

# **SUPPORT SERVICES MILESTONES**

## **January Milestones**

- FCP: Generate list of signed family partnerships agreements
- FCP: Certify that new and updated family goals are completed in COPA
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies as needed and management.

## **February Milestones**

- FCP: By February 15<sup>th</sup> 75% family services should be documented in COPA
- FCP: Complete second quarter report on family services based on PIR and submit analysis and action plan to CSD, governing bodies/ management
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management.

## **March Milestones**

- FCP: Complete monthly report of family progress toward goal completion and submit to management.
- FCP: Complete referral and follow up of families with identified needs and enter into COPA
- FCP: Complete documentation of parent volunteerism and submit to management.
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management.

## **April Milestones**

- FCP: Complete monthly report analysis of family progress toward goal completion and submit to management.
- FCP: Complete and distribute transition package of information to parents
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status (including the children going to summer assessment) report and submit to CSD, governing bodies/ management

## **May Milestones**

- FCP: By May 15<sup>th</sup> 90% of family services should be documented in COPA
- FCP: Complete monthly report of family progress toward goal completion and submit to management
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management.

### **June Milestones**

- FCP/Disabilities: Submit revised and updated management and training plans to CSD, governing bodies/management.
- FCP: Complete monthly report of family progress toward goal completion and submit to management
- Disabilities: Complete end of the year staffing on children with disabilities/special needs
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management.

### **July Milestones**

- FCP: Complete and provide records to parents of children transitioning into Kindergarten
- Disabilities: Train staff on CPS/CSD referral process
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Review/update disabilities services plans and written policies and procedures for disability services with staff and governing bodies/management.

### **August Milestones**

- FCP: Renew/Complete linkage agreements
- FCP: Complete parent orientation
- FCP: Publish revised parent handbook and community resource handbook
- FCP: Complete review of goals with returning families and revisit/update FPAs
- FCP: Complete plans for parent involvement activities and submit to governing bodies/management
- Disabilities: Initiate parent orientation on the disabilities referral process
- Disabilities: Enter final evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete list of returning children with disabilities and submit to CSD, governing bodies/management.
- Disabilities: Train staff on CPS/CSD referral process

### **September Milestones**

- FCP: Complete family goals and family contact information into COPA for new families
- FCP: Complete parent orientation
- FCP: Complete list of parent and community volunteers and distribute to agency staff.
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management
- Disabilities: Submit transportation log for children with IEP's, if documented as a related service to CSD and management

### **October Milestones**

- FCP: Certify identification and progress toward completion of family goals and family partnership agreements and document input into COPA by October 31<sup>st</sup>
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Ensure completion of developmental screenings and generate referrals
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management.

### **November Milestones**

- FCP: By November 15<sup>th</sup> 50% of family services should be documented in COPA
- FCP: Complete monthly report of family progress toward goal completion and submit to management
- FCP: Produce quarterly report on parent/community volunteerism and submit to governing bodies/management.
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management

### **December Milestones**

- FCP: Complete monthly report of family progress toward goal completion and submit to management
- Disabilities: Train staff on CPS/CSD referral process, submit referral packets
- Disabilities: Enter evaluation dates and completed IEP/IFSP into COPA
- Disabilities: Dec. 1<sup>st</sup> submit certification of 10% enrollment of children with diagnosed disabilities to CSD, governing bodies/management
- Disabilities: Dec. 15<sup>th</sup> submit disability improvement plan whether reaching 10% or not to CSD, governing bodies/management
- Disabilities: Complete CPS and CFC referral status report and submit to CSD, governing bodies/management