



UNITED STATES DEPARTMENT OF EDUCATION
OFFICE OF SPECIAL EDUCATION AND REHABILITATIVE SERVICES

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OSEP -10

MEMORANDUM

TO: Lead Agency Directors, Part C Coordinators, State Interagency Coordinating Council Chairpersons, and State Data Managers

FROM: William W. Knudsen, Acting Director *W. W. Knudsen*
Office of Special Education Programs (OSEP)

SUBJECT: Part C State Performance Plan (Part C – SPP) and Annual Performance Report (Part C – APR)

ACTION

REQUIRED: Submission of Part C Annual Performance Report and Revision to the Part C State Performance Plan by February 2, 2009

In accordance with 20 U.S.C. 1416(b)(1) and 1442 of the Individuals with Disabilities Education Improvement Act (IDEA), each State has in place a Part C State performance plan (Part C – SPP) that evaluates the State's efforts to implement the requirements and purposes of Part C and describes how the State will improve such implementation. In accordance with 20 U.S.C. 1416(b)(2)(C)(ii) and 1442, each Lead Agency must report annually to the public on the performance of each early intervention service (EIS) program located in the State on the targets in its Part C – SPP. The Lead Agency also must report annually to the Secretary on the State's performance under its Part C – SPP. This report is called the Part C Annual Performance Report (Part C – APR).

Information Collection 1820-0578, *Part C State Performance Plan (Part C - SPP) and Annual Performance Report (Part C - APR)*, contains both SPP and APR instructions.

The instruction sheet in the enclosed Information Collection is divided into four sections: 1) General Instructions; 2) State Performance Plan; 3) Annual Performance Report; and 4) Related Requirements. States are encouraged to make note of the following due dates and implement a development schedule accordingly.

By February 2, 2009, States must submit:

- 1) Progress data and improvement activities for Indicator 3 (using the SPP template). In addition, the State must indicate where, on its Web site, a complete copy of the State's revised SPP is available.
- 2) The State's FFY 2007 Part C APR, which must contain actual target data from the FFY 2007 reporting period (July 1, 2007 through June 30, 2008) and other responsive APR information for Indicators 1, 2, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, and 14.
- 3) Information to address any deficiencies identified in OSEP's letter responding to the State's February 1, 2008 SPP/APR.
- 4) The attached Interagency Coordinating Council (ICC) Certification of Annual Report (ICC Certification), if the State's ICC is jointly submitting the APR as part of the ICC's annual reporting requirement under IDEA section 641(e)(1)(D) and 34 CFR §303.654. An original signature of the ICC Chairperson(s) is required on the Interagency Coordinating Council Certification of Annual Report.

When completing the SPP and APR, Lead Agencies will need to use the following parts of Information Collections 1820-0578 and 1820-0678.

SPP Materials –

- SPP Instructions (See Section II of the enclosed Instructions.)
- Part C Indicator/Measurement Table with Instructions¹
- SPP Template

APR Materials –

- APR Instructions (See Section III of the enclosed Instructions.)
- Part C Indicator/Measurement Table with Instructions
- For the FFY 2007 APR, use Table 4 of Information Collection 1820-0678 when addressing Indicators 10, 11, 12, and 13.
- APR Template

As noted in the conference report to HR 1350, it is Congress' expectation that SPPs, indicators, and targets will be developed with broad stakeholder input and public dissemination. Under Part C, such stakeholder input must minimally include involvement by the State's Interagency Coordinating Council, given the ICC's role in advising the lead agency and its annual reporting requirement under IDEA section 641(e)(1)(D) and 34 CFR §303.654. Therefore, the State is required to provide information in the Overview to State Performance Plan Development section of the SPP template to specify how the State: 1) Obtained "broad input" from stakeholders related to new indicators and revisions to the SPP; and 2) Disseminated the SPP to the public. Similarly, in the APR, the State is to provide a description of the process the State used to

¹ Monitoring Priorities, Indicators, and measurements included on the *Part C Indicator Measurement Table* are to be used to complete designated sections of the SPP and APR Templates. Templates containing monitoring priorities, indicators, and measurements can be found at <http://www.ed.gov/policy/speccd/guid/idea/capr/index.html>

develop the APR. The description must include how and when the State will report annually to the public on: 1) the State's progress and/or slippage in meeting the "measurable and rigorous targets" found in the SPP; and 2) the performance of each EIS program located in the State on the targets in the SPP.

The Department will review the information provided in the State's FFY 2007 APR, other State-reported data, information obtained through monitoring visits, and other public information and will determine, under IDEA sections 616(d) and 642, if the State meets the purpose and requirements of Part C of the IDEA or needs assistance, needs intervention or needs substantial intervention in meeting the requirements of Part C of the IDEA. The State should review IDEA section 616(e) regarding the potential future impact of the Department's determination.

The Department's determination will be based on the totality of the State's data in its APR and other publicly available information, including any compliance issues. The factors in each State's FFY 2007 APR submission that the Department will consider in making its determination are whether the State: (1) provided valid and reliable FFY 2007 data that reflect the measurement for each indicator; and (2) for each compliance indicator, whether the State: (a) demonstrated compliance or timely correction of noncompliance, and (b) in instances where it did not demonstrate compliance, had nonetheless made progress in ensuring compliance over prior performance in that area. We will also consider whether the State has other IDEA compliance issues that were identified previously through the Department's monitoring, audit or other activities, and the State's progress in resolving those problems and whether the State provided the additional information requested in OSEP's June, 2008 response table. In addition, we will consider whether the State has reported publicly on the performance of each EIS program on the State's FFY SPP 2006 targets. If we have not been able to locate this public reporting on your Web site, we will contact you shortly to work with you to notify you of this issue.

Prior to finalizing the Department's determination, OSEP will offer the State the opportunity to clarify or correct the data submitted in its FFY 2007 SPP/APR. OSEP will email each Part C Coordinator a summary of the State's February 2, 2009, FFY 2007 data that OSEP will consider in making the Department's determination under IDEA section 616(d). The State will have one week to submit to OSEP by e-mail any corrected data and to clarify any misunderstandings by OSEP about the data submitted. In order for the State's clarifications or corrections to data to be considered, the State's response must be received by OSEP no later than close-of-business one week from receipt of OSEP's summary. If the State submits clarifications or corrections to data that were in the original FFY 2007 SPP/APR submission, it must also submit a complete revised SPP/APR submission with any changes redlined or highlighted. Any clarifications or corrected FFY 2007 SPP/APRs must be submitted electronically to OSERS.capr@ed.gov.

Please note that any State that does not meet the February 2, 2009 timeline for submission will not be permitted to submit clarifications or corrections for purposes of the Department's determination under IDEA section 616(d).

In accordance with sections 616(e) and 642 of the IDEA, if a State was determined to need assistance for two consecutive years (FFYs 2005 and 2006), the Secretary was required to take

one or more of the following actions: (1) Advise the State of available sources of technical assistance that may help the State address the areas in which the State needs assistance; (2) Direct the use of State-level funds on the area or areas in which the State needs assistance; or (3) Identify the State as a high-risk grantee and impose special conditions on the State's Part B grant award. Pursuant to these requirements, the Secretary advised States that were needs assistance for two consecutive years of available sources of technical assistance related to the indicator(s) that resulted in the determination of needs assistance. For the indicator(s) that resulted in the determination of needs assistance the State must report with its FFY 2007 APR submission (due February 2, 2009) on: (1) the technical assistance sources from which the State received assistance and (2) what actions the State took as a result of that technical assistance. The extent to which your State takes advantage of available technical assistance for these indicators may affect the actions we take under section 616 should your State not be identified as meets requirements next year.

To submit an SPP and/or APR:

Submit a copy of the SPP and/or APR to the following address:

U.S. Department of Education
ATTN: Janet Scire / Mail Stop 2600
7100 Old Landover Road
Landover, MD, 20785-1506

If available, a corresponding electronic text file of the SPP and/or APR should be submitted to OSERS.capr@ed.gov.

The submission requirements, tables, and templates that should be used to complete the Part C SPP and/or Part C - APR can be accessed electronically at <http://www.ed.gov/policy/speced/guid/idea/monitor/index.html>.

If you have any further questions about the Part C - SPP and/or Part C - APR and/or the submission options listed above, please contact your OSEP Part C State contact.

Enclosures

cc: Federal Resource Center
Regional Resource Centers
National Early Childhood Technical Assistance Center (NECTAC)