

## Generating the KPI Preliminary Report

The KPI Preliminary Report aggregates data from the Child Record Review, the Document Review, and survey information in the system. When you run a KPI Preliminary Report, the system will conduct an error check and identify areas which need to be addressed before you complete your KPI Analysis and Rating. This section will assist you with the following:

- Generating the KPI Preliminary Report

- Printing the KPI Preliminary Report

## Generating the KPI Preliminary Report

The **KPI Preliminary Report** link will collate all forms needed for the SPSR Analysis and Rating process.

**Note:** The CIMS coordinator must perform this task while the workbook is at **Workbook in Process** status.

This task can be run at any time while the workbook is at **Workbook in Process** status. However, data will not be completely accurate until all child and document review data is entered and state data has been populated by the MDE. The MDE will inform service areas when data will be populated so that service areas know when to run the final KPI preliminary report.

From the **Workbook Menu**, click the **KPI Preliminary Report** link located under the **KPI Preliminary Report** heading on the left side (Figure 56).



Figure 56

Each time the KPI Preliminary Report is selected the system will perform an internal error check. If errors are identified, you will be taken to a screen with error links. Fix the errors, and rerun the report.

## Printing the KPI Preliminary Report

Once the error check is complete, the system will compile your report.

The report will open in PDF format, and will consist of the following:

An introductory section explaining the **Purpose and Process** of KPI rating (Figure 57)

**KPI Rating Rubrics** (Figure 58)

**KPI Preliminary Report** (Figure 59)

**Child Record Review Summary Report** (Figure 60)

**SPSR Team Continuous Improvement Protocol (CIP) Form** (Figure 61)

Use the **printer icon** on the toolbar to print your report.

**Note:** It is **highly** recommended that you leave your workbook at the **Workbook in Process** status until you have completed your SPSR Team Review.

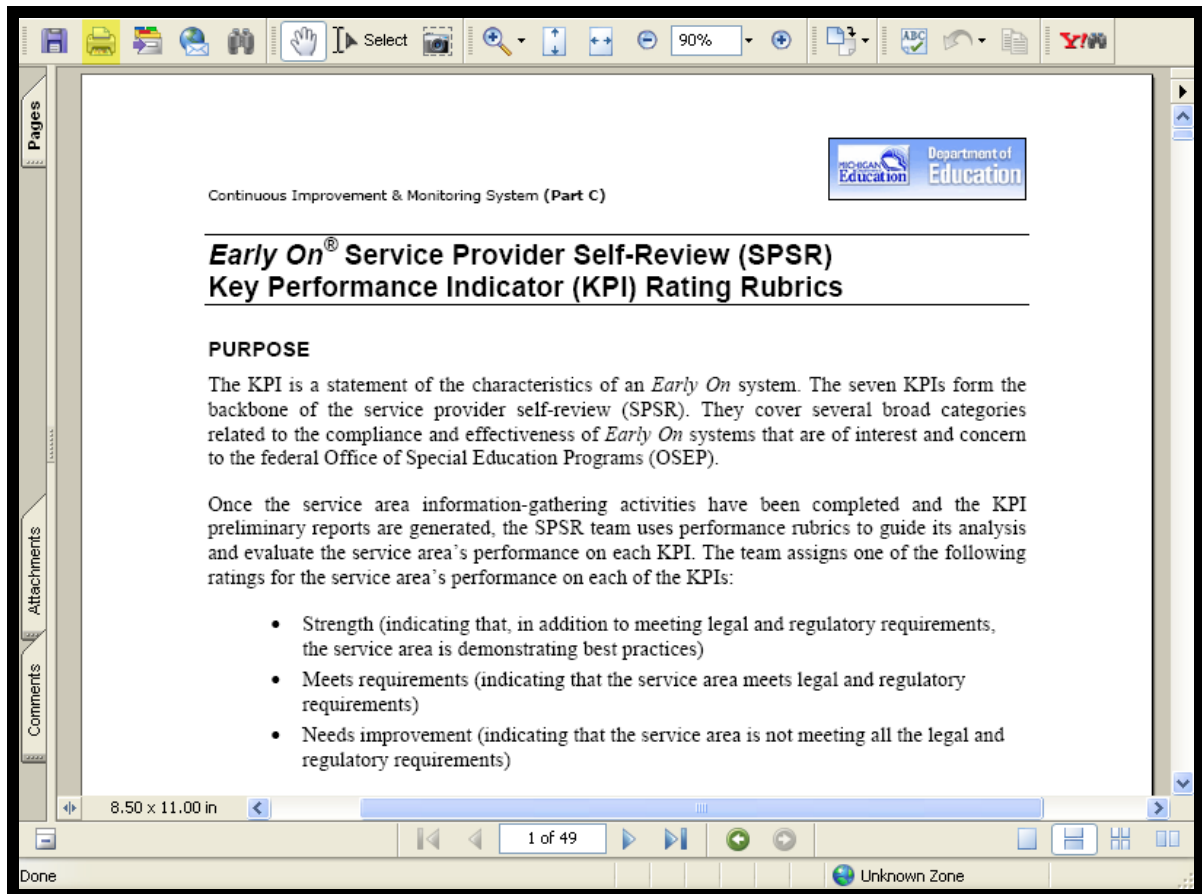


Figure 57

Continuous Improvement & Monitoring System (Part C)

### Rating Rubric for KPI 1: Child Find

	Strength	Meets Requirements	Needs Improvement
<p><b>Principle 1, Probe 1:</b> Does the <i>Early On</i> service area identify infants and toddlers at a rate comparable to the state targets for infants and toddlers from birth to age one and from birth to age three?</p> <p><b>Principle 1, Probe 2:</b> Does the <i>Early On</i> service area receive referrals from a variety of primary referral sources, including agency partners, community organizations, health care professionals and hospitals, parents, and local education agencies (LEAs)?</p> <p><b>Principle 1, Probe 3:</b> Does the <i>Early On</i> system receive referrals for underserved groups, including minority, low-income, homeless, and rural families, and children with disabilities who are wards of the state?</p> <p><b>Principle 1, Probe 4:</b> Is the <i>Early On</i> system coordinated with the Project Find system to ensure that children eligible for Michigan special education are also enrolled in <i>Early On</i>?</p> <p><b>Principle 1, Probe 5:</b> Is the <i>Early On</i> system coordinated with the Project Find system to ensure that infants and toddlers eligible for Michigan special education are referred to special education?</p>	<ul style="list-style-type: none"> <li>• Birth-1 identification rate &gt;1.1%</li> <li>• Birth-3 identification rate &gt;2.3%</li> <li>• The Department of Human Services (DHS), local affiliates of the Department of Community Health (DCH), and other referring organizations have policies and procedures regarding referral to <i>Early On</i>.</li> <li>• DHS, local DCH affiliates, and other referring organizations make referrals to <i>Early On</i> that result in IFSPs.</li> <li>• The service area has policies and procedures in place to ensure the identification of children from local minority populations and makes adjustments to those policies and procedures when necessary.</li> <li>• All children from birth to age three enrolled in Michigan special education have an IFSP, if parents consent.</li> <li>• Children enrolled in <i>Early On</i> are referred to Michigan special education when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Birth-1 identification rate = 1.1%</li> <li>• Birth-3 identification rate = 2.3%</li> <li>• DHS and local DCH affiliates have policies and procedures regarding referral to <i>Early On</i>.</li> <li>• DHS and local DCH affiliates make referrals to <i>Early On</i> that result in IFSPs.</li> <li>• The service area has policies and procedures in place to ensure the identification of children from local minority populations.</li> <li>• All children from birth to age three enrolled in Michigan special education have an IFSP, if parents consent.</li> <li>• Children enrolled in <i>Early On</i> are referred to Michigan special education when appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Birth-1 identification rate &lt;1.1%</li> <li>• Birth-3 identification rate &lt;2.3%</li> <li>• DHS and/or local DCH affiliates do not have policies and procedures regarding referral to <i>Early On</i>.</li> <li>• DHS and/or local DCH affiliates do not make referrals to <i>Early On</i> that result in IFSPs.</li> <li>• The service area does not have policies and procedures in place to ensure the identification of children from local minority populations.</li> <li>• Not all children from birth to age three enrolled in Michigan special education whose parents consent have an IFSP.</li> <li>• Not all children enrolled in <i>Early On</i> are referred to Michigan special education when appropriate.</li> </ul>

Early On Service Provider Self-Review (SPSR): Key Performance Indicator (KPI) Rating Rubrics (8/10/07) Page 3 of 12

Figure 58

Continuous Improvement and Monitoring System (Part C)

### KPI Preliminary Report

#### KPI 1: Child Find

**Principle 1:** Effective *Early On* systems locate infants and toddlers from birth to age three who are eligible for *Early On* services.

**Probe 1:** Does the *Early On* service area identify infants and toddlers at a rate comparable to the state targets for infants and toddlers from birth to age one and from birth to age three?

**Question** **Data Source**  
 Identification rates (Ref. #100) EETRM/CIS

Birth-1		Birth-3	
State target	Service area rate	State target	Service area rate

**Probe 2:** Does the *Early On* service area receive referrals from a variety of primary referral sources, including agency partners, community organizations, health care professionals and hospitals, parents, and local education agencies (LEAs)?

**Question** **Data Source**  
 Percentage of children found eligible for *Early On* services from each referral source (Ref. #104) EETRM/CIS

Referral Source	2004		2005		2006	
	% 6/04	% 12/04	% 6/05	% 12/05	% 6/06	% 12/06
Community Mental Health						
Department of Human Services						
Education						
Family member						
Hospital						
Other						
Physician						
Public health						
Unknown						

Figure 59

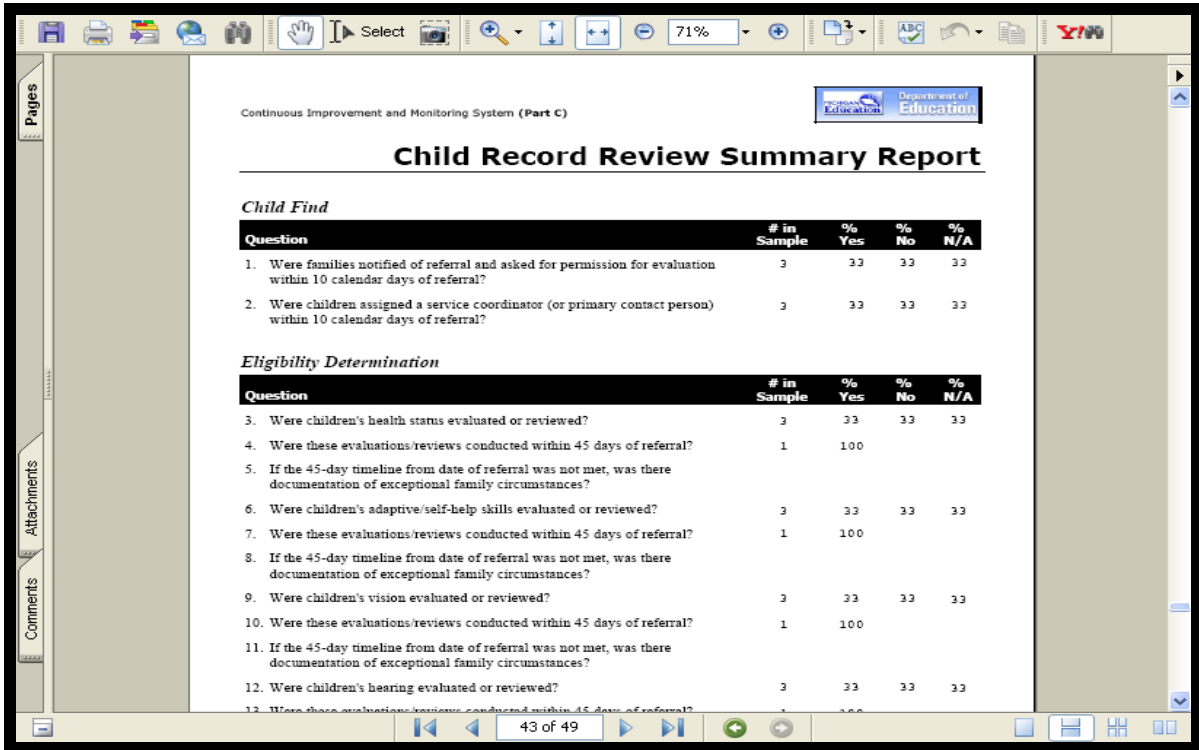


Figure 60

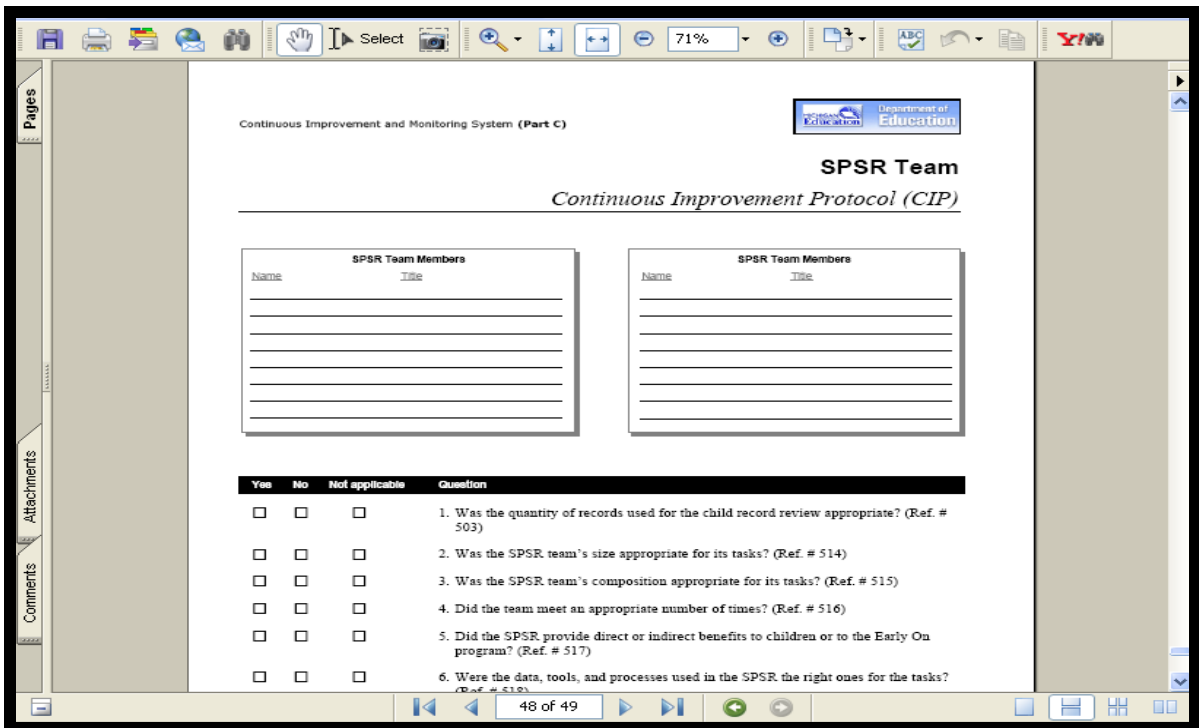


Figure 61