


1.A.6 Family Survey

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	Policy #:	1.A.6
	Distribution:	Public
	Date Policy Developed:	12/04/2011
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	Date OSEP Approved Policy:	6/26/2013
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	Date Policy Effective:	7/01/2013
	Responsible Authority	BWEIP Manager

II Purpose:

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

III Definition(s):

Annual Performance Report (APR):

The Annual Performance Report is the formal document completed by the BWEIP, required by and submitted to OSEP on an annual basis identifying the outcomes of the SPP targets.

Early Intervention Program (EI):

Early Intervention Program refers to the local program contracted with the Baby Watch Early Intervention Program (BWEIP) to provide services for of infants and toddlers with disabilities and their families.

Individuals with Disabilities Education Improvement Act (IDEIA)

The Individuals with Disabilities Education Improvement Act is the federal law set forth by the United States that governs how states and public agencies provide early intervention special education and related services to children with disabilities.

Office of Special Education Programs (OSEP):

The Office of Special Education Programs (OSEP) is the federal program dedicated to improving results for infants, toddlers, children, and youth with disabilities ages birth to twenty-two (22) by providing leadership and financial support to assist states and local districts, to include part C.

Part C:

Part C of IDEIA supports states in providing EI services for infants and toddlers with disabilities from birth to age three (3) and their families.

State Performance Plan (SPP):

A State Performance Plan is a formal document developed by the BWEIP outlining a six (6) year plan to evaluate the state's implementation of part C regulations and how the state will improve such implementation. The SPP shall include compliance indicators (of which targets are one-hundred percent (100%) and results indicators (of which targets have been established by the BWEIP).

Utah Department of Health, Baby Watch Early Intervention Program (BWEIP):

The Utah Department of Health, Baby Watch Early Intervention Program (BWEIP) has been designated by the governor as the lead agency with the single line of responsibility to carry out all the provisions of the part C program under IDEIA.

IV Principles and Procedure:**A. Part C Family Outcome Survey Data Collection:**

1. Each EI program will submit its plan to BWEIP annually for approval, which must contain a description of methods for:
 - a. Survey Promotion: (letters, newsletters and flyer reminder activities);
 - b. Distribution: (direct mail, hand deliver by providers or other);
 - c. Follow-up: (strategies to assist or encourage participation);
 - d. Collection (return mail, hand collect or other); and
 - e. Strengthening staffs understanding of the survey concepts and their incorporation during interactions with families.
2. Surveys will be distributed annually to all families that have an Individual Family Service Plan on a specified date.
3. EI programs will adjust survey activities according to the BWEIP weekly reports on the number of surveys returned.
4. EI programs will review and compare their survey results to the state SPP/APR targets and their past performance results.
5. State and/or local survey results will be publicly reported in the:
 - a. SPP/APR;
 - b. Respective EI program profiles posted on the BWEIP website, www.utahbabywatch.org; and
 - c. Through a media advisory.

V Authority:

34 CFR § 303.701: [State performance plans and data collections; and](#)
34 CFR § 303.702: [State use of targets and reporting.](#)

VI Related Directive(s):

None

VII Revision Log:

December 2011: **New** policy.

January 2013: **Revised** definitions, and **added** definitions of IDEIA, OSEP, Part C, and BWEIP.
Replaced acronym of EIP to EI throughout policy. **Added** new section V.

		<i>7-01-13</i>
Susan Ord, BWEIP Program Manager		Date