

**XVI. DATA COLLECTION****A. POLICIES**

1. The Lead Agency (DMHMRSAS) has developed and implemented a data collection system that specifies the *procedures that Virginia uses to compile data on the statewide system* necessary to fulfill federal reporting requirements and for other state reporting purposes. The data collection system:
  - a. *Includes a process for collecting data from various agencies and service providers in Virginia, using and describing appropriate sampling methods; and*
  - b. *Provides for the reporting of data required under Section 618 of the Act that relates to Part C. The Lead Agency reports the information required in paragraph (a)(2) of 34 CFR 303.540 to the federal agency at the time and in the manner specified by the federal agency.* (34 CFR 303.540)
  - c. Includes:
    - (1) The number of children with disabilities by race and ethnicity who are receiving early intervention services,
    - (2) The number of children with disabilities, by race and ethnicity, who, from birth to age two, stopped receiving early intervention services because of program completion or for other reasons.

Virginia does not currently serve at-risk infants and toddlers and therefore does not collect data on this population.

2. The Lead Agency ensures that data collection activities under this section are completed in full compliance with all applicable Federal and State legislation and regulations pertaining to informed consent, confidentiality of information, and release of information.

**B. PROCEDURES**

1. Following the development of the initial IFSP, local interagency coordinating councils (LICCs) are required to collect and report the following information on each child found eligible for Part C services for whom a current IFSP is in effect on December 1st of each calendar year:
  - a. Individual Child Identification Code;
  - b. Date of birth;
  - c. Residence code;
  - d. Date of initial IFSP;
  - e. Race;
  - f. Gender;
  - g. Criteria by which eligibility for Part C program was determined;
  - h. Primary setting in which Part C services are provided;
  - i. Referral source and date of referral;
  - j. Risk factors that apply;
  - k. Determination of whether or not child is medically fragile;
  - l. Type(s), frequency, setting, and provider of services provided to the child and the child's family through the Part C program;
  - m. Third party reimbursement information; and
  - n. Date of closure and transition destination.

Completed data forms are submitted to the Lead Agency at least on a quarterly basis.

2. LICCs are responsible for collecting and reporting to the Lead Agency the number and type of personnel employed and positions vacant on December 1st of each year in programs providing Part C services.
3. LICCs are responsible for disseminating the two versions of the family survey following procedures developed by the Lead Agency. (See Component XI - Supervision and Monitoring of Programs)
4. LICCs are responsible for collecting and reporting additional information as required for reports to the General Assembly and other State reporting purposes.
5. The Lead Agency has developed state-level interagency agreements which delineate interagency responsibilities for data collection and ensure the participation of all appropriate State agencies and their local counterparts in data collection and reporting.
6. The Lead Agency has developed data collection forms, established timelines for data collection and submission, and provides training and technical assistance to localities in the completion of data collection requirements.
7. LICCs facilitate the development of local interagency cooperative agreements that identify the responsibilities of each local agency and insure the participation of all appropriate local agencies in the data collection process.
8. LICCs are responsible for developing specific procedures for data collection and determining mechanisms for implementation in each specific locality, contacting all participating agencies, aggregating data submitted by local agencies, and submitting data to the Lead Agency in the manner and time specified.
9. The Lead Agency is responsible for aggregating all information submitted by local interagency coordinating councils and for the preparation and dissemination of summary reports to the federal agency, Virginia General Assembly, the VICC, and LICCs.