ILP Child Count and Settings Reporting Procedures

What is Child Count?

- Child Count is a once-a-year count of children under 3 years of age who are enrolled in ILP on December 1st, with a current IFSP, as well as a reporting on all children who were enrolled at any point during the most recently ended Fiscal Year. It reports the following:
    - Section A: Point in Time Count by Age Group and Settings – numbers and percentages
    - Section B: Point in Time Count by Race/Ethnicity and Settings – numbers and percentages
    - Section C: Point in Time Count by Count by Gender – numbers and percentages
    - Section E1: Fiscal Year (Cumulative) Enrollment by Race/Ethnicity - numbers and percentages
    - Section E2: Fiscal Year (Cumulative) Enrollment by Gender - numbers and percentages
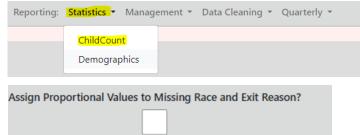
Why is it important?

- Child Count is the key factor in determining our federal funding levels and is often used to compare states.
- Child Count data is imported into our annual SPP/APR data report for *Indicators 5* (birth to 1-year-olds) and *Indicator 6* (birth to 3-year-olds): Percent of infants/toddlers with IFSP's compared to national data.
- Our state has set a target of 2.7% enrollment for *Results Indicator 6*.
- In order to demonstrate equity in access to services in all regions of the state, we measure whether local programs are meeting this 2.7% target. This information is included in annual *Local Determinations* for each program.

What children are included in Child Count?

- Point in Time Child Count will report all Part C Eligible children who are enrolled in ILP with a current IFSP and not exited on December 1st.
- Fiscal Year Cumulative will report all Part C Eligible children who were enrolled during the previous fiscal year.

How to find and read your Child Count report?

- The Child Count report can be generated and downloaded for your program from the ILP database. Click on the Status tab, and then ChildCount

FYI: Do not check this box. We now require all of these fields and are trying to remove this from the DB.

- The Child Count report has several tabs, most of which align with the reporting categories above. In addition, this report collects data, which is used separately for federal Exiting reporting, which is submitted in a separate process.
    - Sheet 2: Point in Time Count by Race and Age Group
    - Sheet 3: Point in Time Count by Gender
    - Sheet 4: Point in Time Count by Settings and Age Group
    - Sheet 5: Point in Time Count by Settings and Race
    - Sheet 6: EXITING DATA – NOT NEEDED FOR CHILD COUNT (FYI: We do need you to make sure kids are exited, but you don't need to worry about the "Exiting Data")
    - Sheet 7: Fiscal Year (Cumulative) Enrollment by Age Group
    - Sheet 8: Point in Time Complete Data Set – (all point in time children)

When is my Child Count data due?
- You have a grace period until December 15th to make sure the data is clean.
- If December 15th falls on a weekend, please plan to have your data cleaned and entered by the Friday before. We will not be available to assist with data cleaning and entry on the weekend.

How do I confirm my Child Count data?
- After December 15th ILP will send you a Child Count report to review for your program, asking you to confirm the accuracy of the data for our records.

How can I get help if I need it?
- Let me know if you have any questions, and thanks for your help getting so many children counted in our system!

ILP Child Count and Settings Reporting Checklist

Ensure that all enrolled children are counted:

    Run the **Reminders Report** to ensure:

☐ Initial IFSPs due are entered

☐ Ensure that all children have a current (within 1 year) IFSP.

☐ Enrollment is entered for all children who have an IFSP

☐ All annual IFSPs that are due have been completed

☐ Ensure that all transferred children have an updated IFSP and/or new Family Service Coordinator. PLEASE NOTE: IF YOU HAVE A TRANSFERRED CHILD AND HAVE NOT UPDATED THE IFSP, AND/OR INDICATED THE NEW FAMILY SERVICE COORDINATOR, THOSE CHILDREN WILL NOT SHOW UP ON YOUR REMINDERS REPORT.

☐ Run the **Children Awaiting Services Report**, or on the home page of the database, check each pending, undetermined, unknown, or waitlist child to ensure that any evaluation, enrollment and IFSP data has been entered.

☐ Enter Evaluation, IFSP, IF contact, and Enrollment record for all newly enrolled children with IFSPs signed on December 1st or earlier.

Ensure that all children are exited:

☐ Enter Exiting records for all Exited Children who turned 3 or exited on December 1st or earlier.

Ensure complete and accurate high-quality data for your Child Count report:

☐ Run the **Data Cleaning Report** to ensure all required child record fields are complete, especially checking that no children have race "Unknown".

☐ Run the Child Count Report to ensure that all currently enrolled children have current contact information, including contact names, mailing address, phone number, and email address. If the family has an email address, please enter it, even if it is not a method you use to communicate. This is a key identifier for our Family Outcome Survey.

If you ensure that all of your data is correctly entered, you can be confident that your Child Count is correct!