**Local Program Worksheet for** **Verification:**

**Directions:** Please review the following information and provide data from your local program on each of the data elements below. Please submit your completed worksheet to your assigned Verification Chairperson per the timeline in the Verification Protocol.

**Provider and Service Coordinator Monitoring Assurance Worksheet**

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| **Item FO-2: Does the infant toddler or preschool Early Intervention program implement a process for monitoring their Early Intervention staff, contracted providers, and service coordinators, according to programmatic and fiscal requirements?** | |
| Directions: Use data from when providers were monitored in FY 2022-23 and noncompliance corrected by FY 2023-2024. | |
| 1. Total number of contracted agencies and providers/service coordination entities |  |
| 1. Number of contracted agencies and providers/service coordination entities who were required to be monitored in FY 2022-23. |  |
| 1. Number of contracted agencies and providers/ service coordination entities who were monitored in FY 2022-23. |  |
| 1. **Percentage of contracts/entities who were monitored in FY 2022-23. (C/B).** |  |
| 1. Number of contracted agencies and providers/service coordination entities who were required to submit an improvement plan in FY 2022-23. |  |
| 1. Number of contracted agencies and providers/service coordination entities who submitted an improvement plan on time in FY 2022-23. |  |
| 1. **Percentage of improvement plans submitted on time (F/E).** |  |
| 1. Number of contracted agencies and providers/ service coordination entities who corrected areas of noncompliance within agreed upon timelines (not to exceed one year) prior to or in FY 2022-23. |  |
| 1. **Percentage of contracted agencies and providers/ service coordination** **entities who corrected areas of noncompliance within agreed upon timelines** **prior to or in FY 2022-23 (H/E).** |  |

**Please provide explanation if any agencies or providers were not monitored:**

**Data Management Worksheet**

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| **Item FO-3: Does the infant toddler or preschool early intervention have a system in place for data management in order to ensure accurate, valid, reliable and timely data entry?** | |
| **Directions:** List any statistical reports that are used on a weekly, monthly, or quarterly basis and describe how the data is used. | |
| **Report** | **How Report is Used** |
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**Complaint Resolution Worksheet**

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| **Item PS-2: Does the infant toddler or preschool Early Intervention program track all complaints, follow procedural safeguard timelines, identify systemic issues, and use data to implement quality improvements?** | |
| Directions: Use data for the most recent completed fiscal year FY 2023-24. | |
| A. Number of local conflict resolution administrative meetings requested (any conflict that was raised above the level of an Early Intervention coordinator or preschool supervisor). |  |
| B. Number of local conflict resolution administrative meetings that were held according to timelines. |  |
| **C. Percentage of local conflict resolution administrative meetings that were held according to timelines (B / A)** |  |

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| --- | --- |
| **Mediation Data for FY \_\_\_\_\_\_\_\_\_\_** | |
| Total number of mediation requests |  |
| Total number of mediations held/cancelled |  |
| Total number of mediation agreements |  |
| Total number of mediation agreements implemented |  |

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| --- | --- |
| **Due Process Data for FY \_\_\_\_\_\_** | |
| Total number of due process requests |  |
| Total number of due process meetings held |  |
| Total number of due process cases that required action by the program |  |
| Total number of due process cases with required action by the program that were resolved |  |

|  |  |
| --- | --- |
| **Resolution Meeting Data for FY \_\_\_\_\_\_\_\_** | |
| Total number of resolution meetings held |  |
| Total number of resolution meetings declined |  |
| Total number of resolution meetings held within required timelines |  |