Wisconsin Birth to 3 Program Guide to SAS

WISCONSIN DEPARTMENT *of* **HEALTH SERVICES**

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Basics of the Birth to 3 Program SAS

1.1 Introduction

SAS Institute is the vendor for the Wisconsin Department of Health Services (DHS) Enterprise Data Warehouse/Data Analytics and Reporting (EDW/DAR) Solution commonly just referred to as SAS. SAS provides county Birth to 3 Programs access to local program data on an ongoing basis and includes only those fields included in the statewide database (Program Participation System [PPS]). Birth to 3 Program data is transferred from the statewide database to SAS every Sunday evening.

1.2 Getting access to SAS

1. Contact the county Birth to 3 Program coordinator or administrator to request access to SAS. County Birth to 3 Program leadership determines who will have access to Birth to 3 Program reports in SAS.
2. The county Birth to 3 Program coordinator or administrator will require a signed User Agreement For System Access form (F-00044) available on the Wisconsin Birth to 3 Program forms website. Once the form is received the county Birth to 3 Program coordinator or administrator will request access for the user by contacting the Bureau of Children's Services Technical Assistance Center (BCS TAC) inbox at DHSBCSTAC@dhs.wisconsin.gov.
   - Include in the email:
     - New user's name
     - New user's email address
     - Statement consenting to this person having access to SAS

1.3 Logging on

1.3.1 Where to access SAS

Web address: https://prod.widhs.cloudanalytics.sas.com/SASDrive/
1. Click "Use your corporate credentials"
2. Enter work email address and click "Next**"**
3. Enter username and password and click "Sign in"

NOTE: The username and passwords are the same used to log into the ForwardHealth Portal.

NOTE: When SAS opens it will be on the "SAS Drive" page.
4. Click on the three white lines in the upper left corner of the blue bar. Choose "Develop SAS Code," (SAS Studio).

1.3.2 Troubleshooting

1.3.2.1 Resetting a password

1. Go to: www.forwardhealth.wi.gov
2. Click the Login link in the upper right-hand corner.
3. Click "Forgot Your Password?" in the middle of the page.
4. Follow the prompts to reset a password.

1.3.2.2 Other issues with SAS

SAS WI DHS Helpdesk: widhs-helpdesk@sas.com
Inquiries to the SAS Help Desk may be related to:
- Login issues
- Verifying which URL (website link) to use
- Password resets
- Error messages
- Finding reports

BCS Technical Assistance Center (TAC) Inbox: DHSBCSTAC@dhs.wisconsin.gov
Inquiries to the TAC Inbox may be related to:
- Running reports
- Understanding reports
- Creating new reports

1.3.2.3 Definitions of terms used in this guide

- **Data tab**—Tab seen when running a report, includes directions for running the report and data fields to enter when requested.
- **External user**—non-DHS staff, county SAS users
- **File**—The file in PPS that has the data on a child while they participated in the program (from referral to close). A child may have multiple files in PPS.
- **File name**—The name of the report being run in SAS
- **Folder**—Location in SAS where documents (e.g., reports that have been run) are stored by a user.
- **Individualized family service plan (IFSP)** — the plan developed with the family that outlines the child's current abilities and needs, the outcomes for the team to work toward and the services offered to support meeting those outcomes. It is updated every six months.
- **Information tab**—Tab seen when running a report, includes properties of the report such as name and description.
- **Master Client Index (MCI)**—a number given to a child in PPS from an application that is used to identify a person in different programs across the state.
- **Opt out**—Process in which a family may choose to "opt out of LEA Notification" so no information about the child is given to the local education agency (LEA) through LEA Notification, Transition Planning Conference or Referral to the LEA.

- **Output**—The resulting report that is made when a prebuilt report is run, a completed report.
- **Output tab**—Tab seen when running a report, includes where to save the report once it is run and the name of the report.
- **Output location**—Field on the output tab where user chooses where to save a report being run, indicates where to find the resulting report.
- **Pane**—Section of the screen that is separated from other sections like a window with separate panes, may also think of them as columns or navigation bars on the screen.
- **Record**—Refers to the files in PPS that are all under the same child. A child may have multiple files in one record. A child should not have multiple records in PPS.
- **Report**—Has multiple meanings:
    1. The prebuilt report—report provided by DHS to run
    2. The result of running a prebuilt report, the data pulled for the county to review.

1.4 SAS folders

Each SAS user will have access to the following folders:

- SAS Studio/SAS Content/External/DAR/Birth to 3
  Where the following prebuilt reports are found:
  - Indicator 3
  - Indicator 7
  - October 1 Child Count
  - Unknown Status

- SAS Studio/SAS Content/External/DAR/Birth to 3/Additional Reports
  Where the following prebuilt reports are found:
  - Indicator 1
  - Indicator 8A
  - Indicator 8B
  - Indicator 8C
  - IFSP without Services Listed
  - Services with No Start Date
  - LEA Timelines
  - Referral
  - Demographics
  - Enrolled Children
  - IFSP Updates Due

- SAS Studio/SAS Content/Users/(User's email)/My Folder
  Where reports the SAS user ran are saved

1.5 Finding a SAS report

1. From the SAS Studio/Develop SAS Code page of SAS, verify the second little icon in the far left column is highlighted (Explorer).
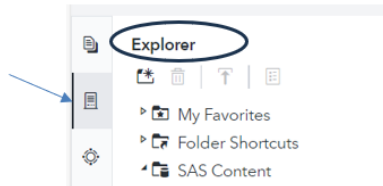
2. Scroll to SAS Content.
3. Open it up by clicking on the arrow preceding it.
4. Find "External" and click on the arrow preceding it.
5. Scroll down to Birth to 3.
   Some reports are here and are run from this folder.
6. Click the arrow preceding it.
7. Find "Additional Reports" and click the arrow preceding it to open.
   Some reports are here and are run from this folder.

1.6 Running a SAS prebuilt report

NOTE: To complete the steps to run a report users will be asked to move between tabs; moving from tab to tab does not erase/delete what was entered on a different tab.

1.6.1 To run a report

1. Double click on the name of the report.
   - The report will open on the right side of the screen.
2. Read the instructions on the "Data" tab.
   - If applicable, enter the prompted information (usually a date range).
   - Note: Use the scroll bar on the right to get to the fields.
   - Click on the calendar icon for the first field (From) in the range

DATA   OUTPUT   INFORMATION

BCS On Demand B-3 Program Child Find Data Report

1) Select Initial IFSP Date Range

2) In the OUTPUT tab select the file path to the folder to export the results

3) Enter a file name for the exported results

4) Click "Run" on the top left

∨ INITIAL IFSP DATES

Select Initial IFSP Date Range:

From: *   To: *

Select a date   📅   Select a dat
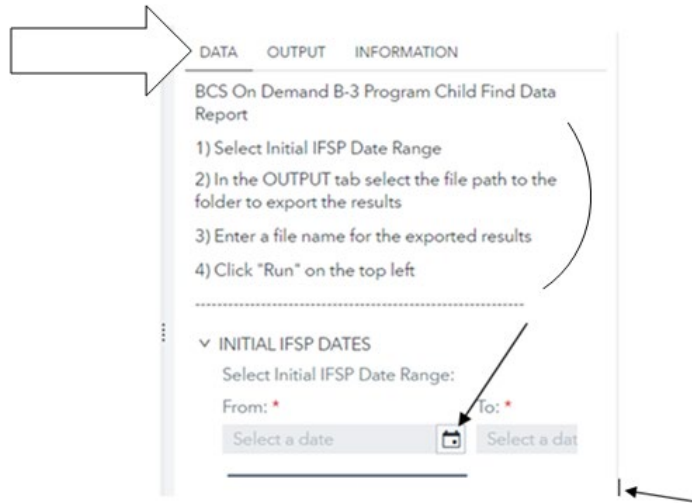
o   Change the year by clicking the year box (top right) and choosing the year wanted.
o   Change the month by clicking the month box (top left) and choosing the month wanted.
o   Choose the day of the month to use (see blue arrow).
o   Click "Ok."

	Su	Mo	Tu	We	Th	Fr	Sa
48	26	27	28	29	30	1	2
49	3	4	5	6	7	8	9
50	10	11	12	13	14	15	16
51	17	18	19	20	21	22	23
52	24	25	26	27	28	29	30
1	31	1	2	3	4	5	6

Today

OK   Cancel
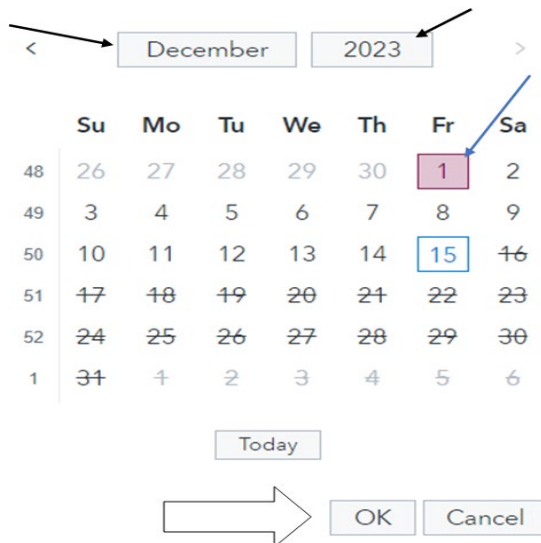
o   Repeat steps above for the second date in the range

NOTE: To enter the second date in the range (To), use of the scroll bar on the bottom may be needed.

∨ INITIAL IFSP DATES

ate Range:

        To: *

        📅   Select a date   📅

1. Click the "OUTPUT" tab.
2. Click the folder icon at the end of the field.
3. Select output location (where you want to save the report).
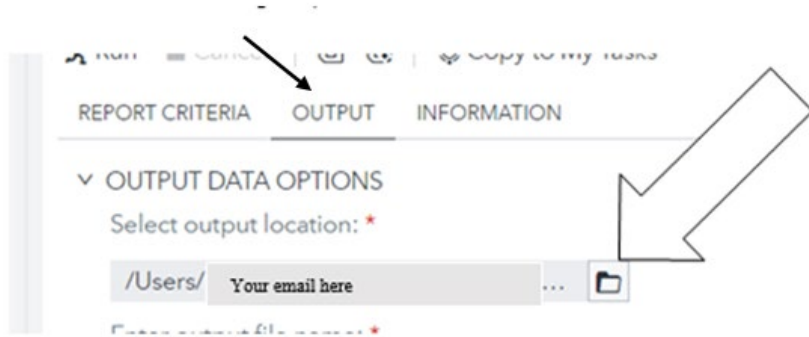
A new box will open to choose the folder to save the report in.
Choose where to save the report:
1. Scroll down using the scroll bar on the right side.
2. Find the SAS user's email address under "Users."
3. Highlight My Folder.
4. Click blue OK button.
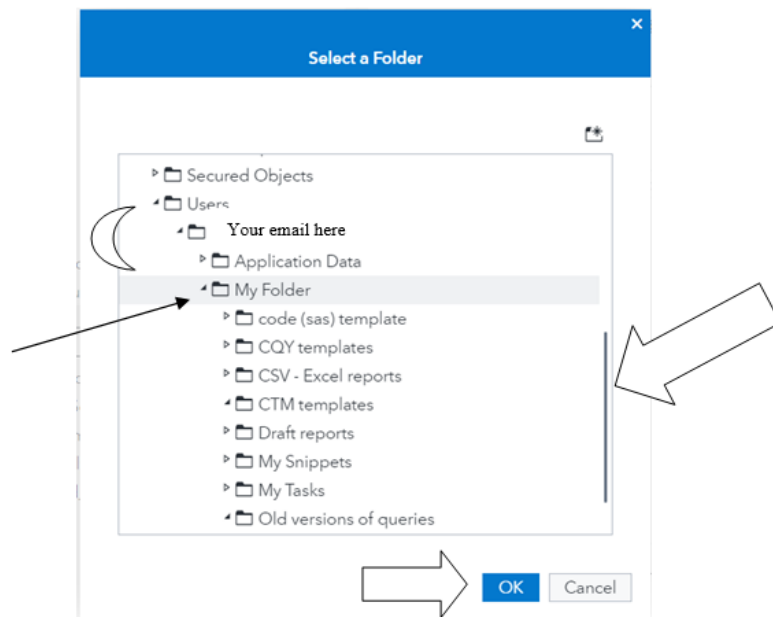
On the Output tab, the name on the report being run can be changed. **Note:** This step is not required.
1. Click in the "File Name" box and change the name of the report.
2. Click outside the "File Name" box.
3. Go back to the Data tab for further instructions.

4. Click the "Run" button in the upper left corner of the window, above "DATA" tab.
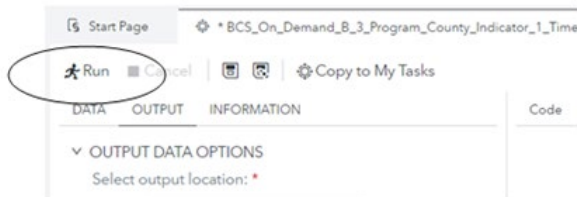
Once the report has run two things will be seen:

- The following symbol in front of the name of the report that was run (.ctk tab)

- **And** one of the following windows indicating a) the report is completed – see Results and/or Output Data or b) the output location of the Excel report:
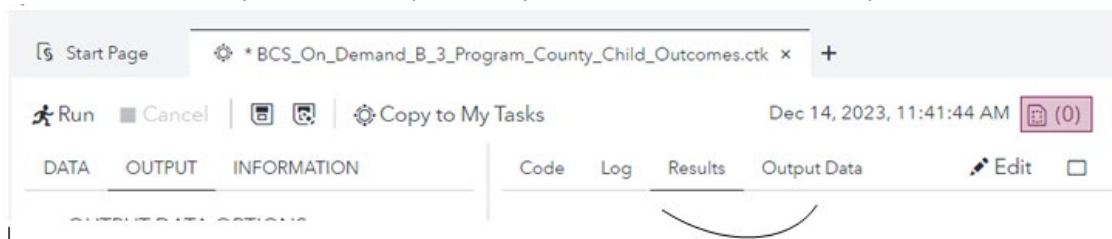
Or
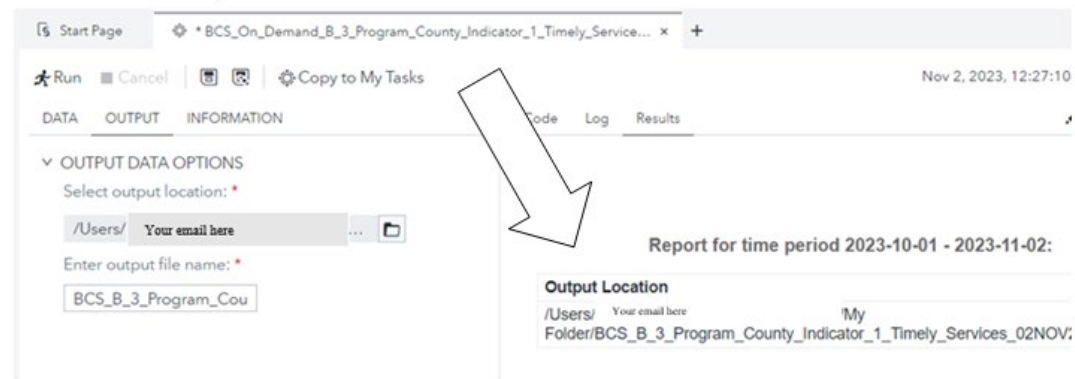
1.6.2 To open and save the report to SAS user's computer

Note: Most reports that are run will be saved in "My Folder." The reports will appear in alphabetical order by name. Each report will have a date at the end of it (DD/MMM/YYYY)—see orange rectangle in screenshot below.

Note: If the same report is run multiple times on the same date, the newly run report will replace the previously run report. The name of the report via the Output tab can be changed prior to running it in order to keep both versions. (See instructions on page 8.)

1. Scroll down within SAS Content to Users.
2. Click the arrow preceding it.
3. Click the arrow preceding user's email.
4. Find "My Folder" and click the arrow preceding it.
5. Find the report ran by its name; it ends with ".xlsx."
6. Right click on the report name.
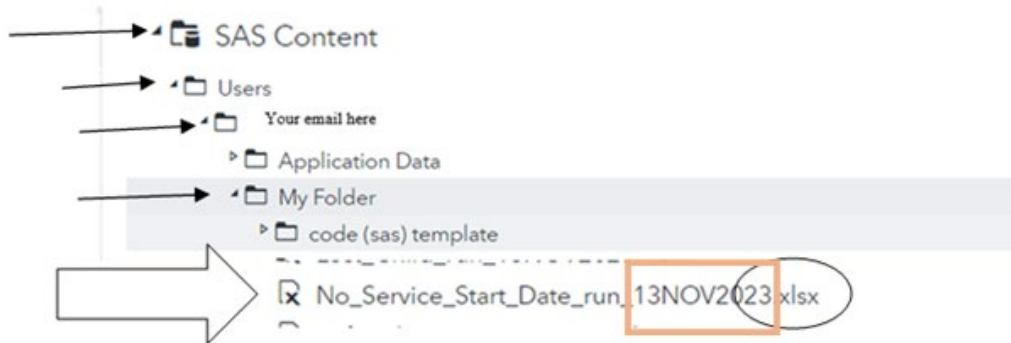
7. Choose"Download file."
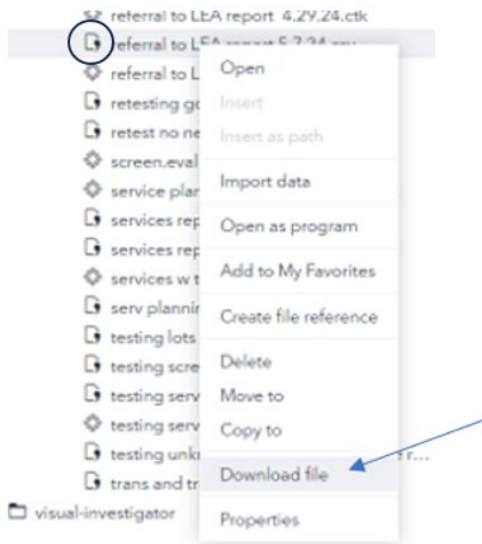
8. Find the downloaded report on user's computer and open it.
   Note: Downloads may show up as a tab at the bottom left of the screen, in a box in the upper right, etc.
   Note: It opens as an Excel document. It can now be saved to user's computer.

1.6.3 To close the report in SAS

Close the CTK tab:
1. Find the tab for the report ran and want to close.
2. Click on the X on the right side of the tab.
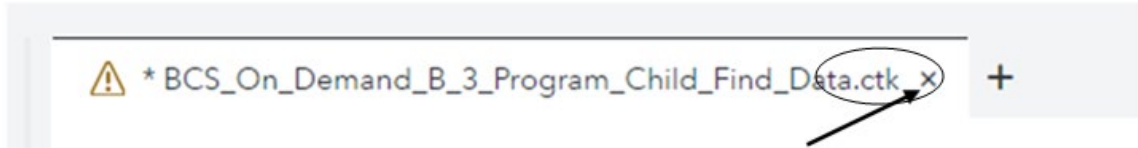
3. Another box opens.
4. Click "Don't Save" button.
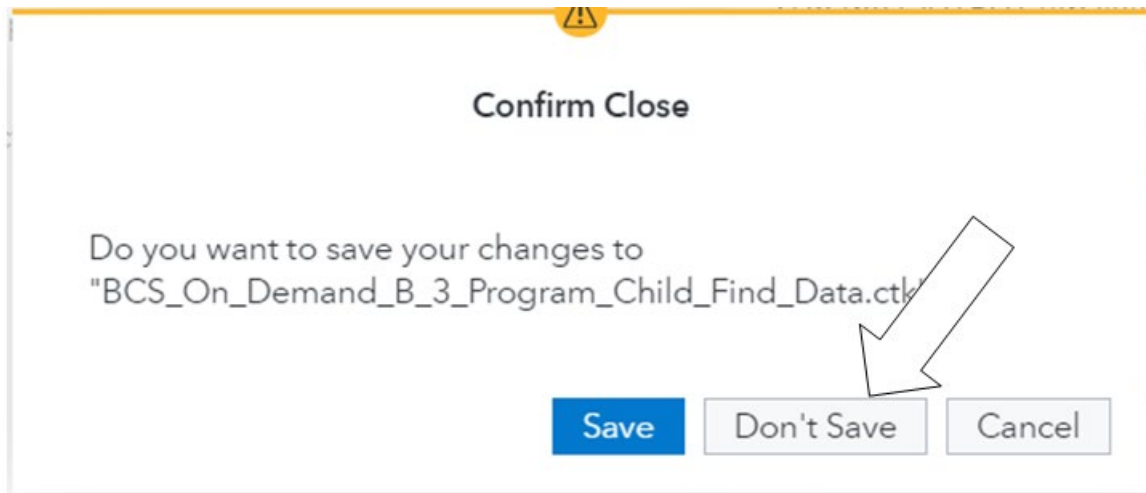
1.7 Cleaning up user's folders in SAS

1.7.1 To delete reports already run and no longer needed

1. Go to "My Folder."
2. Click the arrow in front of it.
3. Scroll down to find list of reports run, all ending in .xlsx.
   (Usually SAS Content/Users/(users email)/My Folder)

4. Highlight the report(s) to delete by clicking on it
   NOTE: To delete more than one report at a time, highlight on one report, hold the "shift key" down and highlight another report, all reports between the two will now be highlighted.

5. Right click on the highlighted report(s), choose "Delete."
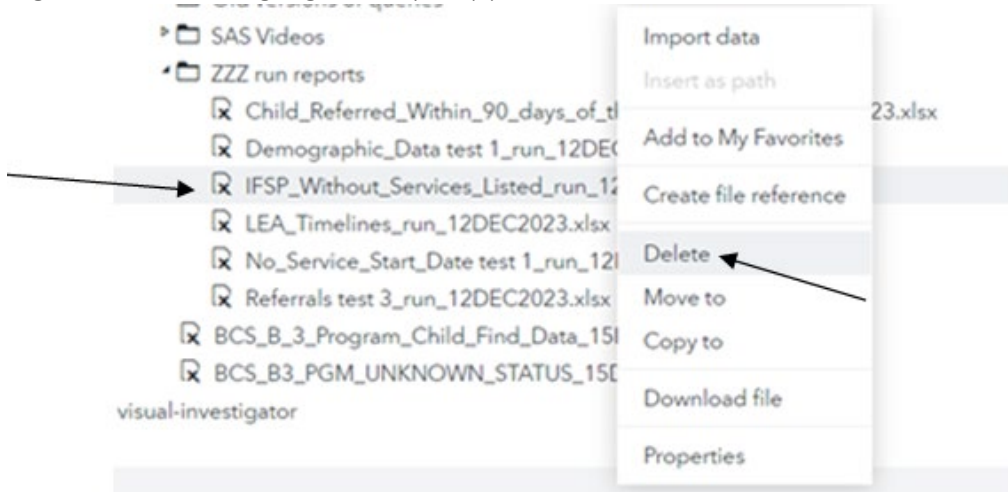
6. Another box will open; verify desire to delete the report(s) by clicking the "Delete" button.
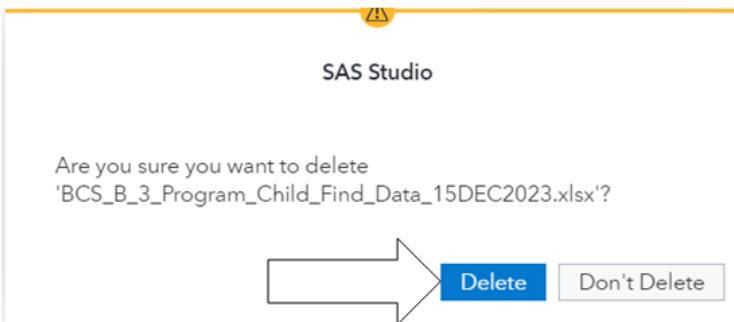
1.7.2 To add more folders under "My Folder"

1. Highlight "My Folder."
2. Right click on it and choose "New folder."
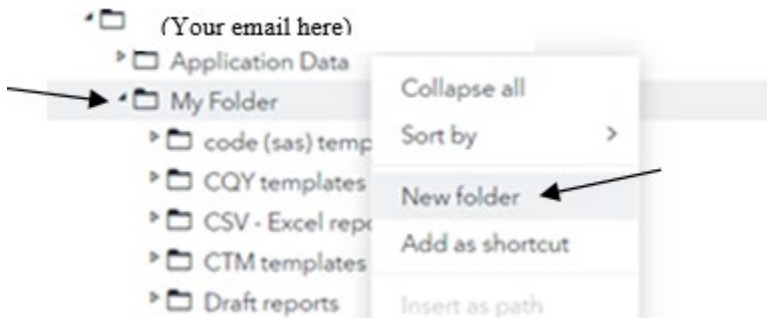
3. Another box will open; enter the name for the new folder in the "Name" field.

4. Click blue "OK" button in bottom right corner
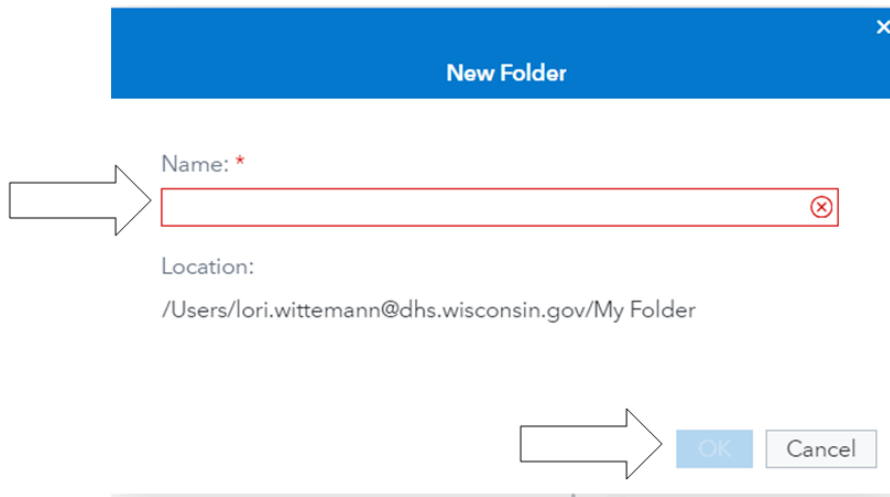
The new folder will be under "My Folder"
Note: New folders are listed in alphabetical order.

Birth to 3 Program SAS Prebuilt Reports

Note: All Birth to 3 Program reports in SAS begin with "BCS_On_Demand_B_3_Program…"

2.1 County Indicator 1: Timely Services

2.1.1 Overview of report

This report is used by county Birth to 3 Program staff to monitor compliance with timely services being provided to children in the program as identified on the IFSP. The report includes children with services starting during the specified time period and "no new service" children.

- Prompted date fields:
  - Service Start Full Date (Start): enter starting date as MM/DD/YYYY
  - Service Start Full Date (End): enter ending date as MM/DD/YYYY
- Definitions:
  - Compliant exception reason: exception reasons including family, extreme weather, IFSP team decision
  - Noncompliant exception reason: exception reason of "system"
  - Timely: started within 30 days of the initial IFSP date
  - "No New Service" child: a child who has been receiving services, prior to the specified time period and is still enrolled in the Birth to 3 Program.

2.1.2 Report tab descriptions

Note: Any tab title with "services" will list all the services for each child.
Note: All tabs are sorted by child's last name.

- Ind 1. All Children (Tab 1): List of all children in the data; includes children who had services start timely and children that had services start prior to the time period and are still enrolled.
- Ind 1. Compliant Services (Tab 2): List of services that started timely and were late due to a compliant exception reason. Multiple services may be listed for each child.
- Ind 1. All Children Compliant (Tab 3): List of children that had **all services** start timely, were late due to a compliant exception reason or are "no new service."
- Ind 1. Noncompliant Services (Tab 4): List of services that started late due to a noncompliant exception reason. Multiple services may be listed for each child.
- Ind 1. All Late Services (Tab 5): List of services late due to any exception reason including compliant and non-compliant.
- Ind 1. Late Compliant Services (Tab 6): List of services that started timely or were late due to compliant exception reasons. Multiple services may be listed for each child.

- Ind 1. Timely Services (Tab 7): List of services that started timely. Multiple services may be listed for each child.

2.1.3 Application of report

- To calculate the percentage of timely services compliance:

$$\frac{\text{Total from All Children Compliant (Tab 3)}}{\text{Total from All Children (Tab 1)}} = \text{percent compliance}$$

- To verify data entry of service start dates and appropriate exception reason use including that corresponding PPS file documentation matches the identified exception reason.
- To assess use of exception reasons, including type and frequency, to inform practice improvement.

2.2 County Indicator 3: Child Outcomes

2.2.1 Overview of report

This report provides child outcome rating data that can be used to assess the impact of program services on children served. It is used independently and in conjunction with the Analytic Calculator to verify data entry, identify trends and determine impact of the program on children's development. This report provides child outcome data for all children that left the program within a specified time period.

- Prompted date fields:
  o Program Close Full Date (Start): enter starting date as MM/DD/YYYY
  o Program Close Full Date (End): enter ending date as MM/DD/YYYY
- Definitions:
  - Data codes:
    - NR = not recorded, program did not enter a child outcome rating
    - N = no, program answered 'No' to the progress question
    - A= NA, program answered 'NA' to the progress question
    - U= unknown, program did not answer the progress question
  - Analytic Calculator: Tool used to identify errors, result percentages and trends of the child outcome data entered into it.

2.2.1 Report tab descriptions

Note: Each tab is sorted by child's last name.

- Filtered Outcome List (Tab 1): Lists children and their child outcome rating data that meet the requirements to be federally reported in the APR for Indicator 3 data.
- Filtered Outcome List - Calculator (Tab2): This tab provides the data to enter into the Analytic Calculator; includes list of children from the 'Filtered Outcome List' tab without providing name and date of birth.
- All Candidate List - By Name (Tab 3): Lists all children with closing date in the specified time period.

- Filtered Outcome List - Code Error (Tab 4): List of children with 8/NA or blank fields entered into PPS for child outcome rating data.
- Filtered Outcome List - Imp Co (impossible combinations, Tab 5): List of children in which the entry and exit child outcome rating and progress field do not make sense, thus an impossible combination. (For more information on impossible combinations, see page 3 of Summary of Rules.)
- Negative Days Error (Tab 6): List of children where, in PPS, the initial IFSP date for the file in this data is prior to the previous file close date. Only applicable if the child has multiple files in PPS for the same county.
- All Candidate list - Poss Dup (possible duplicates, Tab 7): List of all children in the data by MCI ID for the specific county program. If a child is listed two or more times and has a 2 or greater in the "error count" column, there are duplicate records for the child in PPS for the specific county program.

2.2.2 Application of report

- To review child outcome data for completeness and accuracy.
- To insert into the analytic calculator for analysis of the impact the program is making on children served, trends in data, etc.

2.3 County Indicator 7: IFSP

2.3.1 Overview of report

- This report is used by county Birth to 3 Program staff to monitor their compliance for timely IFSPs. This report includes all children with initial IFSPs within the specified time period.
- Prompted date fields:
  o Initial IFSP Full Date (start): enter starting date as MM/DD/YYYY
  o Initial IFSP Full Date (end): enter ending date as MM/DD/YYYY
- Definitions
  o Timely: Held within 45 days of the initial contact date
  o Compliant exception reason: exception reasons including family or extreme weather
  o Noncompliant exception reason: exception reason of "system"

2.3.2 Report tab descriptions:

Note: All tabs are sorted by child's last name.
- IFSP Occurred (Tab 1): List of all children with initial IFSPs that occurred in the specified time period.
- IFSP Compliant (Tab 2): List of children with initial IFSPs that were held timely or were late due to a compliant exception reason.
- IFSP noncompliant (Tab 3): List of children whose initial IFSPs were late due to noncompliant exception reason.
- IFSP All Late (Tab 4): List of children whose initial IFSPs were late due to any exception reason.

- IFSP Late Compliant (Tab 5): List of children whose initial IFSPs were late due to a complaint reason.

2.3.3 Application of report

- To calculate the percentage of timely IFSP compliance:

  $$\frac{\text{Total from IFSP Compliant (Tab 2)}}{\text{Total from IFSP Occurred (Tab 1)}} = \text{percent compliance}$$

- To verify data entry of initial IFSP dates and appropriate exception reason use including that corresponding PPS file documentation matches the identified exception reason.
- To assess use of exception reasons, including type and frequency, to inform practice improvement.
- To identify the number of initial IFSPs being completed in a specified time period.
- To assess the number of children referred that have been enrolled.

2.4 County Indicator 8A: Transition Steps

2.4.1 Overview of report

- This report is used by county Birth to 3 Program staff to monitor compliance with timely IFSP transition steps documented on the IFSP. This report provides data regarding timely IFSP transition plan/steps provided to children that have close dates during a specified time period.
- Prompted Date fields
  o Program Close Full Date (Start): enter starting date as MM/DD/YYYY
  o Program Close Full Date (End): enter ending date as MM/DD/YYYY
- Definitions
  o Transition timeline: activities to occur when child is between 2 years, 3 months and 2 years, 9 months of age
  o Timely: occurred within the transition timeline
  o Late: occurred with 90 days of child turning three
  o Compliant exception reason: exception reason of family
  o Noncompliant exception reason: exception reason of system

2.4.2 Report tab descriptions

Note: All tabs are sorted by child's last name.
- Ind.8A-All Children (Tab 1): List of children 2 years, 3 months of age or older.
- Ind.8A-Timely (Tab 2): List of children with transition steps that were held timely.
- Ind.8A-Late, Compliant (Tab 3): List of children with transition steps that occurred late with a compliant exception reason.
- Ind.8A-No, Compliant (Tab 4): List of children that did not have transition steps documented on the IFSP with a compliant exception reason.

- Ind.8A-Total compliant (Tab 5): List of children in which the IFSP transition plan was timely, late with a compliant exception reason, or did not occur with a compliant exception reason.
- Ind.8A-Late, Non-Compliant (Tab 6): List of children with transition steps that occurred late with a non-compliant exception reason.
- Ind.8A-No, Non-Compliant (Tab 7): List of children that did not have transition steps documented on the IFSP with a non-compliant exception reason.
- Ind.8A-Total Non-Compliant (Tab 8): List of children with transition steps that occurred late or did not occur with non-compliant exception reason.
- Ind.8A-Error (Tab 9): List of children who are missing documentation in PPS of transition steps. This tab should be empty.
- Eligible less than 90 days (Tab 10): List of children determined eligible for the Birth to 3 Program within 90 days of turning three.

2.4.3 Application of report

- To calculate the percentage of timely IFSP transition steps

  Count from <u>Total Compliant (Tab 5)</u>   =   percent compliance
  Count from Total All Children (Tab 1)
- To verify data entry of IFSP transition plan/steps dates and appropriate exception reason use including that corresponding PPS file documentation matches the identified exception reason.
- To assess use of exception reasons, including type and frequency, to inform practice improvement.

  Note: Exceptional family reason for Indicator 8A is only allowable in the circumstances listed below:
  o Agency lost contact with family prior to an opportunity to schedule an IFSP update to develop the transition plan and closed the file.
  o Family moved out of the county and notified Birth to 3 Program after the move.
  o Child was referred to the Birth to 3 Program within 90 days of turning 3 years old.
  o Initial IFSP was timely and occurred within 90 days of the child turning 3 years old.
  o Initial IFSP was late due to a compliant exception reason and occurred within 90 days of the child turning 3 years old.

2.5 County Indicator 8B: Referral to LEA

2.5.1 Overview of report

This report is used by county Birth to 3 Program staff to monitor compliance with referrals to the LEA. It includes data on various transition activities. The report pulls children with one of the first four closing reasons, "turned 3, referred to LEA…." or close reason, Child turned 3, not referred to LEA as not believed to be eligible. The child must have an initial IFSP to be in this data. The program close date must be greater than or equal to 27 months after a child is born and the initial IFSP date must be greater than or equal to 90 days from the child's third birthday.

- Prompted Date fields

- o Program Close Full Date (Start): enter starting date as MM/DD/YYYY
- o Program Close Full Date (End): enter ending date as MM/DD/YYYY
- Definitions
  - o LEA: local education agency or school district
  - o Transition timeline: activities to occur when child is between 2 years, 3 months and 2 years, 9 months of age
  - o Timely: occurred within the transition timeline
  - o Late: occurred with 90 days of child turning three
  - o Compliant exception reason: exception reasons including any family reasons
  - o Noncompliant exception reason: exception reasons including system reasons impacted by the Birth to 3 Program or LEA

2.5.2 Report tab descriptions

Note: All tabs are sorted by child's last name.
- Ind.8B-All Children (Tab 1): List of children 2 years, 3 months of age or older referred to the LEA. Includes the number of days prior to third birthday the referral to the LEA was sent.
- Ind.8B-Timely (Tab 2): List of children with timely LEA referrals.
- Ind.8B-Late, Compliant (Tab 3): List of children with referrals to the LEA that occurred late with a compliant exception reason.
- Ind.8B-Total compliant (Tab 4): List of children in which the referral to the LEA was timely or late with a compliant exception reason.
- Ind.8B-Noncompliant (Tab 5): List of children with referrals to the LEA that occurred late with a non-compliant exception reason.
- Ind.8B-Error (Tab 6): List of children with the checkbox "Children Referred to Birth to 3 after 2 years, 9 months" checked in the Refer to LEA section of PPS.
- Eligible less than 90 days (Tab 7): List of children determined eligible for the Birth to 3 Program within 90 days of turning three.

2.5.3 Application of report

- To calculate percentage of timely referrals to the LEA compliance:

  $$\frac{\text{Count from Total Compliant (Tab 4)}}{\text{Count from All Children (Tab 1)}} = \text{percent compliance}$$

- To verify data entered for referrals to the LEA and appropriate exception reason use including that corresponding PPS file documentation matches the identified exception reason.
- To assess use of exception reasons, including type and frequency, to inform practice improvement.

Note: Exceptional family reasons for Indicator 8B are only allowable in the circumstances listed below:
- o Family reversed their opt out decision after the child turned 2 years 9 months of age.
- o Child was referred to the Birth to 3 Program after turning 2 years, 9 months of age.

- o Initial IFSP was timely and occurred within 90 days of turning the child turning 3 years old.
- o Initial IFSP was late due to a compliant exception reason and occurred within 90 days of the child turning 3 years old.

2.6 County Indicator 8C: Transition Planning Conferences

2.6.1 Overview of report

This report is used by county Birth to 3 Program staff to monitor compliance with timely Transition Planning Conferences (TPC). The closing reason is used to determine whom to include in the report as potentially eligible for LEA services and thus requiring a TPC. All children have an initial IFSP and the difference between date of birth and program close date is greater than or equal to 27 months and the difference between the third birthday and initial contact date is greater than or equal to 90 days.

- Prompted Date fields
  - o Program Close Full Date (Start): enter starting date as MM/DD/YYYY
  - o Program Close Full Date (End): enter ending date as MM/DD/YYYY
- Definitions
  - o Transition timeline: activities to occur when child is between 2 years, 3 months and 2 years, 9 months of age
  - o Timely: occurred within the transition timeline
  - o Late: occurred with 90 days of child turning three
  - o Compliant exception reason: exception reasons including any family reasons
  - o Noncompliant exception reason: exception reasons including system reasons impacted by the Birth to 3 Program or LEA
  - o LEA: local education agency or school district

2.6.2 Report tab descriptions

Note: All tabs are sorted by child's last name.
- Ind.8C-All Children (Tab 1): List of children 2 years, 3 months of age or older with a TPC and/or referral to the LEA. This tab does not include children from the "Referral less than 90 days tab."
- Ind.8C-Timely (Tab 2): List of children with a TPC that was held timely.
- Ind.8C-Late, Compliant (Tab 3): List of children with a TPC that occurred late with a complaint exception reason.
- Ind.8C-No, Compliant (Tab 4): List of children that did not have a TPC with a compliant exception reason.
- Ind.8C – Total compliant (Tab 5): List of children that had TPCs held timely, late with a compliant exception reason, or did not occur with a compliant exception reason.
- Ind.8C – Late, Non-Compliant (Tab 6): List of children with a TPC that was held late with a non-compliant exception reason.

- Ind.8C – No, Non-Compliant (Tab 7): List of children that did not have a TPC with a non-compliant exception reason.
- Ind.8C-Total Non-Compliant (Tab 8): List of children that did not have TPC or it was late or did not occur with a non-compliant exception reason.
- TPC 009 Error (Tab 9): List of children with TPC exception reason "Child was determined not potentially eligible for services through the LEA" (009) but had a closing reason of "Turned 3, Referred to the LEA…"
- TPC Date No Referral Error (Tab 10): List of children that had a TPC date entered but not a corresponding Referral to the LEA. This tab mirrors the Error tab in Ind. 8B report.
- Ind.8C TPC-001 ExcRsn (Tab 11): List of children in which the family did not consent to a TPC.
- Referral less than 90 days (Tab 12): List of children who were referred to the Birth to 3 Program within 90 days of third birthday.
- Ind.8C-Possible Errors (Tab 13): List of children with the checkbox "Children Referred to Birth to 3 after age 2 years, 9 months" checked in the Refer to LEA section of PPS.

2.6.3 Application of report

- To calculate percentage of timely TPC compliance:

  $$\frac{\text{Count from Total Compliant (Tab 5)}}{\text{Count from All Children (Tab 1)}} = \text{percent compliance}$$

- To verify data entered for TPCs and appropriate exception reason use including that corresponding PPS file documentation matches the identified exception reason.
- To assess use of exception reasons, including type and frequency, to inform practice improvement.

2.7 County October 1 Child Count

2.7.1 Overview of report

This report is used by county Birth to 3 Program staff to verify the one-day child count data and provide verification for the Oct. 1 child count certification process. It includes children that have an Initial IFSP prior to and including Oct. 1 of the chosen year and have a close date on or after Oct. 1 of the chosen year. It includes children that have an Initial IFSP prior to and including Oct. 1 of the chosen year and have a close date on or after Oct. 1 of the chosen year. The child must be younger than 3 years old on Oct. 1 of the selected year. The program close date is either missing or after Oct. 1 of the selected year. The IFSP start is not null and is on or before Oct. 1 of the selected year.

- Prompted date field
  o Year: Enter year as four digits, YYYY

2.7.2 Report tab descriptions

Note: All tabs are sorted by child's last name.
- County (Tab 1): Provides totals by count, gender, race and ethnicity, age and setting

- All Children – By Name (Tab 2): List of children enrolled in the Birth to 3 Program on October 1 of the specified year
- Duplicate Children – By Name (Tab 3): List of children having two or more records on the All Child Tab with the same Child ID.
- All Children – 3 and Over (Tab 4): List of children over the age of three that should have closing date/reason added to PPS.
- Race by Age – County (Tab 5): Provides number and percent of children that fall into each category.
- Gender by Age – County (Tab 6): Provides number and percent of children that fall into each category.
- Prim Loc by Race – County (primary location by race, Tab 7): Provides number and percent of children that fall into each category.
- Prim Loc by Age – County (primary location by age, Tab 8): Provides number and percent of children that fall into each category.
- Race by Gender – County (Tab 9): Provides number and percent of children that fall into each category.
- Prim Loc by Gender – County (primary location by gender, Tab 10): Provides number and percent of children that fall into each category.

2.7.3 Application of report

- To verify data entered on children that should be included on the one-day count.
- To identify the number of children served on October 1 as a one-day count of enrolled children.
- To identify duplicate PPS files or records.
- To assess the program's equity, diversity, and inclusion in serving all populations in the county.

2.8 County unknown status

2.8.1 Overview of report

This report provides a list of children, from 7/1/2008 forward, that were added to PPS when referred to the program but no further information about the child has been updated in PPS, specifically the initial IFSP date and closing date and reason. The report also includes a list of children that have turned three but do not have a close date in PPS.
- Prompted date field
  - Initial Contact Full Date (End): enter ending date as MM/DD/YYYY

2.8.2 Report tabs

Note: All tabs are sorted by child's last name.
- All Children - Referred Only (Tab 1): List of children referred to the program who have neither an initial IFSP date nor a closing date entered into PPS.

- Error – Turned 3 Report (Tab 2): List of children over the age of 3 with no closing date entered into PPS.

2.8.3 Application of report

Data clean up:
- To identify records of children referred to the Birth to 3 Program for whom data is lacking to determine if the child has been/is being served by the program or has been exited which supports timely and accurate data entry for reporting.
- To identify records to be closed due to child turning 3 years old.

2.9 County IFSP without services listed in PPS

2.9.1 Overview of report

This report is used by county Birth to 3 Program staff to monitor timely entry of services from the IFSP into PPS. The report produces a list of children that are not closed in PPS, have an initial IFSP date but no services entered.
- Prompted date fields
  - None

2.9.2 Report tab descriptions

Note: Tab is sorted by child's last name, then first name.
- Children without services (Tab 1): List of children with initial IFSP date entered into PPS but no services listed on the Service Planning page of PPS.

2.9.3 Application of report

Data clean up:
* To identify children with no services listed in PPS despite being enrolled with an IFSP.

2.10 County-enrolled children

2.10.1 Overview of report

This report provides a list of all children enrolled in the Birth to 3 Program within a specified time period.
- Prompted Date fields
  - Program Close Full Date: enter starting date as MM/DD/YYYY.
  - Initial IFSP Full Date: enter ending date as MM/DD/YYYY.

2.10.2 Report tab description

Note: Tab is sorted by child's last name, then first name.

- Enrolled Children (Tab 1): List of children enrolled in the Birth to 3 Program within the specified time period. Includes the initial IFSP and close date, if applicable.

2.10.3 Application of report

- To determine a count of children served during a specified time period.

2.11 County services with no start date

2.11.1 Overview of report

This report provides a list of children enrolled in the program with services listed in PPS that have no start dates. Children with no close date in PPS are included in this report. The column, Service Start Date Count, will be a different number than in the column, Service Type Count. The difference indicates the number of services listed in PPS for the child that do not have start dates entered. This report provides the number of services without a start date, not the name of the service(s).
- Prompted date fields:
  - None

2.11.2 Report tab description

Note: Tab is sorted by child's last name, then first name.
- Missing Service start date (Tab 1): List of children with initial IFSPs and services listed in PPS with one or more services missing a start date.

2.11.3 Application of report

- Data clean up:
  - To identify children with one or more services without a start date listed in PPS.

2.12 County referral

2.12.1 Overview of report

This report generates basic information for children referred within a specified time period.
- Prompted date fields
  - Initial Contact Full Date (start): Enter starting date as MM//DD/YYYY
  - Initial Contact Full Date (end): Enter ending date as MM/DD/YYYY

2.12.2 Report tab description

Note: Tab is sorted by initial contact date.
- Children Referred (Tab1): List of children referred to the program within a specified time period. Includes data on IFSP activities (e.g. screening, evaluation, eligibility) that occurred

after the referral. Includes referral source, age at referral/initial contact date and number of days in the program.
- **Note:** Number of days in the program is determined by comparing the initial IFSP date with the program close date.

2.12.3 Application of report

- To identify the number of children referred within a specified time period.
- To determine a count of referrals from certain referral sources, at certain ages and by results of the referral.
- To use IFSP activities that occurred after the referral to analyze attributes of referrals.
- To provide data for assessment of program practices.
- To inform the child find/public awareness activities.

2.13 County demographics

2.13.1 Overview of report

This report generates a list of demographics for children referred within a specified time period.
- Prompted date fields
  Initial Contact Full date (start): enter starting date as MM/DD/YYYY
  Initial Contact Full date (end): enter ending date as MM/DD/YYYY

2.13.2 Report tabs

Note: Tab is sorted by child's last name, then first name.
- Child demographics (Tab1): List of children referred within a specified time period. Includes race, ethnicity, and gender information for each child, along with initial contact date, initial IFSP date and program close date.

2.13.3 Application of report

- To identify the number of children with each characteristic referred to the program.
- To determine a count of referrals from each race, ethnicity, and gender.
- To provide data for assessment of program practices.
- To inform the child find/public awareness activities.
- To assess the program's equity, diversity, and inclusion in serving all populations in the county.

2.14 County LEA timelines

2.14.1 Overview of report

This report generates a way for Birth to 3 Programs to be prompted to complete transition activities for children 2 years old and older including transition plan/steps, LEA Notification, referral to the LEA and TPCs.

- Prompted Date fields
  - None

2.14.2 Report tabs

Note: Tab is sorted by child's last name.

- Childrens Transition Activities (Tab1): List of children over age 2 that have initial IFSPs and are not closed. Includes data on the transition activities that have/have not occurred.

2.14.3 Application of report

- To identify the children in need of the various transition activities.
- To determine when transition activities for a child needs to occur to be completed timely.
- To support timely and accurate data entry.
- To support service coordination efficiency.

2.15 County IFSP update due

2.15.1 Overview of report

This report generates a way for Birth to 3 Programs to be prompted to schedule the IFSP updates in a timely fashion.

- Date fields
  - None

2.15.2 Report tab description

Note: Tab is sorted by child's last name.

- IFSP Updates Due 6 Mo List (Tab1): List of children with initial IFSPs. Includes target due dates for every six months to prompt when an IFSP update is expected to occur, through age 3.
- IFSP Updates Due 3 Mo List (Tab 2): List of children with initials IFSPs. Includes target dates for when an "every 3 months update" process is used. Prompts when a three-month IFSP update is expected to occur, through age 3.

2.15.3 Application of report

- To identify children due for an IFSP update.

- To determine when to provide either a six-month (or three-month) and annual IFSP updates in a timely manner.
- To support timely and accurate data entry.
- To support service coordination efficiency.

2.16 County Screening and Evaluation

2.16.1 Overview of report

This report provides screening and evaluation data that can be used to monitor accurate data entry of screening and evaluation data in PPS. This report provides screening and evaluation data for all children that have initial contact dates within a specified time period.

- Prompted date fields:
  - o Initial Contact Date (Start): enter starting date as MM/DD/YYYY
  - o Initial Contact Date (End): enter ending date as MM/DD/YYYY
- Definitions:
  Evaluation – a specific process outlined in law that Birth to 3 Programs conduct to determine if a child is eligible for the Birth to 3 Program, includes at least two different disciplines
  Evaluation Sequence Number – the order the evaluation was entered into PPS
  Referral Sequence Number – the file number for the child which indicates the number of times the child was referred to the Birth to 3 Program
  Screening – the process of the Birth to 3 Program implementing a tool to determine any concerns about a child's development that would warrant recommendation for a full evaluation to determine eligibility for the program

2.16.2 Report tab descriptions

Note: Tab is sorted by child's last name.

Screening & Evaluation Data (Tab 1): list of children referred within a specified time period. Includes county, agency, MCI, first name, last name, dob, referral sequence number, initial contact date, screening date, evaluation sequence number, evaluation type, evaluation date, eligible for Birth to 3 Program indicator, program close date and program close reason.

2.16.3 Application of report

- To identify the number of children missing evaluation data in PPS
- To determine the number of children with conflicting data in the evaluation section (i.e., Eligible for Birth to 3 field)
- To determine the number of children referred who were screened
- To determine the number of children referred who had evaluations

- To determine the number of children referred who did not proceed with a screening or evaluation