



Point of Entry (POE) Manager Self-Assessment

Purpose

The self-assessment was developed in collaboration with a workgroup of POE Managers to provide a tool to evaluate their practices. The checklist is divided into key sections designed to review POE Manager responsibilities and identify preferred practices and areas for potential growth and training.

POE manager: _____

District: _____

Date: _____

Directions: Read each step in the process and indicate the number that best fits how you feel each statement represents your work. There are no right or wrong answers. The scoring is not weighted and is intended to provide input on progress toward mastery. *The bold items are related to the Early Intervention POE Manager Performance Standards.*

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Administrative Oversight: <i>POE managers must ensure that the POE is staffed with qualified personnel who receive the supervision and support necessary to provide timely, quality early intervention (EI) services while staying on budget.</i>						
1.0 Staffing						
Ability to ensure that the POE is adequately staffed with individuals who possess the necessary qualifications, skills, and experience to provide high-quality EI services	Maintain awareness of all POE positions based on contractual obligations					
	Confirm job postings are created for vacant positions					
	Vet qualified applicants					
	Interview candidates					
	Select and notify qualified personnel					
	Ensure completion of the hiring process					
	Obtain equipment for new staff					
	Provide fiscal agent's resources (insurance, mental health, payroll and Family and Medical Leave Act (FMLA) leave					
	Adjust staffing plan to fill vacancies and ensure services and timelines remain uninterrupted					
	Cover for POE staff as needed					
	Notify the State Lead Agency (SLA) of staffing changes					
	Provide support to new/struggling staff					

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	Complete necessary documentation to support disciplinary actions, including termination of staff					
	Notify staff of disciplinary actions, including termination					
	Obtain/document return of equipment, paperwork, and files from separated employees (including DocuSign access)					
	Revoke access to systems (email, DocuSign, TOTS, etc.)					
	Review caseload of separated employees to determine necessary actions					
	Meet with staff to communicate upcoming needs for newly assigned cases					
	Verify notification of SC change was provided to families					
	Close files as needed for separated service coordinator (SC) caseloads, including sending the FS-9					
STAFFING TOTAL=						
2.0 Supervision						
Ability to ensure staff receive appropriate supervision and support to provide timely and high-quality EI services	Review for approval of requests for time off (extended illness), personal and medical					
	Process payroll (track timesheets and travel) and approve as necessary					
	Cultivate a positive work culture (team building, facilitate a safe, comfortable environment, etc.)					

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	Ensure chart audits are completed to monitor and analyze documentation and data entry					
	Confirm Family Assessment observations are conducted					
	Facilitate regular POE staff meetings					
	Oversee POE staff workload distribution					
	Implement internal procedures for efficiency					
	Delegate work tasks as needed					
	Ensure timely processing of referrals					
	Conduct and/or review annual staff performance evaluations (self-assessments)					
	Oversee staff improvement activities (as needed)					
	Ensure confidentiality practices are upheld for POE staff at all times					
	Monitor for timely documentation by providers and POE staff					
	Verify that transition services are provided to all eligible children					
	Monitor implementation of Individualized Family Service Plan (IFSP), including timely service provision					
	Maintain an office location that is non-stigmatizing with adequate, accessible space and facilities to store permanent child records, house staff, hold meetings and conduct child evaluations					
SUPERVISION TOTAL=						

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3.0 Fiscal Management						
Ability to oversee financial resources effectively to stay within the allocated budget, identifying areas for efficiency to optimize resources without compromising the quality of services	Review budget for program finances (cell phone usage, mileage, travel) as needed					
	Ensure all billable POE activities are processed through the TOTS system					
	Assist with oversight of contract renewal to ensure there is no lapse in funding (as needed)					
	Ensure POE office and staff have the equipment and supplies necessary to complete daily POE activities					
	Maintain an equipment inventory of POE items that received purchase approval (items \$500 or more/purchased with state funds)					
FISCAL MANAGEMENT TOTAL=						
Program Oversight: <i>POE managers play a pivotal role in ensuring that programs deliver high-quality services that meet regulatory requirements and the needs of the communities they serve through technical support, training, outreach, and compliance efforts.</i>						
4.0 Technical Assistance (TA)/Training						
Ability to provide expertise and guidance to POE staff and KEIS providers, ensuring they have the tools, knowledge, and resources to carry out their work effectively	Continuously update personal knowledge of evidence-based practices and EI services to ensure informed expertise					
	Utilize guidance documents and resources (Policy and Procedure manual and federal and state regulations and SLA guidance) to provide technical assistance at the district level; disseminate SLA guidance					

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	Field questions from families, providers, and POE staff; obtain further guidance as needed					
	Disseminate SLA guidance					
	Establish a means of communication with providers in the district					
	Advise providers on timeliness, quality, and content of documentation to satisfy federal and state requirements					
	Ensure timely training of all POE staff in accordance with program standards and requirements					
	Participate in meetings with SLA as requested.					
	Participate in SLA workgroups (as appropriate)					
	Support the Coaching in Early Intervention Training and Mentorship Program (CETIMP) at the district level					
TECHNICAL ASSISTANCE (TA)/TRAINING TOTAL=						
5.0 Outreach						
Ability to engage with key stakeholders in outreach activities to raise awareness about the program and how to access early intervention services,	Represent KEIS in a positive, professional manner					
	Engage in child find and public awareness activities in the POE district					
	Identify barriers to referral and enrollment of children who may be eligible for the KEIS program					

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<i>build partnerships and better understand stakeholder needs</i>	Address barriers to referral and enrollment of children who may be eligible for the KEIS program					
	Establish and maintain relevant community partnerships with KEIS stakeholders					
	Work with primary referral sources within the POE district to ensure receipt of valid referrals					
	Engage in targeted recruitment of early intervention providers for the POE District based on needs					
	Coordinate with Local Education Agencies (LEAs) to ensure a smooth transition process to Part B services in the POE district					
	Assist with the maintenance of a resource guide for families of children who are not eligible for KEIS					
OUTREACH TOTAL=						
6.0 Compliance						
<i>Ability to ensure that programs adhere to all applicable laws, policies and procedures that govern how early intervention services are delivered in the state</i>	Ensure that the POE district is compliant with all federal and state Regulations (add citations to the regulations)					
	Maintain communication with SLA on topics relevant to KEIS					
	Ensure educational rights determinations are completed according to procedures					

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	Ensure the provision of EI services in natural environments					
	Review medical records (as needed)					
	Review ILE requests (as needed)					
	Oversee maintenance and destruction of EI records					
	Monitor and resolve disputes or informal complaints at the district level					
	Work with SLA to investigate and resolve formal complaints in the district					
	Pull the reports monthly for federal compliance indicators: Indicators 1, 7, 8c					
	Review and clean monthly compliance reports					
	Submit monthly compliance reports to the SLA					
	Submit non-compliance reporting form to the SLA (as necessary)					
	Report noncompliant providers to the SLA (timeliness/inadequate documentation, etc.)					
	Implement activities that shall keep district performance at or above the federal compliance indicator targets					
	Implement activities that shall keep district performance at or above the state performance indicator targets					
COMPLIANCE TOTAL=						

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TOTAL ALL AREAS=					

Scoring

Task	Area of Significant Strength	Area of Moderate Strength	Making Progress Toward Fidelity	Opportunity for Improvement
Staffing (20 items)	80 - 72	71 - 56	55 - 40	< 40
Supervision (17 items)	68 - 61	60 - 48	47 - 34	< 34
Fiscal Management (5 items)	20 - 18	17 - 14	13 - 10	< 10
TA/Training (10 items)	40 - 36	35 - 28	27 - 20	< 20
Outreach (9 items)	36 - 32	31 - 26	25 - 18	< 18
Compliance (16 items)	64 - 58	57 - 45	44 - 32	< 32
TOTAL SCORE (77 Total items)	308 - 277	276 - 216	215 - 154	< 154
	100 - 90%	89 - 70%	69 - 50%	< 50%

Commitment to Professional Growth and Development:
Trainings attended in the last year:
Targeted training for next year:
Plan for further action:

The following resources were used in the development of this document:

Special thanks to the POE Manager workgroup.



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