


1 **1.A.6 Family Survey**

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3 **I Policy Index:**

 <p>UTAH DEPARTMENT OF HEALTH Baby Watch Early Intervention Program</p>	Policy #:	1.A.6
	Distribution:	Public
	Date Policy Developed:	12/9/2011
	Date Policy Revised:	N/A
	Date Policy Effective:	12/9/2011
	Supersedes Policy Dated:	N/A
	Scheduled Review:	December 2012
	Policy Tracking #:	1 (New)
	Applicable Units:	All
	Responsible Authority	BWEIP Manager

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6 **II Purpose:**

7 To establish guidelines for early intervention programs regarding their participation in the annual
8 family survey for the purpose of determining family outcomes for families participating in Part C
9 services.

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11 **III Definition(s):**

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13 **Early Intervention Program (EIP):**

14 For the purposes of this policy, Early Intervention Program refers to the local program contracted
15 with the Baby Watch Early Intervention Program (BWEIP) to provide services for families of infants
16 and toddlers with disabilities.

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18 **State Performance Plan (SPP):**

19 A State Performance Plan is a formal document developed by the BWEIP outlining a six (6) year
20 plan to evaluate the state's implementation of Part C regulations and how the state will improve
21 such implementation. The SPP shall include compliance indicators (of which targets are one-
22 hundred percent [100%]) and results indicators (of which targets have been established by the
23 BWEIP.
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25 **Annual Performance Report (APR):**

26 The Annual Performance Report is the formal document completed by the BWEIP, required by
27 and submitted to the Office of Special Education Program on an annual basis identifying the
28 outcomes of the SPP targets.
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30 **IV Procedure(s):**

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32 **A. Part C Family Outcome Survey Data Collection:**

- 33 1. Each EIP will submit its plan to BWEIP annually for approval, which must contain
34 a description of methods for:
 - 35 a. Survey Promotion: (letters, newsletters and flyer reminder activities);
 - 36 b. Distribution: (direct mail, hand deliver by providers or other);

- 41 c. Follow-up: (strategies to assist or encourage participation);
- 42
- 43 d. Collection (return mail, hand collect or other); and
- 44
- 45 e. Strengthening staff's understanding of the survey concepts and their
- 46 incorporation during interactions with families.
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- 48 2. Surveys will be distributed annually to all families that have an Individual Family
- 49 Service Plan on a specified date.
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- 51 3. EIPs will adjust survey activities according to the BWEIP weekly reports on the
- 52 number of surveys returned.
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- 54 4. EIPs will review and compare their survey results to the state SPP/APR targets
- 55 and their past performance results.
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- 57 5. State and/or local survey results will be publicly reported in the:
- 58
- 59 a. SPP/APR;
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- 61 b. Respective EIP profiles posted on the BWEIP website,
- 62 www.utahbabywatch.org; and
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- 64 c. Through a media advisory committee.
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66 **V Related Directive(s):**

67 None

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69 **VI Revision Log:**

70 December 2011: New policy.

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 Susan Ord, BWEIP Program Manager	12-9-11 Date
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