



Washington State Part C System Improvement Project

October 2010 Update

New Processes, Forms and Documents

At a two-day stakeholder meeting in April, the community expressed a desire for the Early Support for Infants and Toddlers (ESIT) program to increase clarity around policies, procedures and forms. Please see the [Emerging Themes](#) document for further details. In October, work continued on the creation of several resources to respond to this request.

Procedural safeguards materials including a booklet and sample forms were finalized and submitted for review. All materials will be available electronically by the webinar on December 8 from 9 to 11 a.m. Materials should be accessible on the ESIT publications page soon after.

The field test of the Individualized Family Service Plan – Process Document (IFSP-PD) came to a conclusion on October 4. The remainder of October was spent analyzing the extensive amount of feedback provided by field test participants. This was then used to make revisions to the IFSP-PD. Revisions will be completed in November and the revised draft will be posted on the [ESIT website](#) for public comment about December 1. ESIT strongly encourages all stakeholders to take this opportunity to provide feedback on this core Part C process.

The document developed by the mission and principles workgroup – Guiding Concepts for ESIT – was finalized and presented for review to the Department of Early Learning and to ESIT's advisory board, the State Interagency Coordinating Council. Support for the newly articulated mission and principles was broad. Roll out of the document and related materials will occur early in 2011.

Work on the cost study also progressed rapidly during October. The system improvement project team met regularly with the cost study contractors and other ESIT staff to ensure that the cost study work serves to inform systemic improvements. The research plan was finalized by the end of October, so that the actual research questions could begin to be developed in November.

Finally, work on training development continued in October along multiple lines. The Washington training and technical assistance cadre met again to learn about the IFSP-PD and University of North Carolina (UNC) module development. Contractors working with UNC submitted detailed outlines for the three online web modules they are producing for ESIT. These professionally produced modules will be multi-media in nature and address the foundations of early intervention, functional assessment and the IFSP process. The process of content development and review is expected to continue into January with assistance from the training and technical assistance cadre. This effort will continue in a site visit and work meeting with our UNC colleagues at the end of January.