



## SPP/APR Submission Guidance

# Data Calculation—Indicator C1: Timely Services

October 2024

## Indicator

Percent of infants and toddlers with Individualized Family Service Plans (IFSPs) who receive the early intervention services on their IFSPs in a timely manner.

## Measurement

Percent =  $[(\# \text{ of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner}) \div (\text{total } \# \text{ of infants and toddlers with IFSPs})] \times 100$ .

Account for untimely receipt of services, including the reasons for delays.

## General Considerations

- The measure of timely service provision depends on how the state defines timely services:
  - A number of days (e.g., 30 days, 45 days) from parent consent, or
  - The start date for a new service on the child’s IFSP.
- The measure of timely service provision also depends on how the state defines when the parent consents to new IFSP services (e.g., date of signature or date the program receives consent).
- When defining timely services, states should note the differences in terminology between the Part C regulations on IFSP content and the measurement table options for defining timely services. Specifically, 34 CFR 303.344(f)(1) requires states to document on the IFSP the “projected date for the initiation of each early intervention service,” which must be as soon as possible after the parent consents to the service. In contrast, the measurement table for Indicator 1 requires the state to define their timeliness measure as either (1) a time period that runs from when the parent consents to IFSP services or (2) “the IFSP initiation date (established by the IFSP Team, including the parent).”
- For all new services for any child, the average number of days between the IFSP start and initial service dates is not an acceptable measure of timely services. Days must be counted separately for each service.

## Numerator and Denominator Guidance

The calculation must include all children who received one or more new services on their initial, 6-month review, and/or annual IFSP within the reporting period.

The **numerator** includes:

- Children with IFSPs who received each and every new early intervention service on their IFSPs in a timely manner.

Children with IFSPs who had a new service delayed due to exceptional family circumstances,<sup>1</sup> if the state chooses to include this data. If the state chooses to include this in the numerator, it must also be included in the denominator.

The **denominator** includes:

- All children with new services on their initial and subsequent IFSPs
  - Those who received each and every new service on their IFSPs in a timely manner
  - Those who had a new IFSP service delayed due to:
    - Program/provider reasons
    - Exceptional family circumstances (if including this data in the numerator)
  - Those who are still waiting for a new IFSP service to be provided, regardless of whether the delay is due to:
    - Program/provider reasons
    - Exceptional family circumstances (if including this data in the numerator) or
    - Delay reason has not yet been identified

## Data Source

- Statewide data system/database
  - All children in the database for the entire year
  - All children for a portion of the year (e.g., fourth quarter, August through December)

OR

- Monitoring
  - Selection of children from database or other source that the state used to monitor EIS programs and/or providers

## Data Points Needed for Calculation

States are allowed to select one of two methods to define timely services. Depending on the state's decision, the data points needed for calculation will vary as follows:

1. **The state's timely service definition is based on a time period that runs from when the parent consents to a new IFSP service**
  - Date when the parent consents to a new IFSP service
  - Date when a new service is first provided
  - Date when a new service must be initiated to be timely (e.g., 30 days from parent consent on the IFSP)
  - Reason for delay

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<sup>1</sup> Exceptional family circumstances are those that prevent the family from being available for a screening (if applicable), an evaluation and assessment, or an initial IFSP meeting (34 CFR 303.310(b)) related to the 45-day timeline requirement. Similarly, such circumstances may prevent the family from being available for service provision, the transition conference, IFSP reviews, annual IFSP meetings, etc. Family or child illness, family scheduling conflicts, and numerous unsuccessful attempts to contact the family are some examples of exceptional family circumstances.

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**2. The state’s timely service definition is based on the IFSP initiation date (established by the IFSP team, including the parent)**

- Date when a new service is first provided after the parent consents to IFSP service
- Date when service must be provided to be timely (i.e., IFSP service initiation date)
- Reason for delay

## Example Calculation

1,500 children for whom each and every new IFSP service was provided in a timely manner +  
35 children for whom a new IFSP service was delayed due to exceptional family circumstances

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1,500 children for whom each and every new IFSP service was provided in a timely manner +  
35 children for whom a new IFSP service was delayed due to exceptional family circumstances +  
69 children for whom a new IFSP service was provided late due to program and provider reasons +  
6 children for whom a new IFSP service was not yet provided due to program or provider reasons or an  
exceptional family circumstance, or for whom the delay reason has not yet been determined

OR

$(1,500 + 35) / (1,500 + 35 + 69 + 6) = 0.95 \times 100 = 95\%$  of children received new IFSP services in a  
timely manner

This data calculation document is one in a series of documents available at: <https://dasycenter.org/spp-apr-checklists-and-tips/>

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### About Us

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