

PART C
CHILD RECORD AUDIT FORM

4 files reviewed on-site
7 files reviewed internally

<i>ITEMS</i>	<i>COMMENTS</i>	
<i>INITIAL REFERRAL AND EVALUATION</i>		
1. Initial referral form completed and includes the following information: <ul style="list-style-type: none"> • Child's name • Parent's name and contact information • Date of Birth • Areas of concern • Referral Source / Date • Physician's name • Insurance source • Initiation of screening process / date of initial screening 		Meets Compliance Standards
2. Written notice to parent of initial referral <ul style="list-style-type: none"> • State form (as of 9/1/07) • Filled out completely 	100% compliance in having the forms on file. The names of the members of the meetings needs to be included and listed at the bottom of the written notice form.	Needs Corrective Action
3. Documentation of Parents provided with procedural safeguards		Meets Compliance Standards
4. Receipt of consent for initial evaluation <ul style="list-style-type: none"> • State form (as of 10/1/07) 		Meets Compliance Standards
5. Input from the IFSP team to determine evaluation needs (if any)		Meets Compliance Standards
6. Appropriate referrals for evaluations documented		Meets Compliance Standards
7. Bailey / Battelle must be utilize to satisfy 303.322(c)(3)ii as part of initial evaluation (as of 3/30/07)		Meets Compliance Standards
8. Completion of evaluations and IFSP meeting held to review to determine eligibility within	75 % compliance	Needs Corrective Action

<ul style="list-style-type: none"> (B-2) 45 days from the regional site Board's receipt of referral 		
9. Development of IFSP with written consent for initial placement <ul style="list-style-type: none"> New IFSP state form as of 9/1/07 		Meets Compliance Standards
9a. On the initial IFSP the signature of the parent, to indicate the informed and voluntary consent to the initial placement (services of the child)		Meets Compliance Standards
10. Written notice to parent for initial placement	90% compliance	Needs Corrective Action
CURRENT IFSP Team Notices and Procedures		
10. Parental written notice of IFSP meeting <ul style="list-style-type: none"> State form as of 10/1/07 		Meets Compliance Standards
For children B-2 attendance should include to determine eligibility: <ul style="list-style-type: none"> parent case manager physician (encouraged) evaluator service providers (if appropriate) Others as appropriate at site or parent discretion 		Meets Compliance Standards
11. IEU shall provide at least seven days prior notice of each IFSP meeting or have evidence of a waiver		Meets Compliance Standards
12. For children who will be transitioning from Part C to Part B ...the notice must include a statement of: <ul style="list-style-type: none"> The purpose of the meeting is to consider transition Appropriate representatives of Part C and B and Local public school system has been invited Identify any other agency that will be invited to send a representative 	The site was found to be in 100% compliance in their transition process.	Meets Compliance Standards
B-2 transition into Part B: <ul style="list-style-type: none"> must be held at least 90 days prior to the child's 3rd birthday with explanation of Part B, and the parents makes informed decision of using IEP of IFSP 		Meets Compliance Standards
13. Documentation that a copy of the evaluation report was provided to the parent a reasonable time prior to the IFSP meeting at which the evaluation is discussed.		Meets Compliance Standards
14. Copy of IFSP to parents within 21 days of the meeting		Meets Compliance Standards
15. Written Notice to parent if SAU proposes or refuses to initiate or change identification, evaluation, educational program, placement, ...(Appendix 1 34 CRF 300.503)		Meets Compliance Standards

16. Prior written notice of implementation of an IEP of a transferring child		Not applicable
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EVALUATIONS

<p>18. Each SAU shall obtain informed parental consent prior:</p> <ul style="list-style-type: none"> • for initial screening / evaluation • for each reevaluation and • before initiation of services <p>* State Form as of 10/1/07</p>		Meets Compliance Standards
<p>19. Input from the IEP Team to determine evaluation needs (if any)</p> <p>A. Written notice of reevaluation Determinations (State form)</p>		Meets Compliance Standards
<p>20. Use a variety of assessment tools and strategies; not use any single procedure as the sole criterion; use technically sound instruments</p>		Meets Compliance Standards
<p>20a. Child Outcome Summary form (as of 4/1/07) upon entry into services (within 30 days of identification) and upon exit from program if the child has been in services for 6 months or longer</p>		Meets Compliance Standards

IFSP TEAM PROCEDURES

<p>21. Required members present at the meetings –</p>		Meets Compliance Standards
<p>22. If parent not present, the SAU shall maintain a record of its efforts to arrange a mutually agreed upon time and place</p>		Not Applicable

TEAM CONSIDERATIONS IN DEVELOPING AN IFSP

<p>23. State IFSP form as of 9/1/07</p>		Meets Compliance Standards
<p>A. Family Routines and Priorities</p>		Meets Compliance Standards
<p>B. Present Abilities, strengths and needs:</p> <ul style="list-style-type: none"> • Summary of relevant Health Status 		Meets Compliance Standards
<ul style="list-style-type: none"> • Using hand and Moving Body (Gross and Fine motor) 		Meets Compliance Standards
<ul style="list-style-type: none"> • Understanding / Communicating (receptive and expressive language) 		Meets Compliance Standards
<ul style="list-style-type: none"> • Playing, Thinking, Exploring (Cognitive Skills) 		Meets Compliance Standards
<ul style="list-style-type: none"> • Expressing and Responding to Feelings & Interacting with others (Social and Emotional) 		Meets Compliance Standards
<ul style="list-style-type: none"> • Eating, Dressing, and Toileting (Self –Help or Adaptive Skills) 		Meets Compliance Standards
<ul style="list-style-type: none"> • Evaluator (s)’ name, credentials, role/ organization, signature and date 		Meets Compliance Standards

<ul style="list-style-type: none"> • Team Summary chart of five domains 		Meets Compliance Standards
C. Eligibility for Maine Part C Services Page with determination of eligibility indicated		Meets Compliance Standards
INDIVIDUAL FAMILY SERVICE PLAN		
24. Child / Family Outcomes including: <ul style="list-style-type: none"> • Outcome statement • Short term objectives • Strategies • Progress 		Meets Compliance Standards
24a. Natural Environment Justification and documentation		Meets Compliance Standards
<ul style="list-style-type: none"> • The EI services are being provided in the child's natural environment 	85% compliance	Needs Corrective Action
25. Transition Plan <ul style="list-style-type: none"> • Date of Child's 3rd birthday 		Meets Compliance Standards
<ul style="list-style-type: none"> • Date for transition conference (at least ninety days before the child's third birthday) 		Meets Compliance Standards
<ul style="list-style-type: none"> • Date Child exited from EI program 		Meets Compliance Standards
<ul style="list-style-type: none"> • Anticipated Date of Transition 		Meets Compliance Standards
<ul style="list-style-type: none"> • Priorities and goals for child's transition 		Meets Compliance Standards
<ul style="list-style-type: none"> • Transition Planning requirements and activities with person(s) responsible, date initiated and date to be completed. 		Meets Compliance Standards
26. Transition Conference		Meets Compliance Standards
27. Supports and Services needed to achieve Outcomes including: <ul style="list-style-type: none"> • Specific supports and services 		Meets Compliance Standards
<ul style="list-style-type: none"> • Setting 	Need to specify the specific location.	Needs Corrective Action
<ul style="list-style-type: none"> • Method 		Meets Compliance Standards
<ul style="list-style-type: none"> • Frequency 		Meets Compliance Standards
<ul style="list-style-type: none"> • Intensity 		Meets Compliance Standards
<ul style="list-style-type: none"> • Qualified Enrolled Provider 		Meets Compliance Standards
<ul style="list-style-type: none"> • Funding Source 		Meets

		Compliance Standards
<ul style="list-style-type: none"> • Start and End Dates 		Meets Compliance Standards
<ul style="list-style-type: none"> • Other Services (other services needed by the child but not entitled under part C) 		Meets Compliance Standards
28. IFSP Signature Page with consent from parent for EI services		Meets Compliance Standards
29. Periodic Review of the IFSP documentation		Meets Compliance Standards
30. Financial Resources listed on IFSP		Meets Compliance Standards
31. Primary Health Care Provider Approval		Meets Compliance Standards