

WISCONSIN BIRTH TO 3 PROGRAM COUNTY PERFORMANCE PLAN INSTRUCTIONS

Introduction

This document provides instructions for completing the Birth to 3 Program County Performance Plan (CPP). The CPP is a required annual activity within the Wisconsin Birth to 3 Program General Monitoring and Supervision framework implemented under the federal Individuals with Disabilities Education Act (IDEA).

Background

Each county Birth to 3 Program is required to develop an annual CPP that includes goals, strategies, action steps, timelines and measureable results for implementing high quality early intervention programs for infants and toddlers with disabilities and their families in Wisconsin.

The CPP is used for purposes identified below:

- To implement and sustain the provision of high quality early intervention services for infants and toddlers with disabilities and their families.
- To monitor statewide program implementation of compliance requirements and evidence-based practices.

Instructions

1. Section 1: Birth to 3 Program Leadership

In this section, list the Birth to 3 Program staff involved or responsible for the development, review and implementation of the CPP including the following staff:

- County Administrator
- Program Coordinator
- Provider(s) Leader Name
- Technical Assistance Lead
- RESource Facilitator Name

Identify strategies or actions to involve or inform all members of the Birth to 3 Program and leadership about the goals and strategies included in the CPP.

2. Section 2: Source Information

In this section, summarize source information for the goals and outcomes documented in Section 3: Program Goals. This includes completion and summary of analysis of: the Annual Review, related checklists, and other county-level data or information and reference of other source documents including county-specific information. Include information for each of the identified priority areas

- Results or data from checklists or other tools during the Annual Review or On-Site Visit, including recommendations from the On-Site Visit report.
- Findings of Non-Compliance, IDEA complaints, mediation or due process hearings.
- Other county-level data or information, including root cause analysis or data analysis.

3. Section 3: Program Goals

In this section, identify the goals and strategies that will improve the Birth to 3 Program's implementation and sustainability of high quality early intervention services, including:

- Strategies that are:
 - Specific
 - Measureable

- Achievable within one year
- Relevant
- Timely.
- Continued implementation of evidence-based practices.
- Application of implementation science drivers.

4. Section 4: Goal review

In this section, document the following information about ongoing implementation of the CPP:

- Progress updates to the CPP goals.
- Provide an annual review and summary for each goal.
- Progress made towards or the verification of any Findings of Non-Compliance.
- Any program changes or additional areas of improvement.

Timeline and Review

County Birth to 3 Programs are required to submit their completed CPP to their DHS Birth to 3 Program Technical Assistance Lead no later than 30 days following an Annual Review or receipt of an On-Site Visit report. Technical Assistance Leads will review the CPP for the criteria identified above and provide a response to county Birth to 3 Programs within 10 days through either:

- 1) An email indicating that the CPP has been reviewed and accepted or
- 2) A technical assistance call to discuss recommended changes.