How to Monitor Compliance with Indicator 07 – 45-Day Timeline

- 3 ITOTS reports (Child Specific)
  - Referred Not Evaluated
    - Choose timeframe and locality
    - Export to Excel
    - Properly size columns
    - Sort by referral date (“ref_dt”; oldest to newest; expand selection if/when prompted)
    - Review results
      - Has the 45-day timeline come and gone for any children? If so—why? (System Reason or Family Reason)
        - One or more system reasons = OUT OF COMPLIANCE
      - Are any children bumping up against the 45-day timeline? If so, what’s the story behind any delay(s)?
      - And for others with time remaining, how’re things looking in terms of meeting the timeframe?
  - Evaluated With No IFSP Date
    - Choose timeframe and locality
    - Export to Excel
    - Properly size columns
    - Sort by referral date (“ref_dt”; oldest to newest; expand selection if/when prompted)
    - Insert column after evaluation date (“ref_eval_dt”)
    - Label new column “Timeline” (no quotes needed; should be in cell K1)
    - In cell K2, type the following formula: =I2+44 (i.e., equals sign and capital letter I and plus sign and the number 44)
    - Hit enter. You will now have the 45-day timeline date.
    - Copy the formula you typed in cell K2 and paste it in the cells below to show 45-day timeline for all children on the list.
      - Has the 45-day timeline come and gone for any children? If so—why? (System Reason or Family Reason)
        - One or more system reasons = OUT OF COMPLIANCE
      - Are any children bumping up against the 45-day timeline? If so, what’s the story behind any delay(s)?
      - And for others with time remaining, how’re things looking in terms of meeting the timeframe?
  - 45-Day Timeline Detail
    - Choose timeframe and locality
    - Export to Excel
    - Properly size columns
    - Look at Column J “RefDifference”
• Are any numbers higher than 45? If so—why? (System Reason or Family Reason)

   • One or more system reasons = OUT OF COMPLIANCE