Part C of the federal Individuals with Disabilities Education Act ensures that infants and toddlers (from birth to the age 3) with developmental delays or disabilities receive early intervention services to enhance their development and maximize their potential. The Center for Public Partnerships and Research at the University of Kansas conducted the first formal needs assessment of the Kansas Part C, tiny-k program, since the inception in 1987. The final Part C Needs Assessment will be posted on www.ksits.org in October 2019.

This document provides an outline of the scope of the strategic plan efforts to be conducted and concluding in June 2020.
**Purpose**
The KDHE tiny-k Strategic Plan will outline strategies and objectives to address the specific needs of the Kansas early intervention program, in response to the Part C Needs Assessment completed in July 2019. The Strategic Plan will result in recommendations and adopted strategies to support systemic program enhancements and support for local tiny-k providers while assuring compliance with funding requirements and expectations.

Through this process, KDHE tiny-k will:

- Engage local tiny-k programs to create a long-term vision for the program.
- Identify systemic needs to support a quality system of supports for early intervention (EI) in Kansas.
- Set overall goals for the state program for the next five years.
- Develop a road map, including objectives and strategies, to support forward progress.
- Provide collaborative opportunities for the state program and local programs.

**Key Activities and Timeline**
The development of the Strategic Plan will take place from September 2019 to June 2020. Key activities will include:

**Sharing the Part C Needs Assessment (September and October 2019)**
KDHE will engage in a variety of activities to share needs assessment results with local tiny-k programs. The full report will be made available online at [www.ksits.org/needsassessment.htm](http://www.ksits.org/needsassessment.htm), emailed through tiny-k list servs, and a full-color hard copy disseminated per local tiny-k program. An overview of the Part C needs assessment results will be presented at the October 29, 2019 in-person Coordinator Meeting.

**Operationalizing the Part C Needs Assessment (September 2019 to March 2020)**
KDHE will establish seven (7) working committees to review various aspects of the needs assessment and engage in discussion around next steps, make strategy recommendations, and inform the strategic plan. Each committee will meet monthly between November 2019 and March 2020.

**Gaining Input on Strategy Recommendations (April and May 2020)**
KDHE will communicate strategy recommendations with local tiny-k programs, request feedback and input, and conduct focus groups to inform the development of the final strategic plan. This will take place between April and May 2020.

**Dissemination of DRAFT Strategic Plan/Public Input (May and June 2020)**
KDHE will share the draft Strategic Plan with opportunity for public input prior to adopting the 2025 Kansas tiny-k Strategic Plan, to be effective July 1, 2020 through June 30, 2025.
Call to Action

The success of this process and the completed KDHE tiny-k Strategic Plan will depend on the level of engagement that is received from local tiny-k programs and the families they serve. In addition, support from community members, early childhood system partners, and state partners will be instrumental to long-term supports for early intervention in Kansas.

Want to get involved? Here’s how...

Local tiny-k Programs (Coordinators, Staff, and Providers)

- Active participation in Committees
- Support in coordinating local focus groups with families served (past and present)
- Assist with disseminating information and encouraging community participation
- Ongoing, open communication around program strengths and needs to further strengthen EI services and supports

Community Members & Early Childhood Systems Partners

- Active participation in public input opportunities
- Engagement during local focus groups
- Assist with disseminating information and encouraging community participation

State Partners

- Active participation in public input opportunities
- Assist with disseminating information and encouraging community participation

The Strategic Planning process will be fast-paced and is expected to evolve rapidly. The objective is to utilize the Part C Needs Assessment results to drive recommendations on how to build on existing strengths of the EI system, engage in quality improvement efforts to enhance EI service delivery, and expand capacity of local tiny-k programs.

In order to assure local needs are integrated and considered into the planning process, active engagement and participation from local tiny-k programs will be critical.

Committee Engagement

A total of seven (7) working committees will be established in response of the Part C Needs Assessment. In general, each committee will operate in a similar fashion with specific objectives and activities designed to advance the information learned during the Needs Assessment process.

Each committee will be assigned a KDHE/KITS Staff Lead. Staff Leads are there to predominantly support the work of the Committee and facilitate conversation, not to be the decision maker for the Committee. Committee meetings agendas will be set in advance and staff leads will facilitate a variety of discussions to help drive and guide the discussion, based on Committee member input. Each Committee will:
Meet virtually the 1st full week of each month
Committees may self-identify more frequent meetings if desired or deemed necessary. In addition, staff leads may communicate more frequently around committee activities, needs, and requests. All meetings will be recorded for those who are unable to participate. Each meeting will consist of facilitated discussion to advance the work of the committee.

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<tr>
<th>Meeting 1: Committee Overview &amp; Objectives</th>
<th>Monday DATA</th>
<th>Tuesday FISCAL</th>
<th>Wednesday WORKFORCE</th>
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<td>Nov 4th</td>
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<th>Meeting 4: Goal-Setting &amp; Action Planning</th>
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* *Note: December’s meetings are shifted to the 2nd full week of the month to accommodate for the Dathan Rush & M’Lisa Shelden Conference to take place December 4-6, 2019.

Review relevant data from the 2019 Part C Needs Assessment
Committees will engage in a variety of guided discussions around the needs assessment data. Committees will make recommendations on how to utilize this data for planning at the state and local program level.

Review related recommendation from the 2019 Part C Needs Assessment
Committees will develop strategies focusing on work to be completed at the state level for inclusion into the strategic plan. Committees may also develop strategies for consideration for local programs to help guide them through some localized strategic planning.

Set goals and objectives to support completion of a strategic plan
Committees will make key recommendations focusing on short-term, intermediate, and long-term goals for the strategic plan.

Committee Participation

Participation in Committee meetings is voluntary. As stated previously, the success of this process and the completed tiny-k Strategic Plan will depend on the level of engagement that is received from local tiny-k programs and the families they serve.

Committee membership is open to anyone interested in participating, with exception of the Grant Process Committee. The following section outlines each of the committees, including core objectives of the group, recommended committee membership, and meeting schedule.
The Grant Process Committee will be selected by KDHE and will review the current tiny-k grant process and make recommendations for KDHE to consider for revision of the timeline, application and forms, application requirements, and guidance. This committee will make recommendations to KDHE for changes to the SFY2021 Grant Application. Committee members will consider broader system alignment efforts associated with the KS tiny-k grant process.

**Staff Lead:** Heather Smith  
heather.smith@ks.gov; 785-296-4747

**Meetings:** September and October 2019  
September 13th, September 23rd, October 10th, and October 28th

**Objective:** By October 31, 2019, make recommendations to KDHE for changes to the SFY2021 Grant Application.

Recommended Committee Membership:

- This is a limited scope Committee with membership by special invitation.
- Please contact Heather Smith to inquire about participation.

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The Data Committee will engage in discussions related to data collection, analysis, reporting, and utilization. This will provide the opportunity for the Committee to make recommendations for KDHE as related to the tiny-k database and program assessments.

**Staff Lead:** Rob Zachritz  
Robert.Zachritz@ks.gov; 785-296-1294

**Meetings:** Mondays, 10 – 11:30 am / November 2019 thru March 2020  
November 4th, December 9th, January 6th, February 3rd, March 2nd

**Objective:** By March 31, 2020, make recommendations necessary to improve the KS tiny-k capacity to use data to inform program activities.

Recommended Committee Membership:

- Local Database Managers
- Local Program Coordinators
- Database Users

*Others interested in tiny-k data are welcome to attend. We simply ask that you have a working understanding of the current data system or data reporting requirements.*

**REGISTRATION LINK:** [https://attendee.gotowebinar.com/register/5097372592200739597](https://attendee.gotowebinar.com/register/5097372592200739597)
The Fiscal Committee will engage in discussions related to program determinations, utilization of available funding, maintenance of effort, categorical aid, and billing/reimbursement (e.g. Medicaid, private insurance, etc.) for EI services. This will provide the opportunity for the Committee to make recommendations for KDHE as related to the tiny-k system of payments.

**Staff Lead:** Tammy Wallin  
*wallint@ku.edu; 785-764-1980*

**Meetings:** Tuesdays, 10 – 11:30 am / November 2019 - March 2020  
November 5\(^{th}\), December 10\(^{th}\), January 7\(^{th}\), February 4\(^{th}\), March 3\(^{rd}\)

**Objective:** By March 31, 2020, make recommendations to maximize available funding across all sources.

Recommended Committee Membership:
- Local Fiscal Staff & Administrators
- Local Program Coordinators
- Community Funders
- Medicaid/Insurance Billing Staff

*Others interested in discussing tiny-k fiscal matters are welcome to attend. We simply ask that you have a working understanding of the current fiscal requirements and system of payments.*

**REGISTRATION LINK:** [https://attendee.gotowebinar.com/register/7464014196383907341](https://attendee.gotowebinar.com/register/7464014196383907341)

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The Workforce Committee will engage in discussions related to training and technical assistance. Issues of recruitment and retention will also be addressed. This will provide the opportunity for the Committee to make recommendations for KDHE as related to supporting the local and state workforce for early intervention, including community collaborations and engagement.

**Staff Lead:** Misty Goosen  
*mistyg@ku.edu; 785-864-0725*

**Meetings:** Wednesdays, 10 – 11:30 am / November 2019 thru March 2020  
November 6\(^{th}\), December 11\(^{th}\), January 8\(^{th}\), February 5\(^{th}\), March 4\(^{th}\)

**Objective:** By March 31, 2020, make recommendations to support the existing and future KS tiny-k workforce.

Recommended Committee Membership:
- Local Program Coordinators & Administrators
- Local Service Providers
- Local Training Programs

*Others interested in discussing tiny-k workforce development needs are welcome to attend. We simply ask that you have a working understanding of the current tiny-k service delivery model or have provided services in the past 5 years*

**REGISTRATION LINK:** [https://attendee.gotowebinar.com/register/6881087216199971083](https://attendee.gotowebinar.com/register/6881087216199971083)
The Practice/Service Committee will engage in discussions related to best practices and bright spots among local tiny-k providers. This will provide the opportunity for the Committee to make recommendations for KDHE related to the Kansas service delivery model for early intervention. This can include innovative approaches identified/used by local programs, referral practices and more.

**Staff Lead:** Belinda Sanders  
Belinda.Sanders@ks.gov; 785-296-1329

**Meetings:** Thursdays, 10 – 11:30 am / November 2019 thru March 2020  
November 7th, December 12th, January 9th, February 6th, March 5th

**Objective:** By March 31, 2020, make recommendations to support ongoing innovation among the KS early intervention system.

Recommended Committee Membership:
- Local Program Coordinators
- Local Service Providers
- Families Served by tiny-k

Others interested in discussing the tiny-k service delivery system are welcome to attend. We simply ask that you have a working understanding of the current tiny-k model or have provided or received services in the past 5 years.

**REGISTRATION LINK:** [https://attendee.gotowebinar.com/register/5016104389259361035](https://attendee.gotowebinar.com/register/5016104389259361035)

The Family Engagement Committee will engage in discussions related to engaging families at the local, state, and national level. This will provide the opportunity for the Committee to make recommendations for KDHE related to strengthening and supporting families in Kansas through services, partnership, and collaboration.

**Staff Lead:** Kayzy Bigler  
Kayzy.Bigler@ks.gov; 785-296-1316

**Meetings:** Fridays, 10 – 11:30 am / November 2019 thru March 2020  
November 8th, December 13th, January 10th, February 7th, March 6th

**Objective:** By March 31, 2020, make recommendations for increasing family engagement at all programmatic levels.

Recommended Committee Membership:
- Families Served by tiny-k
- Local Community Partners (LICC Members)
- Local Service Providers or Program Coordinators

Others interested in discussing the importance of the family voice in the tiny-k system are welcome to attend.

**REGISTRATION LINK:** [https://attendee.gotowebinar.com/register/3919462486831887627](https://attendee.gotowebinar.com/register/3919462486831887627)
The Interagency Collaborations Committee will engage in discussions related to supports for the SICC and the structure of the LICC’s, including stronger support for local councils. This will provide the opportunity for the Committee to make recommendations for KDHE related to the oversight, purpose, and supports provided to these key collaborative groups to the EI system.

**Staff Lead:** Jordan Christian  
*jchristian@ksde.org; 785-296-3953*

**Meetings:** Mondays, 10 – 11:30 am / December 2019 thru February 2020  
*December 16th, January 13th, February 10th*

**Objective:** By February 10, 2020, make recommendations necessary to the other strategic planning committees for inclusion in their recommendations to improve collaborative partnerships across the KS tiny-k program.

**Recommended Committee Membership:**
- Families Served by tiny-k
- Local Community Partners (LICC Members)
- Local Service Providers or Program Coordinators

*Others interested in discussing the importance of the community collaborations and connections to the tiny-k system are welcome to attend.*

**Committee Recommendations**

Each committee will engage in a variety of discussions and will identify objectives beyond the Strategic Planning objectives outlined in the previous section.

The Staff Lead will provide support to the Committee members in drafting the formal recommendation to be presented to KDHE for a review of compliance and programmatic consideration. Recommendations should include a brief historical overview of why action is needed, the core objective(s) of the necessary changes, associated strategies, and an overview of the impact associated with the recommendation (local program, service providers, families, etc.).

Upon receipt of the recommendations, KDHE will review for OSEP compliance and alignment with the DEC Recommended Practices and the Mission and Key Principles. In addition, these recommendations will be reviewed from the lens of the current Kansas service delivery model, existing resources and capacity, and other relevant factors. Recommendations will be compiled and integrated into short-term, intermediate, and long-term implementation plans and will comprise a draft Strategic Plan. Recommendations not included in the draft Plan will be addressed with the individuals who participated in the originating Committee and with local programs thru a written response. The draft plan will then move into a period for local program input (April and May 2020).
Local Program Input

The draft Strategic Plan will be made available to Local Program Coordinators for review and initial input. An online survey will provide an opportunity for direct input into the draft Strategic Plan. In addition to the online survey option, focused interviews or group discussions with key stakeholder groups will be conducted April and May 2020. These key stakeholder groups will be identified upon receipt of Committee recommendations.

At the conclusion of the public input period, a final Strategic Plan will be disseminated across several communication media. To conclude the process and communicate back to local programs, KDHE will host four (4) regional meetings to provide further discuss the Strategic Plan and provide meaningful engagement, implementation, and collaboration across the system to support a strong early intervention program across Kansas.

For More Information...

Information will be added regularly to www.ksits.org/strategicplan.htm on progress through this process. Please check back regularly.

For questions on the process or to provide input or feedback throughout this process, please email tinyk@ks.gov. You can also reach out to Heather Staab, tiny-k Infant Toddler Services Program Coordinator or Heather Smith, Special Health Services Director.