

**ANNOUNCEMENT: EI-12 #07**

**Effective Date: 10/26/2012**

**SUBJECT: Collecting and Reporting Child Outcome Data in Infant/Toddler and  
Preschool Early Intervention Programs**

**TO: Infant/Toddler and Preschool Early Intervention Leadership**

**FROM: Barbara G. Minzenberg, Ph.D.**  
*Barbara G. Minzenberg, Ph.D.*  
**Deputy Secretary, Office of Child Development & Early Learning**

**PURPOSE:**

The purpose of this announcement is to provide updated guidance on the process for collecting and reporting child outcomes for children participating in Infant/Toddler and Preschool Early Intervention Programs. This process allows Pennsylvania's EI Program to meet the reporting requirements established by the U.S. Department of Education, Office of Special Education Programs (OSEP) under the Individuals with Disabilities Education Act (IDEA) Sections 616(b)(1)(A) and 642 and subsequent regulations at 34 CFR §300.601 (Part B) and 34 CFR §303.701(Part C). As of July 1, 2012, the following Announcements will be obsolete: ELS-EI-06 #02, ELS-EI-06 #05, EI-07 #09, EI-08 #12, EI-09 #04, and EI-09#18.

**BACKGROUND:**

Pennsylvania's Infant/Toddler and Preschool EI Programs have been collecting and reporting child outcome data since FY 2006-07. Since that time, the aggregate data on child outcomes has been used to:

- Demonstrate the high quality of Pennsylvania's EI Program at both a statewide and national level;
- Meet OSEP child outcomes reporting requirements related to program accountability;
- Ensure the effectiveness of local EI Programs;
- Provide families with information on their child's progress while in Early Intervention; and
- Provide IFSP/IEP team members with information to enhance intervention strategies.

Since 2006-2007, Early Intervention leadership has helped the Bureau of Early Intervention Services (BEIS) refine the process for collecting and reporting child outcome data to make reporting more responsive to local program needs.

## **DISCUSSION:**

### **Measuring Child Outcomes**

Pennsylvania's requirements for measuring child outcome data have not changed since its implementation in 2006 and continue to guide local procedures for child outcome reporting. These requirements include:

- The progress of all children shall be measured on the following three outcome indicators even if the outcome indicator is not an area of concern for the child:
  - Positive Social Emotional Skills (including social relationships);
  - Acquisition and Use of Knowledge and Skills (including early language/communication for all children and early literacy for Preschoolers); and
  - Use of Appropriate Behaviors to Meet Needs.
- All infants, toddlers, and preschoolers who are determined eligible for the EI Program shall have child outcome data collected at their entry to and exit from the EI Program. Those children who participate only in the Infant/Toddler Early Intervention tracking program will not be included in the measurement of child outcomes.
- Infant/Toddler and Preschool EI Programs shall report both entry and/or exit child outcome data into the BEIS information management system to ensure accurate, reliable data entry and reporting.
- The assessment of a child's progress in the three outcome areas is not related to the initial or ongoing determination of the child's eligibility for the EI Program. A child may be eligible for the EI Program and be at age-appropriate levels when measuring any one of the three child outcome indicators.

### **Process and Timelines for Data Collection and Reporting**

Infant/Toddler and Preschool EI Programs shall develop procedures for collecting and reporting child outcome data. Infant/Toddler and Preschool EI Programs shall ensure the following components are included in their local procedures:

- One IFSP/IEP team member shall be assigned the responsibility for collecting the child's entry and/or exit data. The designated team member shall coordinate the collection of child outcome data with the family and other team members. The collection of child outcome data shall be integrated into the normal service delivery activities and discussions.
- Each child's entry and/or exit ratings shall be based on information collected using an authentic assessment tool; selected by the local Infant/Toddler and Preschool Early Intervention Programs and aligned with the Pennsylvania Early Learning Standards. An authentic assessment tool relies on natural observations of a child's functional skills and abilities with familiar adults in everyday settings and routines.

- Entry data shall be gathered on all children found eligible for the EI Program and reported in the BEIS information management system within 60 calendar days of the development of the child's IFSP/IEP.
- Exit data shall be gathered for those children who have received at least 6 months of consecutive EI services prior to exiting and who are leaving the EI Program for one of the following reasons:
  - No longer eligible for EI because the child no longer meets eligibility criteria;
  - Anticipated move out-of-state;
  - Parent withdrawal of their child from the EI Program;
  - Transition from the Infant/Toddler EI Program at age three years; or
  - Transition from the Preschool EI Program to Kindergarten.
- Exit data shall be collected and reported in the BEIS information management system within 60 calendar days prior to the child's anticipated exit from the Infant/Toddler or Preschool EI Program.
- For the child who stays in the Preschool EI Program past the typical transition to Kindergarten, exit data shall be collected within the 60 days prior to the child's sixth birthday even if the child remains in the EI Program beyond that age.
- Infant/Toddler and Preschool EI Programs shall coordinate the collection of child outcome data for those children who are transitioning at age 3 years. Exit data from the Infant/Toddler EI Program shall be used as entry data for the Preschool EI Program if the data was gathered within six (6) months of the child's entry in the Preschool EI Program.

### **NEXT STEPS:**

1. Infant/Toddler and Preschool EI Programs shall review existing policies and procedures to assure that they are consistent with this Announcement and shall take steps to assure that they are in compliance.
2. Infant/Toddler and Preschool EI Programs shall ensure that all staff and providers review the information included in this Announcement and the revised local procedures. Updated training resources related to the collection of child outcome data, rating child outcomes, frequently asked questions, and data process guides can be found on the HCSIS Learning Management System (<https://www.hcsis.state.pa.us/hcsis-ssd/>).

**Comment and questions should be directed to the Office of Child Development and Early Learning, Bureau of Early Intervention Services at 717-346-9320 or [ra-ocdintervention@pa.gov](mailto:ra-ocdintervention@pa.gov).**