##### POSM Protocol R1-04: Demographics and Referral Outcomes

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| Category | Access & Quality |
| Purpose | The children and families receiving Part C early intervention services provided by the local system should be representative of community demographics. |
| IDEA Foundation(s) | [34 CFR § 303.302](https://www.ecfr.gov/current/title-34/section-303.302) – Comprehensive child find system |
| Local Part C Contract Requirement(s) | 2.1.2.d.(1) – [Develop and implement written local procedures as follows:] … “Public awareness and child find procedures that address the methods to be used for planning and distributing public awareness information and the roles of agencies and individuals in the community involved in public awareness activities.” |
| 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) * Local population data * Interview(s) |
| Amount of Data | * From TRAC-IT:   + All children active in the local system on the start date of the review period.   + All children whose status is “Referred - No Services” for the previous 12 months prior to end of review period. * Interview(s); varies by locality; determined by Part C monitoring team with LSM input |
| Compliance Criteria | Evidence of requirement(s) (above) as demonstrated by:   1. Percent of children active by race is representative of local population data (i.e., percentages of children active by race are within 3 percentage points of percent of local population of the same race) for no fewer than 4 of 5 most prevalent local population categories. 2. Number of children “Referred - No Services” is proportionate to expected patterns based on local population data (i.e., no areas of significant disproportion). |
| Monitoring Summary | The Part C monitoring team, utilizing the "Child Count and Settings by Race and Ethnicity by Program” report from TRAC-IT (run as of the first date of the POSM review), will compare aggregate data to local population data. Team members will also review data in TRAC-IT for all children whose status is “Referred - No Services” for the previous 12 months prior to the POSM review period to determine whether numbers are proportionate to expected patterns based on local population data (i.e., no areas of significant disproportion).  Team members will also interview the LSM and others (as appropriate), listening for how they determine that the population of their program is representative of their catchment area and how they address any identified inconsistencies. Team will also ask for detailed overview of the process for referral follow-up. |
| Required Action(s) | * If data reviewed meets compliance criteria a and b, no further action(s) required.   -OR-   * If either compliance criteria a or b are not met, 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 |