

PART C
CHILD RECORD AUDIT FORM
12 files reviewed internally and 6 files were reviewed on-site

Names

<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 		Meets Compliance Standards
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		Meets Compliance

<p>held to review to determine eligibility within</p> <ul style="list-style-type: none"> (B-2) 45 days from the regional site Board's receipt of referral 		Standards
<p>9. Development of IFSP with written consent for initial placement</p> <ul style="list-style-type: none"> New IFSP state form as of 9/1/07 		Meets Compliance Standards
<p>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)</p>		Meets Compliance Standards
<p>10. Written notice to parent for initial placement</p>		Meets Compliance Standards
CURRENT IFSP Team Notices and Procedures		
<p>10. Parental written notice of IFSP meeting</p> <ul style="list-style-type: none"> State form as of 10/1/07 		Meets Compliance Standards
<p>For children B-2 attendance should include to determine eligibility:</p> <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
<p>11. IEU shall provide at least seven days prior notice of each IFSP meeting or have evidence of a waiver</p>		Meets Compliance Standards
<p>12. For children who will be transitioning from Part C to Part B ...the notice must include a statement of:</p> <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 		Meets Compliance Standards
<p>B-2 transition into Part B:</p> <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
<p>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.</p>		Meets Compliance Standards
<p>14. Copy of IFSP to parents within 21 days of the meeting</p>		Meets Compliance Standards
<p>15. Written Notice to parent if SAU proposes or refuses to</p>		

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		Meets Compliance Standards

EVALUATIONS

18. Each SAU shall obtain informed parental consent prior: <ul style="list-style-type: none"> • for initial screening / evaluation • for each reevaluation and • before initiation of services * State Form as of 10/1/07		Meets Compliance Standards
19. Input from the IEP Team to determine evaluation needs (if any) <p>A. Written notice of reevaluation Determinations (State form)</p>		Meets Compliance Standards
20. Use a variety of assessment tools and strategies; not use any single procedure as the sole criterion; use technically sound instruments		Meets Compliance Standards
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		Meets Compliance Standards

IFSP TEAM PROCEDURES

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

TEAM CONSIDERATIONS IN DEVELOPING AN IFSP

23. State IFSP form as of 9/1/07		Meets Compliance Standards
A. Family Routines and Priorities		Meets Compliance Standards
B. Present Abilities, strengths and needs: <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 		Meets Compliance Standards
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
• Setting		Meets Compliance Standards
• Method		Meets Compliance Standards
• Frequency		Meets Compliance Standards
• Intensity		Meets Compliance Standards
• Qualified Enrolled Provider		Meets Compliance Standards
• Funding Source		Meets Compliance Standards
• Start and End Dates		Meets Compliance Standards
• 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