

BIRTH TO 3 PROGRAM - ANNUAL COUNTY DETERMINATIONS FOLLOW-UP ACTIVITIES CHECKLIST

Meets Requirements

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 Technical Assistance Forums	Optional	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Survey	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations Meeting	Optional	30 business days	<input type="checkbox"/>	<input type="checkbox"/>

Needs Assistance Year 1

Activity	Expectation	Due Within Date of Letter	Scheduled	Completed
Review of data and practices				
Review of program practices and impact on results	Optional	15 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Technical Assistance Forums	Optional	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Survey	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations 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 Technical Assistance Forums	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Survey	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations 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 Technical Assistance Forums	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Survey	Required	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations 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 Technical Assistance Forums	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Determinations Analysis Survey	20 business days	<input type="checkbox"/>	<input type="checkbox"/>
Individual County Determinations 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 Survey	Survey questions to analyze how data has changed and what program practices impacted results and compliance indicator data	NA
Determinations Analysis Group Discussion	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 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.