Early Start Report Software Guide

Updated 2023

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EARLY START REPORT SOFTWARE GUIDE

Early Start Report – Introduction

Through contracts with the regional centers, the State of California expends hundreds of millions of dollars annually for services to infants and toddlers and their families. A portion of this funding comes from the United States Department of Education, Office of Special Education Programs, with many associated performance and reporting requirements imposed as conditions of receiving federal funds.

The Early Start Report (ESR) is the primary means for collecting information related to the performance of the state and regional centers with respect to meeting the federal and state requirements of the Part C Early Start Program.

This ESR was designed specifically to meet the state and regional centers' need for objective data to measure the extent to which Early Start is achieving its desired child outcomes and complying with applicable federal and state laws.

This handbook is designed to serve as a reference for regional center personnel completing ESR profiles. It provides users with guidance and explanatory comments for each item.

Any recommendations or suggestions for improving this handbook are welcome. Please submit them to the Department of Developmental Services (DDS), Early Start Section, at ESR@dds.ca.gov . The intent is to update the handbook on a regular basis and, for easy access, the most current version is posted on the ESR homepage at: https://earlystartreport.dds.ca.gov/.

Table of Contents

General Information about Completing the ESR

Who should complete a child's ESR profile?

The ESR should be completed by the regional center staff member who is most involved in planning and coordinating services for the child and his/her family and who is likely to maintain such involvement until the child transitions to Part B or other services. This staff member will typically be a regional center service coordinator. However, a regional center's organizational staffing pattern or functional duty assignments may have other classifications of staff performing this function.

Which children should have an ESR?

An ESR profile must be completed for every child who (1) qualifies for regional center services, (2) is under age three, and (3) has an individualized family service plan (IFSP).

When should the initial ESR be completed?

The initial ESR should be completed immediately following completion of the initial IFSP.

Which items must be completed for the initial ESR?

In addition to the client and service coordinator names, all items in Sections A, B, C, D, and the entry data for child outcomes, Section E must be completed.

When should the final ESR be completed?

The final ESR must be completed (1) within 90 days after the child attains age three, or when the child (2) moves out of state, (3) withdraws from services, (4) dies, (5) cannot be contacted or whose whereabouts become unknown, or (6) exits the Early Start Program prior to age three for other reasons.

Which items must be completed for the final ESR?

All applicable items in every section that were not completed in the initial ESR. At a minimum, the child outcomes exit data, the final disposition, and the exit date must be completed.

Should the ESR be updated between initiating an ESR profile and completing the ESR profile at exit?

The ESR should be updated with relevant information available at each IFSP meeting. Regional centers must complete the ESR upon a child's entrance into the Early Start Program and update the ESR at least annually and at the time the child exits the program. Upon a child's exit, updating the ESR's with a child outcomes section at exit, final disposition and exit date (Transition Planning Section) must always be completed as well.

Web Site Overview

The ESR website is located at: https://earlystartreport.dds.ca.gov/

Once you have received your login and temporary password from your Super User (the ESR user with administrative rights at your regional center), you can log in and establish your personal password for continued ESR access. At log in, you will see the **Home** screen.
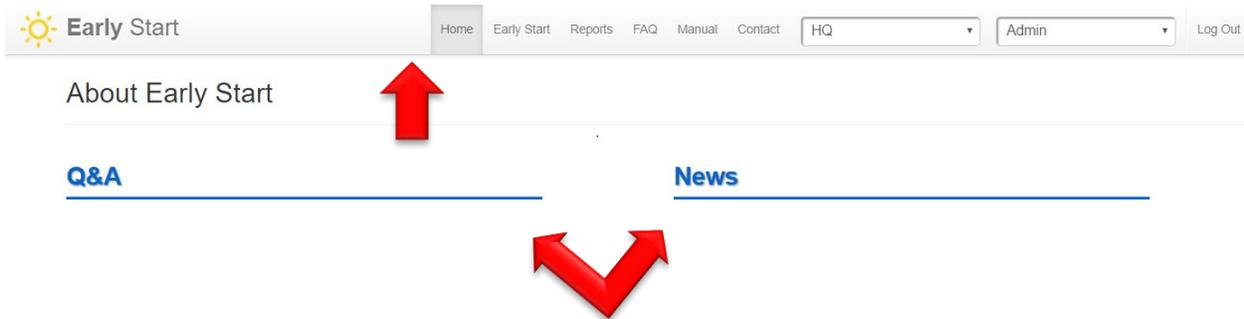

This is the ESR Navigation Screen. From here you may access all areas of the ESR.

Note: The DDS ESR Administrative Assistance Team may add important information to the home page of the ESR under the *Q&A* or *News* headings. This will alert you to any fixes, enhancements or other systemwide changes being made to the ESR system.
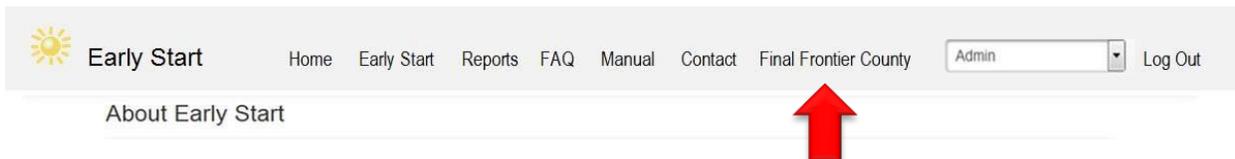
You should see the name of your **regional center** in the ribbon.
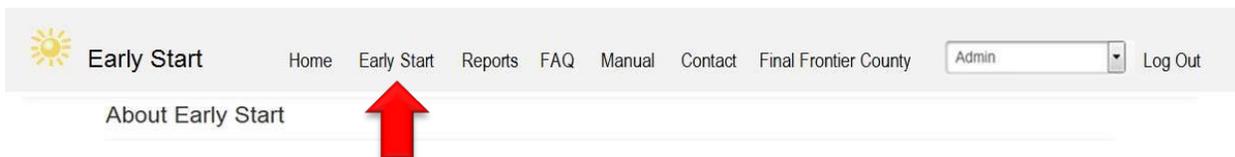
Clicking **Early Start** in the top ribbon will allow you to enter new profiles, or search for existing profiles.
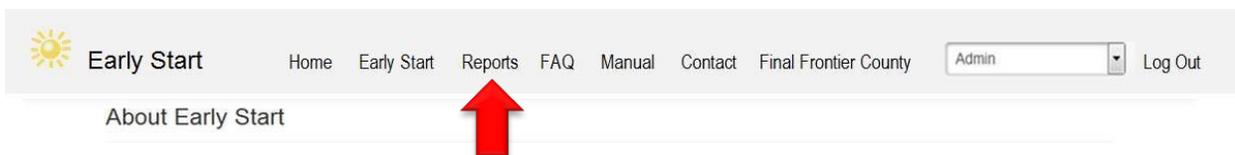
Clicking **Reports** will take you to the reports menu.

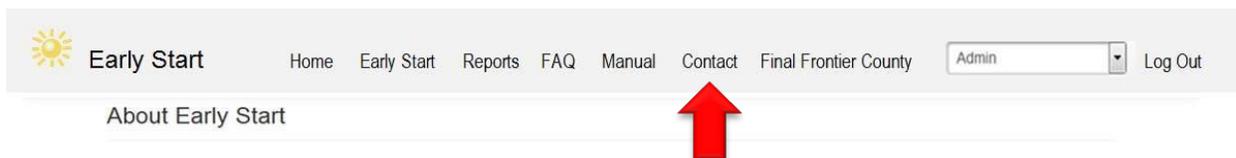Clicking **FAQ** will take you to the *Frequently asked Questions* section of the ESR. The Assistance Team will update as questions regarding the ESR are posed, so check back when you have a question.

Clicking the **Manual** section will take you to the ESR Manual and the Super Users' Manual. From here you can print the manuals for an easy to access desk reference.

Clicking the **Contact** section will connect with the ESR Assistance Team email at DDS.
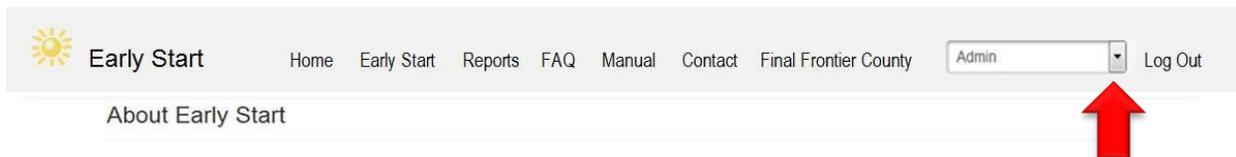
There will also be a **drop-down** box on the right side of the ribbon. Here you will have access to other areas of the ESR, including your account profile.
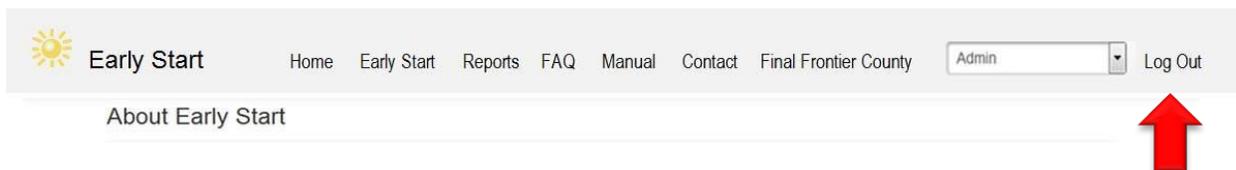
Clicking on the **Log out** button will log you out of your ESR account.

ESR User Input Walk Through

Specific information is itemized here to assist users in understanding and completing the ESR. Each number corresponds directly to the item number of the ESR.

A.   PRELIMINARY INFORMATION

1). Open your ESR.
2). Click on the "Early Start" tab on the top bar.
3). Click on "Add New Early Start Report."

Item 1, the UCI must be verified each time an ESR profile is opened. This prevents duplicate profiles.

1.   **Unique Client Identifier**

Purpose: Allows regional centers and DDS to develop management reports using different combinations of data files, e.g., POS, vendor, etc., and to confidentially share and match consumer information.

Data Source(s): The Client Master File contains the UCI number, which is established at intake.

Comments: The UCI number automatically populates items 2, 3, and 4.

   a.   **Verify Button**

      Purpose: Clicking the verify button allows the system to search all regional center

databases for duplicate profiles.

Comments: The submit button at the bottom of the ESR screen will not appear until the verify button is clicked.

2. Client Name

Data Source(s): Client Master File.

Comments: This field automatically populates when the UCI (item 1) is entered and verified.

3. Birthdate

Purpose: Necessary for calculating transition performance and child outcomes for federal reporting.

Data Source(s): Client Master File.

Comments: This field automatically populates when the UCI (item 1) is entered and verified.

4. SEX

Purpose: Federal requirements include reporting by gender. *(P.L. 108-446 and Sec 618(a)(1)(B) Table 3.)*

Data Source(s): Client Master File.

Comments: This field automatically populates when the UCI (item 1) is entered and verified.

5. INITIAL ESR ENTRY DATE

Purpose: Identifies and tracks initial entry of a child's ESR.

Data Source(s): This field automatically populates when a user clicks "Save ESR Changes," or "Submit," at the bottom of the profile.

Comments: DDS uses this date to track data changes.

- *5a.* **LAST EDITED DATE**
  - *Purpose:* Identifies and tracks interim, updated, and final versions of a child's ESR.
  - *Data Source(s):* This field automatically populates when a user clicks "Save ESR Changes," or "Submit," at the bottom of the profile.
  - *Comments:* DDS uses this date to track data changes.

6. REGIONAL CENTER

Purpose: Identifies the regional center serving the child.

Data Source(s): This field automatically populates when the UCI number is entered and verified. The data source is the Client Master File.

Comments: Information is automatically generated when profile is opened, and Regional Center is selected in the drop-down box in the upper right.

7. LAST EDITED USER

Purpose: Identifies and tracks the last ESR user to make changes in the profile.

Data Source(s): This field automatically populates when a user clicks "Save ESR Changes," or "Submit," at the bottom of the profile.

Comments: DDS uses this information to track ESR changes.

8. SERVICE COORDINATOR

Purpose: This drop-down box allows the profile initiator to assign a coordinator to the profile. This designation identifies the case load of each service coordinator who is an ESR user. Some regional centers do not have service coordinators entering data in the ESR and utilize this field for the ESR user managing the data entry for each child.

Comments: The service coordinator's case load as indicated in the ESR profiles can be viewed in the Service Coordinator Overview report.

B. REFERRAL INFORMATION

Items 9 through 12 provide information required to track compliance with the federally mandated 45-day timeline.

B. Referral Dates

9. Initial Referral:	10. Parent's Written Consent for Initial Evaluation and Assessment:
10/29/2012	11/08/2012
11. Initial IFSP Meeting was Held:	12. Parent's Written Consent for IFSP Services:
11/03/2012	01/14/2013

9. DATE OF INITIAL REFERRAL

Purpose: Establishes start date for the required 45-day IFSP timeline. Provides data necessary to track the numbers of referrals within specific timeframes. This field is populated through a drop-down calendar.

Please enter the date of initial referral in part "9a" below, and where the referral came from, if known, in part "9d".

If applicable, please enter date of case inactivation in "9b" below.

If applicable, please enter date of case reactivation in "9c" below.

Comments:

- If the IFSP timeline goes beyond 45 days, a drop-down box will appear to document exceptional family circumstances.

- Data entry for an initial IFSP date prior to the Initial Referral is not allowed

- If the initial IFSP is held more than 121 days after the initial referral, a drop down box will appear and require verification

B. Referral Dates

9. Referrals

a.) Initial Referral:
01/19/2021

b.) Date of case inactivation, if applicable:
Click

c.) Date of case reactivation, if applicable:
Click

d.) Referral Source
Check all that apply
☐ Brochure
☐ Child Care Provider
☐ Clinician
☐ Early Intervention Provider
☐ Educator
☐ Family/Neighbor/Friend
☐ Internet
☐ Pediatrician Referral
☐ Personnel from other state
☐ Public Service Ann.
☐ Social Worker
☐ Other Referral
☐ Babyline
☐ DDS Website
☐ Family Resource Center

10. Parent's Written Consent for Initial Evaluation and Assessment:
Click

11. Initial IFSP Meeting was Held:
Click

12. Parent's Written Consent for IFSP Services:
Click

10. DATE of PARENT'S/SURROGATE'S WRITTEN CONSENT for Initial Evaluation and Assessment

Purpose: Establishes the date the regional center was able to obtain consent necessary to acquire information for evaluating and assessing the child.

Data Source(s): The date on the pertinent written consent(s) authorizing the regional center to evaluate and assess the child for Early Start.

Comments: This date is used to determine the extent to which delays in obtaining consent may affect compliance with the federal requirement for the initial IFSP to be held within 45 days from the date of referral.

11. DATE INITIAL IFSP MEETING WAS HELD

Purpose: Determines compliance with the 45-day timeline required for the initial IFSP.

Data Source(s): Case record documentation, and date on the initial IFSP.

Comments: Federal law requires every child to have an initial IFSP meeting within 45 days of the initial referral date.

12. Parent's Written Consent for IFSP Services

Purpose: Provides the date necessary to calculate the time for determining timeliness of service.

Data Source(s): Case record documentation, specifically the date parental consent for services was obtained.

Comments: Provides data necessary for state performance Indicator #1 on the Annual Performance Report.

C. DIAGNOSTIC INFORMATION

Use **all** the following three items (13, 14 and 15) to indicate the factors considered that qualifies the child for Part C services. Within each item, mark all that apply.

Enter High Risk (HR) Eligibility (If Applicable)

Purpose: Only use this field when the child qualifies for Early Start eligibility due to "at high risk" factors. Skip this red box if the child was not made eligible due to "at high risk" factors (CCR Title 17, Section 52022).

Data Source: Once this field is saved, it cannot be edited by the ESR user. If it was saved by an error, then contact the ESR@dds.ca.gov assistance mailbox.

Comments: Children who enter Early Start with "at high risk" eligibility are required to be included in a special child outcomes report as a part of Indicator # 3 in the Annual Performance Report.

- Click the red box (located above Field 13, Developmental Disability) "*Enter HR Eligibility Info*" to open up the diagnostic fields, if the child was made eligible due to "at high risk" factors.
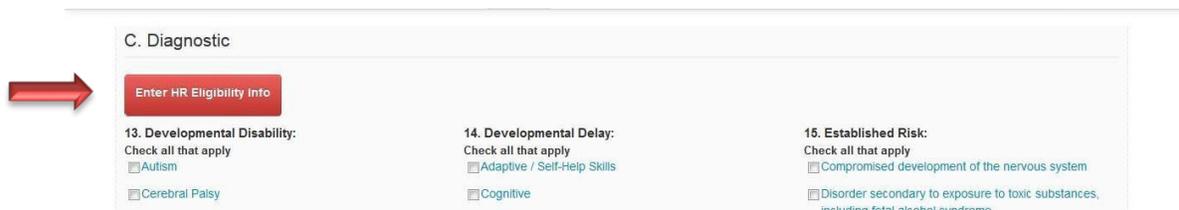
Enter High Risk (HR) Eligibility (If Applicable) Continued

- Check the boxes that apply to the eligibility criteria. Either two or more boxes listing the biomedical factors; or the box marked "*parent is a person with a DD*" must be checked. If the child was not made eligible for Early Start with "at high risk" factors skip this box.

The "**YES**" box will appear, along with a warning. **IMPORTANT**, once the "**YES**" box has been checked, it will record in the data base. It cannot be undone. Be sure you intend to enter the child as HR eligible before you check the box.

- If there are other delays or disabilities (Fields 13, 14 or 15) they can be checked as appropriate. This won't affect the *At High Risk* designation.

- Do not uncheck the boxes in Field 13 at any time after the initial assessment (unless they were checked in error).

- Reporting Initial "*At High Risk"* eligibility is mandated!

- If the "Yes" designation of HR was saved in error, contact the ESR@dds.ca.gov mailbox to report the error.

13. DEVELOPMENTAL DISABILITY

Purpose: Identifies "developmental disability" while receiving Early Start services.

Data Source(s): Case record documentation, especially the clinical case records.

Comments: Developmental disability is defined in Welfare and Institutions Code Section 4512(a) and the California Code of Regulations, Title 17, Section 54000. The identified disability in the ESR does not have to correlate with a regional center qualification for Lanterman services.

14. DEVELOPMENTAL DELAY

Purpose: Identifies "developmental delay" identified in the child's evaluation and assessments for Early Start services.

Data Source(s): Case record documentation, especially the clinical case records.

Comments:

- Developmental delay is defined in Government Code Section 95014 (a)(1).
- Select appropriate percentage delay range for each selected area of development.

15. ESTABLISHED RISK

Purpose: Identifies "established risk" identified in the child's evaluation and assessments for Early Start services.

Data Source(s): Case record documentation, especially the clinical case records.

Comments: Established risk is defined in Government Code Section 95014(a)(2) and the California Code of Regulations, Title 17, Section 52022(b).

16. VISION SCREENING/EVALUATION

Purpose: Verifies that vision screening or evaluation occurred during the evaluation process.

Data Source(s): Case record documentation, especially the clinical case records

Comments: Required by 34 CFR 303.21.

17. HEARING SCREENING/EVALUATION

Purpose: Verifies that hearing screening or evaluation occurred during the evaluation process.

Data Source(s): Case record documentation, especially the clinical case records

Comments: Required by 34 CFR 303.21.

D. SERVICES INFORMATION

18. TYPE OF SERVICE - Early Start Services

Purpose: Identifies the specific Early Start service(s) the child is receiving and, in combination with subparts (b) and (c), provides data on timeliness of providing each service and the setting or location of services.

Data Source(s): IFSP documents and case record documentation.

Comments: Provides data for federal reporting (OSEP Indicators #1 and #2 and P.L. 108-446, Sec. 618 (a)(3) Table 2). This section currently does not have a date function, or time and frequency of services. Services received should be added when the service is included on the IFSP.

D. Services

18. Type of Service:

Early Start Services	Timeliness		Location	
	Was service provided within 45 days of Parent\'s Written Consent for IFSP Services?	If "No", was this due to exceptional family circumstances that are documented?	For each service, select the location where most service is provided.	If "Other", is justification documented in IFSP?
Assistive Technology Device / Service	[▾]		[▾]	
Audiology	[▾]		[▾]	
Behavioral Services / Training	[▾]		[▾]	
Specialized Instruction	[▾]		[▾]	
Health / Nursing / Medical Service	[▾]		[▾]	
Occupational Therapy	[▾]		[▾]	
Physical Therapy	[▾]		[▾]	
Speech / Language	[▾]		[▾]	
Transportation and Related Costs	[▾]		[▾]	
Vision Services	[▾]		[▾]	
Other	[▾]		[▾]	

Types of Services with Definitions:

Type of Service	Definition
Assistive Technology Device/Service	An assistive technology device is any item, piece of equipment, or product system that is used to increase, maintain, or improve the functional capabilities of an infant or toddler with a disability. An assistive technology service is any service that directly assists an infant or toddler with a disability in the selection, acquisition, or use of an assistive technology device.
Audiology	Services directed toward identifying, evaluating, habilitating, and/or rehabilitating a child having or at risk of having, and audiological impairment.
Behavioral Services/Training	Services for designing, implementing, and evaluating systemic instructional and environmental modifications to promote a child's positive social behaviors and to reduce or ameliorate behaviors which interfere with learning and social interaction.
Developmental/Psychological Assessment	Services providing for psychological and developmental testing and other assessment procedures, including: • interpreting information about child behavior • child and family conditions related to learning • mental health and development, and planning • managing a program of psychological services. Psychological services • psychological counseling for children and parents • family counseling • consultation on child development • parent training • education programs.

Types of Services with Definitions Cont.:

Type of Service	Definition
Specialized Instruction	Services that include designing learning environments and activities that promote the infant's or toddler's acquisition of skills in a variety of developmental areas. These services include • cognitive processes and social interaction • curriculum planning (including the planned interaction of personnel, materials, and time and space, that leads to achieving the outcomes in the individualized family service plan) • providing families with information, skills, and support related to enhancing the skill development of the child • working with the infant or toddler with a disability to enhance the child's development.
Health / Nursing / Medical Service	Only for diagnostic or evaluation purposes to determine a child's developmental status, or when services are necessary to enable the child to benefit from other early intervention services.
Occupational Therapy	Services to address the functional needs of a child related to adaptive development, adaptive behavior and play, as well as sensory, motor, and postural development.
Physical Therapy	Services to address the promotion of sensorimotor and gross motor functioning.
Speech / Language Pathology	Identification and treatment of communication delays or oropharyngeal disorders.
Transportation and Related Costs	Travel and related costs (mileage, bus, taxi, train, tolls, parking, etc.) that are necessary to enable a child and the child's family to receive early intervention services.

Timeliness

Purpose: All services are required to start within 45 days of the value in field 12.

Data Source(s): IFSP documents and case record documentation.

Comments: To provide the necessary data for Indicator # 1, as to whether the services were provided timely.

Was service provided within 45 days of Parent\'s Written Consent for IFSP Services?
Utilize the drop-down menu to choose "Yes" or "No"

If you selected "No", was this due to exceptional family circumstances that are documented?
Utilize the drop-down menu to choose "Yes" or "No"

Location

For each service, select the location where most service is provided.

Natural Environments - In the drop-down menu provided, identify if the service was provided in a community-based location, the family home, or "other" location.

Purpose: To provide the necessary data for Indicator # 2, as to whether the services were provided in the child's natural environment.

Data Source(s): The purchase of services invoice and the Case Record Documentation.

Comments: Early Start services are mandated to be provided, to the maximum extent possible in the child's natural environment. (34 CFR 303.26 and 303.13)

If you select "Other", is justification documented in IFSP? Complete the drop-down menu. Choose either "yes" or "no".

E. OUTCOMES

19. Child Outcomes

Purpose: To provide the data necessary to describe and report on the developmental progress of children participating in Early Start.

Data Source(s): Case record documentation, especially the clinical case records of developmental assessments.

Comments: This data is utilized to calculate child outcomes progress for Indicator # 3 in the Annual Performance Report. Information here should include functional age at BOTH initial and exit to ensure completion of data.

E. Outcomes

19. Child Outcomes:
(Complete All)

Developmental Areas	Initial / Entrance		Final / Exit	
			Parent declined: ☐	
	Date ▼	Functional Age (In Months)	Date ▼	Functional Age (In Months)
Cognitive (Acquisition and use of knowledge and skills)	Click		Click	
Physical (Fine Motor)	Click		Click	
Physical (Gross Motor)	Click		Click	
Communication (Expressive)	Click		Click	
Communication (Receptive)	Click		Click	
Social-Emotional	Click		Click	
Self-Help/Adaptive (Use of appropriate behaviors to meet their needs)	Click		Click	

F. TRANSITION PLANNING

20. Transition Planning to Part B

Purpose: To provide data necessary to:

    a. Parent decision transition conference with LEA
    b. IFSP contains transition steps and services
    c. Date referred to Part B as potentially eligible
    d. Transition Planning Conference
        i. Date
        ii. SELPA/LEA attended
        iii. SELPA LEA
    e. If not referred to Part B, non-referral code

Data Source(s): IFSP documents and case record documentation that contains parent decision for Part B referral, IFSP steps and services, and referred to Part B date (if referred).

Comments:

- Transition Planning to Part B data is necessary for Indicators 8a,8b, and 8c. However, Transition Planning data is mainly collected through the monitoring process.

- Under "9d - Transition Planning Conference"; entries with fewer than 90 days between the child's 3rd birthday and the transition meeting require determination if reason is due to Exceptional Family Circumstance.

- Under "9e – non referral code"; "Parent Declined" entries are marked with "Warning: The Lead agency must notify the SEA (State Education Agency) and the LEA (Local Education Agency) for the area in which the toddler resides, as required by 303.401 (2)(1).

F. Transition Planning

20. Transition Planning to Part B

a.) Parent agreed to transition conference with LEA: (If "No", b & d will be disabled.)

b.) IFSP contains transition steps and services:

c.) Date referred to Part B as potentially eligible: `Click`

d.) Transition Planning Conference

Date: `Click`

SELPA / LEA attended:

SELPA / LEA:

e.) If not referred to Part B, non-referral code:

21. Final Disposition:

22. Exit Date: `Click`

21. Final Disposition

Purpose: To identify the reasons for a child's exit from Early Start and continued services available after participation.

Data Source(s): Case record documentation

Comments: This component must be completed to close the ESR record.

Final Disposition Definitions:

CODE	DEFINITION
01 Part B Eligible	Child is eligible for Part B (special education services) and exited (or will soon exit) from Early Start services. Also, select this code for a child who may receive Part B services in conjunction with Head Start or other preschool program.
02 Exited Prior to Age 3	Child is not eligible for Early Start, *prior to reaching age three*, because he or she no longer meets the eligibility criteria for Early Start.
03 Not Part B Eligible - Refer	This child is not eligible for Part B (special education services) and exited with referrals to other programs. Select this code for a child who reached age three, was evaluated and determined not eligible for Part B, and was referred to other programs, which may include a preschool, Head Start (but not receiving Part B services), and child care centers, and/or was referred for other services, which may include health and nutrition services such as WIC.
04 Not Part B Eligible - No Referral	The child is not eligible for Part B (special education services) and exited with no referrals. Select this code for a child who reached age three, was evaluated and determined not eligible for Part B, and was not referred to other programs.
05 Part B Eligibility Not Determined	The child's Part B (special education services) eligibility was not determined. Select this code for a child *who reached age three* and his or her Part B eligibility was not determined. This category includes children who were referred for Part B evaluation, but for whom eligibility has not yet been made or reported or children for whom parents did not consent to transition planning. Include in this category any child *who reached age three* and who has not been reported in categories 01, 03 or 04 above.

CODE	DEFINITION
06 Deceased	The child is deceased. Select this code for a child who died before his or her third birthday, even if their death occurred at the age of exit.
07 Moved Out of State	The child moved out of state. Select this code for a child who moved out of state before his or her third birthday.
08 Withdrawal	The child was withdrawn from the Early Start program by the parent (or surrogate parent). Select this code for a child under age three whose parents declined all services (Including service coordination services) after an IFSP was in place or declined to consent to Early Start services on the IFSP and provided written or verbal indication of withdrawal from services.
09 Unable to Contact	Attempts to contact the parent and/or child were unsuccessful. Select this code for a child, under age three, who had an active IFSP, and was unable to receive early intervention services either due to lack of response form the parent or family, or inability to contact or locate the family or child after repeated, documented attempts. Include in this category any child who was no longer receiving Early Start services before reaching age three, and who has not been reported in categories 01, 07 or 08 above.
10 Other	Select this code when the child ceases receiving Early Start services for a reason not otherwise specified above. However, if one of the reasons above is a reasonable approximation of the reason, but not exact, select that code. Selection of "Other" should be rare.
11 Transfer	Select this code when a child leaves one regional center and moves to another regional center.
12 Administrative Closure	Select this code when Administrative Closure is necessary for unusual circumstances such as Education Rights not established, etc.

22. Exit Date

Purpose: To record the exit date to be utilized in calculations related to the child's participation in Early Start, such as time in the program and chronological age at exit, and for the completion of Indicator # 3 Child Outcomes on the APR.

Data Source(s): Case record documentation

Comments: This component must be completed to close the ESR record and for the completion of Indicator # 3 Child Outcomes on the APR. When cases are not closed out completely, it appears as incomplete data and negatively affects the overall APR.

21. Final Disposition:	22. Exit Date:
11 - Transfer	01/10/2014

Save ESR Changes

23. NATURAL DISASTERS

Purpose: Capturing data on events affecting RC services and families has two parts:

- 23a: Check box(es) if services were delayed (beyond mandated timelines), stopped, or otherwise disrupted because the RC was unable to deliver the service as agreed upon in the IFSP due to a natural disaster.

- 23 b: Check box(es) if families were negatively affected by a natural disaster that impacted their participation in Early Start services.

Data Source(s): Case Record documentation

Comments: Please complete only if applicable. Otherwise, please leave blank.

For example, some regional centers and families were affected by the COVID-19 pandemic. For this, you can check the box "Public Health Emergency".

G. Natural Disaster

23. Natural Disasters

a.) Please specify any relevant disasters impacting the RC that affected family's services
Check all that apply
☐ Public Health Emergency

☐ Wildfire

☐ Earthquake

☐ Flood and Storms

☐ Other Natural Disaster

b.) Please specify any relevant disasters that affected the family
Check all that apply
☐ Public Health Emergency

☐ Wildfire

☐ Earthquake

☐ Flood and Storms

☐ Other Natural Disaster

Exiting Out After Completing a Profile

Click "Submit" for completing a new profile or "Save Changes" for the update of an existing file. If you don't press the green button at the bottom of your screen, the new profile, or changes will not be saved.

21. Final Disposition:	22. Exit Date:
▼	Click

Submit

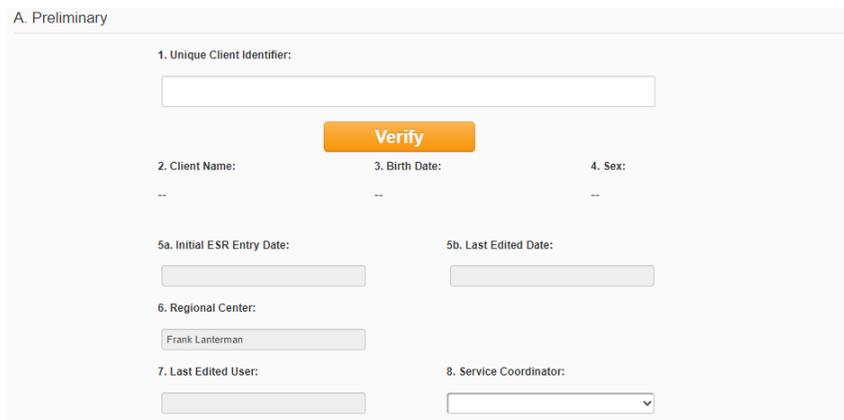## Transferring Profiles between Regional Centers

Transfer In

Transfer a consumer's record into your regional center.

    1) Open your ESR.
    2) Click on the "Early Start" tab on the top bar.
    3) Click on "Add New Early Start Report."

The following screen should appear.

A. Preliminary

1. Unique Client Identifier:

Verify

2. Client Name: 3. Birth Date: 4. Sex:
--   --   --

5a. Initial ESR Entry Date: 5b. Last Edited Date:

6. Regional Center:
Frank Lanterman

7. Last Edited User: 8. Service Coordinator:

    4) Enter Consumer's Unique Client Identifier (UCI).
    5).Click the "Verify" Box.

If the consumer has NOT been coded for transfer from their current regional center, the following screen will appear. Call the regional center and request the record be placed in *Transfer Status*, in the final disposition field (#21).
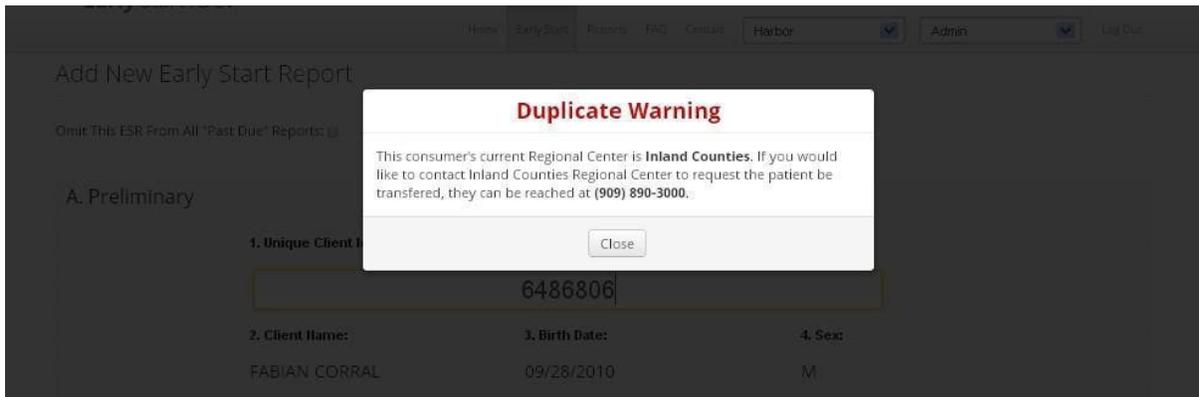
6) Click the "Transfer consumer to My Regional Center" button. If the consumer's records have been placed in *Transfer Status*, the following screen will appear.
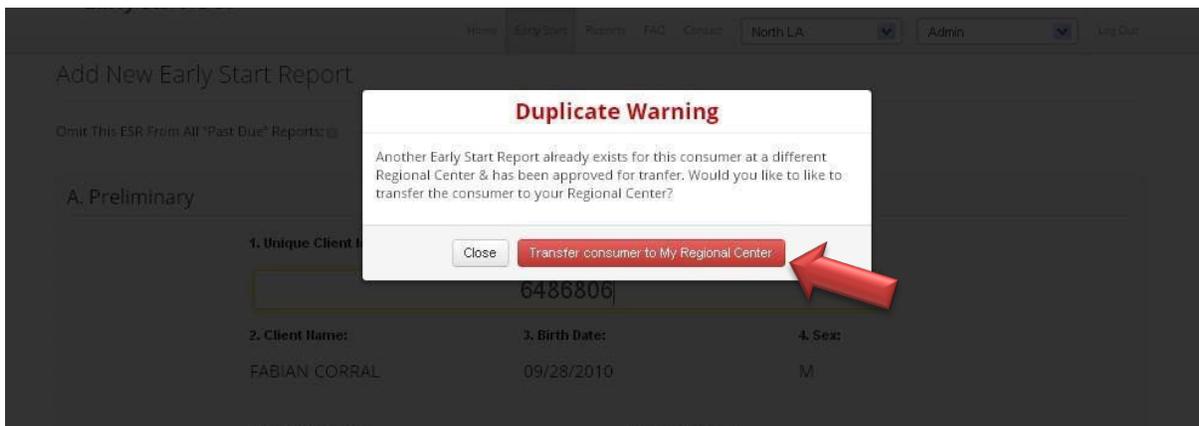
7) Click the "Close" button. The following screen should appear.

8) Be sure to assign consumer to a new coordinator in Field 8.

A. Preliminary

1. Unique Client Identifier:

Insert Unique Client Identifier Here, Click Verify.

Verify

2. Client Name:
Populates Automatically

3. Birth Date:
Populates Automatically

4. Sex:
Populates Automatically

5a. Initial ESR Entry Date:
Populates Automatically

5b. Last Edited Date:
Populates Automatically

6. Regional Center:
Populates Automatically

7. Last Edited User:
Populates Automatically

8. Service Coordinator:

9). Scroll to the bottom and click "Save ESR Changes." This consumer record has been successfully transferred to your regional center.

11 - Transfer   01/10/2014

Save ESR Changes

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Transfer Out

To transfer a consumer's record out of your regional center (place consumer's record into *Transfer Status*).

> 1) Scroll down to Final Disposition (Field 21).
> 2) Click on the drop-down arrow.
> 3) Move your curser to the bottom.
> 4) Click on "11 – Transfer."

21. Final Disposition: **22. Exit Date:**

Click

Submit

01 - Part B Eligible
02 - Exited prior to age 3
03 - Not Part B Eligible, refer
04 - Not Part B Eligible, no referral
05 - Part B eligibility not determined
06 - Deceased
07 - Moved out of state
08 - Withdrawal
09 - Unable to contact
10 - Other
11 - Transfer
12 - Administrative Closure

> 5) Click on "Exit Date" (Field 22).
>
> 6). Choose the date of transfer from the calendar.
> Please note: putting a future date will not delay the transfer. All transfers are immediate.

F. Transition Planning

20. Transition Planning to Part B

a.) Parent agreed to transition conference with LEA: (If "No", b & d will be disabled.)

b.) IFSP contains transition steps and services:

c.) Date referred to Part B as potentially eligible:

Click

d.) Transition Planning Conference

Date:

Click

SELPA / LEA attended:

SELPA / LEA:

e.) If not referred to Part B, non-referral code:

21. Final Disposition: **22. Exit Date:**

11 - Transfer   01/10/2014

Click to choose a date.

?			Today			
«	‹	‹		›	›	»
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Select date

Save ESR Change

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5

7). Click "Save ESR Changes."

The following screen should appear.
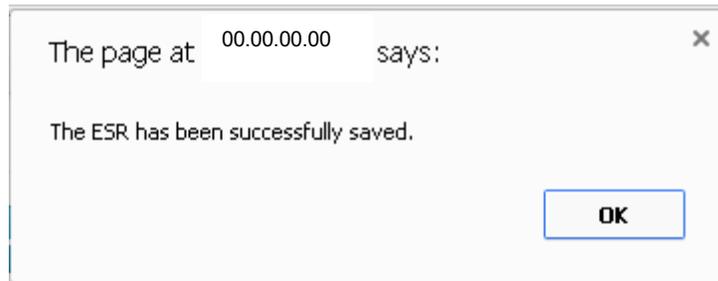
8). Click "OK." The ESR profile has been successfully moved into "Transfer Status."

Reports

By clicking on Reports on the top ribbon, you will go to the Reports menu. From here you can check the progress and performance of your regional center. For local performance data from all regional centers, go to the DDS website at: https://www.dds.ca.gov/services/early-start/state-performance-reports/

How to get Help

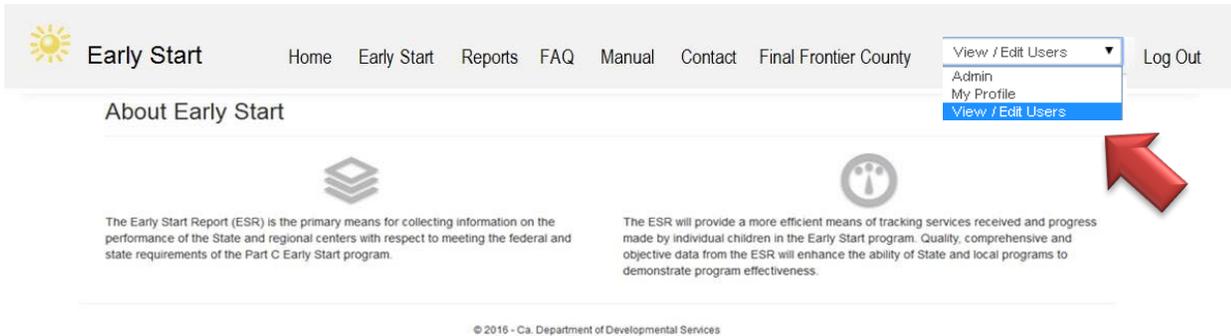Email the DDS Administrative Team: ESR@dds.ca.gov
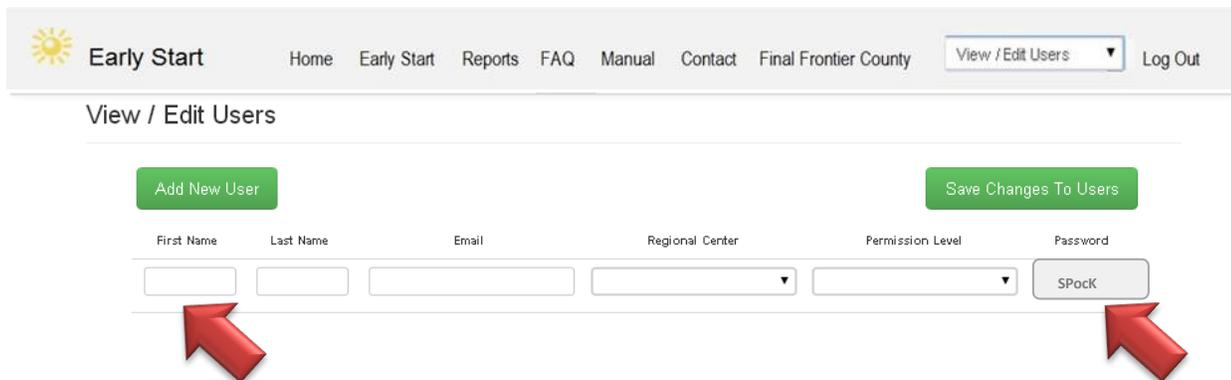
Or

Contact the Super User at your regional center.

Functions for Super Users

1. Adding a New User

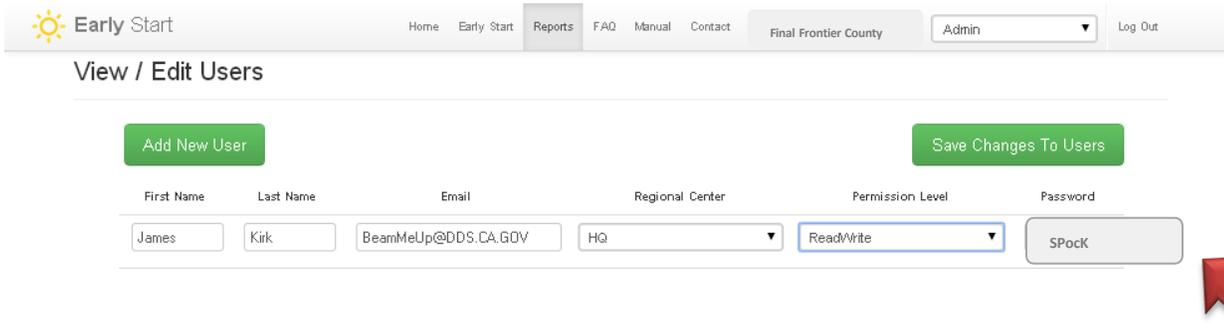Open the Early Start Reporting System.

Choose View/Edit Users (this will only be available to designated personnel)

Click "Add New User"

Entry screens will open up. The password will be pre-filled. Enter required information. CAUTION – Double check your entries to ensure accuracy!

Choose the appropriate level of permissions from the second. CAUTION – Read/Write is the most common for service coordinators and ESR users. Please notify Technical Assistance (ESR@DDS.ca.gov) staff if personnel are given higher authorizations.
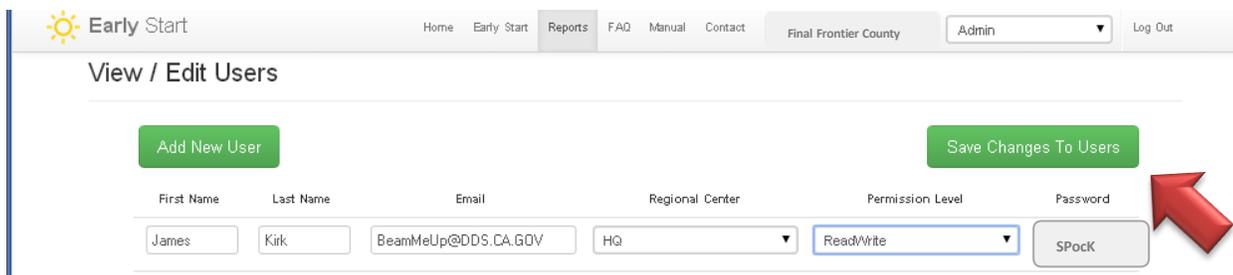
IMPORTANT – Write down the password. Be very careful to write it exactly as shown on the screen. Upper case and lower case letters matter! Once the password is copied, click "Save Changes To Users." Send this to the user being added for your regional center.

User is added!

Instruct user to input new temporary password at sign in, manually, *without* using cut and paste. Also instruct the new user that the password is case sensitive. The new ESR user will be prompted to set their own password once they enter the ESR program.

2. *Change Password*

Open the Early Start Reporting System.

Choose View/Edit Users (this will only be available to designated personnel)

Click "Reset" (Located underneath each user.)

The new temporary password will appear.

*IMPORTANT – Write down the password. Be very careful to write it exactly as shown. Upper case and lower case letters matter! This is the only time you will see this password. Once you click "Save Changes to User,"   it will be hidden by asterisks.

Click "Save Changes To Users." The new password has been recorded.

Send the new password to the user requesting password reset. Instruct user to input new temporary password at sign-in manually, without using cut and paste. Remind them that upper and lower case matter!

Instruct the user that they will be required to choose their own password when they log back into the system. They will type their new password, and re-type it for verification. Upper and lower case matter! Once they click "Save Changed Password," the password will be changed. Advise user to keep their password in a safe place.

3. Assign New Coordinator to profile

**This method should be used with up to ten new assignments. If a large block of profiles (greater than ten) will be transferred from one single coordinator to another single coordinator, please notify Technical Assistance (ESR@DDS.ca.gov) staff for assistance with the block transfer.

Open the Early Start Reporting System.
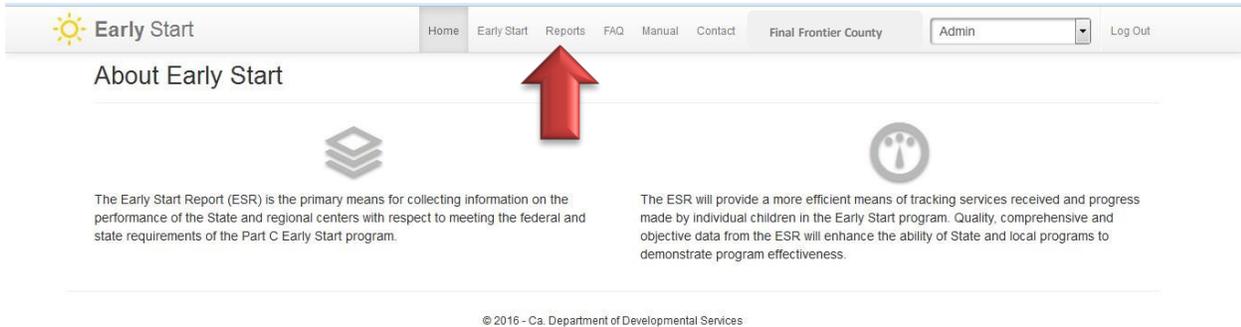
Open ESR. Click
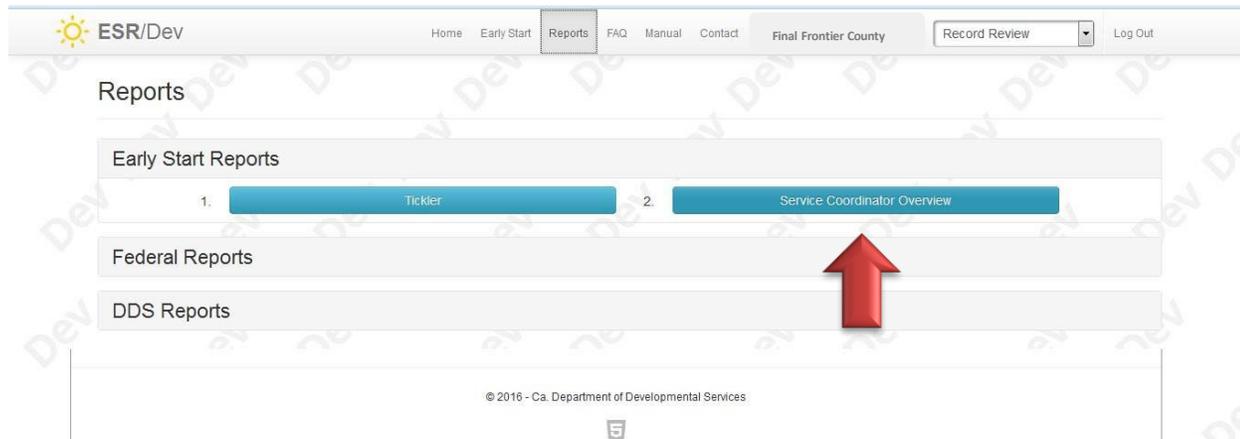
Go to Early Start Reports 2. Service Coordinator Overview
Click "Service Coordinator Overview."

Find the Service Coordinator's list for the records that will be reassigned to another Service Coordinator. Put the cursor on top of the number listed in the column Open ESRs. Click the number under Open ESRs to the right of the coordinator you are transferring *from*.

Click "View / Edit" to the left of the UCI to be reassigned. As an alternate way to find a child, you can also put the UCI into the search bar. Click "View / Edit" to the left of the UCI to be reassigned. Either way will bring up the child's profile.

When the profile comes up, make sure the UCI is correct. Go to field 8. Using the drop down box, select the coordinator to transfer the case and click "Verify".

21. Final Disposition:

22. Exit Date:

Click

Save Changes

At the bottom of the profile, click "Save Changes." The profile has now been reassigned.

This is the method for changing the service coordinator for each individual child. If more than one ESR will be transferred from one service coordinator to another service coordinator, then go back to the first step to continue with the next profile to change service coordinators.

4. *Accessing Federal Reports for your regional center:*

Open ESR. Click "Reports".

Click "Federal Reports."

Click on the desired report. We used child outcomes.

Using the drop down calendar, enter the date range for the requested report.

Information reported on the Annual Performance Report is by fiscal year.

The data listed in the report may not be the exact numbers reported for the Annual Performance Report (APR) to OSEP. This is due to the fact that additional data may be added after the data was recorded for the APR. The data in the reports section of the ESR is "live", meaning that it changes every time someone in the regional center or the state enters information into the ESR.

Your report will load. To export to Excel, highlight entire report and copy it (control c). Open Excel, select cell A1, and click "paste," (control v).

If you would like to request the Statewide data for the same reporting period, you may send a request to ESR@dds.ca.gov. By reviewing Statewide data and regional center data side-by-side, the data has more context for review.

Helpful Information

SELPA Codes

Following are the Special Education Local Planning Areas (SELPA) and State-operated programs (SOP) codes including the SELPA/SOP name, and the name of the affiliated Regional Center. The table presents the information in ascending order by code number. A SELPA configuration may change from year to year, so it is important to periodically review the codes you are regularly using to ensure they are still correct.

Code	Name of SELPA/SOP	Regional Center
0111	Mid-Alameda County	Regional Center East Bay
0112	North Region	Regional Center East Bay
0113	Oakland Unified	Regional Center East Bay
0114	Tri-Valley	Regional Center East Bay
0115	Mission Valley	Regional Center East Bay
0300	Amador County	Valley Mountain Regional Center
0400	Butte County	Far Northern Regional
0500	Calaveras County	Valley Mountain Regional Center
0600	Colusa County	Alta California Regional
0701	Contra Costa	Regional Center East Bay
0711	Mt. Diablo Unified	Regional Center East Bay
0712	West Contra Costa Unified	Regional Center East Bay
0713	San Ramon Valley Unified	Regional Center East Bay
0901	El Dorado County	Alta California Regional
0911	Tahoe-Alpine	Alta California Regional
0951	El Dorado Charter	Alta California Regional
1001	Fresno County	Central Valley Regional
1011	Fresno Unified	Central Valley Regional
1012	Clovis Unified	Central Valley Regional
1100	Glenn County	Far Northern Regional
1200	Humboldt-Del Norte	Redwood Coast Regional
1300	Imperial County	San Diego Regional
1400	Inyo County	Kern Regional
1501	Kern County Consortium	Kern Regional
1511	Bakersfield City Elementary	Kern Regional
1512	Kern Union High	Kern Regional
1513	Sierra Sands	Kern Regional
1600	Kings County	Central Valley Regional
1700	Lake County	Redwood Coast Regional
1800	Lassen County	Far Northern Regional
1901	LA County Court Schools	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1902	Downey-Montebello	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1903	East San Gabriel Valley	San Gabriel Pomona Regional
1904	Mid Cities	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor

Code	Name of SELPA/SOP	Regional Center
1905	Puente Hills Service Area	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1906	Santa Clarita Valley	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1907	Southwest Service Area	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1908	West San Gabriel Valley	San Gabriel Pomona Regional
1911	Antelope Valley	North LA County Regional
1912	Foothill	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1913	Long Beach Unified	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1914	Los Angeles Unified	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1915	Norwalk-La Mirada/ABC	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1916	Pasadena Unified	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1917	Tri-Cities	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1918	Whittier Area	North LA County/Lanterman/South Central/San Gabriel Pomona/East LA/Harbor
1919	Pomona Unified	San Gabriel Pomona Regional
2000	Madera-Mariposa Counties	Central Valley Regional
2100	Marin County	Golden Gate Regional
2300	Mendocino County	Redwood Coast Regional
2400	Merced County	Central Valley Regional
2500	Modoc County	Far Northern Regional
2600	Mono County	Kern Regional
2700	Monterey County	San Andreas Regional
2800	Napa County	North Bay Regional
2900	Nevada County	Alta California Regional
3001	North Orange County	Regional Center Orange
3002	South Orange County	Regional Center Orange
3011	Anaheim City	Regional Center Orange
3012	Garden Grove Unified	Regional Center Orange
3013	Greater Anaheim	Regional Center Orange
3014	Irvine Unified	Regional Center Orange
3015	Newport-Mesa Unified	Regional Center Orange
3016	Northeast Orange County	Regional Center Orange
3017	Orange Unified	Regional Center Orange

Code	Name of SELPA/SOP	Regional Center
3018	Santa Ana Unified	Regional Center Orange
3019	Tustin Unified	Regional Center Orange
3020	West Orange County	Regional Center Orange
3021	Capistrano Unified	Regional Center Orange
3100	Placer County	Alta California Regional
3200	Plumas Unified	Far Northern Regional
3301	Riverside County	Inland Regional
3311	Corona-Norco Unified	Inland Regional
3312	Riverside Unified	Inland Regional
3313	Moreno Valley Unified	Inland Regional
3401	Sacramento County	Alta California Regional
3411	Elk Grove Unified	Alta California Regional
3412	Sacramento City Unified	Alta California Regional
3413	San Juan Unified	Alta California Regional
3414	Folsom-Cordova Unified	Alta California Regional
3500	San Benito County	San Andreas Regional
3601	Desert Mountain	Inland Regional
3602	East Valley Consortium	Inland Regional
3603	West End	Inland Regional
3611	Morongo Unified	Inland Regional
3612	San Bernardino City Unified	Inland Regional
3613	Fontana Unified	Inland Regional
3701	East County	San Diego Regional
3702	North Coastal	San Diego Regional
3703	North Inland	San Diego Regional
3704	South Bay Service Area	San Diego Regional
3711	Poway Unified	San Diego Regional
3712	San Diego City Unified	San Diego Regional
3800	San Francisco Unified	Golden Gate Regional
3901	San Joaquin County	Valley Mountain Regional Center
3911	Lodi Area	Valley Mountain Regional Center
3912	Stockton City Unified	Valley Mountain Regional Center
4000	San Luis Obispo County	Tri Counties Regional
4100	San Mateo County	Golden Gate Regional
4200	Santa Barbara County	Tri Counties Regional
4301	Santa Clara Area 1	San Andreas Regional
4302	Santa Clara Area 2	San Andreas Regional
4303	Santa Clara Area 3	San Andreas Regional
4304	Santa Clara Area 4	San Andreas Regional
4307	Santa Clara Area 7	San Andreas Regional
4311	South East Consortium	San Andreas Regional
4401	North Santa Cruz County	San Andreas Regional
4411	Pajaro Valley Joint Unified	San Andreas Regional
4500	Shasta County	Far Northern Regional
4600	Sierra County	Alta California Regional
4700	Siskiyou County	Far Northern Regional
4801	Solano County	North Bay Regional
4811	Vallejo City Unified	North Bay Regional
4900	Sonoma County	North Bay Regional
5001	Stanislaus County	Valley Mountain Regional Center

Code	Name of SELPA/SOP	Regional Center
5011	Modesto City Schools	Valley Mountain Regional Center
5100	Sutter County	Alta California Regional
5200	Tehama County	Far Northern Regional
5300	Trinity County	Far Northern Regional
5400	Tulare County	Central Valley Regional
5500	Tuolumne County	Valley Mountain Regional Center
5600	Ventura County	Tri Counties Regional
5700	Yolo County	Alta California Regional
5800	Yuba County	Alta California Regional
7100	California State Special Schools	
7200	California Department of Corrections and Rehabilitation – Division of Juvenile Justice	
7300	California Department Of Developmental Services (DDS)	

Annual Performance Report (APR) Indicators

This section is for informational purposes only to inform about what Indicators are used in the Annual Performance Report and how that data is used by DDS.

Office of Special Education Programs Indicator Definitions

Indicator 1
Monitoring Priority: Early Intervention Services In Natural Environments

Compliance indicator: Percent of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner.

Percent = [(# of infants and toddlers with IFSPs who receive the early intervention services on their IFSPs in a timely manner) divided by the (total # of infants and toddlers with IFSPs)] times 100.

Account for untimely receipt of services, including the reasons for delays.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Use of Data: Data collected will provide visibility into timely delivery of services for infants and toddlers with IFSPs. Data aggregates are reported annually to OSEP which assesses accuracy and performance outcomes.

Indicator 2
Monitoring Priority: Early Intervention Services In Natural Environments

Results indicator: Percent of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings.

Percent = [(# of infants and toddlers with IFSPs who primarily receive early intervention services in the home or community-based settings) divided by the (total # of infants and toddlers with IFSPs)] times 100.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Use of Data: Data collected will provide visibility into percentage of infants and toddlers with IFSPs who receive services in a home or community-based setting. Data aggregates are reported annually to OSEP which assesses accuracy and performance outcomes.

Indicator 3
Monitoring Priority: Early Intervention Services In Natural Environments

Results indicator: Percent of infants and toddlers with IFSPs who demonstrate improved:

A. **Positive social-emotional skills (including social relationships);**
B. **Acquisition and use of knowledge and skills (including early language/ communication); and**
C. **Use of appropriate behaviors to meet their needs.**

Progress categories for A, B and C:

a. Percent of infants and toddlers who did not improve functioning = [(# of infants and toddlers who did not improve functioning) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
b. Percent of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers = [(# of infants and toddlers who improved functioning but not sufficient to move nearer to functioning comparable to same-aged peers) divided by (# of infants and toddlers with IFSPs assessed)] times 100.
c. Percent of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it = [(# of infants and toddlers who improved functioning to a level nearer to same-aged peers but did not reach it) divided by (# of infants and toddlers with IFSPs assessed)] times 100.

Indicator 4
Monitoring Priority: Early Intervention Services In Natural Environments

Performance Indicator: Percent of families participating in Part C who report that early intervention services have helped the family:

A. Know their rights;
B. Effectively communicate their children's needs; and
C. Help their children develop and learn.

Measurement

A. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family know their rights) divided by the (# of respondent families participating in Part C)] times 100.
B. Percent = [(# of respondent families participating in Part C who report that early intervention services have helped the family effectively communicate their children's needs) divided by the (# of respondent families participating in Part C)] times 100.
C. Percent = [(# of respondent families participating in Part C who report that early intervention services.

(20 U.S.C. 1416(a)(3)(A) and 1442)

Use of Data: Data collected will enhance understanding of demographics of families served, family awareness of service offerings as well as improve delivery of services at the local and regional center levels. Data aggregates are reported annually to OSEP which assesses accuracy and performance outcomes.

Indicator 7
Monitoring Priority: Effective General Supervision Part C / Child Find

Compliance indicator: Percent of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline.

Percent = [(# of eligible infants and toddlers with IFSPs for whom an initial evaluation and initial assessment and an initial IFSP meeting were conducted within Part C's 45-day timeline) divided by the (# of eligible infants and toddlers evaluated and assessed for whom an initial IFSP meeting was required to be conducted)] times 100.

Account for untimely evaluations, assessments, and initial IFSP meetings, including the reasons for delays.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Use of Data: Data collected will provide visibility into timely delivery of services for infants and toddlers with IFSPs. Data aggregates are reported annually to OSEP which assesses accuracy and performance outcomes.

Indicator 8
Early Childhood Transitions

Monitoring Priority: Effective General Supervision Part C / Effective Transition

Comments: Transition Planning data is collected through State monitoring.

(20 U.S.C. 1416(a)(3)(B) and 1442)

Use of data*:* Children exiting Early Start and/or transitioning to Part B data is necessary for Indicators 8A, 8B, and 8C.

Indicator 8a
Compliance indicator: The percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has:

    A. **Developed an IFSP with transition steps and services at least 90 days, and at the discretion of all parties, not more than nine months prior to the toddler's third birthday.**

Percent = [(# of toddlers with disabilities exiting Part C who have an IFSP with transition steps and services at least 90 days, and at the discretion of all parties not more than nine months, prior to their third birthday) divided by the (# of toddlers with disabilities exiting Part C)] times 100.

Account for untimely transition planning under 8A, including the reasons for delays.

Indicator 8b
Compliance indicator: The percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has:

    B. **Notified (consistent with any opt-out policy adopted by the State) the SEA and the LEA where the toddler resides at least 90 days prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.**

Percent = [(# of toddlers with disabilities exiting Part C where notification (consistent with any opt-out policy adopted by the State) to the State Educational Agency (SEA) and LEA occurred at least 90 days prior to their third birthday for toddlers potentially eligible for Part B preschool services) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100.

Account for untimely transition planning under 8B, including the reasons for delays.

Indicator 8c

Compliance indicator: The percentage of toddlers with disabilities exiting Part C with timely transition planning for whom the Lead Agency has:

C. **Conducted the transition conference held with the approval of the family at least 90 days, and at the discretion of all parties, not more than nine months prior to the toddler's third birthday for toddlers potentially eligible for Part B preschool services.**

Percent = [(# of toddlers with disabilities exiting Part C where the transition conference occurred at least 90 days, and at the discretion of all parties at least nine months, prior to the toddler's third birthday for toddlers potentially eligible for Part B) divided by the (# of toddlers with disabilities exiting Part C who were potentially eligible for Part B)] times 100.

Account for untimely transition planning under 8C, including the reasons for delays.

Glossary of Terms

Date of Referral - the date the regional center is first contacted (in writing or orally) with a referral for a child. Referral information must include the child's name, date of birth and parental contact information to start the 45 day timeline (§52000 (52).

Timely initial IFSP - means the evaluation, assessment and initial IFSP is completed within 45 calendar days from the receipt of the referral (§303.310 (a) and 303.342 (a)).

IFSP date - the date the written plan for providing early intervention services to an infant or toddler is completed (§303.342, 303.343, and 303.344).

Exceptional Family Circumstances (EFC) - events beyond the control of the regional center or local educational agency that delay the IFSP development process. Examples include but are not limited to: illness of the infant, toddler or parent, the family's absence from the geographic area, inability to locate the parent, and natural disaster. Delays due to failure to obtain records or other administrative events do not constitute exceptional circumstances (§4200(b)(18)).

Child Outcomes Data - data that demonstrates the developmental progress of children participating in Early Start. This data is utilized to calculate child outcomes for reporting to OSEP in the annual performance report. Valid child outcomes data requires a functional age at BOTH program entrance and exit.

Missing ESR Entries - when a record appears in the Client Master File (CMF) and a corresponding ESR record is not located.

Incomplete Transition Information - data relating to the transition process is missing or incomplete.