##### POSM Protocol R1-02: Service Delivery

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| Category | Child and Family Outcomes |
| Purpose | Children and families receive all Part C services as specified on their IFSP. |
| IDEA Foundation(s) | [34 CFR § 303.13(a)(9)](https://www.ecfr.gov/current/title-34/part-303/section-303.13#p-303.13(a)(9)) – “Early intervention services … are provided in conformity with an IFSP adopted in accordance with section 636 of the Act and [§ 303.20](https://www.ecfr.gov/current/title-34/section-303.20). |
| Local Part C Contract Requirement(s) | 2.1.2.b.(5) – [LSM roles and responsibilities] … Providing oversight of local service delivery, including service delivery administered by contract providers, and monitoring trends related to supports and services, and frequency, length and changes in services for individual children to ensure supports and services are individualized to meet each child’s and family’s needs. |
| Responsible Party | Part C monitoring team |
| Frequency and Method | 1x/POSM cycle; desk audit and interview(s) |
| Data Source(s) | State data system (TRAC-IT) with supporting documentation provided by locality (if not readily accessible in TRAC-IT) |
| Amount of Data | Case review(s); determined by annualized child count: 1-200 = 15 records; 201-500 = 22 records; 501+ = 30 records |
| Compliance Criteria | Evidence of requirement(s) (above) as demonstrated by:   1. The number of intervention sessions provided matches what is on the IFSP; or, if not, discrepancies are documented and the result of compliant (i.e., family) reasons only. 2. Service frequency, intensity, length and setting match what is on the IFSP; or, if not, discrepancies are well documented and the result of compliant (i.e., family) reasons only. |
| Monitoring Summary | The Part C monitoring team identifies a representative sample of local cases to be reviewed, selecting from the 3-month period immediately preceding initiation of local POSM. Utilizing the ongoing services report from TRAC-IT for the review period, team members compare actual services delivered to frequency, intensity, length and setting on the IFSP to determine if all IFSP services were delivered in accordance with the IFSP. If/when discrepancies are noted, team members look for explanatory documentation that supports compliant (i.e., family) reasons for such discrepancies. |
| Required Action(s) | * If all (100%) records reviewed meet compliance criteria a and b, no further action(s) required.   -OR-   * If fewer than all (100%) records reviewed meet compliance criteria a and b, the locality must within ninety (90) days of notification of finding(s) develop a process (for SLA review and approval) to improve performance and subsequently implement identified improvement activities as soon as possible but in no case later than nine (9) months post notification of finding(s). |
| Revision History | Original: 2024-10-10 |