

BIRTH TO 3 PROGRAM - ANNUAL COUNTY DETERMINATIONS FOLLOW-UP TECHNICAL ASSISTANCE (TA) ACTIVITIES CHECKLIST

Meets Requirements and Needs Assistance Year 1

Activity	Expectation	Due Within Date of Letter	Scheduled	Completed
Review of program practices and impact on results	Optional	15 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Technical Assistance Forum	Optional	Based on scheduled dates of forums	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Summary (survey)	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Submit Improvement Plan via the Improvement Plan Section of Determinations Analysis Summary (survey)	Optional	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations TA Meeting	Optional	30 business days	<input type="checkbox"/>	<input type="checkbox"/>

Needs Assistance Year 2

Activity	Expectation	Due Within Date of Letter	Scheduled	Completed
Review of program practices and impact on results	Required	15 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Technical Assistance Forum	Required	Based on scheduled dates of forums	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Summary (survey)	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Submit Improvement Plan via the Improvement Plan Section of Determinations Analysis Summary (survey)	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations TA Meeting	Optional	30 business days	<input type="checkbox"/>	<input type="checkbox"/>

Needs Assistance Year 3 (or more)

Activity	Expectation	Due Within Date of Letter	Scheduled	Completed
Review of program practices and impact on results	Required	15 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Technical Assistance Forum	Required	Based on scheduled dates of forums	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Summary (survey)	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Submit Improvement Plan via the Improvement Plan Section of Determinations Analysis Summary (survey)	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations TA Meeting	Required	30 business days	<input type="checkbox"/>	<input type="checkbox"/>
90-Day Follow-Up Meeting	Required	90 days of Determinations Meeting	<input type="checkbox"/>	<input type="checkbox"/>

Needs Intervention (NI) and Needs Substantial Intervention (NSI)

*All activities listed are required

Activity	Due Within Date of Letter	Scheduled	Completed
Review of program practices and impact on results	15 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Technical Assistance Forum	Based on scheduled dates of forums	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Summary (survey)	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Submit Improvement Plan via the Improvement Plan Section of Determinations Analysis Summary (survey)	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations TA Meeting	30 business days	<input type="checkbox"/>	<input type="checkbox"/>
Focused Monitoring	As Determined	<input type="checkbox"/>	<input type="checkbox"/>

Activity	Description	Attendees
Review of program practices and impact on results	<ul style="list-style-type: none"> • Review of program data and practices • Determine impact of practices on determinations results *Assistance from children and family program specialist (CFPS), if required or needed 	NA
Determinations Analysis Summary (survey) and Improvement Plan	<ul style="list-style-type: none"> • Survey questions to analyze how data has changed and what program practices impacted results and compliance indicator data • Improvement Plan Section – identification of action items to support practice improvement using the Performance Expectations and Action Items resources available on the Birth to 3 Program: County Performance Data web page. 	NA
Determinations Analysis Technical Assistance Forum	Bureau of Children’s Services (BCS)-facilitated group discussions regarding: <ul style="list-style-type: none"> • Current determinations data • Responses to analysis summary survey questions • Cross-collaboration between county programs • Identification of action steps and timelines 	<ul style="list-style-type: none"> • Local County Birth to 3 Program Coordinator and Administrative Contact* • Local County Birth to 3 Program Staff (lead staff, data staff) • CFPS
Individual County Determinations Technical Assistance (TA) Meeting	Discuss with CFPS regarding: <ul style="list-style-type: none"> • Current determination status including results and compliance indicators • Determination analysis summary survey responses including current program practices and data collected • Identification of action steps and timelines • Support from CFPS and provide recommendations for professional development 	<ul style="list-style-type: none"> • Local County Birth to 3 Program Coordinator and Administrative Contact* • Local County Birth to 3 Program Staff (lead staff, data staff) • CFPS
90-Day Follow-Up Meeting and Focused Monitoring	Discuss: <ul style="list-style-type: none"> • Changes in program practices and recent data collected including any changes in results and compliance data • Status of identified action steps and timelines and results of implemented changes on results and compliance data • Support from BCS, if needed Focused Monitoring: <ul style="list-style-type: none"> • Periodic meetings with BCS • Submission of status updates and current data 	<ul style="list-style-type: none"> • Local County Birth to 3 Program Coordinator and Administrative Contact* • Local County Birth to 3 Program Staff (i.e. lead staff, data staff) • Children and Family Program Specialist • BCS Leadership, as needed

*Birth to 3 Program Coordinator and Administrative Contact as indicated on [Birth to 3 Program Contact Us web page](#).

Please note: Monitoring, evaluation, and ensuring compliance are necessary elements of our program evaluation required by the [Part C Early Intervention Regulations](#). Please prioritize these expectations. Activities not completed timely will result in additional outreach from the Part C Coordinator to county administration/leadership.