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| APR Checklist and Tips—Indicator C-5: Child Find (Birth to One) | " " |
|  | December 2022 |

Results Indicator: Percent of infants and toddlers birth to 1 with IFSPs. (20 U.S.C. 1416(a)(3)(B) and 1442)

For an overview of the indicator, including explanation of the measurement, please access the SPP/APR modules: [SPP/APR Basics, What you Need to Know](https://dasycenter.org/spp-apr-basics-what-you-need-to-know/). For more detailed information please access the current [FFY Part C SPP/APR Package](https://sites.ed.gov/idea/grantees/#SPP-APR,FFY20-25-SPP-APR-Package). The Measurement Table language is also included at the beginning of the indicator in the SPP/APR template/platform.

**What to Know About this Indicator**

* Indicator C-5 tracks child find in terms of the percentage of infants and toddlers birth to one who have active IFSPs
* This indicator is a results indicator and states set rigorous targets based on data analysis and stakeholder engagement.
* The measurement is calculated using the state’s 618 child count data report for children with IFSPs, birth to one.
* There are two places when states will need to provide explanations when reporting data. One is when the data used in the SPP/APR is different from the data reported in the 618 collection and the other is when slippage occurs.

Sampling is not allowed for this indicator.

General Tips

* Review and respond to information included in the sections “OSEP Response” and “Required Actions” from the previous year’s APR for this indicator. Include the state’s response in " Prior FFY Required Actions" section for the SPP/APR reporting platform.
* Ensure that all information is entered into the appropriate fields in the platform.
* Check that your numbers exactly match the OSEP pre-populated/auto-calculated numbers.

Exclude extraneous information that may cause confusion or create additional questions for the reader

1. Historical Data

| Were the following completed? | Yes | No | Notes |
| --- | --- | --- | --- |
| 1. Verified or changed baseline year (*Previous data pre-populated*) |  |  |  |
| 1. Verified or changed baseline data (*Previous data pre-populated*) |  |  |  |
| 1. Verified accuracy of previous 5 years of data (*Pre-populated*) |  |  |  |
| 1. Verified accuracy of historical targets (*Pre-populated*) |  |  |  |
| 1. Verified accuracy or changed targets for current FFY and future FFYs (*Pre-populated – End target for FFY 2025 must be higher than baseline data*) |  |  |  |
| 1. Described Stakeholder input on targets |  |  |  |

Tips (if baseline and/or targets changed)

* Change both the baseline year (FFY) and the baseline data in the “Historical Data” section. Baseline can be changed to reflect the current FFY or a prior FFY.
* Record the baseline data so it is consistent with the state’s data for that FFY as reported in the “Historical Data” section or in the ”Current FFY Data” section. Do not round up or round down the numbers (e.g., use 89.52% not 90%).
* Describe how stakeholders were involved in the decision to keep or change baseline and/or targets. Include the kind of information/data was shared to inform their input (e.g., trend data, improvements in data quality issues, state initiatives impacting the data). Include this information in the “Targets: Description of Stakeholder Input” section unless information specific to changing baseline and/or targets for this indicator is included in the “Introduction” and the stakeholder engagement information is checked to repeat for each indicator.
* Describe the justification/reason(s) for resetting baseline and/or targets in the “Targets: Description of Stakeholder Input” section unless information specific to changing baseline and/or targets for this indicator is included in the “Introduction” and the stakeholder engagement information is checked to repeat for each indicator. Reasons for changing baseline most frequently impact comparability of data across FFYs, such as changing eligibility criteria. Reasons for changing targets should reflect such things as improved data quality, change in baseline, initiatives or state priorities impacting indicator data.

See the following resources for more information on justifications for resetting baseline and targets:

* + [Target Setting Guide](https://dasycenter.org/target-setting-guide/)
  + [OSEP’s Universal TA for FFY 2020-2025](https://sites.ed.gov/idea/files/Universal-TA-for-FFY-2020-2025-SPP-APR.pdf)

[IDEA Part C SPP/APR User Guide](https://osep.communities.ed.gov/#program/spp-apr-resources)

2. FFY SPP/APR Data

| Were the following completed? | Yes | No | Notes |
| --- | --- | --- | --- |
| * 1. Verified accuracy of number of infants and toddlers birth to 3 with IFSPs from 618 settings date (i.e., EMAPS IDEA Part C Child Count and Settings Survey; Section A: Child Count and Settings by Age) (*Pre-populated*) |  |  |  |
| * 1. Verified accuracy of population data for infants and toddlers birth to 1 from data provided by OSEP annually (i.e., Annual State Resident Population Estimates for 6 Race Groups (5 Race Alone Groups and Two or More Races) by Age, Sex, and Hispanic Origin) (*Pre-populated*) |  |  |  |
| * 1. Verified accuracy of number of infants and toddlers birth to 1 with IFSPs (*Pre-populated*) |  |  |  |
| * 1. Verified accuracy of population of infants and toddlers birth to 1 (*Pre-populated*) |  |  |  |
| * 1. Verified accuracy of prior FFY data (*Pre-populated*) |  |  |  |
| * 1. Verified accuracy of current FFY target (*Pre-populated*) |  |  |  |
| 1. Verified accuracy of current FFY data (*Auto-calculated by dividing number of infants and toddlers birth to 1 with IFSPs by the population of infants and toddlers birth to 1*) |  |  |  |
| 1. Verified accuracy of status regarding meeting or not meeting target (*Auto-calculated by comparing current FFY data to current FFY target*) |  |  |  |
| 1. Verified accuracy of slippage statement (*Auto-calculated using OSEP’s definition of slippage - see* [*IDEA Part C SPP/APR User Guide*](https://osep.communities.ed.gov/#program/spp-apr-resources) *[page 25]*) |  |  |  |
| 1. Described reasons for slippage, if applicable |  |  |  |
| 1. Provided additional information about this indicator, if needed (e.g., responding to OSEP Response/Required Actions from prior year’s APR) |  |  |  |

Tips (if data is not consistent with 618 data, if changes to eligibility criteria are made, and if slippage occurred):

* Report data that are consistent with the state’s 618 data reported in Table 1 the previous April. If the data are not consistent, explain why in the “Additional Information” section of this indicator.
* Describe changes to the state’s eligibility definition (e.g., either more or less restrictive) in the “Additional Information” section of this indicator. If changes are made, baseline should be changed (see to #4 above in Tips (if baseline and/or targets have changed).

Consider factors that have impacted slippage (e.g., policies and procedures not clear, change in local leadership, personnel/workforce shortage, providers not understanding requirements and procedures, natural disaster) when describing reasons for slippage. For state examples, see [State Examples of Slippage](https://dasycenter.org/spp-apr-checklists-and-tips/SlippageExamples_Acc.pdf).

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