



# What are the annual responsibilities within the system in Wisconsin?

## Local Responsibilities

- Conduct Annual Self Assessment (SA) and submit data related to each State
  - Outcome and Performance Plan indicator.
- Conduct File Reviews, Surveys, and other data reviews to gather information
  - for self assessment.
- Update Program in Partnership Plan (PIPP) incorporating self assessment data
  - and reviewing progress toward previous goals and correction of any
  - noncompliance issues.
- Plan local technical assistance activities based on the PIPP.
- Submit HSRS Data quarterly and child count by October 30.
- Review data reports including Local Determinations and revise PIPPs as indicated.
- Report local data. □

## State Responsibilities

- Review Self Assessment data and consult with county, RESource, and
  - HUSAC to determine need for additional data (review may lead to
  - Focused Monitoring in any year.
- Conduct on-site reviews with one quarter of programs to verify data, share
  - program strengths, and provide initial technical assistance.
- Conduct 2 meetings in each region to update programs on policies and
  - requirements and provide other technical assistance opportunities based on
  - self assessments and PIPPs.
- Analyze data from HSRS, on-site reviews, self assessments, Family Surveys
  - and other sources to complete Annual Performance Report and monitor
  - progress toward targets.
- Monitor progress toward correction of noncompliance issues through PIPPs
  - and regular contact with programs and RESource staff.
- Report performance of each Birth to 3 program either through the DHFS
  - website (<http://dhfs.wisconsin.gov/bdds/birthto3/reports/index.htm>) or other
  - public format.
- Make local determinations of status of each Birth to 3 program based on all
  - sources of data.
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