

## Appendix I: Structured and Supervised Local Monitoring (SSLM)

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### Overview

Structured and supervised local monitoring (SSLM) is one of five (5) core integrated monitoring activities within the ITCVA GSM Framework<sup>10</sup>.

### Associated Documents and Forms

This appendix describes SSLM activities in detail and provides step-by-step instructions for both LLA and SLA staff. *It may be disseminated and used as a stand-alone document.*

### What is the purpose of structured and supervised local monitoring?

Local early intervention systems (LEIS) in Virginia are required by the Part C local contract to have in place mechanisms for monitoring *on an ongoing basis* Part C of IDEA compliance indicators. Structured and supervised local monitoring provides a mechanism by which localities may demonstrate this ongoing local monitoring of Part C compliance indicator results following identification and confirmation of noncompliance. Noncompliance may be limited in scope—for example, a single omission or oversight, or an unavoidably missed deadline—or systemic, indicating a need for targeted intervention to identify and address root causes. In either case, noncompliance must be addressed promptly.

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<sup>10</sup> Refer to Core Integrated Monitoring Activities ... [Core Activity 5: Structured and Supervised Local Monitoring](#) for purpose, authority and application.

In addition to demonstrating ongoing local monitoring activities, structured and supervised local monitoring provides a uniform mechanism for localities to identify barriers to compliance, effect remedies as appropriate, and demonstrate (through the state verification process) compliance as quickly as possible. Localities are expected to work closely with their state technical assistance and monitoring teams throughout the structured and supervised monitoring period to quickly identify and resolve any issues impacting local compliance.

## **When is structured and supervised local monitoring required?**

Structured and supervised local monitoring is required whenever noncompliance with one or more of the Part C compliance indicators (C-01, C-07, C-08A, C-08B and C-08C) has been a) verified by SLA staff and b) cited in a written finding.

Noncompliance is most often identified during Virginia's annual Compliance Indicators Measurement and Verification (CIMV). CIMV provides an opportunity for the state's Part C lead agency (DBHDS) to evaluate the effectiveness of local monitoring by reviewing available data and calculating compliance indicator percentages for each locality. Scores of less than 100% indicate that one or more instances of noncompliance have occurred during the time period selected for evaluation.

## **What is the process for structured and supervised local monitoring?**

Localities follow a structured and supervised local monitoring process for each compliance indicator measured at less than 100%. The steps for each indicator are similar and require the use of TRAC-IT federal reports. The length of time a locality participates in the process, and the types of documentation required from the locality, are determined by: a) at what point the noncompliance is identified; and b) whether compliance can be demonstrated and verified prior to a subsequent CIMV.

### **Indicator C-01 Instructions**

The Timely Initiation of Services (Indicator C-01) federal report<sup>11</sup> includes all children for whom one or more IFSP service(s) was added (during a specified time period) and evaluates the timeliness of each of those services.

1. Generate and retrieve/download the Timely Initiation of Services (Indicator C-01) report for the specified time period<sup>12</sup>.
2. Open and review the Aggregate Child Data tab of the workbook to ensure data accuracy and completeness.

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<sup>11</sup> TRAC-IT → Reporting → Federal Reports → Timely Initiation of Services (Indicator 01)

<sup>12</sup> Local systems coordinate/confirm review time periods with their assigned Part C monitoring consultant (MC).

- a. If a percentage appears under Indicator C-01 Calculated Percentage, the data is complete. Proceed to step 3 below.
  - b. If “CLEAR ALL UNKNKOWNS” appears under Indicator C-01 Calculated Percentage, the data is incomplete. Use available TRAC-IT tools (i.e., contact notes; “Timeliness of Services” dashboard tile; “Reason for Late Service” ad hoc task) to account for each initial service that does not have a service provided date. *The report is not complete until all unknowns have been cleared.* Once a percentage is reported under Indicator C-01 Calculated Percentage, no further action is required. Proceed to step 3 below.
3. Note the calculated percentage. If the percentage is:
  - a. 100%, save and securely transmit the report to the Part C monitoring consultant (MC) by the 20<sup>th</sup> of the month. The MC will review and verify the report and, in accordance with current internal practices<sup>13</sup>, record results and file/save the report as provided by the locality.
  - b. Less than 100%, add comments in cells in the final column beside each noncompliant (i.e., “system”) delay to explain the reason for the delay, specifying all services that have not yet started for the child and for which a noncompliant evaluation has been made. Once all comments have been added, save and securely transmit the report to the Part C monitoring consultant (MC) by the 20<sup>th</sup> of the month. The MC will review the report and file/save the report as provided by the locality.

## Indicator C-07 Instructions

The 45-Day Timeline (Indicator C-07) federal report<sup>14</sup> includes all children for whom an initial meeting to develop an IFSP occurred during a specified time period and evaluates the timeliness of each of those meetings.

1. Generate and retrieve/download the 45 Day Timeline (Indicator C-07) report (Federal Reports) for the specified time period<sup>15</sup>.
2. Open and review the Aggregate Report tab of the workbook and note the calculated percentage. If the percentage is:
  - a. 100%, save and securely transmit the report to the Part C monitoring consultant (MC) by the 20<sup>th</sup> of the month. The MC will review and verify the report and, in

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<sup>13</sup> The M-Team currently uses Microsoft Access for recording results. Documents are filed in designated Microsoft SharePoint directories and folders.

<sup>14</sup> TRAC-IT → Reporting → Federal Reports → 45 Day Timeline (Indicator 07)

<sup>15</sup> Local systems coordinate/confirm review time periods with their assigned Part C monitoring consultant (MC).

accordance with current internal practices<sup>16</sup>, record results and file/save the report as provided by the locality.

- b. Less than 100%, add comments in cells in the final column beside each noncompliant (i.e., “system”) delay to explain the reason for the delay. Once all comments have been added, save and securely transmit the report to the Part C monitoring consultant (MC) by the 20<sup>th</sup> of the month. The MC will review the report and file/save the report as provided by the locality.

## Indicator C-08 Instructions

The Transition (Indicators C-08A-C-08B-C-08C) federal report<sup>17</sup> includes all children discharged during a specified time period.

1. Generate and retrieve/download the Transition (Indicators C-08A-C-08B-C-08C) report for the specified time period.
2. Open and review the appropriate Aggregate Report tab of the workbook and note the calculated percentage. If the percentage is:
  - a. 100%, save and securely transmit the report to the Part C monitoring consultant (MC) by the 20<sup>th</sup> of the month. The MC will review and verify the report and, in accordance with current internal practices<sup>18</sup>, record results and file/save the report as provided by the locality.
  - b. Less than 100%, add comments in cells in the final column beside each noncompliant (i.e., “system”) delay to explain the reason for the delay. Once all comments have been added, save and securely transmit the report to the Part C monitoring consultant (MC) by the 20<sup>th</sup> of the month. The MC will review the report and file/save the report as provided by the locality.

## Can verification of correction of noncompliance occur once the CIMV period is underway?

Verification of correction of noncompliance *cannot* include an evaluation of records that could potentially be included in the CIMV. The locality will be required to continue structured and supervised local monitoring until correction of noncompliance has been demonstrated or until correction of noncompliance can be verified through the CIMV the following year.

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<sup>16</sup> The M-Team currently uses Microsoft Access for recording results. Documents are filed in designated Microsoft SharePoint directories and folders.

<sup>17</sup> TRAC-IT → Reporting → Federal Reports → Transition (Indicators 08A-08B-08C)

<sup>18</sup> The M-Team currently uses Microsoft Access for recording results. Documents are filed in designated Microsoft SharePoint directories and folders.

Indicator C-01		
If the CIMV indicates noncompliance:		
Review data from...	Compliance achieved?	
	YES	NO
Two months prior (i.e., for JUNE review APR)	STOP	CONTINUE

Indicator C-07 and Indicator C-08		
If the CIMV indicates noncompliance:		
Review data from...	Compliance achieved?	
	YES	NO
Previous month (i.e., for MAY review APR)	STOP	CONTINUE

Upon reviewing the next CIMV, if compliance is not achieved, next steps will be reevaluated with your TAC and MC as the locality has now demonstrated noncompliance for two or more consecutive CIMV periods.

## SLA Internal SSLM Procedures

UNDER DEVELOPMENT

## Revision Table

Date	Summary
2025-06	<ul style="list-style-type: none"> <li>Add: Revision Table</li> </ul>

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