



MEMORANDUM

TO: tiny-k Networks

FROM: Sarah Walters, KDHE Infant/Toddler Services
David Lindeman, KITS

RE: Recognition of Application of Best Practice in
Early Intervention

DATE: 26 September 2011

We are pleased to announce a request for applications to recognize as many as three (3) programs across the state that have incorporated innovative component(s) of best practice into their early intervention program. An amount of \$1,250 will be awarded to programs identified as demonstrating a best practice by a panel of early childhood professionals in Kansas.

Please disseminate this information to the appropriate people within your organization, as we want to acknowledge your many outstanding accomplishments and dedicated professionals in early intervention.

Applications must be postmarked on or before **Friday, January 13, 2012**.

Mail the completed application (**original and 4 copies**) to:

Dr. David Lindeman
KITS Project
KUCDD Building
2601 Gabriel
Parsons, Kansas 67357.

**PLEASE FORWARD OR GIVE TO STAFF IN
EARLY INTERVENTION – tiny-k NETWORKS**

Kansas University Center on Developmental Disabilities
Kansas Inservice Training System
2601 Gabriel | Parsons, KS 67357-2399
(620) 421-6550 Ext. 1618 | V/TTY (620) 421-8367
Fax (620) 421-0671 | kskits@ku.edu

APPLICATION FOR RECOGNITION OF BEST PRACTICE

tiny-k Networks – IDEA Part C Services

Date Submitted: _____

Name of Program: _____

Address: _____ City _____ State ____ Zip _____

Telephone: (____) _____

Name of Agency: _____

Address: _____ City _____ State ____ Zip _____

Telephone: (____) _____

Circle (only one) the Best Practice Component you are addressing:

- A. Assessment that Supports Natural Environments
- B. IFSP Development that Supports Natural Environments
- C. Service Delivery/Intervention that Supports Natural Environments
- D. Transition Practices that Support Natural Environments
- E. Other: _____

Proposal Contact Person: _____

Contact Person Telephone: (____) _____ Email: _____

Potential use of the money: _____

Name of Network Representative: _____

Signature of Network Representative: _____

Name of Local Newspaper: _____

Address: _____ City _____ State ____ Zip _____

APPLICATION FOR RECOGNITION OF BEST PRACTICE IN EARLY INTERVENTION – tiny-k Networks – IDEA PART C SERVICES

The Kansas Department of Health and Environment is requesting applications for recognition of "best practice" in the delivery of early intervention services/practices for young children, ages birth through two years, with disabilities and their families from programs across the state of Kansas.

RECOGNITION OF RECIPIENTS

As many as three networks will receive recognition based on review by a panel of peers. Each recipient will be given a certificate and an award of \$1,250. Review of applications will be completed prior to the 2012 KDEC Conference in Wichita on February 23-24, with the initial announcement of the recipients at the conference. Also, notice of recognition will be given to the contact person on the application for release to the network's ICC, information will be provided to the local newspaper, and a description of the programs identified will be in the KITS newsletter.

CRITERIA FOR AWARDS

Applications are to include the cover sheet with a text of a maximum of four (4) pages (not including cover page form) in length using 12 point font (not including addendum), one inch margins and follow the enclosed outline. Each section of the application should have the same heading as the outline (sections A through F) and should reflect the vision of services presented in the Kansas Mission Statement for Services for Children Birth Through Five Years of Age (mission statement is included). Addendum might include information referenced in text such as example needs assessment form, citations for evidence base supporting this practice, program descriptions, or other supportive information. Applications should include data as it relates to the application. For example: if a survey is used, data from that survey should be included; if a specific intervention approach is described, child change data as a result of the intervention should be reported; or if a memorandum of understanding is described that MOU should be a part of the appendix. Services described must demonstrate the application of best practice, go above and beyond the minimum requirements of IDEA (Individuals with Disabilities Education Act), and, to the extent practicable, reflect application of peer-reviewed research practices. Local lead agencies, agencies collaborating in early intervention services or the local ICC may apply.

COMPONENTS OF THE APPLICATIONS

"Best practice" is defined as an approach to the delivery of early intervention service (16 services) to infants/toddlers and their families that has an evidence base. Evidence-based practice has been defined as "a decision-making process that integrates the best available research evidence with family and professional wisdom and values" (Buysse & Wesley, 2006). Each application should address a "best practice" in one of the following components of their program.

- A. Assessment that Supports Natural Environments: An activity that occurs within the process of identification and skill assessment. Examples may include the following: assessments that are play based, assessment that occur in a natural environment.
- B. IFSP Development that Supports Natural Environments: The process and/or development of an IFSP support the concept of and delivery of services in natural environments. Examples may include the following: unique techniques employed in the process and practices that support natural environments.
- C. Service Delivery/Intervention that Supports Natural Environments: An infusion of early intervention services within the natural environments of the child and family. Example may include the following: routines based intervention, infusion of related services in routines and on going activities of the day.
- D. Transition Practices that Support Natural Environments: A collaborative inter/intra agency approach to transition services. Examples may include the following: comprehensive planning for transition, creative/collaborative planning, family/parental involvement, assessment preparing for transition, or follow-up following transition.
- E. Other: Self-identified component of services that apply best practice such as early childhood curriculum and alignment with Kansas Early Learning Guidelines and Standards; State Performance Plan (SPP) indicators, progress of children in Early Childhood Outcome (ECO), areas of early language/communication, literacy, and social emotional development; universal design and evidence-based instructional strategies to address the special needs of young children with specific disabilities.

PROCEDURE FOR THE AWARDS

A committee of early childhood professionals will select the recipients from the applications. Please make sure to complete the cover page with contact information. **Return one original application and four copies postmarked by January 13, 2012** to:

Dr. David Lindeman
KITS Project
KUCDD Building
2601 Gabriel
Parsons KS 67357.

APPLICATION OUTLINE
(100 TOTAL POINTS)

Please use the following headings to ensure all points are covered in the proposal

A. PLEASE DESCRIBE THE PROGRAM COMPONENT THAT DEMONSTRATES YOUR APPLICATION OF BEST PRACTICE, INCLUDING A CLEAR DESCRIPTION OF THE PROGRAM SETTING. (25 points)

This section should clearly identify and describe the best practice component of your service program. Include a brief background of the program including a description of the model of service delivery, classroom or caseload composition, staffing patterns, numbers of students (including ratio of typically developing children to children with disabilities), and how many families, staff, and students are affected by implementation of the practice. Provide a clear description in the changes the program has undergone in the component area. Provide data to reflect change where appropriate. I.e. if area of best practice is public awareness to increase number of children screened, provide numbers involved in screening activities before and after component or activities were initiated.

Reviewer's questions:

- Do you clearly understand the best practice component described?
- Do you clearly understand the program model and demographics?
- Does the application provide information (data) on circumstances that prompted the utilization of the best practice?
- Does application reflect the evidence base literature for the practice?
- Is there sufficient detail to understand how practice is applied to all services/settings in the agency?

B. IDENTIFY THE SPECIFIC UNIQUE QUALITIES OF THIS PRACTICE THAT ARE EXEMPLARY AND BASED ON EVIDENCE. (25 points)

This section should clearly describe the distinctive qualities of the practice and demonstrate how the practice goes beyond the minimum requirements of IDEA. Include specific citation for evidence base supporting this practice.

Reviewer's questions:

- Are the practices listed for this project evidence-based?
- How are the qualities listed unique?
- Are examples of the practice provided?
- Does the application address an identified need?
- Does the application provide data on the impact of the practice?

C. DESCRIBE THE PLANNING THAT WENT INTO THE DEVELOPMENT OF THE PRACTICE, (20 points)

This section should delineate the process the program went through from inception to the delivery of the service and should describe the participants and resources involved in the planning.

Reviewer's questions:

- How was the need for change identified?
(Was needs assessment conducted?)

- How does need relate to existing program goals? (Child/family outcomes?)
- What goals/outcomes were developed to meet identified need(s)?
- How was progress toward meeting goals/outcomes to be measured?
- Were all parties (staff, families, collaborative partners) involved in preplanning?
- Are there plans to implement the practice system-wide? How?

D. DESCRIBE STAFF DEVELOPMENT ACTIVITIES AND HOW STAFF WAS PREPARED TO IMPLEMENT THIS PRACTICE? (15 points)

This section should describe staff development activities from needs assessment to how training was delivered and evaluated.

Reviewer's questions:

- How were training needs identified?
- Have all parties (families, staff, partner programs) involved in the services participated in training?
- How will you know that training has met identified needs?

E. DESCRIBE THE SUPPORT AND HOW YOUR ADMINISTRATION (BOARD OF EDUCATION, SUPT., ETC.) HAS CONTRIBUTED TO THIS PROJECT? (10 points)

This section should describe the initial and continued involvement of administrative staff.

Reviewer's questions:

- Was administrative support enlisted and has this support continued?
- Are specific administrative support activities described?
- What specific supports/plans are in place to maintain this practice in the future?

F. A MINIMUM OF TWO LETTERS OF SUPPORT MUST BE INCLUDED. THESE LETTERS SHOULD BE FROM FAMILIES, COLLABORATING PROGRAMS, AND/OR OTHER PARTICIPATING AGENCIES. THE TWO REQUIRED LETTERS ARE NOT TO COME FROM PERSONS WORKING WITHIN THE SUBMITTING AGENCY. HOWEVER, ADDITIONAL SUPPORT LETTERS FROM WITHIN THE AGENCY WOULD BE OF BENEFIT. (5 points)

The letters should provide verification of the best practice nature of the program.

Reviewer's questions:

- Is there a minimum of two support letters including families, collaborating programs or participating agencies?
- Are there additional support letters, e.g. administrators?

MISSION STATEMENT

SERVICES FOR CHILDREN BIRTH THROUGH FIVE YEARS OF AGE

Early intervention provides the necessary services to enable young children who experience or are at risk for developmental delays to progress toward the maximum of their abilities. When these services are provided in a timely and appropriate manner, and in the context of the family, the need for further intervention can often be eliminated or reduced.

The family should be the primary focus in assessment and intervention activities. Collaboration with the family is essential to meet the developmental needs of young children.

Recognizing the variable nature of young children's performance and the potential for rapid change in their developmental status, assessment and diagnosis should be undertaken with caution. Assessment should focus on children's developmental needs and be linked directly to intervention. Consequently, administrative structures and funding mechanisms for services to young children should not require assigning specific diagnostic labels.

No single agency is capable of meeting all the needs of young children with or at risk for developmental delays. The utilization of interagency collaboration is essential and will produce the most comprehensive and uninterrupted services. These services should be multi-disciplinary, and to the maximum extent appropriate, delivered in settings which are typical for young children and should include a predominance of normally developing children.

Coordinating Council on
Early Childhood
Developmental Services
Adopted January 1995

EVALUATION OF BEST PRACTICE IDENTIFICATION PROCESS
IDEA Part C Infant/Toddler – tiny-k Networks

Participants:

Whether you complete the application or not, we would like your input regarding this process for self-nomination. Would you please take a few minutes and answer the questions at <https://www.surveymonkey.com/s/XTKMBD3>