Maine Part C SSIP Phase III	Evaluation Matrix
(updates/ changes Phase III, Year 4 (4.1.2020) submission)	

Broad Improvement Strategy #1: Professional Development
If CDS develops and implements a sustainable, comprehensive professional development plan for Maine's Early Childhood Care and Education then infants and toddlers with disabilities and their families will receive high quality evidence-based services then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.

Evaluation Questions:
1. What percentage of new staff/ contracted providers received RBEI Training #1 within 30 days of hire/ contract?
   Change to: What percentage of new/ staff and contracted providers received RBEI Training #1 within 90 days of hire/contract?
2. What percentage of new staff/ contracted providers received RBEI Training #2 within 30 days of hire/ contract?
   Change to: What percentage of new/ staff and contracted providers received RBEI Training #2 within 90 days of hire/contract?
3. ~~What percentage of veteran staff received annual refresher training~~? What number of sites received targeted PD based on ongoing fidelity checks?

Activity to Evaluate		Data Collection Plan			Evaluation of Activity Implementation		
SSIP Activity	Level of System	Sources/Tools	Methodology	Schedule	Scoring Criteria	Data/Score	Notes
CDS will develop and provide trainings for practitioners and contracted providers that will focus on RBI including the family ecology, needs assessment, intervention planning, support-based home visiting, and collaborative consultation to child care. RBEI Trainings Training #1: ecology, needs assessment, intervention planning Training #2: Support based home visit and collaborative	☒ State ☐ Regional Site ☐ Provider ☐ Other:	Training Documentation: Total number of attendees; new staff and new contracted providers.	**Data collection** Training Warehouse **Analysis method:** State staff reviews training documentation **Parties responsible:** EIPM and EITA	**Collection:** July 1, 2015, ongoing **Analysis:** Quarterly	**Question 1, 2, 3** (Q3- 9/21/2016) 0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100%	**Question 1:** Data: 37.5% Date: 9/21/2016 Score: 0 Data: 0% Date: 3/1/2018 Score: 0 Data: 100% 3/25/19 Score: 3	Although the timeframe for receiving initial training was extended to 90 days after hire/contract date, the average number of days between hire/contract date and receiving training was less than 45 days for both RBEI trainings.
		HR documentation Contract Master List Contract Attestation Length of hire/contract date to training.	**Data collection** Hire Date Spreadsheet Contractor File Information **Analysis method:** State staff reviews documentation	**Collection:** July 2015; quarterly **Analysis:** Quarterly	Question 3: 0= less than 4 sites 1= 5-8 sites 2= all sites	**Question 2:** Data: 88.5% Date: 9/21/2016 Score: 2 Data: 0% Date: 3/1/2018 Score: 0	

						Data: 90% Date: 3/25/19 Score: 3
consultation.			**Parties responsible:** EIPM and EITA			**Question 3:** Data: 100% Date: 3/1/2018 Score: 2 Data: 100% Date: 3/25/19 Score: 2

Evaluation Questions:
1. A. What percentage of early intervention providers (staff and contracted) received fidelity checks for the content of training #1?
   B. What percentage of early intervention providers who received fidelity checks met fidelity?
2. A. What percentage of early intervention providers (staff and contracted) received fidelity checks for the content of training #2?
   B. What percentage of early intervention providers who received fidelity checks met fidelity?

Activity to Evaluate		Data Collection Plan				Evaluation of Activity Implementation	
SSIP Activity	Level of System	Sources/Tools	Methodology	Schedule	Scoring Criteria	Data/Score	Notes

CDS will require all CDS Part C practitioners meet the standard for state approval in conducting the Routines-Based Interview and providing Routines-Based Home Visits	☒ State ☐ Regional Site ☐ Provider ☐ Other:	RBEI Fidelity checklist Training Warehouse	**Data Collection** Fidelity Checklists **Analysis method** EIPM review **Parties responsible:** EIPM EITA	**Collection:** Ongoing, FY2016 **Analysis** Quarterly	**Question 1A** 0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100% **Question 1B** 0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100% **Question 2A** 0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100% **Question 2B** 0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100%	**Question 1A** Data: 32.2% Date: 3/25/2019 Score: 0 **Question 1B** Data: 92.8% Date: 3/25/2019 Score: 3 **Question 2A** Data:60.2% Date: 3/25/2019 Score: 1 **Question 2B** Data: 78.5% Date: 3/25/2018 Score: 2	Because the majority of providers had previously achieved fidelity on the RBI, only a small percentage required fidelity checks on this component in 2018.

Broad Improvement Strategy #2: Data Collection and Reporting:

If CDS enhances the capacity of the state-wide data system to collect and report comprehensive data on child indicator results then necessary data will be available for monitoring, evaluation, and improvement planning on child outcomes then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.

Evaluation Questions:
1. Was the new statewide data system implemented on July 1, 2016?
2. What percentage of new staff received training within 30 days of hire?
3. Was the COS embedded in the new data system with validation measures?

CDS will implement a new statewide data system that will improve data quality and allow necessary analyses of child outcome data. -	☒ State ☐ Regional Site ☐ Provider ☐ Other:	Documentation: Meeting Minutes	**Data collection** Meeting Minutes (May 26, 2016) **Analysis method:** State review **Parties responsible:** QA Director, Vendor	**Collection:** July 1, 2016 **Analysis:** n/a	**Question 1** Yes= Implemented by July 1, 2016 No= Not implemented	**Data:** Production system was available on June 2, 2016. **Date:** 9/21/2016 **Score:** Yes	
		HR Employee Documentation New Hire Orientation Checklist	**Data Collection:** Training Warehouse **Analysis method:** State review **Parties responsible:** QA Director, EIPM, EITA	**Collection:** December 31, 2016 **Analysis:** Quarterly	**Question 2** 0= less than 50% 1= 51-75% 2= 76-89% 3= 90-100%	**Question 2:** **Data:** 100% **Date:** 2/28/2017 **Score:** 3 **Data:** 100% **Date:** 3/25/2019 **Score:** 3	Because the ability to use CINC is critical to the performance of one's job duties, all providers received CINC training within 30 days of hire/contract date.

CDS will embed the COS in the new data system, which will ensure that both entrance and exit COS' are completed and received by the state office and significantly reduce the chances of human error.	☒ State ☐ Regional Site ☐ Provider ☐ Other:	Completed date of the COS is embedded in the new data system.	**Data collection:** COS Report **Analysis method:** State Review **Parties responsible:** QA Director, EIPM, EITA	**Collection:** December 31, 2016 **Analysis:** n/a	**Question 3** Yes= Embedded No= Not embedded	**Data:** Production system was available on June 2, 2016. **Date:** 9/21/2016 **Score:** Yes	

Broad Improvement Strategy #3: Early Intervention Outreach
If CDS increases public awareness and understanding of Maine's EI system then an increased number of infants and toddlers will be referred and potentially identified at a younger age then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.

Evaluation Questions:
1. Were public awareness materials developed?
2. How many potential referral sources received public awareness materials?

CDS will develop public awareness materials that target potential referral sources such as hospitals, medical practices, childcares, DHHS, Women infants and Children, Maine Families Home Visiting, Head Start, and Early Head Start.	☒ State ☐ Regional Site ☐ Provider ☐ Other:	Completion date of PR materials.	**Data collection** Materials **Analysis method:** State Review **Parties responsible:** EIPM, EITA	**Collection:** August 2015 **Analysis:** review materials annually	**Question 1** Yes= Developed No= Not developed	**Data:** Materials available August 1, 2015 **Date:** August 1, 2015 **Score:** Yes	Materials are reviewed and updated annually or as needed.
		Documentation of outreach to potential referral sources.	**Data collection:** Outreach database **Analysis method:** State review **Parties**	**Collection:** February 28, 2017 **Analysis:** Quarterly	**Question 2** 0= 0-25 potential referral sources 1= 26-49 2= 50-74 3= 75-99 4= > 100	**Data:** 90 potential referral sources **Date:** February 28, 2017 **Score:** 3 **Data:** 85 potential referral sources **Date:** 3/1/2018	CDS received 11% more referrals in FY18 than it did in FY19. The average age at referral dropped from 18.24 months to 16.5 months.

			responsible: EIPM, EITA		**Score**: 3 **Data:** 60 potential referral sources **Date:** 3/25/19 **Score:** 2	

Evaluation Questions:
1. Number of family w/ approval received a follow up phone call 3 months after declining services or being determined ineligibility.
2. Number/ percent of families who exited part c with referrals to other agencies?

Activity to Evaluate		Data Collection Plan			Evaluation of Activity Implementation		
SSIP Activity	Level of System	Sources/Tools	Methodology	Schedule	Scoring Criteria	Data/Score	Notes
CDS will ensure that families who decline services, or whose children who are determined ineligible for Part C, or families that are difficult to contact, are provided current community resources	☒ State ☐ Regional Site ☐ Provider ☐ Other:	Site level documentation/ tracking of families who requested follow up.	**Data Collection** Beginning in FY 17 **Analysis method** **Parties responsible:** EIPM EITA	Collection: Analysis	**Question 1** No able to report data as of this report.	No able to report data as of this report.	Guidance issued September 2015 No tracking mechanism has been developed at this time.

		CINC data/ exit report	**Data Collection** CINC Report **Analysis** State **Parties Responsible:** EIPM EITA QAD	**Collection:** February 28, 2017 **Analysis:** Quarterly	**Question 2** No able to report data as of this report.	No able to report data as of this report.	Exiting data in CINC is unreliable at this time.

Broad Improvement Strategy #4: System Support

If CDS builds a sustainable EI workforce then infants and toddlers will receive services from highly qualified professionals then Maine will increase the percentage of infants and toddlers with IFSPs who demonstrate improved acquisition and use of knowledge and skills by the time they turn three or exit the program.

Evaluation Questions:
1. Were EIPM position developed and filled?
2. Were productivity expectations standardized?

CDS will maintain a highly qualified EI workforce by: - Investigating the development of Part C program manager positions that would allow for direct, ongoing supervision of Part C practitioners at the regional site level - Standardizing productivity expectations for Part C practitioners which accommodate direct service time as well as mileage to ensure	☒ State ☐ Regional Site ☐ Provider ☐ Other:	Number of EIPMs, dates of hire	**Data collection:** HR records **Analysis method:** State review **Parties responsible:** HR Director	**Collection:** February 28, 2017 **Analysis:** n/a	**Question 1** Yes=Developed and filled No =Not developed and filled	**Data:** 8 Program Managers hired **Date:** January 1, 2017 **Score:** Yes	
		Implementation date of efficiency expectations	**Data collection:** Distribution of efficiency form notification and guidance **Analysis method:**	**Collection:** February 1, 2017 **Analysis:** n/a	**Question 2** Yes=Standardized No= Not standardized	**Data:** Notification distributed **Date:** December 1, 2016 **Score:** Yes	

| that regional sites are adequately staffed and that caseloads are manageable | | | State review

Parties responsible: EIPM, Regional Site Directors | | | | |

Evaluation Questions:
1. Was a specific posting site identified as the most effective w/ regards to the number applicants?
2. Percentage of posted positions filled?

Activity to Evaluate		Data Collection Plan		Evaluation of Activity Implementation			
SSIP Activity	Level of System	Sources/Tools	Methodology	Schedule	Scoring Criteria	Data/Score	Notes
CDS will effectively recruit new practitioners by: - Identifying the most effective location(s) for posting open positions in order to increase the pool of potential Part C practitioners	☒ State ☐ Regional Site ☐ Provider ☐ Other:	Open position tracking documentation	**Data Collection:** Review of Open Position Tracking form **Analysis method:** State Review **Responsible Parties:** HR Director	**Collection:** 2/1/19	Yes/ no	**Data:** 86% of applicants through Indeed.com **Date:** 2/1/19 **Score:** Yes	Indeed.com was determined to be the most effective place to post open positions.
			:	**Collection:** 2/1/19	1 - 30% - 20% vacancies 2 – 19% - 10% vacancies 3 – 9% - 0% vacancies	**Data:** 11% vacancies **Date:** 2/1/19 **Score:** 2	