



SPP/APR Submission Guidance

Data Calculation—Indicator C7: 45-Day Timeline

October 2024

Indicator

Percent of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.

Measurement

Percent = [(# of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline) divided by the (# of eligible infants and toddlers evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] multiplied by 100.

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

Numerator and Denominator Guidance

States can choose whether to include children whose IFSPs were delayed (and were not timely) due to exceptional family circumstances in the numerator and denominator.

The **numerator** includes:

- Children with IFSPs whose initial IFSP meeting was within 45 days of referral
- Children with IFSPs whose initial IFSP meeting was delayed beyond 45 days due to exceptional family circumstances,¹ if the state chooses to include this data

The **denominator** includes:

- Children who were referred and found eligible and therefore required to have an initial IFSP meeting within 45 days of referral including:
 - Those who had a timely initial IFSP meeting
 - Those who had an initial IFSP meeting that was delayed due to:
 - Program/provider reasons
 - Exceptional family circumstances (if included in the numerator)
 - Those who are still waiting for an initial IFSP meeting, 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

¹ 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.

Data Source

- Statewide data system/database
 - All children 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

- Referral date (e.g., date the state or program receives the referral, whichever is first)
- 45-day timeline date (i.e., 45 days following date of referral)
- Eligibility determination (e.g., yes/no)
- Date of initial meeting to develop an IFSP
- Whether the initial IFSP meeting occurred on or before the 45-day timeline date (e.g., yes/no)
- Reason for delay

Example Calculation

2,300 children with IFSPs who had a timely initial IFSP meeting

2,300 children with IFSPs who had a timely initial IFSP meeting +

45 children whose initial IFSP meeting was provided late due to program and provider reasons +

5 children still waiting for an initial IFSP meeting due to program and provider reasons

OR

$2,300 / (2,300 + 45 + 5) = 0.979 \times 100 = 97.9\%$ of children had an initial IFSP meeting within the 45-day timeline (exceptional family circumstances not included)

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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