

Children’s Integrated Services (CIS) Early Intervention (EI) Data Guidance

Definition of General Terms

- **Cohort:** A cohort is a group of individuals having a statistical factor (such as age or class membership) in common in a demographic study. For Early Intervention purposes, the cohorts are the records that make up the data for the federal and state reports. In other words, the cohort is made up of the child records that fall within a specific time period and meet the requirements of whatever the report is asking. For example, in Indicator 1 of the APR, the state is asked to report on whether all new services were delivered within 30 days for all children served by CIS-EI. The cohort is made up of the child records of children who had new services added to their service grids between July 1 and June 30th of the reporting year.
- **FITP:** Acronym for Family Infant Toddler Program. This was the name of Vermont’s Part C program before CIS-Early Intervention was adopted. Some of the older programs (mainly DXC) still refer to EI as the FITP.
- **Gainwell:** The billing software run by the Department of Health that acts as the “checkbook” for Early Intervention. The state’s Microsoft Access Database transfers data once a week into DXC, where it is compared with the state Medicaid system. Vouchers that allow billing to go through for CIS-EI are created here.
- **IDEA Part C:** Acronym for the Individuals with Disabilities Education Act Part C, which is the name the federal government uses to describe the program that is known as CIS-EI in Vermont.
- **Loop:** Every referral we receive must result in some form of exit—either No One Plan Resulting (NOPR), or the client exits after receiving services. Some children enter and exit EI several times, so the state describes each referral-exit time frame as a 'loop in the program' or 'loop' for short. The loop must follow the logical order rules: first a referral is received, and then there is either a NOPR to close the loop, or there is an initial One Plan date followed by a service grid, eventually followed by an exit date to close the loop. A loop can only have one referral date, one initial One Plan date and one exit date. There is no limit to the number of service grids a loop can have, so long as the service grid is dated on or after the initial One Plan date.
- **Loop Error:** A Loop Error is the term used when the referral-exit sequence breaks the rules of the loop order and results in an illogical flow. The logical order rules state that a loop is comprised of a referral date, and then either a NOPR date to close the loop, or an initial One Plan date followed by a service grid, eventually followed by an exit date to close the loop. A loop can only have one referral date, one initial One Plan date and one exit date. There is no limit to the number of service grids a loop can have, so long as the service grid is dated on or after the initial One Plan date.
- **MMIS:** Acronym for Medicaid Management Information System. This is the billing software where data from CIS-EI is transferred to in order to communicate with the larger Medicaid/DXC system.
- **OSEP:** Acronym for the Office of Special Education Programs. This is the federal body that provides oversight to IDEA Part C across the United States.

- **Query:** A tool in Microsoft Access Database used by the state to retrieve data with specific parameters. The state is building and using queries to pull the data that is used for reporting, data cleaning and other purposes.

Common Reports

- Annual Performance Review: Submitted to OSEP on February 1.
 - **Indicator 1:** % of infants and toddlers with IFSPs who receive Early Intervention services on their IFSPs within 30 days of the date of signed consent.
 - **Indicator 2:** % of infants and toddlers with IFSPs who primarily receive Early Intervention services in the home or in community-based settings.
 - **Indicator 3:** % of infants and toddlers with IFSPs who demonstrate improved A) positive social-emotional skills; B) acquisition and use of knowledge and skills; and C) use appropriate behaviors to meet their needs.
 - **Indicator 4:** % of families participating in Part C who report that Early Intervention services have helped the family A) know their rights; B) effectively communicate their child’s needs; and C) help their child develop and learn.
 - **Indicator 7:** % of eligible infants and toddlers with IFSPs for whom A) an initial evaluation, B) initial assessment, and C) an initial IFSP meeting were conducted within 45 days of the referral.
 - **Indicator 8:** % of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has:
 - Developed an IFSP with transition steps and services at least 90 days, and, at the discretion of all parties, not more than six months prior to the toddler's third birthdate.
 - For toddlers potentially eligible for Part B preschool services, notified (consistent with any opt-out policy adopted by the state) the state educational agency and the local educational agency where the toddler resides at least 90 days prior to the toddler's third birthdate.
 - Conducted the transition conference, with the family’s approval, at least 90 days, and, at the discretion of all parties, not more than 6 months prior to the toddler’s third birthdate.
- **618 Report Actives:** Submitted to OSEP on April 1. This report uses the cohort of children who are actively being served by Early Intervention on December 1. Of those children, this report breaks down the:
 - Gender count of the specified cohort
 - Location of service by age group (birth to 1, 1-2, 2-3)
 - Location of service by ethnicity
- **618 Report Exits:** Submitted to OSEP on November 1. This report uses the cohort of served in the last reporting period. Of those children, this report breaks down the:
 - Reason for exit by ethnicity
 - Reason for exit by gender

Ethnicity and Race Information

See the [CIS Ethnicity and Race Data Guidance](#) created to help answer frequent questions.