

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**