00%
Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)						Count	Percent
Yes						0	0.00%
No						2	100.00%
	<u>Client ID</u>	<u>First Name</u>	<u>Last Name</u>	<u>Description</u>	<u>Staff Name</u>	<u>Due Date</u>	<u>Completed</u>
	54873	s	s		Deborah Connect	07/01/2010	
	64740	test	frombirthday		richard sanders	09/30/2010	

Displayed/Printed output

We will start with the Service Start (Indicator 1) report area. This is a Compliance Indicator and the target is that 100% of the Actual Service Dates will be within 30 of the IFSP being signed or that there is a valid Exceptional Family Circumstance indicated.

You can check to see if there might be Actual Service Start dates due by checking the **ITEIP Today Calendar** to see if there are any entries in red. You can see that in this example there are a few possible Actual Start Dates due.

Service Start (Indicator 1)	Count	Percentage %
On Time:	58	93.55
Late - Exceptional Family Circumstances	0	0
Late - Other	4	6.45

Input screen


Log Off

ITEIP Today
Calendar
Child's Record
Evaluation & Assessment
COSF
IFSP
Feedback
Admin

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar ?

Date	Description	Action
07/01/2007	30 test	Service - Plan Start
12/08/2007	test COSF1	Service - Plan Start
12/17/2007	Test1 Evals	Service - Plan Start
06/09/2008	test COSF1	IFSP - 6 Month Review Due
10/27/2008	Robert Boo	Service - Plan Start
12/01/2008	30 test	Service - Plan Start
12/09/2008	test COSF1	IFSP Due - Annual Review
12/17/2008	test COSF1	Transition Notification to School District

Active Children ?

Click on the arrow (▼ or ▼) to order the list by that column. The ▼ arrow indicates the currently selected column.

▼ First ▼ Last	▼ Birth Date	▼
COSF1, test	12/21/2005	★
Evals, Test1	12/05/2006	★
test, 30 month	06/23/2006	★

Active Child Count: 3

What's New in the ITEIP Application
 Frequently Asked Questions
* [Hide Images](#) ?

Displayed/Printed output

Where is this data entered on the ESIT Data Management System – It is entered on the Services Screen in the box titled “Actual Start Date:”

NOTE: This date must be entered on the **Service Wizard** screen and cannot be resolved through and Calendar entry.

When the date is entered on the Service Wizard screen, the calendar event on the ITEIP Today screen will be removed.

Service Start (Indicator 1)	Count	Percentage %
On Time:	58	93.55
Late - Exceptional Family Circumstances	0	0
Late - Other	4	6.45

Input screens



Current Child: 30 month test Birthdate: 06/23/2006 ID:

- IFSP Checklist
- Family Statement
- Funding Sources
- Outcomes & Services**
- IFSP Team Members
- Transition Plan
- Transition Child
- View IFSP
- Child's Calendar
- Progress Notes

Please Note: All fields are required unless otherwise noted with a blue box.

Outcomes & Services

Please Note: You must i completed.

To view an Outcome, click d description. To view funding

Outcome: test

Services for this outcome:

Service: Nursing Services

Funding Sources:

Self Pay

Create New Outcome

Other Services

No Other Services

Early Intervention Program Log Off

Detailed Information Infant Toddler Early Intervention Program - Windows Internet Explorer

Service Wizard ?

Outcome: test

Type of Service (category):
 Nursing Services

If "Other" Service, what is the service:

Service Provider:
 aerwygeqr

Plan Start Date: 07/01/2007 mm/dd/yyyy **Plan End Date:** 07/01/2008 mm/dd/yyyy

Actual Start Date: mm/dd/yyyy

Cause for delay beyond 30 days: Exceptional Child/Family Reason Other

Delay Reason:

Method:

Frequency:

If the date entered is **30 days or more past the IFSP completion date** entered, you must check that it is late due to Exceptional Child/Family Reason or Other and fill in the delay reason.

Input screen

Calendar

Date	Description	Action
07/01/2007	30 test	Service - Plan Start

Displayed/Printed output

Initial IFSP (Indicator 7)		
	Count	Percentage %
On Time	137	60.35
Late - Exceptional Family Circumstances	4	1.76
Late - Other	81	35.68
Overdue	5	2.2
6 Month Review		
	Count	Percentage %
On Time:	99	36.39
Late:	90	33.08
Overdue:	83	30.51
Annual IFSP		
	Count	Percentage %
On Time:	94	65.73
Late:	40	27.97
Overdue:	9	6.29

The next Indicator report is IFSP compliance. The Initial IFSP count is for all completed IFSPs whether completed within 45 days or not. The Initial IFSP timeliness is reported to the federal government as Indicator 7, which is a Compliance Indicator and the target is that 100% of the Initial IFSPs will be completed within the 45 days or that there is a valid Exceptional Family Circumstance indicated. The 6 month review and Annual IFSP timeliness is reported here as well.

The information required is entered on the **IFSP Checklist** screen. You must check the box indicating that you verify that this IFSP is complete and enter the date. If it is past the 45 day, it will prompt you to enter a reason.

Input screens

IFSP Checklist

Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288

IFSP Stage: Initial

Have the Procedural Safeguards/Parents' Rights been explained? Yes No

Did the parents participate in the IFSP?: Yes No

Have the parents signed the IFSP?: Yes No

Primary Service Setting: Home

This IFSP is complete: (All required IFSP information has been filled in)

Date Parents Signed IFSP/Completion Date: 11/28/2008

Cause for delay beyond due date: Exceptional Child/Family Reason Other

Reason:

Displayed/Printed output

IFSP with transition steps and services (Indicator 8A)	Count	Percentage %
Steps and Services Included	19	5.74
Steps and Services not Included	312	94.25

The next Indicator (Indicator 8A) is Transition Plan with transition steps and services entered. This report is intended to report all Transition Plans that include Steps and Services.

The information required is entered on the **Transition Plan Screen** by clicking the box stating that steps and services have been included.

There is not a ITEIP Today calendar event for this Indicator, but there is one for the "Date of Transition Meeting:" and you need to click the steps and services box before you can enter a "Date of Transition Meeting:" date.

Input screen

The screenshot shows the 'Transition Plan' input screen. At the top, there is a navigation bar with 'Log Off' and menu items: 'ITEIP Today', 'Calendar', 'Child's Record', 'Evaluation & Assessment', 'COSF', 'IFSP', and 'Feedback'. Below the navigation bar, the current child's information is displayed: 'Current Child: 30 month test Birthdate: 06/23/2006 ID: 51288'. The main heading is 'Transition Plan' with a help icon. A checkbox is present: 'The transition steps and services have been identified and included on the plan'. Below this is the 'Date of Transition Meeting:' field, which is a date-time picker showing 'mm/dd/yyyy' and 'hh:mm' with AM/PM radio buttons. There are two radio buttons for 'Cause for delay beyond 90 days from Child's 3rd birthday': 'Exceptional Child/Family Reason' and 'Other'. A 'Delay Reason:' field has a 'Check spelling' option checked. There are two large text input areas for 'Service/Program Options', each with a 'Check spelling' option checked. On the left side, there is a vertical menu with options: 'Transition Plan' (highlighted), 'Transition Child', 'View IFSP', 'Child's Calendar', and 'Progress Notes'. At the bottom left, there is a 'Please Note:' box with the text: 'All fields are required unless otherwise noted with a blue box'.

Please Note:
All fields are required unless otherwise noted with a blue box

Displayed/Printed output

The next Indicator report is to determine if the "Notification to the Local Educational Agency (LEA), if a child is potentially eligible for Part B (Indicator 8B). This is a compliance Indicator which requires 100% compliance. It is to determine if the LEA or School District is being notified in a timely manner.

The information required for this report is entered through a Calendar entry as indicated on the ITEIP Today screen.

The LEA notification can occur as early as nine months before the child turns 3. It is late if it occurs less than 90 days before the child turns 3.

To enter the date you need to click on the calendar event Then enter the date here in the "Completed Date:" field, then click **Save**.

Notification to the Local Education Agency (LEA), if child potentially eligible for Part B (Indicator 8B)	Count	Percentage %
Yes:	129	19.84
No:	521	80.15

Input screen

Infant Toddler Early Intervention Program
Log Off

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

What's New in the ITEIP Application

Frequently Asked Questions

* Hide Images

Calendar

Date	Description	Action
07/01/2007	30 test	Service - Plan Start
12/08/2007	test COSF1	Service - Plan Start
12/17/2007	Test1 Evals	Service - Plan Start
06/09/2008	test COSF1	IFSP - 6 Month Review Due
10/27/2008	Robert Boo	Service - Plan Start
12/01/2008	30 test	Service - Plan Start
12/09/2008	test COSF1	IFSP Due - Annual Review
12/17/2008	test COSF1	Transition Notification to School District

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

▼ First ▼ Last	▼ Birth Date	▼
COSF1, test	12/21/2005	
Evals, Test1	12/05/2006	
test, 30 month	06/23/2006	

Active Child Count: 3

Calendar Event Details Event ID: 340086

Is this a private event? Yes No

Scheduled Date: mm/dd/yyyy

Time: hh:mm AM PM

Completed Date: mm/dd/yyyy

Client Name: Leave Blank for a Personal Event

Short Description:

Contact Type:

Contact Method:

If this is a public event to be viewed by all in your selected service area or agency then select the Event Type. If not then leave the Event Type blank.

Event Type: Leave Blank for a Personal Event

Notes:

Locations:

Attendee Notes:

Displayed/Printed output

The next Indicator report is "Transition Conference, if child potentially eligible for Part B (Indicator 8C) This is a compliance Indicator and requires that 100% of the Transition Planning Meetings which result in a Transition Plan will be held 9 months to 90 days before the child's 3rd birthday or that there is a valid Exceptional Family Circumstance indicated.

Although there is a ITEIP Today calendar reminder, the date must be entered on the Transition Plan screen. The steps and services box must be checked and the date entered. Once the date has saved in the ESIT Data Management System, the calendar reminder will disappear.

Transition Conference, if child potentially eligible for Part B (Indicator 8C)	Count	Percentage %
On Time:	51	49.51
Late - Exceptional Family Circumstances	3	2.91
Late - Other	49	47.57

Input screen

ITEIP Today for Richard Sanders

Agency: Infant Toddler Early Intervention Program

Proxy as: [Change Proxy](#)

Calendar

Date	Description	Action
07/01/2007	30 test	Service - Plan Start
12/08/2007	test COSF1	Service - Plan Start
12/17/2007	Test1 Evals	Service - Plan Start
06/09/2008	test COSF1	IFSP - 6 Month Review Due
10/27/2008	Robert Boo	Service - Plan Start
12/01/2008	30 test	Service - Plan Start
12/09/2008	test COSF1	IFSP Due - Annual Review
12/17/2008	test COSF1	Transition Notification to School District
12/17/2008	test COSF1	Transition Plan Meeting
12/24/2008	30 test	Transition Notification to School District

What's New in the ITEIP Applicat

Frequently Asked Questio

* [Hide Images](#)

Active Children

Click on the arrow (▼ or ▲) to order the list by that column. The ▼ arrow indicates the currently selected column.

▼ First	▼ Last	▼ Birth Date	▼
COSF1, test		12/21/2005	★
Evals, Test1		12/05/2006	★
test, 30 month		06/23/2006	★

Active Child Count: 3

A star (★) next to a child's name indicates that you are the



[ITEIP Today](#)

[Calendar](#)

[Child's Record](#)

[Evaluation & Assessment](#)

[COSF](#)

[IFSP](#)

[Feedback](#)

Current Child: [30 month test](#) Birthdate: 06/23/2006 ID: 51288

Transition Plan

[Transition Plan](#)

[Transition Child](#)
[View IFSP](#)
[Child's Calendar](#)
[Progress Notes](#)

The transition steps and services have been identified and included on the plan

Date of Transition Meeting: mm/dd/yyyy hh:mm AM PM

Cause for delay beyond 90 days from Child's 3rd birthday: Exceptional Child/Family Reason Other

Delay Reason: Check spelling

Thank you



 Washington State Department of
Early Learning

Early Support
for Infants
and Toddlers

