

**MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)  
Mississippi First Steps Early Intervention Program (MSFSEIP)**

**State Systemic Improvement Plan (2016)**

A.1. Revise and implement high-quality early intervention program standards	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A.1.1. Establish a Program Standards Writing Team				→	X	*				*		
A.1.2. Identify and analyze key resources for writing the standards including reference documents, professional resources, and input from stakeholders not represented on the Program Standards Writing Team (e.g., family members, service providers)					→	→	→	X				
A.1.3. Using the resources identified and key stakeholder input collected, develop a draft Program Standards document						→	→	→	→	→	→	→
A.1.4. Coordinate with CSPD Leadership Team on the revision of personnel standards and incorporation of the MSFSEIP Personnel Standards into the Program Standards document										→	→	→

**Note: Revision of the early intervention program standards is ongoing.** We have gathered input from a cross-disciplinary team, including family advocates; however, we need additional input from family members, service providers, Head Start, and Dept. of Education. We are finalizing the Program Standards Document. We are also waiting on Personnel Knowledge and Skills Standards to complete the Program Standards Document.

B.1. Reestablishing the cross-sector CSPD leadership team	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B.1.1. Re-establish a comprehensive system of personnel development (CSPD) team to provide guidance to MSFSEIP regarding personnel policies, governance, and financial matters related to the early intervention personnel.				X	*							
B.1.2. The CSPD team will establish a <i>Vision, Mission, and Purpose</i> statement, which aligns with the MSFSEIP Vision, Mission, and Principles.				X								
B.1.3. The CSPD Leadership Team will develop a strategic plan for improving the CSPD system.						X						
B.1.4. The CSPD Leadership Team will conduct formative evaluation of the implementation of strategic plan and update the plan as needed.							⇒	⇒	⇒	⇒	⇒	⇒

**Note: A cross-sector CSPD leadership team has been established. Formative evaluation of the implementation of the strategic plan has been delayed.** A cross-sector CSPD leadership team has been recruited as a standing committee of the SICC. The CSPD team has outlined a strategic plan addressing all areas of personnel development (i.e., pre-service, recruitment/retention, standards/certification, professional development, and evaluation). The team has focused on personnel standards and has not conducted formative evaluation of the plan for revision; this will occur when the standards are completed.

B.2. Revise and implement personnel standards	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B.2.1. Identify and analyze key resources for writing personnel standards including reference documents, professional resources, and input from stakeholders not represented on the CSPD Leadership Team (e.g., agency administrators, family members, service providers)					→	→	→	X				
B.2.2. Using the resources identified and key stakeholder input collected, develop a draft Personnel Standards document							→	→	→	→	→	→
B.2.3. Coordinate with Program Standards Writing Team on the revision of personnel standards and their incorporation into the MSFSEIP Program Standards document										→	→	→

**Note: Revision of the early intervention personnel standards is ongoing.** We have gathered input from a cross-disciplinary team; however, we need additional input from family members, service providers, Head Start, and Dept. of Education. We are finalizing the Personnel Knowledge and Skills Standards which will be incorporated into the Program Standards Document.

⇒ Deferred Activity      S Scheduled Activity      → Ongoing Efforts      X Completed Activity      \* Additional/Revised Actions

**MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)  
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<b>C.2. New comprehensive data system</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
C.2.1. Establish a Data System Development Team	X											
C.2.2. Determine MSFSEIP, District FSEIP staff and provider, and IT business, technical, and financial requirements for the new comprehensive data system	→	→	→	→	→	→	→	→	→	→	→	→
C.2.3. Draft a formal Request for Proposal (RFP) to develop the comprehensive data system								⇒	⇒	⇒	→	→

**Note: Development of requirement for a new comprehensive early intervention data system is ongoing.** We have gathered input from District Coordinators, Service Coordinators, and service providers, as well as MSDH IT staff; however, we need additional input from family members and more service providers. We are developing documents that will help us develop an RFP for the data system.

<b>D. Implementation of Routines-Based Early Intervention</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
D.1. Develop State implementation plan for Routines-Based Model				→	→	→	→	→	X			
D.2. Select sites for each implementation cohort					X							
D.3. Conduct State-level bootcamp for state/regional TA on components for family ecology and intervention planning (e.g., <i>Ecomap, Routines-Base Interview, Outcomes Development</i> ).							→	→	→	X		
D.4. Develop District implementation plan for each District in the cohort.										→	→	X

**Note: Implementation of the Routines-Based Model is on-track.** We have developed a state plan for implementation, selected cohorts, conducted a state-level training for State Coaches and a bootcamp for District Coaches. Each District has developed an implementation plan. One District (II) needs additional support to complete the RBM certification activities for District Coaches.

<b>E. Implementation of early language and literacy resources (e.g., CELL)</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
E.1. Establish CELL Leadership Team				⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒
E.2. Select sites for each implementation cohort (See F.2.)				⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒
E.3. Develop a State plan for implementing the CELL Practices.							⇒	⇒	⇒	⇒	⇒	⇒
E.4. Adapt CELL resources and develop State-specific guidance to support the District FSEIPs use of practices to support language and literacy development							⇒	⇒	⇒	⇒	⇒	⇒
E.5. Conduct State-level training for state/regional TA on CELL Practices										⇒	⇒	⇒

**Note: Implementation of early language and literacy resources has been delayed.** We have been working with a cross-state learning collaborative and other national Technical Assistance providers to determine appropriate resources, methods for using them, and how they could be implemented in the state. Once we have an idea of the various approaches of other states, we will recruit a leadership team to offer guidance on selecting resources and developing guidance on how they can be incorporated in our practices.

<b>F. Data use for improving decision-making for children and families</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
F.1. Establish Data-Based Decision-Making (DBDM) Leadership Team				⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒
F.2. Develop a strategic plan for implementing DEC Recommended Practices for Assessment to inform decisions				⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒	⇒
F.3. Develop tools and guidance to support the implementation of DEC Recommended Practices for Assessment in the District FSEIPs							⇒	⇒	⇒	⇒	⇒	⇒

⇒ Deferred Activity      S Scheduled Activity      → Ongoing Efforts      X Completed Activity      \* Additional/Revised Actions

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***State Systemic Improvement Plan (2016)***

F.4. Implement the plan to roll-out DEC Recommended Practices for Assessment to inform decisions.							⇒	⇒	⇒	⇒	⇒	⇒
F.5. The DBDM Leadership Team will conduct formative evaluation of the implementation of strategic plan and update the plan as needed.							⇒	⇒	⇒	⇒	⇒	⇒

**Note: Implementation of practices for data-based decision-making for children and families has been delayed.** We have been training examiners for the implementation of the Developmental Assessment of Young Children, second edition (DAYC-2). Once all examiners are trained, we will recruit a leadership team to offer guidance on implementing the DEC Recommended Practices for Assessment. A cadre of examiners have completed the training modules and are ready to be observed on-the-job.

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**State Systemic Improvement Plan (2017)**

<b>A.1. Revise and implement high-quality early intervention program standards</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A.1.3. Using the resources identified and key stakeholder input collected, develop a draft Program Standards document	S											
A.1.4. Coordinate with CSPD Leadership Team on the revision of personnel standards and incorporation of the MSFSEIP Personnel Standards into the Program Standards document	S											
A.1.5. Develop a final Program Standards document after obtaining agency approval and gathering public input.												
A.1.6. Establish a Program Standards Implementation Team												
A.1.7. Develop a plan for implementing the Program Standards.												
A.1.8. Develop tools and guidance to support the District FSEIPs use of the Program Standards to evaluate their programs and to guide program improvement, including monitoring and training/TA												
A.1.9. Implement the plan to roll-out Program Standards.												

**Note: Summary statement of status.** Description of work completed.

<b>A.2. Revise and implement inclusive infant and toddler standards.</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
A.2.1. Establish an Inclusive Infant and Toddler Standards Writing Team												
A.2.2. Identify and analyze key resources for writing the IIT standards including reference documents, professional resources, and input from stakeholders not represented on the IIT Standards Writing Team (e.g., family members, early care and education professionals)												
A.2.3. Using the resources identified and key stakeholder input collected, develop a draft Inclusive Infant and Toddlers Standards document												

**Note: Summary statement of status.** Description of work completed.

<b>B.1. Reestablishing the cross-sector CSPD leadership team</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B.1.1. Re-establish a comprehensive system of personnel development (CSPD) team to provide guidance to MSFSEIP regarding personnel policies, governance, and financial matters related to the early intervention personnel.												
B.1.4. The CSPD Leadership Team will conduct formative evaluation of the implementation of strategic plan and update the plan as needed.												

**Note: Summary statement of status.** Description of work completed.

<b>B.2. Revise and implement personnel standards</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B.2.2. Using the resources identified and key stakeholder input collected, develop a draft Personnel Standards document	S											
B.2.3. Coordinate with Program Standards Writing Team on the revision of personnel standards and their incorporation into the MSFSEIP Program Standards document	S											

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B.2.4. Develop a final Program/Personnel Standards document after obtaining agency approval and gathering public input.													
B.2.5. Establish a Program/Personnel Standards Implementation Team													
B.2.6. Develop a plan for implementing the Program/Personnel Standards.													
B.2.7. Develop tools/guidance to support District FSEIPs use of the Personnel Standards to select and evaluate staff/providers and for staff and providers to guide self-assessment/professional development													
B.2.8. Implement plan to roll-out Program/Personnel Standards.													

**Note: Summary statement of status.** Description of work completed.

<b>B.3. Establishing an Early Intervention Credential</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B.3.1. Identify the specific competencies and level of performance required for the EI Credential												
B.3.2. Develop a final EI Credential requirements document after obtaining agency approval and gathering public input.												
B.3.3. Develop a plan for implementing the EI Credential for new and existing staff and providers												
B.3.4. Develop tools and guidance to support existing and new District FSEIP staff and providers in obtaining the EI Credential and for District FSEIP Coordinators to provide supervision and mentoring of staff and providers seeking the EI Credential												

**Note: Summary statement of status.** Description of work completed.

<b>B.4. Aligning in-service training and technical assistance to Personnel Standards</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B.4.1. Set minimum criteria for high-quality in-service training based on MSFSEIP Personnel Standards, adult learning theory, and other indicators of effective in-service												
B.4.2. Revise the process for approving external in-service training (i.e., EI Units)												
B.4.3. Evaluate existing MSFSEIP in-service training using revised criteria and revise as needed												
B.4.4. Conduct ongoing needs assessment for in-service training, develop high-quality in-service training materials, and schedule in-service training as needed												

**Note: Summary statement of status.** Description of work completed.

<b>B.5. Aligning pre-service curricula and practice experiences to Personnel Standards</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
B.5.1. Disseminate MSFSEIP Personnel Standards to pre-service program staff												
B.5.2. Determine the degree of alignment for pre-service program curricula and practice experiences with MSFSEIP Personnel Standards												

**Note: Summary statement of status.** Description of work completed.

<b>C.1. Data use for program improvement</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4		
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

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C.1.1. Revise District self-assessment and improvement plan tools to use for program and personnel evaluation (see A.1.9., B.2.8.)													
C.1.2. Provide guidance on the use of District self-assessment and improvement plan tools to inform program and personnel evaluation (see A.1.8., A.1.9., B.2.7., B.2.8.)													
C.1.3. Revise self-assessment and professional development plan tools for District staff and providers to align with Personnel Standards													
C.1.4. Provide guidance on the use of the District staff/ provider self-assessment and professional development plan													
C.1.5. Revise the Family Survey to improve its utility for program evaluation and improvement													
C.1.6. Develop a survey for early caregivers and educators about their knowledge of and experiences with the MSFSEIP to inform program evaluation and improvement													

**Note: Summary statement of status.** Description of work completed.

<b>C.2. New comprehensive data system</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
C.2.2. Determine MSFSEIP, District FSEIP staff and provider, and IT business, technical, and financial requirements for the new comprehensive data system													
C.2.3. Draft a formal Request for Proposal (RFP) to develop the comprehensive data system													
C.2.4. Release the RFP, review submissions, and select a developer													
C.2.5. Design, development, acceptance testing, and deployment													
C.2.6. Establish a Data System Implementation Team (NOTE: Team will be established after major development and will assist with acceptance testing and eventual implementation.)													
C.2.7. Develop a plan for implementing the Comprehensive Data System.													
C.2.8. Develop guidance to support District FSEIPs use of the Comprehensive Data System													
C.2.9. Implement the plan to roll-out the Comprehensive Data System													

**Note: Summary statement of status.** Description of work completed.

<b>D. Implementation of Routines-Based Early Intervention</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
D.4. Develop District implementation plan for each District in the cohort.													
D.5. Conduct District-level bootcamp for DCs/SCs on components for family ecology/intervention planning													
D.6. Provide ongoing coaching and support for DCs and SCs for implementing the RBM components for family ecology and intervention planning													
D.7. Conduct State-level bootcamp for state/regional TA on components for service delivery													
D.8. Update District implementation plan for each District in the cohort.													

**Note: Summary statement of status.** Description of work completed.

<b>E. Implementation of early language and literacy resources (e.g., CELL)</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
E.3. Develop a State plan for implementing the CELL Practices.													

⇒ Deferred Activity      S Scheduled Activity      → Ongoing Efforts      X Completed Activity      \* Additional/Revised Actions

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E.4. Adapt CELL resources and develop State-specific guidance to support the District FSEIPs use of practices to support language and literacy development													
E.5. Conduct State-level training for state/regional TA on CELL Practices													
E.6. Implement the plan for using the CELL Practices													
E.7. Provide ongoing coaching and support for District FSEIPs for implementing the CELL Practices, as needed													

**Note: Summary statement of status.** Description of work completed.

<b>F. Data use for improving decision-making for children and families</b>	Quarter 1			Quarter 2			Quarter 3			Quarter 4			
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
F.1. Establish Data-Based Decision-Making (DBDM) Leadership Team													
F.2. Develop a strategic plan for implementing DEC Recommended Practices for Assessment to inform decisions													
F.3. Develop tools and guidance to support the implementation of DEC Recommended Practices for Assessment in the District FSEIPs													
F.4. Implement the plan to roll-out Program Standards.													
F.5. The DBDM Leadership Team will conduct formative evaluation of the implementation of strategic plan and update the plan as needed.													

**Note: Summary statement of status.** Description of work completed.