

APPENDIX B

Data Book Matrix – Part C

Cross-reference Index of Data Book Figures, Tables, Appendices and Resources by Cluster-Component

<i>Figure and data source</i>	<i>Cluster-component</i>	<i>Page No.</i>
Figure 1: Average Delaware Birth Rate Projections by Year, 1990-2020 (US Census Bureau)		12
Figure 2: Estimated Population of All 0-3 Year-olds in Delaware (US Census Bureau/Delaware Population Resource US Census Bureau and US DOE, OSEP, 21 st Annual Report to Congress)		13
Figure 3: 1999 Delaware Population Estimates of All 0-3 Year-olds by Race/Ethnicity (US Census Bureau)	CC1, CF1	13
Figure 4: Average Monthly Percentage of Total 0-3 Population Tracked/Served in Part C Programs by Year, 1996, 1998 & 1999 (DE Vital Statistics and Dec 1 Count)	CF1	14
Figure 5: Percent of Total Children in Part C Population by Race/Ethnicity Delaware Compared to US (Dec 1 Data, DE and US)	CF1	14
Figure 6A: Delaware Race/Ethnicity of Children in Part C Population, 1998 Dec 1 Count	CC1; CF1	15
Figure 6B: Delaware Race/Ethnicity of Children in Part C Population, 1999 Dec 1 Count	CC1; CF1	16
Figure 7: Total Number of Infants and Toddlers in Delaware's Part C, December 1 Counts, 1997-99	CC1	16
Figure 8: Total Number of Children Served in Part C (CDW Monthly Reports)	CC1	17
Figure 9: Number of Infants and Toddlers Served in Part C by Age and Year (Dec. 1 Count)	CC	17
Figure 10: Percentage of All Children in Part C, Delaware vs. US (OSEP, 1999)		18
Figure 11: Comparison Delaware Part C and US Part C Populations by Age, 1998 (Dec. 1 Count)	CC1; CF1	18
Figure 12: Percentage of Males/Females in Part C (CDW and Family Survey Reports)	CC1	19
Figure 13: Comparison of Percentages of Part C Population with Delaware and US Population by Gender (US Census Bureau, Dec. 1 Counts)	CC1; CF1	19

Public Awareness and Child Find System (CC)		
Figure CC1-1: Average Age of Children at Assignment of First Service Coordinator (ISIS Data Query)	CC1	20
Figure CC1-2: Average Age of Children at Assignment of First Service Coordinator, State, North and South (ISIS Data Query)	CC1	21
Figure CC1-3: Number of Children by Age at Assignment of First Service Coordinator (ISIS, 1997-99)	CC1, CT1, CE1	21
Figure CC1-4A: Number of Referrals to CDW by Source, 1998-2000	CC1	23

(CDW Monthly Reports)		
Figure CC1-4B: Number of Referrals to CDW from Hospitals (CDW Monthly Reports)	CC1	24
Figure CC1-4C: Number of Referrals to CDW from Physicians and Parents (CDW Monthly Reports)	CC1	24
Figure CC1-4D Percentage of Referrals to CDW from Hospitals, Parents, and Physicians (CDW Monthly Reports)	CC1	25
Figure: CC1-5: Family Reported Perceptions of “Ease of Getting In” to Needed Services (Family Survey Reports)	CC1; CF1	25
Figure CC2-1: Number of Public Awareness Events Held per Year 1996-2000 (Public Awareness Records)	CC2	28
Figure CC2-2: Family Perceptions of “Ease of Finding Out” About Part C Services (Family Survey Reports)	CC2	29
Figure CC2-3: Number of Family Forums Held per Year, 1996-1999 (Summary Report for Self-Assessment, CDW Staff Records)	CC2	29

Family-Centered Services (CF)		
Figures CF1-1A: Number of Referrals to Central Intake by Year (1997 & 1998)	CF1	31
Figures CF1-1B: Number of Referrals to Home Visiting Program by Year (CDW Monthly Reports)	CF1	32
Figure CF1-2: Referrals to Central Intake per Month, 1998-2000 (CDW Monthly Reports)	CF1	33
Figure CF1-3: Percentage of All Newborns that Received Hearing Screening (Universal Hearing Screening Data Report, DPH, 1999)	CF1	34
Figure CF1-4: Percentage of 0-1 Year-olds in Part C Population Compared to US Percentage (December 1Counts)	CF1	35
Figure CF1-5. Assignment of First Service Coordinator by Age, 0-1 year old Part C Participants, North and South (ISIS Query)	CF1	35
Figure CF1-6: Percentage and Number of Parent Members of the ICC (ICC Membership Roster)	CF1	38
Figure CF1-7 Family Perception of Satisfaction with Accessibility to and Responsiveness of Part C System (Family Survey Reports)	CF1	41
Figure CF2-1: Average Number of Services Used per Family per Year Family Survey Reports – State, Northern, and Southern	CF2; CE1	42
Figure CF2-2: Average Number of Services Used by Families, State and County (Family Survey Reports)	CF2	42
Figure CF2-3: Family Satisfaction with Child Development Watch Programs (Family Survey Report)	CF2; CE1; CE4	43
Figure CF2-4: Ability to Access and Advocate for Services and Confidence with Those Abilities (Family Survey Reports)	CF2; CE3	43
Figure CF2-5: Child’s Diagnosis has been Discussed with the Family (Chart Audit)	CF2	46
Figure CF2-6: Family-Centered Perspective Applied to Charting (Chart Audit)	CF2	47

Early Intervention Services In Natural Environments (CE)		
Figure CE1-1: Target and Actual Average Monthly Caseload of Service Coordinators, State, Northern, and Southern – 1997 and 1999 (CDW Monthly Reports)	CE1	51
Figure CE1-2: State of Delaware Fiscal Year Funding for Part C Programs and Services, 1997-2000 (State of Delaware Budget Reports)	CE1	52
Figure CE1-3: Federal Funding of Part C (Part C, Annual Reports)	CE1	52
Figure CE1-4A Total State Funding for Service Coordinators FY 1997 – FY2001 (Actual* and Projected** 2000 (State of Delaware Budget Reports)	CE1	53
Figure CE1-4B: Total Salary Funding for Service Coordinators FY 1997 – 2000 (State of Delaware Budget Reports)	CE1	53
Figure CE1-4C Funding for Service Coordinators by Assigned Division/Department (DPH, DOE, DMR, and KIDS)	CE1	54
Figure CE2-1: Number of Service Providers by Type and Year (Dec. 1 Count)	CE2	55
Figure CE3-1: Number of Children Eligible for Part C by Assessment, Established Condition, or Clinical Judgement (CDW Monthly Reports)	CE3	57
Figure CE3-2: Family Perceptions of Positive Change in Self/Family (Family Survey Reports [FSR])	CE3	58
Figure CE3-3: Family Perceptions of Positive Change in Child (FSR)	CE3	58
Figure CE3-4: Family Perceptions of Positive Family/Program Relations (FSR)	CE3	59
Figure CE3-5: Family Perceptions of Decision-making Opportunities (FSR)	CE3	59
Figure CE3-6: Family Perceptions of Accessibility and Receptiveness of CDW Programs (FSR)	CE3	60
Figure CE3-7: Families Understanding of MDA Evaluation Results, “Presented in Language they Understand” (Family Survey Reports)	CE3	61
Figure CE3-8: Parents Perception of Partnership with CDW Assessment Staff (FSR, 2000)	CE3	61
Figure CE4-1: Parents Perception of Partnership with CDW Staff (FSR)	CE4	62
Figure CE4-2A: Location of Primary Services Provided with Number of Services Provided (Dec 1 Data, 1997-1999)	CE4	64
Figure CE4-2B: Number of Locations of Primary Services in Settings for Typically Developing Children Only (Dec 1 Counts)	CE4	63
Figure CE4-3: Number of Children in Child Care or Family Care by Type of Conditions (Zimmerman, Harkins, & Sines, 2000)	CE4	65
Figure CE4-4: Percent of Children by Type of Conditions Identified in the CSHCN Survey (Ratledge, 2000)	CE4	66
Figure CE4-5: Perceptions of Being Well Treated and Partnership with CDW Staff During Evaluation (FSR)	CE4	67
Figure: CE4-6: Percent of Caregivers Satisfaction with Medical Home (Primary Care Provider/Physician) of Child with Special Health Care Needs, 4-7 year-olds (Ratledge, 2000)	CE4	68

Figure CE3-9: Staff Explained Assessment Results in Ways for Families to Understand (FSR)	CE3	68
Figure CE3-10: Family Perception of Being Listened to and Respected During Assessment (FSR)	CE3	69
Figure CE3-11: Family Perceptions of Important Goals/Objectives Included on IFSP/IEP (FSR)	CE3	69
Figure CE3-12: Family Satisfaction with Child's Developmental Change Since Entering Part C (FSR)	CE3	70
Figure CE4-8: Cost Comparison between TD and Traditional Service Models for PT, OT, SL Services (TD Cost Data)	CE4	73
Figure CE:CHA-1: Percentage of Services Provided in Natural Environments, 1999 & 2000 (Chart Audit)	CE2; CE4	75
Figure; CE:CHA-2: Natural Environments Discussed with Families, 1999 & 2000 (Chart Audit)	CE1; CE4	76
Figure: CE:CHA-3: IFSP Signed within 45 days, 1997-2000 Chart Audit (Chart Audit)	CE1	76
Figure CE:CHA-4: Percent of Charts Reviewed with Initial IFSP-Periodic Review Completed (Chart Audit)	CE1	77
Figure CE:CHA-5: Completed and Current Part C Tracking Form, 1997-2000 (Chart Audit)	CE3	77
Figure CE:CHA-6: Family Needs Assessment Completed, 1997-2000 (Chart Audit)	CE3	78
Figure CE:CHA-7: All Domains Assessed on MDA (Chart audit)	CE3	78
Figure CE:CHA-8: Transition Planning Provided to Families Preparing for Transition (Chart Audit)	CE4	79
Figure CE:CHA-9: Child and Family Strengths/Concerns are Addressed on IFSP (Chart Audit)	CE1; CE3	79
Figure CE:CHA-10: Percent of Service Coordinators Assigned within Two Days (Chart Audit)	CE1	80

Early Childhood Transition (CT)		
Figure CT1-1: Percentage of Infants and Toddlers in Part C, Eligible for Part B, 1997-1999 (Dec. 1 Data)	CT1	83
Figure CT1-2: Age of all Children at Assignment of First Service Coordinator, ISIS 1997-99 (ISIS Query)	CT1; CE1; CC1	84
Figure CT1-3A: Number of Children who Transitioned from Part C to Part B, Northern Delaware (ISIS Data)	CT1	85
Figure CT1-3B: Number of Children who Transitioned from Part C to Part B, Southern Delaware (School District Data)	CT1	85
Figure CT1-4: Percentage of Families Reporting Discussion of Transition has Occurred (FSR)	CT1	88
Figure CT1-5: Percent of Children Needing Therapies/Services and Number of Therapies/Services needed (CSHCN Report, Ratledge, 2000)	CT1	89
Figure CT1-6: STEPS Training Ratings by Location of Training (STEPS Training Course Evaluations)	CT1	90

General Supervision (GS)		
Figure: GS.1-1A: Percentages of Families Reporting they Understand Their Rights, “Yes, No, and Less than they Would Like” (FSR)	GS1	96
Figure GS.1-1B: Percent of Families Reporting They Received Written Information on Their Rights (FSR)	GS1	96
Figure GS.1-2: Percentage of Part Children Whose Services are Funded through Medicaid	GS1	97
Figure GS1-CHA1: Necessary Forms Found in Charts Reviewed for Chart Audits	GS1	100
Figure GS1-CHA2: Overall Completeness of Charts Reviewed for Chart Audits (Chart Audits)	GS1; CE1	100
Figure GS1-3: Types of Training Provided to CDW Staff (Training Records)	GS1; CE1	104
Figure GS1-4: Type of Training for CDW Staff by Year (Training Records)	GS1; CE1	104
Figure GS2-1: Number of Provider Agreements by Year (Provider Agreement Contracts)	GS2	106
Figure GS2-2: Annual Funding of Maternal Child Health Grant (MCH Grant)	GS2	109

Tables

Cluster/Component

Table CC1-1: Public Awareness Products and Type of Media	CC1	26
Table CC1-2: Public Awareness Materials: Quantity and Cost	CC1; CC2; CF3	27
Table CF1-1: Number of Referrals through Home Visiting	CF1	32
Table CF1-2: Number of Central Directory’s Printed and Distributed (Part C, Public Awareness Records)	CF1; CC2	36
Table CF1-3 Family Participation in Media Outreach Efforts (Part C Public Awareness Records)	CF1; CC2	37
Table CF2-1: Parent Involvement in Planning (Part C Public Awareness Records)	CF1; CC2	38
Table CF2-2: Number and Percentage of ICC Members Who Are in Higher Education, are Providers, in Child Care or Head Start (ICC Membership Roster)	CF2; CE2	45
Table CF3-1: Topics of “Grow with Books” Materials	CF1; CF3	47
Table: CF3-2: Family Forum Topics (Summary Report on Family Forums)	CF1; CF3	48
Table: CF3-3: Service Coordinator Training Opportunities (Part C Training Records)	CC1; CF3; CE1	50
Table CE.1-1: Number of Service Coordinator (SC) Positions and Vacancies	CE1	54
Table CE2-1: Number of Services Provided to Eligible Infants and Toddlers, 1997 and 1998, Dec 1 Data	CE2	56
Table CE4-1: Sources of Child Care (Child Care Survey)	CE4	82
Table: CT1-1 Number of Children Assigned First Service Coordinator Aged 24-30, 30-36 Months, and 36 Months and above	CT1	84

Appendices
Cluster/Component

Appendix 1A: Structure and Membership of Part C Self-Assessment Committees	CC, CF, CE, CT, GS	114
Appendix 1B: Structure of ICC (Part C) and PCCD (Part B) Co-Steering Committees	CC, CF, CE, CT, GS	116
Appendix 1C: Steering Committee Structure in Relation to Existing LEA Committees	CC, CF, CE, CT, GS	117
Appendix 2A: Public Awareness Informational Materials	CC1; CC2; CE4	118
Appendix 2B: Summary Table of Public Awareness Events and Activities	CC2; CE4; CT1	121
Appendix 2C: Growing Together Portfolio Summary	CC1; CC2; CF3; CE4	138
Appendix 3: Delaware New Scripts	CF3; CE1	141
Appendix 4A: Service Coordinator Training	CF3; CE1	145
Appendix 4B: Service Coordinator Training Curriculum	CF3; CE1	147
Appendix 5: Annual Reports Summary: 1993-1999	GS1; CE1	149
Appendix 6A: Agency Agreement Committee Linkages	GS1; CE1, CE 4	154
Appendix 6B: Summary of MOUs and Interagency Agreements	GS1; CF2, CE1, CE 4	155
Appendix 7A: Personnel Training Summary Tables 1996-2000	CE1; CE2; CF3; GS1	157
Appendix 7B: Personnel Standards and Guidelines Matrix	CE2; CE3	167
Appendix 7C: Special Care Curriculum and Summary	CF3, CE1	171
Appendix 7D: Summary of Training Needs Assessment	CF3; CE2	172
Appendix 7E: Summer Institute Summaries, 1998 and 1999	CE1; CF3	174
Appendix 8: Summary of Transdisciplinary Pilot	CE2; CE4; GS1	177
Appendix 9: Books Available at all Delaware Public Libraries	CC1; CF	179
Appendix 10: Transition Meeting Policies/Procedures, Part C to Part B	CT1	181
Appendix 11: Family Rights and Due Process	GS1	183
Appendix 12: Chart Audit Review Form	GS1; CF1; CE	184
Appendix 13: Summary of Children with Special Health Care Needs Report	CE1	190
Appendix 14: Provider Survey Summary and Report	CC, CT, CE	194
Appendix 15: Cross-reference Index of Figures, Tables, Appendices, and Resources		203
Appendix 16: Definitions and Acronyms		211
Appendix 17: Part C Flow Chart	CC, CF, CE, CT, GS	214

Resources Used by Clusters

Cluster

Other Data Source Reviewed by Cluster Workgroups on File

Annual Reports – Part C, 1992 - 1999	CE
Budget Draft Summary 1997-2000	CE
CATCH Grant Application (1999)	CE; GS
Chart Audit Data	CF; CE; GS
CDW Monthly Reports, 1997- July, 2000	CE; GS
CDW – Staff Inservice Training Needs Survey Results, June 1996	CC
CDW South Staff Development Report	CC
Children with Special Health Care Needs - Focus Group Report and Survey	CE; CT
Delaware Head Start Collaboration Project – Self Assessment Evaluation Report (October, 1999)	CE; GS
DHSS Strategic Plan FY 2000 through 2002 (November, 1998)	GS
Draft Caseload Analysis (FY 1999)	CE
Draft Child Care Survey Report	CE
Draft versions of Data Book	CC; CF; CE; CT; GS
Due Process/Procedural Safeguards	CF; CE; GS
Early Head Start (Central Delaware) Needs Assessment	GS
Excerpts from the 21 st Annual Report to Congress, NEC*TAS (1999)	CC; CF
Family Forum Itemization Report	CC; CF
Family Survey Reports 1997-2000	CF; CE; CT; GS
Family Voices Report – Interviews with MCO’s	CF
Final Recommendations of the ICC Ad Hoc Child Care Committee (June, 2000)	CE
Growing Together Portfolio – Overview	CC; CF
Grow with Books Annotated Bibliography	CF
Healthy Child Care Delaware: Findings of an Assessment of the Health and Safety Practices of Delaware’s Child Care Providers (June, 2000)	GS
Hearing Officer Training Outline	GS
Home Visiting Program for First Time Parents Description	CF
ICC Minutes	CE; GS
IRMC Evaluation Update Report (August, 2000)	GS
Interagency Agreement	CE; CT; GS
Memorandum of Understanding – DSCYF and DHSS	GS
NEC*TAS Annual Report to Congress Tables	CC; CF
Operations agreements (Public Instruction [DOE]; DFSCYF)	GS
OSEP Memorandum dated June, 17, 1999	CC; CF; CE; CT; GS
Part C GPRA Performance Plan (OSEP, 1999)	CC; CF; CE; CT; GS
Procedural Safeguards Policy	GS
Project STEPS Fact Sheet	CT
Provider Survey drafts/comments	CF; CE; GS
Provider telephone survey report	CE; GS
Sample Provider Agreement	GS

Special Needs Adoption Planning Group Draft Action Plan Goals/Objectives (June, 2000)	CF; CE
Transdisciplinary Pilot Summary and Power Point presentation	CF; CE
Transition Binder	CT
Transition Meeting Policies and Procedures	CT
Transition Survey Report – Draft	CT
Twenty-first Annual Report to Congress, US DOE, OSEP (1999)	CC; CF
US Census Bureau – Delaware Population Projections	CC; CF