

Biennial Performance Report (BPR) data system v.02.02



Welcome to one of the components for Connecticut's Part C general supervision and quality assurance systems. This document may be printed but we designed it to be used "live" or at least, printed in color.

The list below includes links to various steps in the BPR data entry and reporting processes that are included in this document.

Click on any link to go directly to that section.

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Open the BPR data system (double click a desktop shortcut or click Start, Programs, BPR, Biennial Performance Report).

Log in using the same System ID and Password that you use for the Birth to Three Data System.

If you have upgraded to a VPN connection, you may have more than one System ID. Be sure to use the main ID each time you log in to the BPR data system.

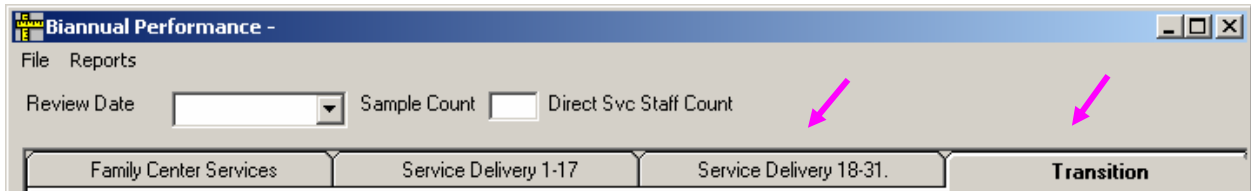
The program opens to the BPR data entry screen.

NOTE: the Family Centered Services items are the first ones visible.

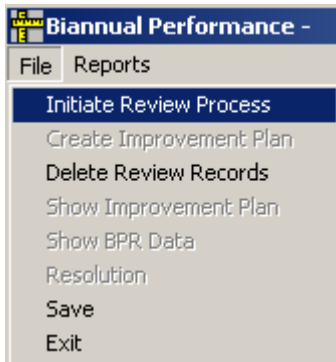
Family Center Services						Service Delivery 1-17					Service Delivery 18-31					Transition				
Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt			
1. Eligibility Statement Shared Within 4 Days		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>	8. Family Outcomes Noted		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>	9. Family Progress Noted in Documents		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>			
2. Family Involved In Eval/Assessment		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>	10. Early Intervention Support Enhanced Dev		<input checked="" type="checkbox"/>		90	<input type="checkbox"/>	11a. Families Engaged During Visit - Family		<input checked="" type="checkbox"/>		90	<input type="checkbox"/>			
3. Offered Other Parent Contact		<input checked="" type="checkbox"/>		90	<input type="checkbox"/>	11b. Families Engaged During Visit - Observe		<input checked="" type="checkbox"/>		90	<input type="checkbox"/>	12a. Family Rights - Can Describe		<input checked="" type="checkbox"/>		100	<input type="checkbox"/>			
4a. Family Contributed to IFSP - Family Words		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>	12b. Family Rights - Context		<input checked="" type="checkbox"/>		100	<input type="checkbox"/>	12c. Family Rights - Observe Staff Explanation		<input checked="" type="checkbox"/>		100	<input type="checkbox"/>			
4b. Family Contributed to IFSP - Family Included		<input checked="" type="checkbox"/>		90	<input type="checkbox"/>	13. Has Program Helped Family Outcome		<input checked="" type="checkbox"/>		90	<input type="checkbox"/>									
5. Naturally Occuring Learning Oportunities		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>															
6a. Daily Routine - Language		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>															
6b. Daily Routine - Best Suggestion		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>															
6c. Daily Routine - Observe Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>		85	<input type="checkbox"/>															
7a. Family Strategies - Review Visit Notes		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>															
7b. Family Strategies - Best Suggestion		<input checked="" type="checkbox"/>		85	<input type="checkbox"/>															
7c. Family Strategies - Staff Discussions	<input type="checkbox"/>	<input checked="" type="checkbox"/>		85	<input type="checkbox"/>															

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To view the Service Delivery and Transition Measures, click on the Tabs

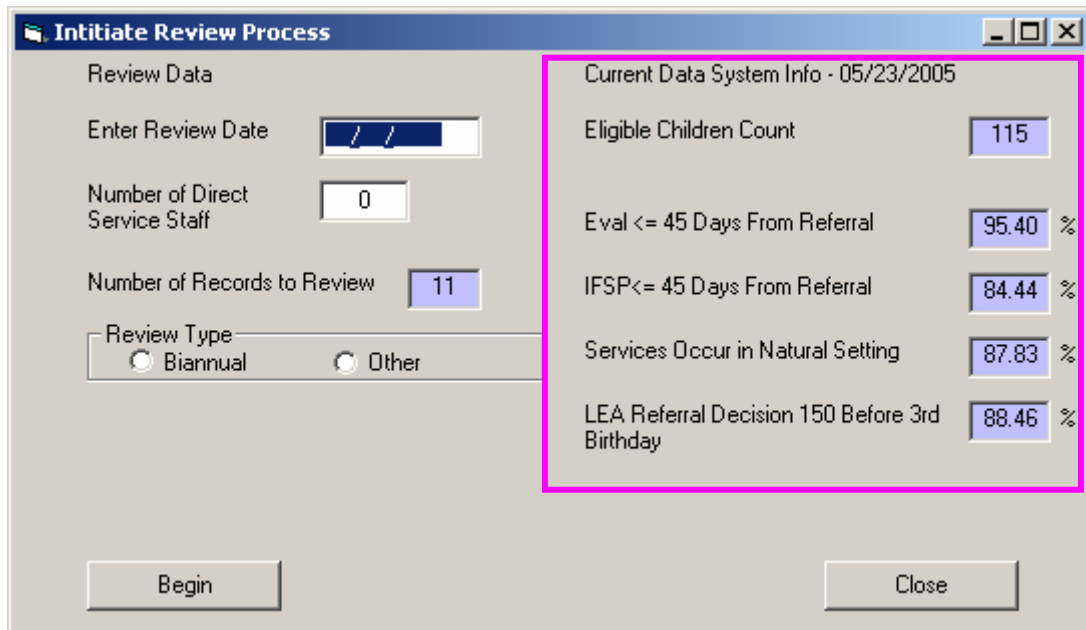


To begin data entry, select **Initiate Review Process** from the **File** menu.



This will open a new window. It takes a short while to open because it includes current performance on 5 measures.

On the Right Hand side of the screen is current information for your program covering the last 6 months.



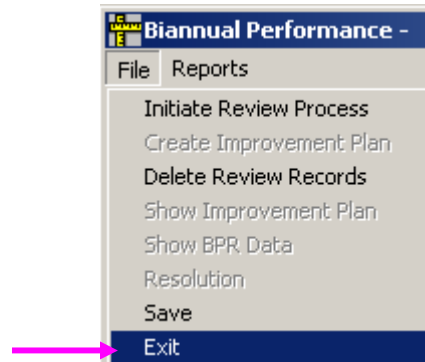
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On the left hand side of the screen enter a review date and press the Tab key. The system will then display the six-month date range that will be used for the data generated by the Birth to Three data system (SPCases). The last date in this range is 45 days before the date that you entered to allow time for completion of Initial IFSPs.

Field	Value
Enter Review Date	07/01/2005
Number of Direct Service Staff	1
Number of Records to Review	11
Review Type	Biannual
Current Data System Info	05/23/2005
Eligible Children Count	115
Eval <= 45 Days From Referral	95.40 %
IFSP <= 45 Days From Referral	84.44 %
Services Occur in Natural Setting	87.83 %
LEA Referral Decision 150 Before 3rd Birthday	88.46 %

You will want to be sure that all data have been entered for the period selected before completing the BPR process.

If you are not sure that all available data for that period have been entered into SPCases, click **Close**. You will return to the opening data enter screen where you can exit out of the program.



**NOTE: Ultimately the date of your review should be close to the date that the Biennial Performance Report is due:
Cohort 1: 9/15/07 Cohort 2: 9/15/08**

NOTE: If you want to proceed, you will have an option to delete the all the BPR records and start over but knowing the date range in advance and assuring that data in SPCases have been entered can help to avoid this step.

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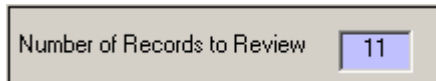
Next, enter the number of staff in your program.



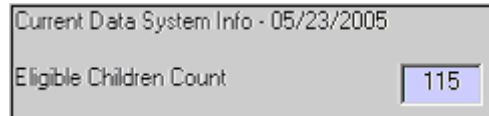
Number of Direct Service Staff

NOTE: if you decide to change this later, the numbers may not update

Use common sense for this regarding full/part time and staff/subcontractors. The number will determine how many staff you will need to observe and interview.



Number of Records to Review



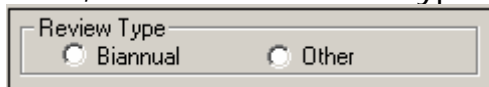
Current Data System Info - 05/23/2005
Eligible Children Count

The Number of Records to Review is automatically calculated based on 10% of the Eligible Children Count **as of the date on which you are initiating the review.**

NOTE: Since program sizes Sandy will be updating this to use the number of records as of a date you select

NEW

Next, select the Review Type.

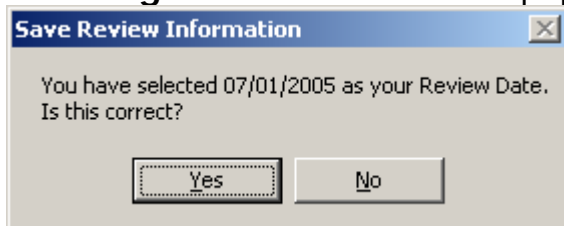


Review Type
 Biennial Other

If your full BPR is due, select **Biennial**.

Based on focused monitoring, complaints or other quality assurance activities, programs that do not have online BPR improvement plans in place may be required to create one outside of the standard biennial review cycle. If you are only creating an improvement plan, you will select **Other**. (See page XX)

Click **Begin** and a confirmation pop-up will appear. Click **Yes** to proceed.

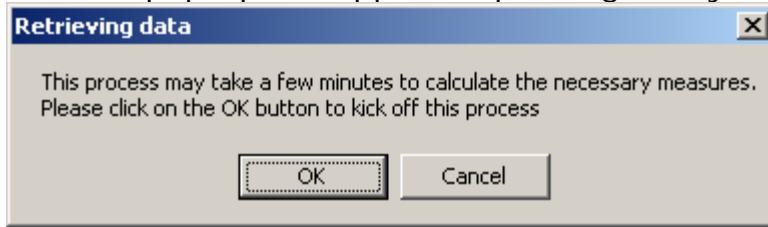


Save Review Information
You have selected 07/01/2005 as your Review Date.
Is this correct?

You can delete everything and start over any time up to the due date.

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Another pop-up will appear explaining that you can expect a delay. Click **OK**.



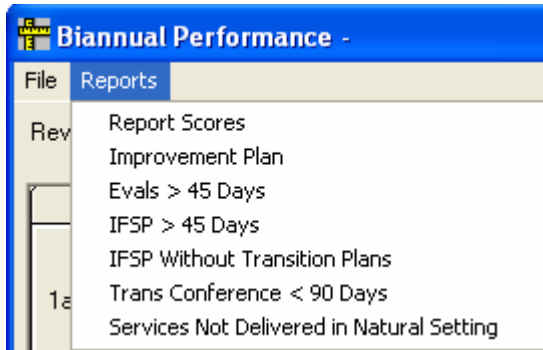
You will be returned to the BPR data entry screens. This time whenever possible, available data has been automatically entered.

Family Center Services						Service Delivery 18-31.						Transition					
Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt
1. New Consent Form w/ Every Evaluation		0	0	100	<input type="checkbox"/>	11b. Objectives Match ID Needs - Family		0	0	90	<input type="checkbox"/>						
2. Separate Authorization Forms For Info Release		0	0	100	<input type="checkbox"/>	12a. IFSP is Within 45 Days of Referral	36	36	100	100	<input type="checkbox"/>						
3. Written Prior Notice Waiver for Eval/IFSP		0	0	100	<input type="checkbox"/>	12b. IFSP >= 45 Days Family Request Documented	3	2	67	85	<input type="checkbox"/>						
4a. Initial Eval Within 45 Days of Referral	79	74	94	100	<input checked="" type="checkbox"/>	13a. IFSP Include Family Concern/Priorities		0	0	100	<input type="checkbox"/>						
4b. Evals Occuring > 45 Family Request Docum	5	0	0	100	<input type="checkbox"/>	13b. IFSP Obj ID Steps & Timelines		0	0	85	<input type="checkbox"/>						
5. Typed Initial Eval Includes 2 Signatures		0	0	100	<input type="checkbox"/>	13c. IFSP Include Services Other Than EIS		0	0	100	<input type="checkbox"/>						
6. Initial Eval Clear Statement on Eligibility		0	0	95	<input type="checkbox"/>	13d. Progress Documented on IFSP Review		0	0	85	<input type="checkbox"/>						
7. Eval Reports Current Functions 5 Levels		0	0	100	<input type="checkbox"/>	14a. Services Occur in a Natural Setting	115	101	0	100	<input checked="" type="checkbox"/>						
8. Initial Eval Y/N for Vision Assessment		0	0	100	<input type="checkbox"/>	14b. Justification Included in IFSP	14	0	0	100	<input type="checkbox"/>						
9. Initial Eval Y/N for Hearing Assessment		0	0	100	<input type="checkbox"/>	15. All IFSP Reviews Occur @ Mandated Times		0	0	100	<input type="checkbox"/>						
10. Assessments ID Strengths/Needs		0	0	90	<input type="checkbox"/>	16. IFSP Changes are Explained		0	0	85	<input type="checkbox"/>						
11a. Objectives Match ID Needs		0	0	85	<input type="checkbox"/>	17. IFSP Services Delivered as Planned		0	0	100	<input type="checkbox"/>						

PLEASE CHECK THE DATA: If it looks wrong, use all the reports to find the records. *If you need to fix your data, close out and begin again after the data in SPCases has been corrected.*

As soon as you initiate your review, you'll want to get the names of the children for some of the measures with results generated from the data system. In some cases you'll need to verify or even correct the data before proceeding. You may even need to delete the records and start over so it is important to go over this information as soon as possible.

Reports



The first two reports, **Report Score** and **Improvement Plan** just print out the information you see on the screens. There is more on this later.

Evals > 45 Days lists the names the children for whom the Evaluation date was entered in SPCases as being more than 45 days from the referral to Child Development Infoline.

IFSPs > 45 Days lists the names the children for whom the Evaluation date was entered in SPCases as being more than 45 days from the referral to Child Development Infoline.

IFSP Without Transition Plans lists the names of the children for whom the "transition plan box is not check on EVERY IFSP screen.

Trans Conference < 90 lists the names the children for whom the Transition Conference date was entered in SPCases as being fewer than 90 days before age three regardless of family reasons. It also lists children for whom there should have been a Transition Conference (the LEA referral is marked Yes or Not Yet) but the Transition Conference is blank.

Services Not Delivered in Natural Setting lists the names the children for whom the primary setting data in an IFSP was entered as other than home or setting for typical peers OR the "Not Natural" box was checked indicating that there is another, non-primary, service not provided in natural setting (other than Audiology.)

NOTE the Performance Dashboard in SPCases is a very useful tool as well and program should all be familiar with how to use the OPTION menu to select sample dates to match the BPR. The reports will align with the BPR.

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Some of the items are non-standard in that they do not use 10% of records or staff to calculate the program's percentage.

Measure SD-4a and SD-4b

Family Center Services		Service Delivery 1-17			
Measure	Meas Count	Meas Met	Pgm% Criteria	IP Opt	
4a. Initial Eval Within 45 Days of Referral	29	28	97	100	<input type="checkbox"/>
4b. Evals Occuring > 45 Family Request Docum	1	1	100	100	<input type="checkbox"/>

The data system automatically populates 4a and the measure count for 4b. If **all** the records with evaluations over 45 days have documentation of the reasons for the delays **and** the delays are due to family request, the check mark in the IP option box for 4a will be removed even if the program percentage for 4a is below 100%.

This is also true for measures SD-12a, and SD-14a.

Measure SD-20

Use the four-point scale to rate each IFSP as directed in the QA Manual.

If you rate the IFSPs for the record you are reviewing as 1 (very unique) or 2 (somewhat unique), count that record as Met.

If you rate the IFSPs for the record you are reviewing as 3 (a little unique) or 4 (not really unique), count that record as Not Met.

Enter the number of records that were determined to be Met (very unique or somewhat unique).

Measure SD-29

Service Delivery 18-31.		Transition			
29. Transdisciplinary Forms are Signed & Current	5	5	100	100	<input type="checkbox"/>

If your program does not have 10% of children covered by Medicaid with a teacher or EIA on the IFSP, the base figure for "Measure Count" can be entered to reflect the number of records that were reviewed.

Measure SD-30

Service Delivery 18-31.		Transition			
Measure	Meas Count	Meas Met	Pgm% Criteria	IP Opt	
30. Forms in Family Language	3	3	100	100	<input type="checkbox"/>

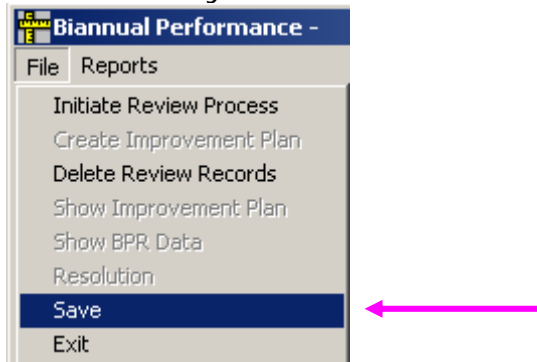
If your program does not have 10% of families speaking a language other than English at home, the base figure for "Measure Count" can be entered to reflect the number of records that were reviewed.

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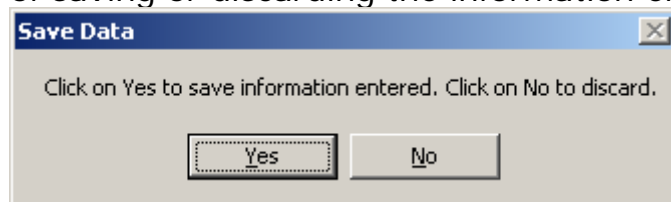
At this point you can begin entering the data from your self review into the “Measure Met” column. This is the number of records/families/staff for which you determined that the measure was met as described in the Birth to Three Quality Assurance manual.

NOTE: Be sure you are on the correct tab.

To save your work at any time choose Save from the File menu.



If you try to close the program without saving any entered or changed information a pop-up will appear offering you the option of saving or discarding the information entered.

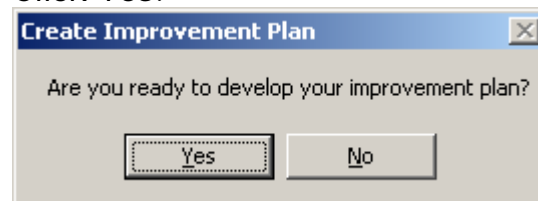


When all the data has been entered and saved, you will need to “submit” the BPR and, create an improvement plan.

To submit the completed BPR, Click on the File menu and select Submit BPR

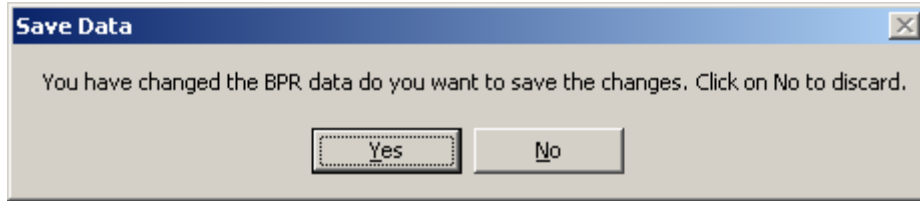


A Pop-up will confirm your choice. Click Yes.



If you have not saved recent changes, you will be asked if you want to save your changes.

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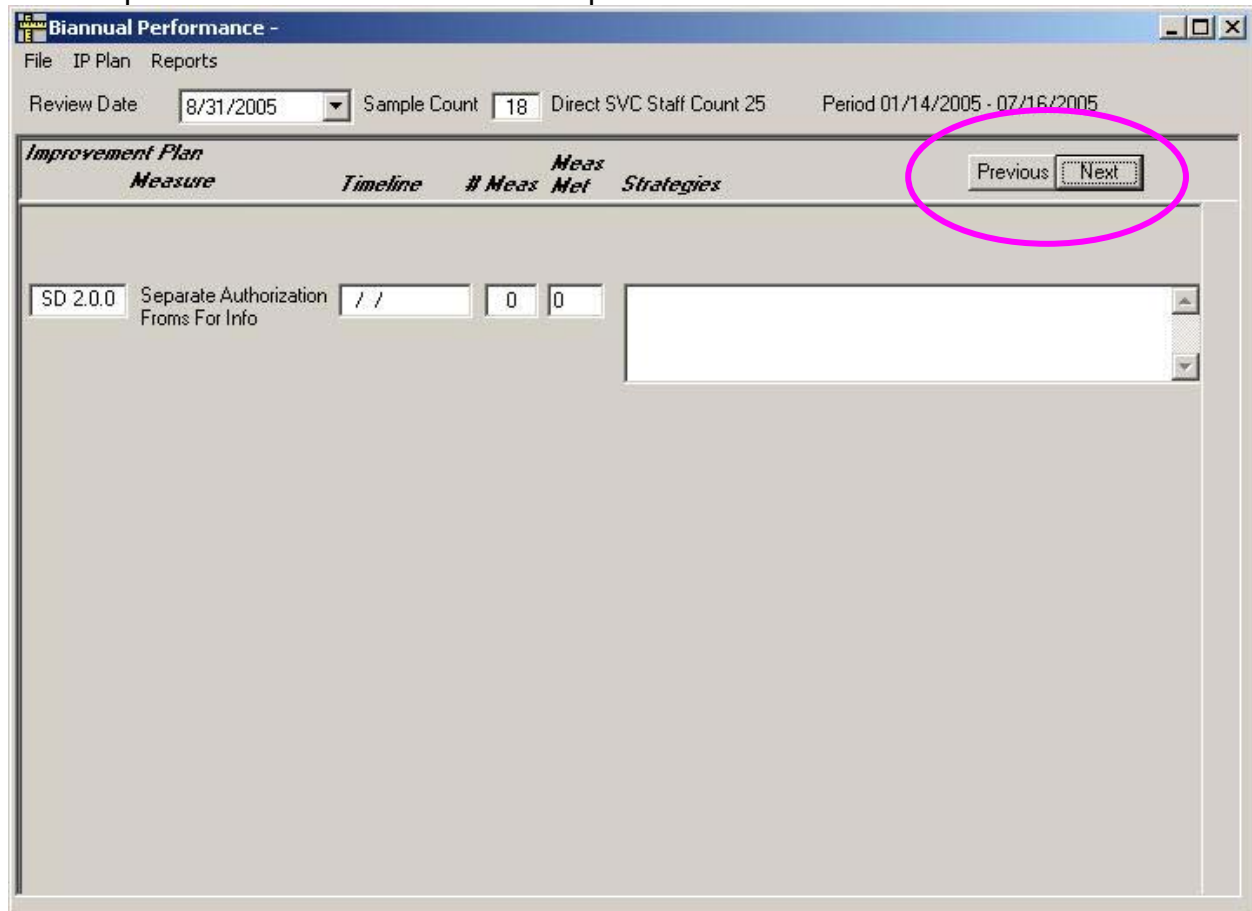
If you select **No**, you will return to the BPR data entry screen.

If you select **Yes**, you will be asked to confirm the choice to develop a plan.



You do not have to complete the plan right away however, plans should be completed within 30 days of the BPR due date.

The Improvement Plan screen will open.



The IP will include only measures with checkmarks in the **IP Opt** box. Those measures that were out of compliance, in significant need of improvement or checked as an optional item. This screen will display one measure at a time.

Click NEXT and PREVIOUS to move between them.

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NOTE: You do not have to complete the targets and strategies in your improvement plan at this point. This step triggers notification that the BPR data entry has been completed.

If a compliance measure is listed, this is preliminary notification by the lead agency of non-compliance; a letter will follow as official notification and the 12 months begins as of the date on that letter.

Enter the following information at least once for each measure.

- 1) Timeline: This is the date by when the program will have completed the strategies (4) and by when the measures will be met as planned in step 2 and 3.
- 2) # Meas: This is how many records will be reviewed or how many families will be interviewed.
- 3) Meas. Met: This is how many of those will have the measure present as described in the QA manual by the timeline (1).
- 4) Strategies: This is a description of the activities that will help the program to reach that target.

Measure	Timeline	# Meas	Meas Met	Strategies
SD 2.0.0 Separate Authorization Froms For Info	/ /	0	0	4

There can be more than one target per measure. For other than compliance measures, a program can spread the targets out over 2 years.

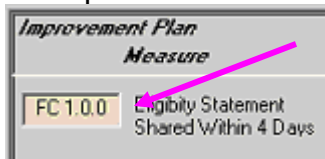
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Since measures of compliance are due to be corrected as soon as possible but no later than 12 months from notification, the strategies should be completed within 6 months so that the program will have time to evaluate the effectiveness of the strategies and show 3 months of compliance.

NOTE: The first target for each measure displays the description. Any additional targets for that measure others will read as "Target" beneath the description. (See page 11.)

To add another target,

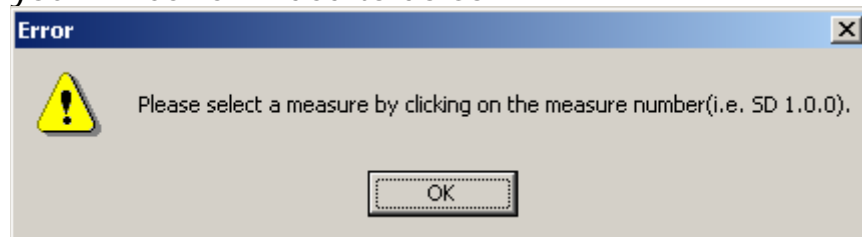
FIRST - Click on code for the measure that you are working on. The cell will turn pink.



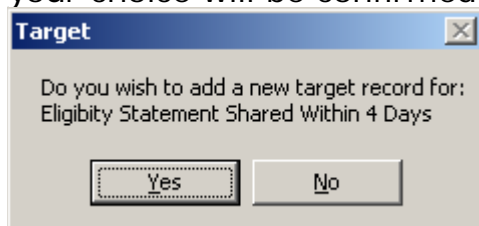
Then click on the **IP Plan** menu and select **Add Another Target**



If you did not click on the measure code, you will be reminded to do so.



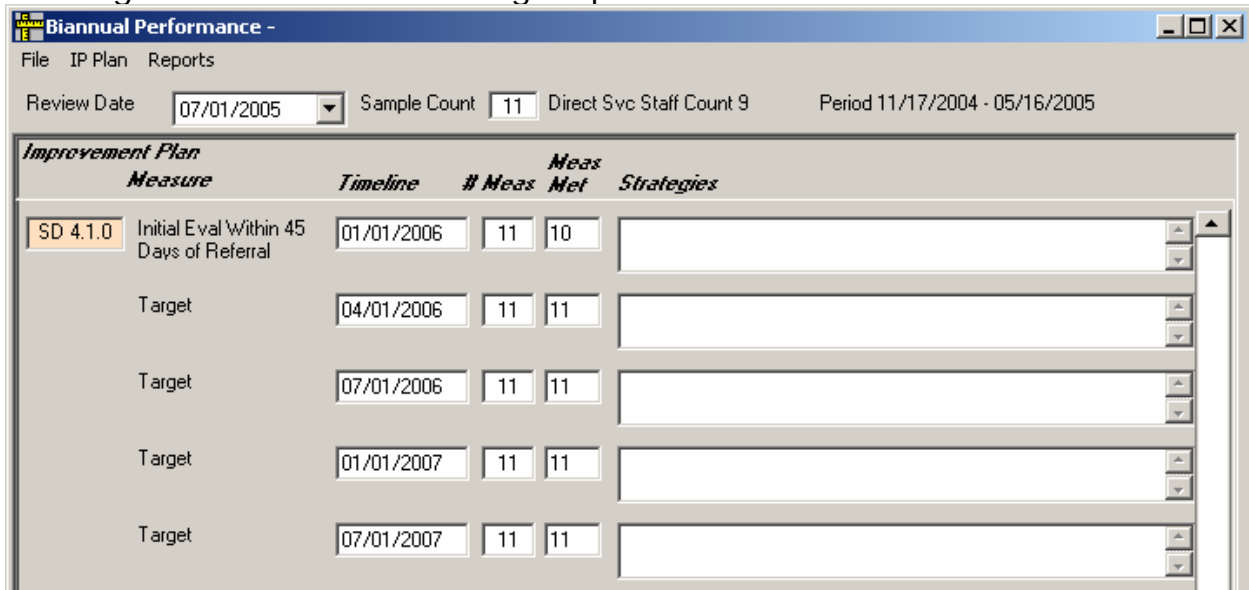
If you did click on the measure code, your choice will be confirmed.



Click **Yes** if correct, or **No** to go back and select a different measure.

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When you click **Yes**, a new target appears below the last one you were working on. The number of targets permitted is unlimited.

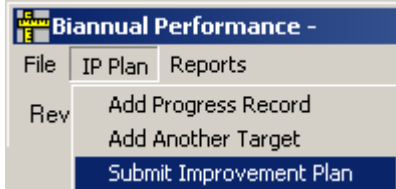


The screenshot shows the 'Biannual Performance' application window. At the top, there are fields for 'Review Date' (07/01/2005), 'Sample Count' (11), 'Direct Svc Staff Count' (9), and 'Period' (11/17/2004 - 05/16/2005). Below this is a table titled 'Improvement Plan' with the following columns: Measure, Timeline, # Meas, Meas Met, and Strategies.

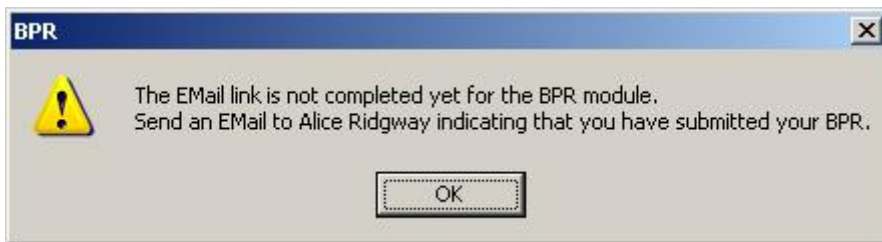
Measure	Timeline	# Meas	Meas Met	Strategies
SD 4.1.0 Initial Eval Within 45 Days of Referral	01/01/2006	11	10	
Target	04/01/2006	11	11	
Target	07/01/2006	11	11	
Target	01/01/2007	11	11	
Target	07/01/2007	11	11	

You can save your work at any time prior to submitting your improvement plan. You will also be able to modify your plan after submitting it. Completed improvement plans are due to be approved by QA within 30 days of the BPR due date.

When you are ready to submit your improvement plan. Select **Submit Improvement Plan** from the **IP Plan** menu.



and then you see....

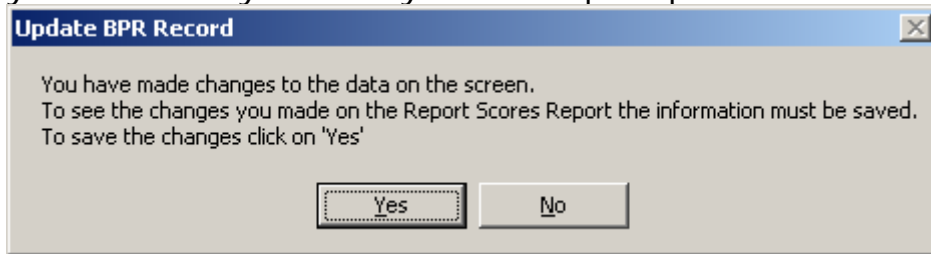


Upon review, if changes are needed, someone from QA will contact you.

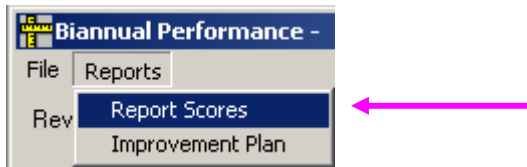
Once the improvement plan has been accepted, the lead agency will indicate that in the BPR data system.

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To **Print** a summary **Report** of the **BPR data** that was entered, first save your work. If you don't you will be prompted to do so.



After saving your work, click on the **Reports Menu** and select **Report Scores**



The 3 page report will open in Print Preview mode. You can then decide to print or export the data.

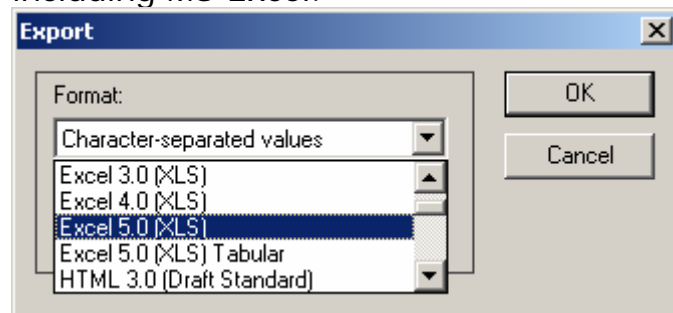
To **Print** click the button with the printer icon.



To **Export** click the button with the envelope icon.

An Export window will open.

You can change the Format to any option on the drop down list including MS Excel.



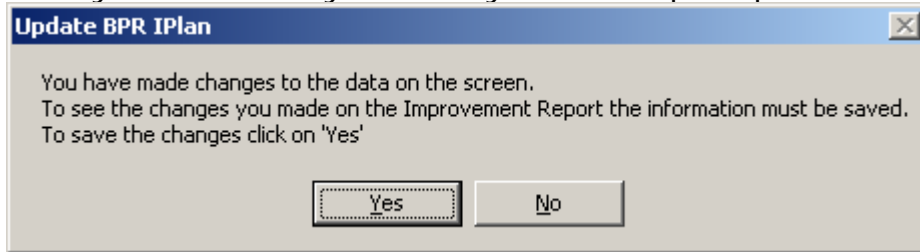
Leave the destination as Disk File



You will then save the file using a name and location of your own choosing. Be sure to remember where that is.

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To **Print** a summary **Report** of the completed **Improvement Plan**, first save your work. If you don't you will be prompted to do so.



After saving your work, click on the **Reports Menu** and select **Improvement Plan**.



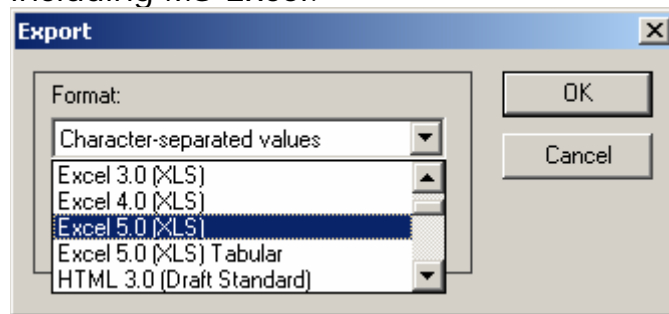
The report will open in Print Preview mode. You can then decide to print or export the data.

To **Print** click the button with the printer icon.



To **Export** click the button with the envelope icon. An Export window will open.

You can change the Format to any option on the drop down list including MS Excel.



Leave the destination as Disk File

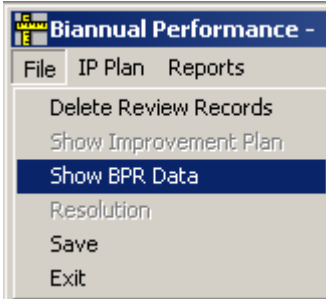


You will then save the file using the name and location of your own choosing.

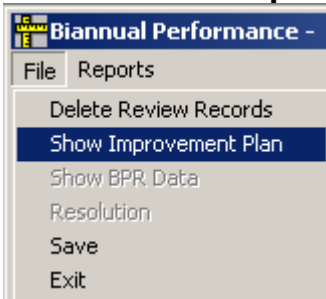
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Once you have created an improvement plan, you can switch between the Improvement Plan screen and the BPR data entry screen.

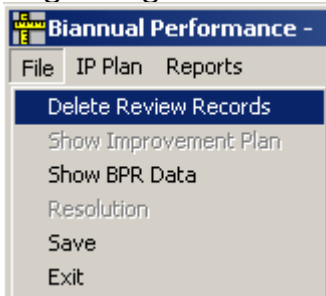
To view the BPR data from the Improvement plan screen select **Show BPR Data** from the **File Menu**.



To view the Improvement plan screen from the BPR data entry screen select **Show Improvement Plan** from the **File Menu**.

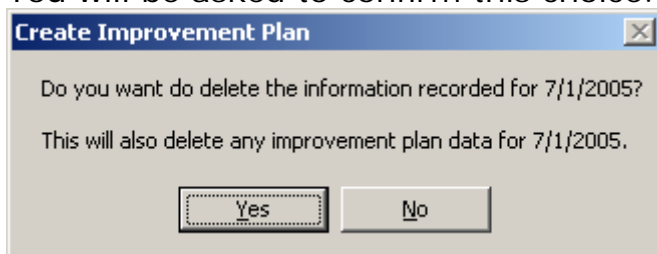


To delete all the BPR records and initiate the review process from the beginning select **Delete Review Records** from the **File Menu**.



This option is available from both the BPR Data screen and the Improvement Plan Screen.

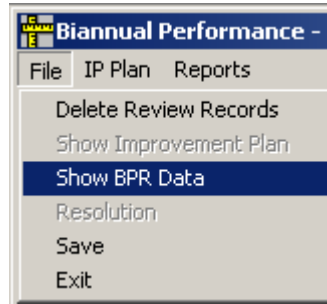
You will be asked to confirm this choice.



If you click yes you will have to initiate a new review (click here to view the directions on page 3.)

Adding New Measures to an Existing Improvement Plan

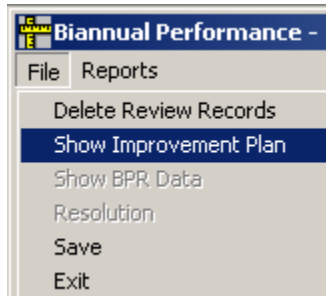
Programs may need to add new measures to an existing improvement plan, if the measure is identified after a focused monitoring visit or due to a written complaint. You will first need to view the BPR data.



Then check off IP Opt box for the measures that were newly identified.

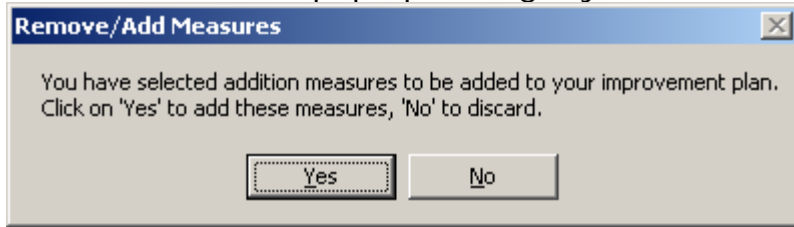
Family Center Services						Service Delivery 1-17					Service Delivery 18-31					Transition				
Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt			
1. New Consent Form w/ Every Evaluation		0	0	100	<input type="checkbox"/>	11b. Objectives Match ID Needs - Family		0	0	90	<input type="checkbox"/>	12a. IFSP is Within 45 Days of Referral	40	39	98	100	<input type="checkbox"/>			
2. Separate Authorization Forms For Info Release		0	0	100	<input type="checkbox"/>	12b. IFSP >= 45 Days Family Request Documented	1	0	0	85	<input type="checkbox"/>	13a. IFSP Include Family Concern/Priorities		0	0	100	<input type="checkbox"/>			
3. Written Prior Notice Waiver for Eval/IFSP		0	0	100	<input type="checkbox"/>	13b. IFSP Obj ID Steps & Timelines		0	0	85	<input type="checkbox"/>	13c. IFSP Include Services Other Than EIS		0	0	100	<input type="checkbox"/>			
4a. Initial Eval Within 45 Days of Referral	76	70	92	100	<input type="checkbox"/>	13d. Progress Documented on IFSP Review		0	0	85	<input type="checkbox"/>	14a. Services Occur in a Natural Setting	111	103	0	100	<input type="checkbox"/>			
4b. Evals Occuring > 45 Family Request Docum	6	0	0	100	<input type="checkbox"/>	14b. Justification Included in IFSP	8	-1	0	100	<input type="checkbox"/>	15. All IFSP Reviews Occur @ Mandated Times		0	0	100	<input type="checkbox"/>			
5. Typed Initial Eval Includes 2 Signatures		0	0	100	<input type="checkbox"/>	16. IFSP Changes are Explained		0	0	85	<input type="checkbox"/>	17. IFSP Services Delivered as Planned		0	0	100	<input type="checkbox"/>			
6. Initial Eval Clear Statement on Eligibility		0	0	85	<input type="checkbox"/>															
7. Eval Reports Current Functions 5 Levels		0	0	100	<input type="checkbox"/>															
8. Initial Eval Y/N for Vision Assessment		0	0	100	<input type="checkbox"/>															
9. Initial Eval Y/N for Hearing Assessment		0	0	100	<input type="checkbox"/>															
10. Assessments ID Strengths/Needs		0	0	90	<input type="checkbox"/>															
11a. Objectives Match ID Needs		0	0	85	<input type="checkbox"/>															

From the **File Menu** select **Save** then select **Show Improvement Plan**



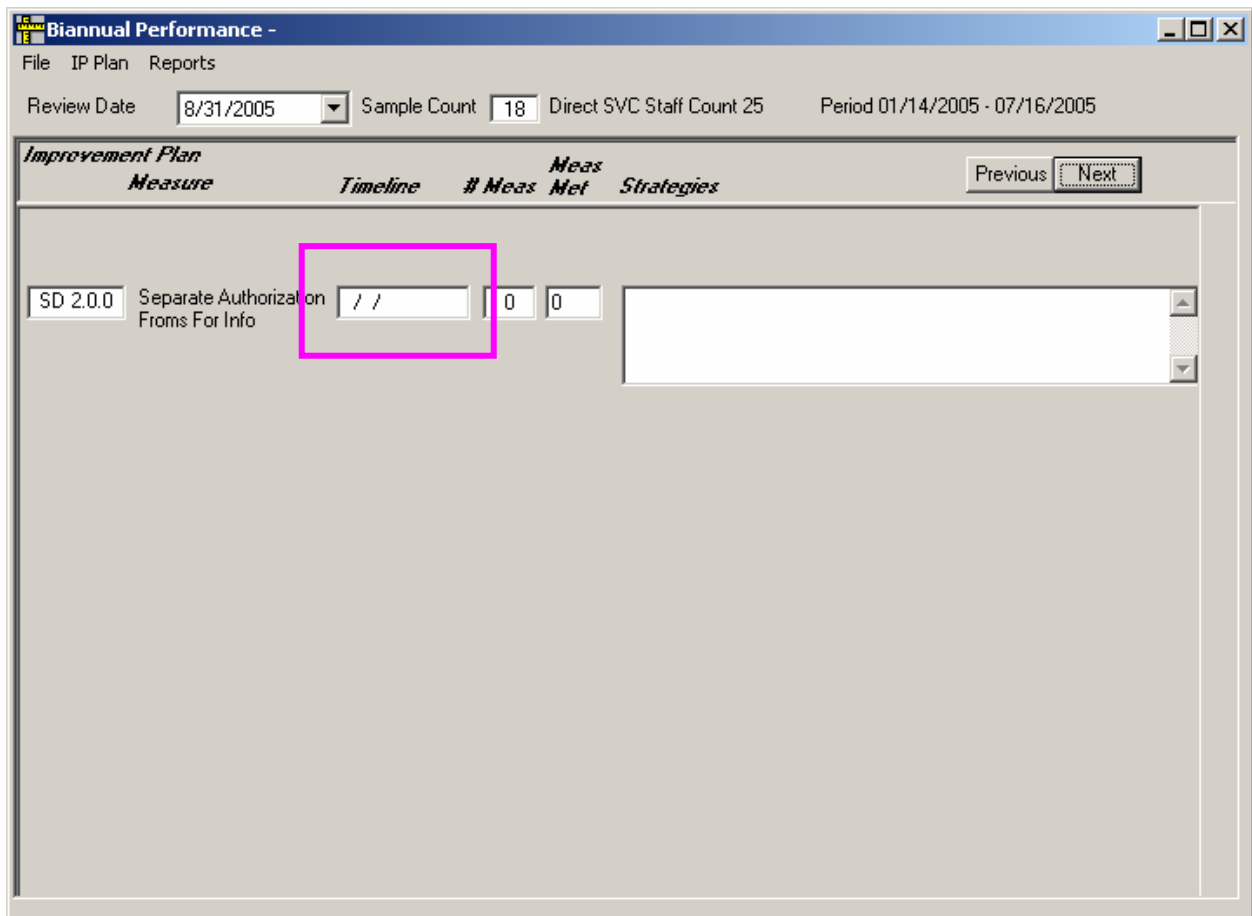
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A new window will pop up asking if you are sure.



If you are, click **YES**

Then click **Next** and **Previous** to refresh the screens and to navigate to the measure you just added. Fill in the boxes as described above on Page 11.



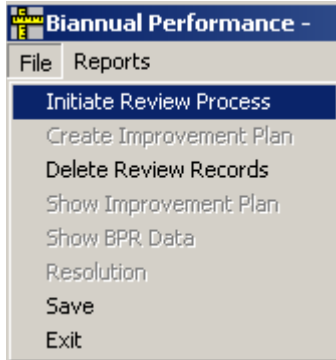
NOTE: Be sure to use a target timeline that matches the due dates for the new measures.

From the **File Menu** select **Save**.

Other Improvement Plans

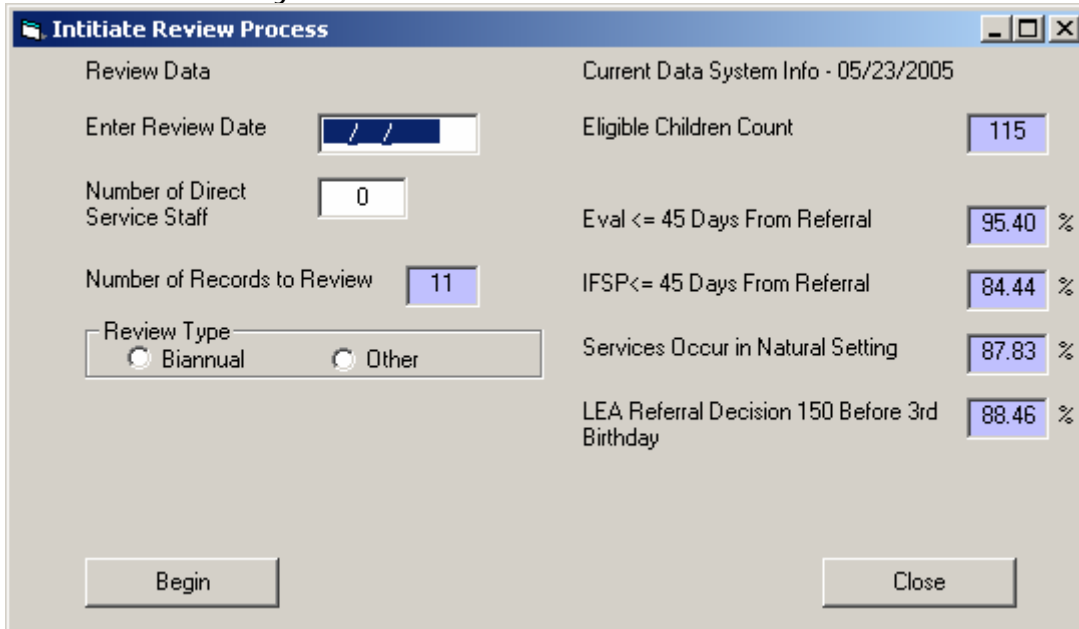
Correction of measures identified through the BPR cycle may not align with measures identified through other components of the QA system. Programs can keep all measures on one improvement plan (one review date) or programs can add a completely new improvement plan with a different review date. Some programs report that this helps them to keep the 2 different due dates straight.

Select **Initiate Review Process** from the **File Menu**.

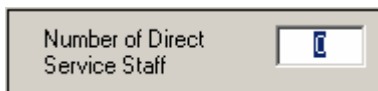


This will open a new window. It takes a short while to open because it includes current performance on 5 measures.

On the left hand side of the screen enter the date that was given to you as the identification date (usually the last date of a focused monitoring visit). Press the Tab key.



The system will then display the six-month date range that. **You can ignore those dates for this purpose.**



This is only needed if you are working on measures that have staff as a data source

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Next, select the Review Type.

Review Type

Biannual Other

← Select **Other**.

Click **Begin** and a confirmation pop-up will appear. Click **Yes** to proceed.

Save Review Information [X]

You have selected 04/28/2005 as your Review Date.
Is this correct?

Another pop-up will appear explaining that you can expect a delay. Click **OK**.

You will return to the BPR data entry screen.

NOTE: None of the IP Option boxes will be checked.

Do not enter any data.

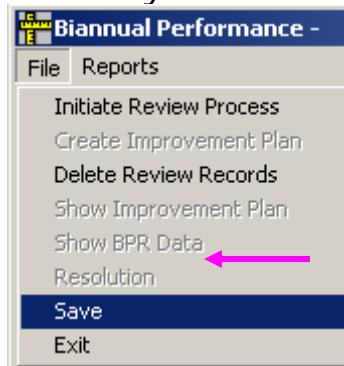
Only check the items that you want to include on your improvement plan.

Family Center Services		Service Delivery 1-17?				Service Delivery 18-31.					Transition						
Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt	Measure	Meas Count	Meas Met	Pgm%	Criteria	IP Opt
1. New Consent Form w/ Every Evaluation		0	0	100	<input type="checkbox"/>	11b. Objectives Match ID Needs - Family		0	0	90	<input type="checkbox"/>						
2. Separate Authorization Forms For Info Release		0	0	100	<input type="checkbox"/>	12a. IFSP is Within 45 Days of Referral	40	39	98	100	<input type="checkbox"/>						
3. Written Prior Notice Waiver for Eval/IFSP		0	0	100	<input type="checkbox"/>	12b. IFSP >= 45 Days Family Request Documented	1	0	0	85	<input type="checkbox"/>						
4a. Initial Eval Within 45 Days of Referral	76	70	92	100	<input type="checkbox"/>	13a. IFSP Include Family Concern/Priorities		0	0	100	<input type="checkbox"/>						
4b. Evals Occuring > 45 Family Request Docum	6	0	0	100	<input type="checkbox"/>	13b. IFSP Obj ID Steps & Timelines		0	0	85	<input type="checkbox"/>						
5. Typed Initial Eval Includes 2 Signatures		0	0	100	<input type="checkbox"/>	13c. IFSP Include Services Other Than EIS		0	0	100	<input type="checkbox"/>						
6. Initial Eval Clear Statement on Eligibility		0	0	85	<input type="checkbox"/>	13d. Progress Documented on IFSP Review		0	0	85	<input type="checkbox"/>						
7. Eval Reports Current Functions 5 Levels		0	0	100	<input type="checkbox"/>	14a. Services Occur in a Natural Setting	111	103	0	100	<input type="checkbox"/>						
8. Initial Eval Y/N for Vision Assessment		0	0	100	<input type="checkbox"/>	14b. Justification Included in IFSP	8	-1	0	100	<input type="checkbox"/>						
9. Initial Eval Y/N for Hearing Assessment		0	0	100	<input type="checkbox"/>	15. All IFSP Reviews Occur @ Mandated Times		0	0	100	<input type="checkbox"/>						
10. Assessments ID Strengths/Needs		0	0	90	<input type="checkbox"/>	16. IFSP Changes are Explained		0	0	85	<input type="checkbox"/>						
11a. Objectives Match ID Needs		0	0	85	<input type="checkbox"/>	17. IFSP Services Delivered as Planned		0	0	100	<input type="checkbox"/>						

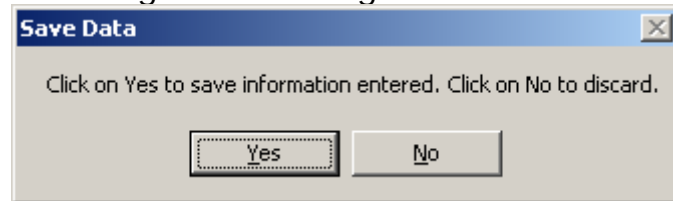
NOTE: Be sure you are on the correct tab.

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To save your work at any time choose Save from the File menu.

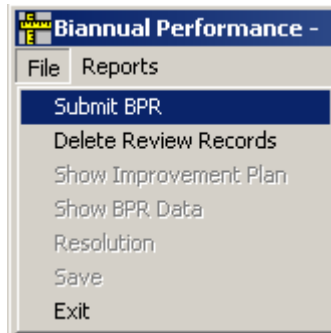


If you try to close the program without saving any entered or changed information a pop-up will appear offering you the option of saving or discarding the information entered.

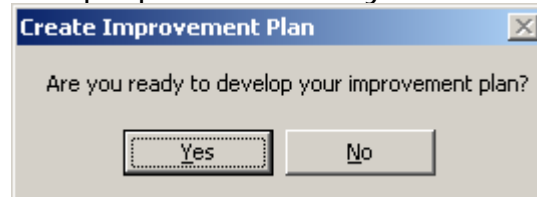


When all the **IP Option** boxes have been checked, you are ready to create the improvement plan.

Click on the **File** menu and select **Submit BPR**



A Pop-up will confirm your choice. Click Yes.



Temporarily, this will result in a Pop-up asking you to contact Alice Ridgway – in this case you don't need to and should move on to developing your improvement plan.

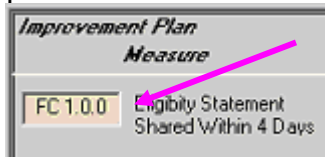
Click [here](#) to go to the directions for developing an improvement plan on page 8.

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Progress Updates are required at least every six months.

To report progress on a measure,

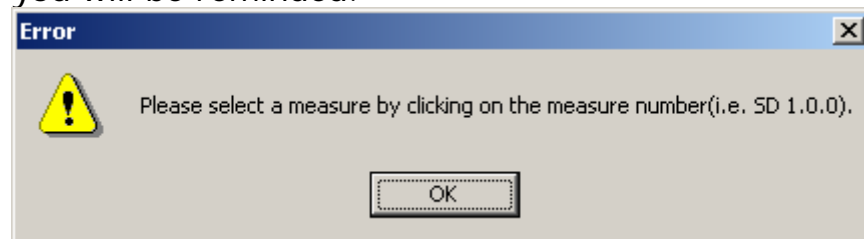
FIRST click on code for the measure that you are updating. The cell will turn pink.



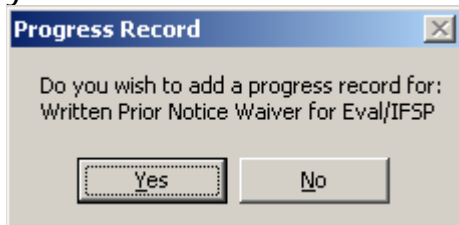
Then on click the **IP Plan** menu and select **Add Progress Record**



If you did not click on the measure code, you will be reminded.



If you did click on a measure code, your choice will be confirmed.



Click **Yes** if correct, or **No** to go back and select a different measure.

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When you click **Yes**, a new Progress Record appears below the last Target. The number of Progress Records permitted is unlimited.

The screenshot shows the 'Biannual Performance' application window. At the top, there are fields for 'Review Date' (8/1/2005), 'Sample Count' (17), 'Direct SVC Staff Count' (32), and 'Period' (12/18/2004 - 06/16/2005). Below this is a table titled 'Improvement Plan' with columns: Measure, Timeline, # Meas, and Meas Met. The table contains three rows of data, with the first row being a target and the following two being progress records. Each row has a 'Strategies' column with a text area for notes.

Measure	Timeline	# Meas	Meas Met	Strategies
SD 4.1.0 Initial Eval Within 45 Days of Referral	06/15/2006	17	17	As referrals are received, they are scheduled as quickly as possible. Referrals from the wait list are given priority. Documentation for late completion is clearly recorded (i.e. family preference for time/day of evaluation, cancellations by family).
Progress	03/29/2006	17	17	Evaluations have been completed within 45 days, except when child is on waiting list for extended period of time or family reason is cause for delay.
Progress	09/30/2006	106	106	For the period 5-11-06 to 8-14-06, all completed within 45 day, except one where delay was family request.

In the case of Progress Records, enter the timeline of the update, the number of records/interviews and the number that were "met". Then describe what you did to capture the data being reported, what the number represent and the dates used for the sample.

You can add new Targets and new Progress Records at any time.

When the Progress Update is complete, select **Submit Improvement Plan** from the **IP Plan** menu.



Until the email function is added, you'll be prompted to email Alice Ridgway.

Biennial Performance Report (BPR) data system v.02.02

Correction

Once a measure has been corrected, notify the QA Team. Upon reviewing the entries that explain the sample months and data, the QA Team will add a **“Corrected”** note to the Improvement Plan for each measure as applicable.

The screenshot shows a software window titled "Biannual Performance -". The interface includes a menu bar with "File", "IP Plan", and "Reports". Below the menu bar, there are fields for "Review Date" (8/31/2005), "Sample Count" (18), "Direct SVC Staff Count" (25), and "Period" (01/14/2005 - 07/16/2005). The main area displays a table of improvement measures with columns for "Measure", "Timeline", "# Meas", "Meas Met", and "Strategies". A "Corrected" entry is highlighted with a pink border.

Measure	Timeline	# Meas	Meas Met	Strategies
SD 4.1.0 Initial Eval Within 45 Days of Referral	09/15/2006	20	20	This statistic reflects the fact that we have received a number of children that have been held at Infoline while area programs have been out of rotation. In the future, we are making note of referral to the system date and completeing the evaluation and IFSP as
Progress	09/30/2006	87	87	100% of evaluations have been completed within 45 days of referral during the time period from July 1, 2006 through September 30, 2006. This goal has been met.
Corrected	09/30/2006	0	0	Confirmed data sample period, progress update meets required evidence of 100% for three consecutive months. Please keep an eye on this and retain all documentation of correction for data verification. -AER

A letter will be mailed once all non-compliance has been corrected or the 12 month deadline had passed (whichever comes first) confirming the information in the BPR data system.