

FIT-KIDS Annual Performance Report (APR)

Data Cleanup Instructions

The US Office of Special Education Programs (OSEP) considers Indicators 1, 7, 8a, 8b, and 8c to be “compliance indicators”. This means that providers are expected to perform at 100% compliance. If compliance is not currently at 100%, providers must clearly indicate their methodology for reaching 100% within one year from the date of this APR submission. Targets for FY 17 must be set at 100%. In calculating compliance in these indicators, OSEP allows for family and inclement weather delays, whereas agency and blank (other) reasons do not count towards compliance. FIT providers must enter a delay reason if the timeline is exceeded and the same delay reason must be recorded in the child’s record. The FIT Program verifies that the correct delay reason is entered in FIT-KIDS as part of the Community Based Assessment (CBA) audit.

FIT Providers will complete the first round of data cleanup to ensure that delay reasons are entered in all cases where a timeline has been exceeded for indicators 1, 7, 8a, and 8c by the close of business on **8/18/2017**. I am requesting that all providers email me when they have complete the initial cleanup so I can run the final compliance data for your review before receiving the final APR Compliance Narrative.

By having FIT providers run their own data reports in FIT-KIDS for these APR indicators will provide instructions and guidance that can be used throughout the year to complete the data cleanup on a monthly or quarterly schedule so the annual data cleanup is less time consuming for providers and the FIT program.

Please email Jason Lavy at Jason.lavy@state.nm.us or call at 505-841-5541 if you have any questions or need help in completing this cleanup.

Indicator 1: Timely Delivery of Services

1. Select Indicator 1 – Timely Delivery of Services
2. Enter “IFSP Service Start Date” of 7/1/2016
3. Enter “IFSP Service End Date” of 3/31/2017

Reports - Google Chrome
Secure | https://fitkids.nmhealth.org/Reports/ReportContainer.aspx?ID=28

IFSP Service Start Date : 7/1/2016
IFSP Service End Date : 3/31/2017
Service Provider : All

View Report

4. Select your provider name underlined in the report to select the data.

Reports - Google Chrome
Secure | https://fitkids.nmhealth.org/Reports/ReportContainer.aspx?ID=28

IFSP Service Start Date : 7/1/2016
IFSP Service End Date : 3/31/2017
Service Provider : Abrazos

View Report

Indicator 1 - Timely Delivery of Services (with 30 days) Summary

IFSP Service Start Date :	07/01/2016
IFSP Service End Date :	03/31/2017
Service Provider :	Abrazos

Primary Provider	Count of unique children with service start dates in the date range	Count of unique children provided timely services	Percent Delivered
Abrazos	281	281	100.00%

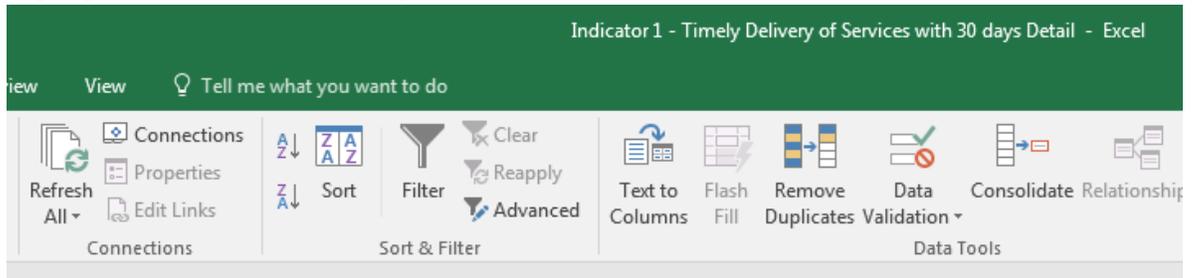
Report Execution Time: 8/7/2017 3:45:08 PM
Page 1 of 1

- If you encounter the following error, a quick scan of the column letters at the top of the excel sheet shows a disparity in the lettering. In the example below, the letters I and J are skipped.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. The ribbon includes options like 'From Access', 'From Web', 'From Text', 'From Other Sources', 'Existing Connections', 'New Query', 'Recent Sources', 'Show Queries', 'From Table', 'Refresh All', 'Connections', 'Properties', 'Edit Links', 'Sort', 'Filter', 'Clear', 'Reapply', 'Advanced', 'Text to Columns', and 'Flash Fill'. The formula bar shows 'Elvia Etienne'. The data table below has columns A through K, with a gap between H and I. A warning dialog box is overlaid on the table, stating: 'To do this, all the merged cells need to be the same size.'

	A	B	C	D	E	F	G	H	I	J	K
	Child Name	DOB	SSN	Service	IFSP Service Start Date	Initial DS Date	Days until Service Delivery	Delay Reason			
1	Elvia Etienne	10/10/2013	XXX-XX-1013	Speech Language Pathology	08/01/2016	02/01/2016	33				
2	Lue Luzier	05/15/2014	XXX-XX-1514	Developm							
3	Tai Tomlin	02/17/2014	XXX-XX-1140	Instructi							
4	Nobuko Nick	02/17/2014	XXX-XX-6717	Occupat							
5	America Almazan	10/17/2013	XXX-XX-2939	Therapy							
6	Earleen Eng	10/17/2013	XXX-XX-1014	Speech							
7	Salina Seago	10/17/2013	XXX-XX-2014	Langua							
8	Bernadine Bradwell	06/11/2014	XXX-XX-0905	Patholog	09/11/2016	09/14/2016	3				
9	Tobias Tomaszewski	07/10/2014	XXX-XX-9228	Physical	09/06/2016	11/16/2015	42				
10				Developm	08/18/2016	08/18/2016	0				

8. Highlight the columns H through K.



	E	F	G	H	K	L	M	N	O
	IFSP Service Start Date	Initial DS Date	Days until Service Delivery	Delay Reason					
	08/01/2016	02/01/2016	33						
I	07/01/2016	07/14/2016	13						
	09/11/2016	09/15/2016	4						
	09/11/2016	09/15/2016	50						
oy	09/11/2016	09/12/2016	1						
I	09/11/2016	09/15/2016	4						
	09/11/2016	09/14/2016	3						

9. Right click on the grey area and select column with of 10.

Indicator 1 - Timely Delivery of Services with 30 days Detail - Excel

Tell me what you want to do

Insertions: Sort, Filter, Clear, Reapply, Advanced, Text to Columns, Flash Fill, Remove Duplicates, Data Validation, Consolidate, Relationships

Initial DS Date	Days until Service Delivery	Delay Reason						
02/01/2016	33							
07/14/2016	13							
09/15/2016	4							
09/15/2016	50							
09/12/2016	1							
09/15/2016	4							
09/14/2016	3							
11/16/2015	42							
08/18/2016	0							
10/13/2016	6							
10/31/2016	24							
10/18/2016	11							
12/06/2016	23							

Calibri 11 A A \$ %

B I [Color] [Background Color] [Text Color] [Decrease Indent] [Increase Indent]

- Cut
- Copy
- Paste Options:
- Paste Special...
- Insert
- Delete
- Clear Contents
- Format Cells...
- Column Width...
- Hide
- Unhide

10. You should now be able to see columns I and J. They will need to be deleted to perform your sort. Next, you will highlight columns A through H and sort on Days until Service Delivery.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A data table is visible with columns A through H. A 'Sort' dialog box is open, showing the following configuration:

- Column: Days until Service De
- Sort On: Values
- Order: Largest to Smallest
- My data has headers:

	A	B	C	D	E	F	G	H	I	J
	Child Name	DOB	SSN	Service	IFSP Service Start Date	Initial DS Date	Days until Service Delivery	Delay Reason		
1	Elvia Etienne	10/10/2013	XXX-XX-1013	Speech Language Pathology	08/01/2016	02/01/2016	33			
2	Lue Luzier	05/15/2014	XXX-XX-1514	Developmental Instruction	07/01/2016	07/14/2016	13			
3	Tai Tomlin	02/17/2014	XXX-XX-1140	Occupational Therapy	09/11/2016	09/15/2016	4			
4	Nobuko Nick	02/17/2014	XXX-XX-6717	Speech	09/11/2016	09/15/2016	50			
5										
6	America Almazan	10/17/								
7	Earleen Eng	10/17/								
8	Salina Seago	10/17/								
9	Bernadine Bradwell	06/11/								
10	Tobias Tomaszewski	07/10/								
11	Irena Ingenito	07/10/								
12	Roseline Reeser	07/10/								
13	Valentin Varian	07/10/								
14	Hildegard Harlan	09/16/								
15	Sunshine Spotts	09/16/								
16	Buford Bergmann	03/05/2014	XXX-XX-4817	Instruction Occupational Therapy	10/26/2016	11/16/2015	-345			
17	Yaeko Yocum	03/05/2014	XXX-XX-0614	Occupational Therapy	11/11/2016	11/16/2016	5			
18	Chanel Cowman	03/05/2014	XXX-XX-2414	Developmental	11/11/2016	11/21/2016	10			

11. Once the data is sorted, the children that have missing data with a delay of more than 30 days needs to be updated in FIT-KIDS. Additionally, the Agency delay reasons should be researched and verified to be correct.

	A	B	C	D	E	F	G	H
	Child Name	DOB	SSN	Service	IFSP Service Start Date	Initial DS Date	Days until Service Delivery	Delay Reason
1	Nereida Northup	09/08/2014	XXX-XX-0635	Speech Language Pathology	10/30/2016	01/31/2017	93	Family: Medical
2	Augustus Alejandro	09/08/2014	XXX-XX-2513	Developmental Instruction	10/30/2016	01/20/2017	82	Family: Medical
3	Simonne Silas	09/08/2014	XXX-XX-5371	Vision Services	10/30/2016	01/20/2017	82	Family: Medical
4	Nobuko Nick	02/17/2014	XXX-XX-6717	Speech Language Pathology	09/11/2016	09/15/2016	50	
5	Eugene Estelle	11/30/2014	XXX-XX-7708	Occupational Therapy	07/14/2016	08/30/2016	47	Family: Medical
6	Bernadine Bradwell	06/11/2014	XXX-XX-0905	Developmental Instruction	09/06/2016	11/16/2015	42	
7	Hortense Hazard	08/28/2014	XXX-XX-6051	Developmental Instruction	02/04/2017	03/14/2017	38	Family: Unavailable
8	Walker Watford	01/08/2014	XXX-XX-3220	Speech Language Pathology	08/20/2016	09/13/2016	36	Agency: Staff
9	Cassandra Corner	07/10/2014	XXX-XX-1715	Occupational Therapy	10/07/2016	11/10/2016	34	Family: Choice
10	Elvia Etienne	10/10/2013	XXX-XX-1013	Speech Language Pathology	08/01/2016	02/01/2016	33	
11	Roseline Reeser	07/10/2014	XXX-XX-1414	Speech Language Pathology	10/07/2016	10/31/2016	33	Agency: Other
12	Isobel Isabell	08/30/2014	XXX-XX-6447	Occupational Therapy	10/08/2016	11/08/2016	31	Family: Medical
13	Reynaldo Rapoza	03/26/2014	XXX-XX-3214	Developmental Instruction	02/12/2017	03/15/2017	31	Family: Choice
14	Una Uchida	08/30/2014	XXX-XX-9010	Developmental Instruction	10/08/2016	11/07/2016	30	
15	Antonina Adkisson	01/06/2015	XXX-XX-0755	Family Therapy, Counseling & Training	01/17/2017	02/14/2017	28	
16	Wilson Wool	08/05/2014	XXX-XX-1141	Family Therapy, Counseling & Training	01/07/2017	02/03/2017	27	
17	Carleen Cople	10/03/2014	XXX-XX-2515	Speech Language	12/11/2016	01/06/2017	26	

Indicator 7:

For Indicator 7, the same steps are followed as above. Some differences are highlighted below.

1. When the Indicator 7 report is run, the data page is accessed by selecting the “View Details” link circled below:

The screenshot shows a web browser window with the URL <https://fitkids.nmhealth.org/Reports/ReportContainer.aspx?ID=27>. The page title is "INDICATOR 7 - INITIAL IFSP WITHIN 45-DAYS REPORT SUMMARY".

The search filter section includes the following fields:

- IFSP Start Date: 7/1/2016
- IFSP End Date: 3/31/2017
- Gender: All
- Provider: Abrazos
- 45 Day Delay Reason: All
- Race/Ethnicity: All
- Hispanic/Latino: All
- County: All
- Eligibility Category: All
- Diagnosis Code: All

A "View Report" button is located to the right of the filter section.

The summary table below the filter section lists the following values:

IFSP Start Date:	07/01/2016
IFSP End Date:	03/31/2017
Gender:	All
Provider:	Abrazos
45 Day Delay Reason:	All
Race/Ethnicity:	All
Hispanic/Latino:	All
County:	All
Eligibility Category:	All
Diagnosis Code:	All

A "View Details" link is circled in blue.

The data table below the summary table shows the following values:

Total Initial IFSPs	<=45 Days	>45 Days	>Percent Meeting Timeline
153	87	66	100

2. Similar to step 8 above, Columns J through L will have to be highlighted and resized to delete the merged columns.

FIT APR Training - Word

Indicator 7 - Initial IFSP within 45 Days Detail - Excel

Layout Formulas Data Review View Tell me what you want to do

Font Alignment Number Styles Cells Editing

ID45 day reason

	C	D	E	F	G	H	I	J	L	M	N
	Gender	Provider	Referral Date	Eligibility Date	IFSP Start Date	IFSP End Date	Days Referral to IFSP Start	ID45 day reason			
14	F	FIT Provider 1	06/17/2016	07/06/2016	07/26/2016	06/06/2017	39				
14	F	FIT Provider 1	09/29/2016	10/14/2016	10/28/2016	10/27/2017	29				
14	M	FIT Provider 1	12/20/2016	01/12/2017	02/09/2017	12/09/2017	51	Family: Choice			
14	M	FIT Provider 1	08/18/2016	09/08/2016	09/23/2016	09/22/2017	36				
14	M	FIT Provider 1	09/22/2016	10/18/2016	11/08/2016	11/24/2016	47	Family: Schedule			
14	M	FIT Provider 1	01/13/2017	02/02/2017	02/27/2017	02/26/2018	45				
14	M	FIT Provider 1	09/28/2016	10/12/2016	11/04/2016	03/07/2017	37				
14	M	FIT Provider 1	11/08/2016	12/12/2016	01/03/2017	06/27/2017	56	Family: Choice			
14	F	FIT Provider 1	06/15/2016	06/24/2016	07/25/2016	10/11/2016	40				
13	M	FIT Provider 1	06/08/2016	07/21/2016	08/04/2016	08/03/2017	57	Family: Schedule			
14	F	FIT Provider 1	07/19/2016	08/11/2016	08/29/2016	11/30/2016	41				
14	M	FIT Provider 1	01/20/2017	02/09/2017	03/01/2017	07/26/2017	40				
14	M	FIT Provider 1	12/01/2016	12/13/2016	01/11/2017	01/31/2017	41				
14	F	FIT Provider 1	10/04/2016	11/04/2016	11/11/2016	11/10/2017	38				
15	M	FIT Provider 1	05/18/2016	06/22/2016	07/08/2016	07/07/2017	51	Family: Choice			
14	M	FIT Provider 1	12/13/2016	01/10/2017	02/13/2017	02/12/2018	62	Other: Agency Not SC			
14	F	FIT Provider 1	07/27/2016	08/19/2016	09/09/2016	05/24/2017	44	Family: Medical			
14	M	FIT Provider 1	09/29/2016	10/18/2016	11/07/2016	11/06/2017	39				
14	M	FIT Provider 1	07/28/2016	08/22/2016	09/14/2016	09/13/2017	48	Family: Choice			
14	M	FIT Provider 1	04/14/2016	07/07/2016	07/21/2016	10/11/2016	98	Family: Schedule			

ial IFSP (2) Indicator 7 - Initial IFSP with

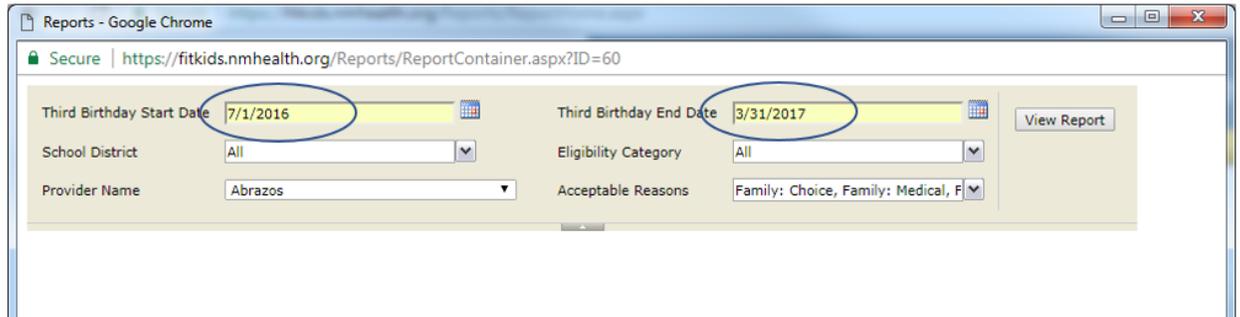
Count: 68

3. Lastly, for Indicator 7, you are looking for missing or agency reasons for “Days Referral to IFSP Start” of more than 45 days.

Indicator 8c

The same report is utilized by the FIT program for indicators 8a and 8c. Therefore, cleaning the data on this report satisfies both indicators.

1. For Indicator 8c, you will be looking for “Third Birthdays” between 7/1/2016 and 3/31/2017.



The screenshot shows a web browser window titled "Reports - Google Chrome" with the URL <https://fitkids.nmhealth.org/Reports/ReportContainer.aspx?ID=60>. The interface contains several input fields and a "View Report" button. The "Third Birthday Start Date" field is set to "7/1/2016" and the "Third Birthday End Date" field is set to "3/31/2017". Both date fields are circled in blue. Other fields include "School District" (All), "Eligibility Category" (All), "Provider Name" (Abrazos), and "Acceptable Reasons" (Family: Choice, Family: Medical, F). A "View Report" button is located to the right of the date fields.

2. When sorting, verify that “Inactivation Reason” for “Conference Held at least 90 from third birthday” marked as “No” is entered.