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| **Maine Part C SSIP Phase III Evaluation Matrix** (updates/edits for 2/1/23 submission) | | | | | | | |
| **Broad Improvement Strategy #1: Professional Development**  If CDS develops and implements a sustainable, comprehensive professional development plan for Maine’s early intervention providers, then infants and toddlers with  disabilities and their families will receive high quality evidence-based services, and Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program. | | | | | | | |
| Evaluation Questions:   1. What percentage of new/ staff and contracted providers received RBEI Training #1 within 90 days of hire/contract? 2. What percentage of new/ staff and contracted providers received RBEI Training #2 within 90 days of hire/contract? 3. What number of sites received targeted professional development based on ongoing fidelity checks? | | | | | | | |
| Activity to Evaluate | | Data Collection Plan | |  | Evaluation of Activity Implementation | | |
| SSIP Activity | Level of System | Sources/Tools | Methodology | Schedule | Scoring Criteria | Data/Score | Notes |
| ~~CDS will develop and provide trainings for practitioners and contracted providers that will focus on RBI including the family ecology, needs assessment, intervention planning, support-based home visiting, and collaborative consultation to childcare.~~  Change to: Maine’s Part C system will provide state-level trainings for all new Part C staff and contracted providers that focus on the components of Routines-Based Early Intervention (RBEI), including family ecology, needs assessment, intervention planning, and routines-based home visiting, within 90 days of being hired by, or contracting with, CDS to provide early intervention services.  RBEI Trainings:  *Training #1*: ecology, needs assessment, intervention planning  *Training #2*:  Routines-based home  visits and collaborative consultation to childcare  Add: Given intensive technical assistance from the Early Childhood Personnel Center (ECPC), Maine will further develop its comprehensive system of professional development (CSPD). | ☒ State   * Regional Site * Provider * Other: | Written Procedure for Part C Training & Fidelity Steps  List of New Hires/ Contracted Providers  Training Attendance Sheets  Training & Fidelity Database | **Data collection:** Training & Fidelity Database  **Analysis method:**  Data review  **Parties responsible:**  Part C Coordinator, Early Intervention Program Managers, HR Director, and Contracts Specialist | **Collection:**  7/1/15; ongoing  **Analysis:**  Annually | **Question 1:**  0 = less than 50%  1 = 51-75%  2 = 76-89%  3 = 90-100%    **Question 2:**  0 = less than 50%  1 = 51-75%  2 = 76-89%  3 = 90-100%  **Question 3:**  0 = less than 4 sites  1 = 5-8 sites  2 = all sites | **Question 1:**  **Data:** 37.5%  **Date:** 9/21/16 **Score:** 0  **Data:** 0%  **Date:** 3/1/18 **Score:** 0  **Data:** 100%  **Date:** 3/25/19  **Score:** 3  **Data:** 100% (site-level); 55% (state-level)  **Date:** FFY 2021  **Score:** 3 (site-level); 1 (state-level)  **Question 2:**  **Data:** 88.5% **Date:** 9/21/16 **Score**: 2  **Data:** 0% **Date:** 3/1/18 **Score:** 0  **Data:** 90%  **Date:** 3/25/19 **Score:** 3  **Data:** 100% (site-level); 55% (state-level)  **Date:** FFY 2021  **Score:** 3 (site-level); 1 (state-level)  **Question 3:**  **Data:** 100% **Date:** 3/1/18 **Score:** 2  **Data:** 100% **Date:** 3/25/19 **Score:** 2 | Although Maine provided 100% of the 22 new Part C staff and contracted providers with training in components of RBEI at the site-level within 90 days of being hired/ contracting with CDS to provide Part C services in FFY21, only 55% of new providers received subsequent RBEI training at the state-level within 90 days of being hired/ contracting with CDS, demonstrating the need for Maine to develop and implement additional improvement strategies to ensure that state-level RBEI trainings are scheduled and held for all new Part C staff and contracted providers at least quarterly to improve this data. |

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| Evaluation Questions:   1. ~~A. What percentage of early intervention providers (staff and contracted) received fidelity checks for the content of training #1?~~ (Discontinue)   B. What percentage of Maine’s early intervention providers are implementing Routines-Based Interviews with fidelity?   1. A~~. What percentage of early intervention providers (staff and contracted) received fidelity checks for the content of training #2?~~ (Discontinue)   B. What percentage of Maine’s early intervention providers are implementing Routines-Based Home Visits with fidelity?  3. What percentage of Maine’s early intervention providers are implementing the Early Start Denver Model with fidelity? (Add)  4. What percentage of Maine’s early intervention providers are implementing the parent-implemented Early Start Denver Model with fidelity? (Add) | | | | | | | |
| Activity to Evaluate | | Data Collection Plan | |  | Evaluation of Activity Implementation | | |
| SSIP Activity | Level of System | Sources/Tools | Methodology | Schedule | Scoring Criteria | Data/Score | Notes |
| ~~CDS will require all CDS Part C practitioners meet the standard for state approval in conducting the Routines-Based Interview and providing Routines-Based Home Visits.~~ Change to: Early Intervention Program Managers will follow state-wide written protocols for the training and ongoing fidelity assessment of all Part C providers to ensure that evidence-based practices are being implemented with fidelity.  Add: Maine will develop and implement a new database to track training and fidelity and alert Early Intervention Program Managers when training and fidelity assessments are due. | ☒ State   * Regional Site * Provider * Other: | RBI & RBHV Fidelity Checklists  Written Procedure for Part C Training & Fidelity Steps  Training & Fidelity Database | **Data Collection:**  Training & Fidelity Database  **Analysis method:**  Data review  **Parties responsible:**  Early Intervention Program Managers, Early Start Maine Consultants, and Part C Coordinator | **Collection:**  Ongoing  **Analysis:**  Annually | **Question 1:**  0 = less than 50%  1 = 51-75%  2 = 76-89%  3 = 90-100%  **Question 2:**  0 = less than 50%  1 = 51-75%  2 = 76-89%  3 = 90-100%  **Question 3:**  0 = less than 50%  1 = 51-75%  2 = 76-89%  3 = 90-100%  **Question 4:**  0 = less than 50%  1 = 51-75%  2 = 76-89%  3 = 90-100% | **Question 1: Data:** 92.8% **Date:** 3/25/19  **Score:** 3  **Data:** 84%  **Date:** FFY 20  **Score:** 2  **Data:** 87%  **Date:** FFY 21  **Score:** 2  **Question 2:**  **Data:** 78.5%  **Date:** 3/25/19  **Score:** 2  **Data:** 78%  **Date:** FFY 20  **Score:** 2  **Data:** 86%  **Date:** FFY 21  **Score:** 2  **Question 3:**  Data: 95%  Date: FFY 21  Score: 3  **Question 4:**  **Data:** 40%  **Date:** FFY 21  **Score:** 0 | Of the 14% of providers who did not demonstrate fidelity with RBHVs in FFY21, 54% of them were new providers who were still working toward reaching fidelity, and 46% were experienced providers who had previously reached (but were unable to maintain) fidelity with conducting RBHVs. Of the 13% of providers who did not demonstrate fidelity with RBIs in FFY21, 50% of them were new providers who were still working toward reaching fidelity, and 50% were experienced providers who had previously reached (but were unable to maintain) fidelity with administering RBIs. |

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| **Broad Improvement Strategy #2:** Data Collection and Reporting: If CDS enhances the capacity of the state-wide data system to collect and report comprehensive data on child indicator results then necessary data will be available for monitoring, evaluation, and improvement planning on child outcomes then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program. | | | | | | | |
| Evaluation Questions:   1. Was the new statewide data system implemented on July 1, 2016? 2. What percentage of new staff received training within 30 days of hire? 3. Was the COS embedded in the new data system with validation measures? | | | | | | | |
| Activity to Evaluate | | Data Collection Plan | |  | | Evaluation of Activity Implementation | |
| SSIP Activity | Level of System | Sources/Tools | Methodology | Schedule | Scoring Criteria | Data/Score | Notes |
| CDS will implement a new statewide data system that will improve data quality and allow necessary analyses of child outcome data. | ☒ State   * Regional Site * Provider * Other: | Documentation: Meeting Minutes | **Data collection:** Meeting Minutes (May 26, 2016)  **Analysis method:**  State review  **Parties responsible:** QA Director,  Vendor | **Collection:**  7/1/16  **Analysis:**  N/A | **Question 1:**  Yes = Implemented  by 7/1/16  No = Not  implemented | **Data:** Production system was available on 6/2/16  **Date:** 9/21/16  **Score:** Yes |  |

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|  |  | HR Employee Documentation  New Hire Orientation Checklist | **Data Collection:** Training Warehouse  **Analysis method:** State review  **Parties responsible:** QA Director, EIPM, EITA | **Collection:**  12/31/16  **Analysis:**  Quarterly | **Question 2:**  0= less than 50%  1= 51-75%  2= 76-89%  3= 90-100% | **Question 2:**  **Data:** 100% **Date:** 2/28/17 **Score:** 3  **Data:** 100% **Date:** 3/25/19 **Score:** 3 | Because the ability to use CINC is critical to the performance of one’s job duties, all providers received CINC training within 30 days of hire/contract date. |
| CDS will embed the COS in the new data system, which will ensure that both the entrance and exit COS are completed and received by the state office and significantly reduce the chances of human error. | ☒ State   * Regional Site * Provider * Other: | Completed date of the COS is embedded in the new data system. | **Data collection:**  COS Report  **Analysis method:** State Review  **Parties responsible:** QA Director, EIPM, EITA | **Collection:**  12/31/16  **Analysis:**  N/A | **Question 3:**  Yes = Embedded No = Not embedded | **Data:** Production system was available on 6/2/16  **Date:** 9/21/16  **Score:** Yes |  |

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| **Broad Improvement Strategy #3: Early Intervention Outreach**  If CDS increases public awareness and understanding of Maine’s EI system then an increased number of infants and toddlers will be referred and potentially identified at a younger age then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program. | | | | | | | |
| Evaluation Questions:   1. Were public awareness materials developed? 2. How many potential referral sources received public awareness materials? | | | | | | | |
| CDS will develop public awareness materials that target potential referral sources such as hospitals, medical practices, childcares, DHHS, Women infants and Children,  Maine Families Home | ☒ State   * Regional Site * Provider * Other: | Completion date of PR materials. | **Data collection:**  Materials  **Analysis method:** State review  **Parties responsible:**  EIPM, EITA | **Collection:**  8/1/15  **Analysis:**  Review materials annually | **Question 1:**  Yes = Developed No = Not developed | **Data:** Materials available 8/1/15  **Date:** 8/1/15  **Score:** Yes | Materials are reviewed and updated annually or as needed. |
| Visiting, Head Start, and Early Head Start.  Add: Maine’s Part C program will contract with a Strategic Initiatives and Special Projects Manager, who will help develop and implement targeted outreach strategies specific to the needs of each region based on referral and child find data. | Documentation of outreach to potential referral sources. | **Data collection:** Outreach Database  **Analysis method:** State review  **Parties** | **Collection:**  2/28/17  **Analysis:**  Quarterly | **Question 2:**  0=0-25 potential referral sources  1=26-49 potential referral sources  2=50-74 potential referral sources  3=75-99 potential referral sources  4=100+ potential referral sources | **Data:** 90 potential referral sources  **Date:** 2/28/17  **Score:** 3  **Data:** 85 potential referral sources  **Date:** 3/1/18  **Score**: 3 | The total number of Part C referrals increased by 14% in FFY21, and there was a 18% increase in the total number of children with IFSPs. Moreover, Maine demonstrated a 48% increase in the number of infants (birth to one year of age) with IFSPs from FFY20 to FFY21, as well as an 88% increase in Part C referrals from hospitals and a 7% increase in the percentage of children determined eligible for Part C with an established condition of risk. |

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|  |  |  | **responsible:**  Part C Coordinator, Strategic Initiatives and Special Projects Manager, and Early Intervention Program Managers |  |  | | **Data:** 60 potential referral sources  **Date:** 3/25/19  **Score:** 2  **Data:** 1,100 potential referral sources  **Date:** FFY 2020  **Score:** 4  **Data:** 1,497 potential referral sources  **Date:** FFY 2021  **Score:** 4 |  |
| Evaluation Questions:   1. Number of family w/ approval received a follow up phone call 3 months after declining services or being 2. Number/ percent of families who exited part c with referrals to other agencies? | | | | | determined ineligibility. | |  |  |
| Activity to Evaluate | | Data Collection Plan | |  | Evaluation of Activity Implementation | | | |
| SSIP Activity | Level of System | Sources/Tools | Methodology | Schedule | Scoring Criteria | Data/Score | | Notes |
| CDS will ensure that families who decline services, or whose children who are determined ineligible for Part C, or families that are difficult to contact, are provided current community resources. | ☒ State   * Regional Site * Provider * Other: | Site level documentation/ tracking of families who requested follow up. | **Data Collection:** Beginning in FY 17  **Analysis method:**  State review  **Parties responsible:** EIPM  EITA | Collection: Analysis: | **Question 1:**  Not able to report data as of this report. | No able to report data as of this report. | | Guidance issued in September of 2015.  No tracking mechanism has been developed. |

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|  |  | CINC data/ exit report | **Data Collection:**  CINC Report  **Analysis:**  State review  **Parties Responsible:** EIPM  EITA QAD | **Collection:**  2/28/17  **Analysis:**  Quarterly | **Question 2:**  No able to report data as of this report. | No able to report data as of this report. | | Exiting data in CINC is unreliable. |
| **Broad Improvement Strategy #4: System Support**  If CDS builds a sustainable EI workforce then infants and toddlers will receive services from highly qualified professionals, then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program. | | | | | | | | |
| Evaluation Questions:   1. Were EIPM positions developed and filled? 2. Were productivity expectations standardized? | | | | | | | | |
| CDS will maintain a highly qualified EI workforce by:   * Investigating the development of Part C program manager positions that would allow for direct, ongoing supervision of Part C practitioners at the regional site level * Standardizing productivity expectations for Part C practitioners which accommodate direct   service time as well as mileage to ensure | ☒ State   * Regional Site * Provider * Other: | Number of EIPMs, dates of hire | **Data collection:**  HR records  **Analysis method:** State review  **Parties responsible:**  HR Director | **Collection:**  2/28/17  **Analysis:** N/A | **Question 1:**  Yes = Developed and filled  No = Not developed and filled | | **Data:** 8 Program Managers hired  **Date:** 1/1/17  **Score:** Yes |  |
| Implementation date of efficiency expectations | **Data collection:** Distribution of efficiency form notification and guidance  **Analysis method:** | **Collection:**  2/1/17  **Analysis:** N/A | **Question 2:**  Yes = Standardized No = Not standardized | | **Data:** Notification distributed  **Date:** 12/1/16  **Score:** Yes |  |

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| that regional sites are adequately staffed and that caseloads are manageable |  |  | State review  **Parties responsible:** EIPM, Regional  Site Directors |  |  | |  |  |
| **Evaluation Questions:**   1. Was a specific posting site identified as the most effective w/ regards to the number of applicants? 2. What percentage of posted positions were filled? | | | | | | | | |
| Activity to Evaluate | | Data Collection Plan | |  | Evaluation of Activity Implementation | | | |
| SSIP Activity | Level of System | Sources/Tools | Methodology | Schedule | Scoring Criteria | Data/Score | | Notes |
| CDS will effectively recruit new practitioners by identifying the most effective location(s) for posting open positions to increase the pool of potential Part C practitioners. | ☒ State   * Regional Site * Provider * Other: | Open position tracking documentation | **Data Collection:** Open Position Tracking Form  **Analysis method:** State review  **Responsible Parties:**  HR Director | **Collection:**  2/1/19 | Yes/No | **Data:** 86% of applicants through Indeed.com  **Date:** 2/1/19  **Score:** Yes | | Indeed.com was determined to be the most effective place to post open positions. |
| Add: CDS will explore additional locations for posting open positions to increase the pool of potential Part C practitioners. | ☒ State   * Regional Site * Provider * Other: |  | **Data Collection:** Part C job vacancies  **Analysis method:**  State review  **Responsible Parties:**  Part C Coordinator&HR Director | **Collection:**  2/1/19; ongoing | 0 = 30% vacancies or higher  1 = 29% - 20%  vacancies  2 = 19% - 10%  vacancies  3 = 9% - 0% vacancies | **Data:** 11% vacancies  **Date:** 2/1/19  **Score:** 2  **Data:** 0% vacancies  **Date:** FFY 20  **Score:** 3  **Data:** 36% vacancies  **Date:** FFY 21  **Score:** 0 | | Of those 22 job vacancies within Maine’s Part C system in FFY21, only 10 were advertised and successfully filled during the reporting period. This demonstrates a significant decrease in Maine’s success with recruiting and hiring qualified individuals from 100% in FFY20 to 45% in FFY21. |