



Early Intervention Focused Monitoring

In order to ensure the quality of services provided to children and families enrolled in Massachusetts Early Intervention, the Department of Public Health designed its General Supervision system to promote core values and to ensure compliance with federal and state requirements through training, technical assistance, and monitoring. General Supervision focuses on identifying commendable practices, suggesting improvements to enhance quality of services and identifying and enforcing corrective actions in areas of non-compliance. This concept of general supervision, including focused monitoring, is the primary method for federal and state monitoring of the implementation of the Individuals with Disabilities Education Act.

Massachusetts DPH uses multiple data sources to decide which programs will receive a focused monitoring onsite visit. Onsite visits allow the DPH to examine information at the program level in order to provide technical assistance and improve performance. Department of Public Health Regional Specialists and Parent Team Members share information gathered during the onsite visit with appropriate program staff and then develop a report to the program identifying any areas of non-compliance with state standards and federal regulations and provide strategies on improvement.

Parent Team Members:

- Are parents of children who have transitioned out of an Early Intervention Program in Massachusetts, and have been appropriately trained in the EI system, IFSP development, IDEA, confidentiality, and group facilitation skills
- Are an integral part of the process.
- Must agree to the time commitment involved in the onsite visit.
- Must not have any children currently enrolled and receiving IFSP services in an EI program while working as a Team Member.
- Will participate in Focused Monitoring Onsite Visits in programs other than where their child and family received services
- Are currently not employed by an EI Program in any capacity

Parent Team Members will:

- Use their expertise as a family member of an EI graduate to provide effective parent professional collaboration to promote family centered services within the Massachusetts EI system
- Participate in the desk audit to review program specific data and information to form a hypothesis.
- Collect information through one on one interviews with program staff, community providers and parents.
- Assist in reviewing records during the onsite visit
- Gather other information as needed
- Provide input into the formulation of the final summary report

Commitment

Parent Team Members must commit to:

- Attend a training to obtain information regarding the EI System, and specifics on the Focused Monitoring Process as well as facilitation information.
- Participate in the Focused Monitoring Onsite Visit which includes:
 - Planning meeting- up to 2 hours at local program to be visited
 - Desk Audit Meeting- 4 hours- to discuss EI program being visited, data gathered and formulate hypothesis with the Team- in a DPH regional Office
 - Onsite Visit- 1-2 days at 6 hours each- to complete onsite activities with the Team
- Complete up to 2 Focused Monitoring Onsite Visits a fiscal year

Parents will receive a stipend for their participation in both training and Onsite Focused Monitoring Visits.

**For more information or if interested in participating please contact:
The Early Intervention Parent Leadership Project**

1-877-353-4757