

Data Guidance for FFY 2025 APR (July 1, 2025-June 30, 2026)

North Dakota Early Intervention System

The Data Guidance document is released annually in June as guidance for the upcoming Federal Fiscal Year (FFY), which runs July 1-June 30. The document is discussed for feedback at the May Early Intervention Statewide Leadership Meeting.

This document outlines process for gathering, reviewing, and determining compliance with State Performance Plan/Annual Performance Report (SPP/APR) indicators, quality indicators and related requirements as part of the North Dakota Early Intervention System's General Supervision activities. The purpose of this document is to support valid, reliable and timely data collection.

Each of the following indicators will be reviewed in this document:

APR Indicators:

- 1: [Timely Initiation of Services](#)
- 3: [Child Outcomes](#)
- 7: [45-Day Timeline](#)
- 8a: [Transition Steps and Services](#)
- 8b: [LEA and SEA Notification](#)
- 8c: [Transition Conference](#)

Quality Indicators:

- [Evaluation Report Submitted to DD prior to eligibility determination](#)

Related Requirements:

- [Timely Periodic Review](#)
- [Timely Annual IFSP](#)

[APR Resources](#) are available on the last page of the document.

APR Indicator 1- Timely Initiation of Services

Data Source (where the data comes from): QERs in Therap that were completed during FFY 2025.

Data Documentation (what is reviewed):

QERs that are completed during the FFY 2025 timeline (July 1, 2025-June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, a QER, or additional documentation, must provide the following information:

1. The Service Coordinator (DDPM) will determine if a new service started on time based on documentation in the IFSP and child's record in Therap.
 - a. If "Yes" is chosen as the answer to question #2 on the QER, there must be documentation (ex. consult notes) of the start date of the service.
 - b. If "No" is chosen as the answer to question #2 on the QER, there must be documentation in the QER after question #2 *"If a child is less than 3 years of age and new Early Intervention Services were scheduled to begin during the current QER period, did they start on or before the date indicated on the IFSP?"*
 1. Select "Add Service" to document the service(s), reason for delay (family, weather or agency-illness, agency-shortage, or agency-oversight), and the **actual** start dates of the service(s).
 2. Supporting information must be documented in a Missed Service case note by Infant Development.
 3. If "No" is documented on the QER, and the service has not yet started at the time of review, the following QER must have an answer to question #3:
 - a. *"If there were Early Intervention services that were scheduled to begin in a previous QER period that did not start on time, have they started now?"*
 - b. Select "Add Service" to document the service(s), reason for delay (family, weather or agency-illness, agency-shortage, or agency-oversight), and the **actual** start dates of the service(s).
 - c. Supporting information must be documented in a Missed Service case note by Infant Development.

FFY 2025 Data Review (how data is reviewed):

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all QERs out of Therap that are dated during the FFY 2025 review period. DSS reviews that data and compiles a report with only the responses of “No” to question #2 from the QER.
2. DSS provides the report with all the responses of “No” to question #2 on the QER to the State EI team.
3. The report contains the following information:
 - a. Child’s Name and Therap ID
 - b. QER Start and End Date
 - c. Name of Service
 - d. Reason for delay listed on the QER (i.e. family, weather, or agency-illness, agency-shortage, or agency-oversight)
 - e. Actual start date as listed on the QER
4. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.
5. The State EI team will review the EI Programs’ responses and verify accuracy of responses.

Regional Data Deadline: QERs that fall in the FFY 2025 timeline must be activated by 7.21.26 by the Service Coordinator.

Additional Information:

1. Definitions:
 - a. Part C services include Infant Development (home visits and consultations from any discipline), and any other Part C/Early Intervention Service (i.e. School for the Deaf, ND Vision Services/School for the Blind, etc.)
 - b. A new service is defined as a service with its start date within the QER period, listed on the initial Infant Development authorization, or that was not listed on the immediately preceding Infant Development Authorization. A service can be considered “new” if it was included on a previous Infant Development Authorization, stopped for at least one Infant Development Authorization period, and then started again.

2. Answering QER Question #2 *“If child is less than 3 years of age and new Early Intervention Services were scheduled to begin during the current QER period, did they start before or on the date indicated on the IFSP?”*
 - a. Options include, “Yes”, “No” and “N/A”.
 - i. Yes means a new service was scheduled to begin within the time frame and did.
 - ii. No means a new service was scheduled to begin within the time frame, and did not start on time.
 - iii. N/A means there were no new services scheduled to begin within the time frame.

APR Indicator 3- Child Outcomes

Data Source (where the data comes from): AEPSi entrance and exit assessments that were completed during FFY 2025

Data Documentation (what is reviewed):

AEPS entrance and exit assessments that are entered into the AEPSi system during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in the AEPSi system:

1. The AEPS will be entered into the AEPSi system for all children for whom an AEPS assessment is completed.
2. The “Include in OSEP reporting” radio button must be selected “yes” for any child who is anticipated to be in services for at least 6 months.
3. Entrance assessments for any child who is anticipated to be in services for at least 6 months must be selected as “Near Entry” in response to the question “OSEP Include?” on the CODRF Summary Page.
4. Exit assessments for any child who has been in services for at least 6 months must be selected as “Near Exit” in response to the question “OSEP Include?” on the CODRF Summary Page.
5. The exit child outcome tool must be completed within 30 days of a known exit, and as soon as possible after an unknown exit. It must be completed prior to case closure.

FFY 2025 Data Review (how data is reviewed):

1. The State EI team will pull a report from AEPSi that includes all children who had an entrance and exit AEPS entered into the system during FFY 2025.
2. The State EI team will review the report for accuracy. If an EI Program (Infant Development Program and Service Coordination Unit) has individuals listed who are missing data (ex. missing near entrance or exit) or have incorrect birth dates (ex. 1/1/2000), the EI Program may be requested to review those cases.
3. If an EI Program is requested to review cases as described above, a spreadsheet will be provided to the EI Program containing the following data:
 - a. Child’s Name
 - b. Therap ID
 - c. Reason for Exclusion as listed in AEPSi

4. Each EI Program will be given two weeks to review a spreadsheet with the information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline.
5. The State EI team will review the EI Programs' responses and verify accuracy of responses.

Regional Data Deadline: AEPS entrance or exit assessments that were completed on or before 6.30.26, must be entered into AEPSi no later than 7.31.26.

Additional Information:

1. The entrance child outcome tools (AEPS) must be completed prior to the initial IFSP and is considered to be part of the initial assessment.
2. Programs must use the AEPS as one of the evaluation/assessment tools to determine eligibility and conduct IFSP plan development.
3. If the administration of the AEPS is **not** for the purpose of measuring progress via the entrance and exit assessment, do not check the "Include in OSEP reporting" box in the child's AEPS profile.
4. Six months is measured from the IFSP Start Date.

APR Indicator 7- 45 Day Timeline

Data Source (where the data comes from): IFSP Meeting Date and Referral Date from IFSPs in Therap that were completed during FFY 2025.

Data Documentation (what is reviewed):

IFSPs that were entered into Therap during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in the IFSP in Therap:

1. The referral date and IFSP meeting date must be entered into Therap.
2. If the IFSP meeting date is more than 45 days from the referral date, a “Reason for Delay” drop down menu will populate in the IFSP Information section.
3. The reason for delay (i.e. family, weather, or agency-illness, agency-shortage, or agency-oversight) must be selected and a narrative explaining why the meeting was delayed must be included.
4. The Service Coordinator will verify that the reason for delay is accurately documented prior to activation.
5. Documentation in Therap (ex. Case notes, admin notes) must support the reason for delay.
6. After missing the 45-day timeline, the IFSP must be completed within a reasonable amount of time, supported by documentation in Therap.

FFY 2025 Data Review (how data is reviewed):

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all Initial IFSPs out of Therap that are dated during the FFY 2025 review period. DSS reviews that data and compiles a report with only those IFSPs where the timeline exceeds 45 days.
2. DSS provides the report with all of the IFSPs where the timeline exceeds 45 days to the State EI team.
3. The report contains the following information:
 - a. Child’s Name and Therap ID
 - b. Referral Date
 - c. IFSP Meeting Date
 - d. Reason for delay listed on the IFSP (i.e. family, weather, agency-oversight, agency-illness, or agency-shortage)
4. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the

information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.

5. The State EI team will review the EI Programs' responses and verify accuracy of responses.

Regional Data Deadline: Any IFSPs written on or before 6.30.26 must be activated by 7.21.26.

Additional Information:

1. The IFSP meeting date is the date the IFSP team meets to write the IFSP.
2. When to select each reason for delay:
 - a. **Family Reason** can only be selected when there is a clearly documented connection to the family's schedule and/or choice for the delay. There must be documentation that the family understands their rights and they were discussed at the IFSP meeting.
 - b. **Weather Reason** can be selected from the drop-down menu for any instance of delay caused by nature. For prolonged natural disasters, documentation needs to support consistent communication with families.
 - c. **Agency Reason** is used for any and all other delays, including absence of documentation. Agency reason must specify illness (absence due to sickness), shortage (lack of required professional), or oversight (any other reason, missed scheduling, etc.).

APR Indicator 8a- Transition Steps and Services Contained in IFSP

Data Source (where the data comes from): IFSP Outcomes section in Therap for children who are at least 34 months old from July 1, 2025, to June 30, 2026.

Data Documentation (what is reviewed):

IFSPs in Therap that are for children who are at least 34 months old during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in the IFSP in Therap:

1. Outcomes or strategies need to be included in the IFSP between the ages of 2 years, 3 months and 2 years, 6 months that address the child, family and receiving agency.
2. These strategies must be included in all subsequent IFSPs.
3. If there is a delay in including the transition steps & services in the IFSP, the reason for the delay (i.e. family, weather, or agency-illness, agency-shortage, or agency-oversight) must be documented within a Transition Case Note.

FFY 2025 Data Review (how data is reviewed):

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all IFSPs out of Therap for children who turned 34 months during the FFY 2025 review period.
2. DSS selects a random sample of this data, to include up to 20 children for each Early Intervention Program (Infant Development Program and Service Coordination Unit). And provides this data to the State EI Team.
3. The report contains the following information:
 - a. Child's Name and Therap ID
 - b. Name of the Early Intervention Provider
4. The State EI Team reviews the IFSPs of up to 15 of the children, in number order from the sample, to verify the existence of Transition Steps and Services in the plan. Data is documented on a spreadsheet.
5. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.

6. The State EI team will review the EI Programs' responses and verify accuracy of responses.

Regional Data Deadline: Transition steps and services for all children who turned 34 months in FFY 2025 (July 1, 2025- June 30, 2026) must be entered by 7.21.26.

Additional Information:

1. Refer to the Case Review Tool for additional details on appropriate transition outcomes and strategies.
2. For children referred **after** the age of 2 years, 6 months, the outcomes or strategies need to be included in the initial IFSP.
3. Outcomes or strategies must be included in the child's final IFSP. The outcome should be revised if met prior to the final IFSP.

APR Indicator 8b- LEA and SEA Notification

Data Source (where the data comes from):

For LEA Notification: Transition Case Note in Therap for children who are at least 34 months old from July 1, 2025, to June 30, 2026.

For SEA Notification: SEA Notification spreadsheets that were compiled and submitted to the ND Department of Public Instruction (NDDPI) during the FFY 2025 timeline (July 1, 2025-June 30, 2026).

Data Documentation (what is reviewed):

For LEA Notification: IFSPs in Therap that are for children who are at least 34 months old during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in the IFSP and/or Transition Case Note in Therap:

1. LEA Notification must occur for children that have turned 2 years, 6 months or entered into services after age 2 years, 6 months.
2. LEA Notification radio button “Yes” or “Opt Out” must be selected when the transition plan section is added to the IFSP and the date of the notification must be entered.
3. LEA Notification or Opt Out Form, labeled LEA Notification or Opt Out Form must be attached as a word document or PDF to a Transition Case Note in Therap.
4. The State LEA Notification Form must be used. If any other version is attached, this will be considered non-compliance.

For SEA Notification: SEA Notification spreadsheets that were compiled and submitted to the ND Department of Public Instruction (NDDPI) during the FFY 2025 timeline (July 1, 2025-June 30, 2026) will be reviewed for accuracy. In reviewing compliance, the following information must be captured on the spreadsheet:

1. Child’s name, Therap ID, sex, and date of birth.
2. Service Coordinator’s name.
3. Guardian’s name, address, and phone number.

FFY 2025 Data Review (how data is reviewed):

For LEA Notification:

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all IFSPs out of Therap for children who turned 34 months during the FFY 2025 review period.
2. DSS selects a random sample of this data, to include up to 20 children for each Early Intervention Program (Infant Development Program and Service Coordination Unit). And provides this data to the State EI Team.
3. The report contains the following information:
 - a. Child's Name and Therap ID
 - b. Name of the Early Intervention Provider
 - c. If the child had an LEA Notification sent or if an Opt Out form was completed.
4. The State EI Team reviews the IFSPs and Case Notes of up to 15 of the children, in number order from the sample, to verify that the radio button was selected and that the Transition Case Note contains the LEA Notification form or the Opt Out Form. Data is documented on a spreadsheet.
5. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.
6. The State EI team will review the EI Programs' responses and verify accuracy of responses.

For the SEA Notification:

1. The State EI Team reviews the children who were reviewed for the LEA Notification.
2. The State EI Team confirms that each child is listed on one of the spreadsheets previously sent to NDDPI.

Regional Data Deadline:

For LEA Notification: LEA Notification date or Opt Out form for all children who turned 34 months in the FFY 2025 timeline must be completed by 7.21.26.

Additional Information:

1. There are no acceptable reasons for delay. If a family does not sign the Opt Out Form by the required timeline, the agency is automatically required to send the LEA Notification, according to federal requirements. Failure to do so will result in noncompliance.
2. SEA Notification is completed at the state level.

APR Indicator 8c- Transition Conference

Data Source (where the data comes from): Transition Plan section of the IFSP in Therap for children who are at least 34 months old from July 1, 2025, to June 30, 2026.

Data Documentation (what is reviewed):

IFSPs in Therap that are for children who are at least 34 months old during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in the IFSP Transition Plan section in Therap:

1. Document within the Transition Plan section of the IFSP, the date of the transition meeting, as well as what is being done to support the child, family and receiving agency in transition.
2. All Transition Conference requirements are met on or before the child turns 2 years, 9 months old. If those requirements are not met timely, reason for delay (i.e. Family, weather, agency-illness, agency-shortage, or agency- oversight) is documented in the Transition Plan section of the IFSP.

FFY 2025 Data Review (how data is reviewed):

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all IFSPs out of Therap for children who turned 34 months during the FFY 2025 review period.
2. DSS selects a random sample of this data, to include up to 20 children for each Early Intervention Program (Infant Development Program and Service Coordination Unit). And provides this data to the State EI Team.
3. The report contains the following information:
 - a. Child's Name and Therap ID
 - b. Name of the Early Intervention Provider
4. The State EI Team reviews the IFSPs of up to 15 of the children, in number order from the sample, to verify that date of the Transition Conference is documented within the Transition Section of the IFSP. Case Review Tool items F and G under Section VII will be used to assess compliance. Data is documented on a spreadsheet.
5. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.

6. The State EI team will review the EI Programs' responses and verify accuracy of responses. Family reason for delay will be determined at the state level based on documentation in Therap.

Regional Data Deadline: Evidence of the Transition Conference for all children who turned 34 months during the FFY 2025 timeline must be documented in the IFSP by 7.21.26.

Additional Information:

1. If a child's date of eligibility is between 45-90 days prior to their third birthday, a Transition Conference should be held as soon as possible.
2. If a child's date of eligibility is less than 45 days before their third birthday, no Transition Conference is required.
3. The performance on this indicator will be focused on the timeliness of the 2-9 transition meeting. The 2-7 transition meeting date may also be reviewed.

Quality Indicator: Evaluation Report to the DD Unit before Eligibility Determination

Data Source (where the data comes from): Administrative Notes (Admin Notes) and date of eligibility in Therap for children who were found eligible for services during the FFY 2025 timeline (July 1, 2025, to June 30, 2026).

Data Documentation (what is reviewed):

IFSPs in Therap for children who were found eligible during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in an Admin Note in Therap:

1. The date the evaluation report was received by the DD Unit must be documented in an Admin Note by the DDPM. The date must be prior to the date of eligibility.
2. The date of eligibility must be documented in the Eligibility Module in Therap.
3. Reasons for delay include:
 - a. Agency oversight- Provider did not provide evaluation report to the DDPM prior to eligibility date.
 - b. Family reasons caused the report to be received on eligibility date to meet 45-day timeline- There are documented family reasons for delay that require the evaluation report to be submitted to the DDPM on the eligibility date to ensure that the 45-day timeline from referral to eligibility is met.

FFY 2025 Data Review (how data is reviewed):

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all IFSPs out of Therap for children who were found eligible during the FFY 2025 review period.
2. DSS selects a random sample of this data, to include up to 20 children for each Early Intervention Program (Infant Development Program and Service Coordination Unit). And provides this data to the State EI Team.
3. The report contains the following information:
 - a. Child's Name and Therap ID
 - b. Name of the Early Intervention Provider
 - c. Date of Eligibility
4. The State EI Team reviews the Admin Notes of up to 15 of the children, in number order from the sample, to verify that date the DD Unit received the Evaluation Report is present. Data is documented on a spreadsheet.

5. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.
6. The State EI team will review the EI Programs' responses and verify accuracy of responses.

Regional Data Deadline: Date the DD Unit received the evaluation report for all children who were found eligible in the FFY 2025 timeline must be documented by 7.21.26.

Additional Information:

1. The documentation can be included with other evaluation and eligibility information in a single Admin Note.
2. For children who are automatically eligible, the date of receipt of the evaluation report will be considered not applicable (N/A).

Related Requirements: Timely Periodic Reviews

Data Source (where the data comes from): Periodic Review Meeting and IFSP Meeting Date from initial or annual IFSPs in Therap that were completed during the FFY 2025 timeline.

Data Documentation (what is reviewed):

IFSPs in Therap for children who had an active IFSP during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in the IFSP in Therap:

1. The date of the IFSP Periodic Review must be documented in the Review section of the IFSP.
2. The date of the IFSP Periodic Review was no more than 6 months to the day from the eligibility date for an Initial IFSP or the IFSP meeting date for an annual IFSP.

FFY 2025 Data Review (how data is reviewed):

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all IFSPs out of Therap for all children with an active IFSP during the FFY 2025 review period.
2. DSS selects a random sample of this data, to include up to 20 children for each Early Intervention Program (Infant Development Program and Service Coordination Unit). And provides this data to the State EI Team.
3. The report contains the following information:
 - a. Child's Name and Therap ID
 - b. Name of the Early Intervention Provider
 - c. IFSP Meeting Date
 - d. IFSP Meeting Type (Interim, Initial, or Annual)
 - e. Review Type
 - f. Review Meeting Date
7. The State EI Team reviews the IFSPs of up to 15 of the children, in number order from the sample, to verify that the date of the Periodic Review was no more than 6 months from the eligibility date for an initial IFSP or the IFSP Meeting Date for an annual IFSP. The information will be documented on a spreadsheet.
8. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If

the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.

9. The State EI team will review the EI Programs' responses and verify accuracy of responses.

Regional Data Deadline: The date of the Periodic Review for all children who had an active IFSP in the FFY 2025 timeline must be documented by 7.21.26.

Additional Information:

1. The Periodic Review is due no more than 6 months from the eligibility date for an initial IFSP.
2. The Periodic Review is due no more than 6 months from the IFSP meeting date for an annual IFSP.

Related Requirements: Timely Annual IFSP

Data Source (where the data comes from): IFSP Meeting Date from annual IFSPs in Therap that were completed during the FFY 2025 timeline.

Data Documentation (what is reviewed):

IFSPs in Therap for children who had an active annual IFSP during the FFY 2025 timeline (July 1, 2025- June 30, 2026) will be pulled and the following information will be reviewed for accuracy. In reviewing compliance, the following information must be documented in the IFSP in Therap:

1. The date of the annual IFSP meeting must be documented in the IFSP Information section of the plan.
2. The question “Was Meeting Delayed?” must be answered with either “yes” or “no”, reflecting if the meeting was held prior to the end of the previous IFSP.
3. If “yes” is answered to the question above, the reason for delay must be documented in the IFSP Information Section.

FFY 2025 Data Review (how data is reviewed):

1. Decision Support Services (DSS) in the North Dakota Information Technology Department pulls all IFSPs out of Therap for all children with an active annual IFSP during the FFY 2025 review period.
2. DSS selects a random sample of this data, to include up to 20 children for each Early Intervention Program (Infant Development Program and Service Coordination Unit). And provides this data to the State EI Team.
3. The report contains the following information:
 - a. Child’s Name and Therap ID
 - b. Name of the Early Intervention Provider
 - c. IFSP Meeting Date
 - d. IFSP Meeting Type (Interim, Initial, or Annual)
 - e. Answer to the question “Was Meeting Delayed?” on IFSP Information Section.
 - f. Reason for Delay if applicable
4. The State EI Team reviews the IFSPs of up to 15 of the children, in number order from the sample, to verify that the date of the Annual IFSP was no more than a year minus a day from the previous IFSP Meeting Date. The information will be documented on a spreadsheet.
5. Each Early Intervention Program (Infant Development Program and Service Coordination Unit) will be given two weeks to review a spreadsheet with the

information above for the purpose of reviewing the data for accuracy. The EI Program is responsible for returning the data to the State EI team by the review deadline. If the data is not returned by the review deadline, the state EI team will verify the data based on information in Therap.

6. The State EI team will review the EI Programs' responses and verify accuracy of responses.

Regional Data Deadline: Annual IFSPs for any child in the FFY 2025 timeline must be activated by 7.21.26.

Additional Information:

1. Reasons for delay for an annual plan include family, weather, agency-shortage, agency-illness, and agency-oversight.

APR Resources

North Dakota:

Child Outcomes Tool Procedure:

<https://www.hhs.nd.gov/sites/www/files/documents/Developmental%20Disabilities/Early%20Intervention%20-%20DD/child-outcome-tool-procedure-updated%205.23.pdf>

North Dakota Case Review Tool:

<https://www.hhs.nd.gov/sites/www/files/documents/Developmental%20Disabilities/Early%20Intervention%20-%20DD/case-review-tool.pdf>

North Dakota Transition Guide:

<https://www.hhs.nd.gov/sites/www/files/documents/Developmental%20Disabilities/Early%20Intervention%20-%20DD/ND%20DHHS%20%26%20DPI%20Transition%20Guide-%20Updated%20Name-%205.2023.pdf>

National:

ECTA Integrated Part C Timetable:

<https://ectacenter.org/partc/integrated-part-c-timetable.asp>

ECTA SPP/APR Training Series:

<https://ectacenter.org/idea/sppaprmodule/>