

**PART B
CHILD RECORD AUDIT FORM
SUMMARY**

30 Part B files were reviewed during the on-site monitoring

<i>ITEMS</i>		
<i>INITIAL REFERRAL AND EVALUATION</i>	COMMENTS	
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
2. Documentation of Parents provided with procedural safeguards		Meets Compliance
3. Evidence of completion of Screening		Meets Compliance
4. Written notice of initial referral <ul style="list-style-type: none"> • State Form as of 9/1/07 	The site demonstrated the use of the new state form. Documentation and dates were missing on the forms.	Needs Corrective Action
5. Input from the IEP team to determine evaluation needs (if any)		Meets Compliance
6. <u>Receipt of consent for initial evaluation</u>	The site demonstrated the use of the new state form. Documentation and dates were missing on the forms. Forms were missing in some of the files	Needs Corrective Action
7. Appropriate referrals for evaluations documented		Meets Compliance
8. Completion of evaluations and IEP Team meeting held to review to determine eligibility within <ul style="list-style-type: none"> • (3-5) 60 days from consent to evaluate received from parent and start referral for evaluation process. 	The site is at a 70% compliance rate according to the on-site monitoring.	Needs Corrective Action
9. Written Notice of determinations of the initial eligibility meeting <ul style="list-style-type: none"> • Parental consent for placement signed if found eligible for 		Needs Corrective Action

services		
10. Development of IEP within 30 days of the eligibility determination <ul style="list-style-type: none"> State IEP as of 9/1/07 		Meets Compliance
<i>CURRENT IEP</i>		
10. Parental written notice of IFSP/IEP meeting must include: <ul style="list-style-type: none"> Parent's right to be member of team Procedural safeguards Parent's right to invite other individuals Name of person who convened the meeting Date/ Time/ location of the meeting List of person's titles and methods of participation (if alternate modes of attendance used, reason why) NEW STATE FORM AS OF 10/1/07 		Meets Compliance
For children 3-5 include in addition to above: <ul style="list-style-type: none"> The CDS representative who can commit funds and supervise the provision of services The regular education teacher (if the child is or may be participating in a typically developing pre-school private or public school program.) 		Meets Compliance
11. IEU shall provide at least seven days prior notice of each IEP meeting		Meets Compliance
12. Kindergarten eligible children: <ul style="list-style-type: none"> must be held in the spring of the year eligible for public school in conjunction with the public school 	There was evidence in the files that transition to Kindergarten has begun to be discussed for children entering Kindergarten. The site has developed a standard letter and it was found in the files for children eligible to enter Kindergarten in the fall.	Meets Compliance
13. Documentation that a copy of the evaluation report was provided to the parent a reasonable time prior to the IEP meeting at which the evaluation is discussed.		Meets Compliance
14. Copy of IEP provided to parents within 21 days		Meets Compliance
15. Written notice if IEU proposes or refuses to initiate or change identification, evaluation, educational program, placement... <ul style="list-style-type: none"> New state Form as of 9/1/07 		Needs Corrective Action
16. Written notice of implementation of an IEP of a transferring child		Not applicable

EVALUATIONS

18. Each IEU shall obtain informed parental consent prior: <ul style="list-style-type: none"> for initial screening / evaluation for each reevaluation and before initiation of services NEW STATE FORM AS OF 10/1/07 	The site demonstrated the use of the new state form. Documentation and dates were missing on the forms.	Needs Corrective Action
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<p>Informed written consent to release information must:</p> <ul style="list-style-type: none"> • include list of records to be released and to whom • be signed by the parent 		Meets Compliance
<p>19. Input from the IEP Team to determine evaluation needs (if any) A. State form of written notice of evaluation determinations</p>		Meets Compliance
<p>20. Use a variety of assessment tools and strategies; not use any single procedure as the sole criterion; use technically sound instruments</p>	<p>The site needs to consistently use the required state speech and language eligibility forms. The site also needs to consistently order an observation of the child during the initial evaluation process.</p>	Needs Corrective Action

IEP TEAM PROCEDURES

<p>21. Required members present at the meetings –</p>		Meets Compliance
<p>22. If parent not present, the IEP shall maintain a record of its efforts to arrange a mutually agreed upon time and place</p>		Meets Compliance
<p>22a Agreement: In making changes to a child's IEP after the annual IEP meeting for a school year, the parent of a child with a disability and the SAU may agree not to convene an IEP meeting for the purposes of making such changes, and instead may develop a written document to amend or modify the child's current IEP. If changes are made to the child's IEP in accordance with (above), the SAU must ensure that the child's IEP Team is informed of these changes.</p> <p>Changes to the IEP may be made either by the entire IEP team at an IEP meeting or as provided by amending the IEP rather than redrafting the entire IEP. Upon request, a parent must be provided with a revised copy of the IEP with the amendments incorporated.</p>		Meets Compliance

TEAM CONSIDERATIONS IN DEVELOPING AN IEP

For all children:

NEW STATE FORM USED AS OF 9/1/07

Meets Compliance

Documentation within the IEPs reviewed during the on-site monitoring varied greatly in quality depending on the case managers. The site would benefit from establishing a peer review system to ensure the quality of the documentation is more consistent between case managers.

<p>23. A. In developing or revising each child's IEP, the Team shall consider the strengths of the child...</p>		Meets Compliance
<p>B. In developing each child's IEP, the Team shall consider the concerns of parents for enhancing the education...</p>		Meets Compliance
<p>C. The Team shall consider, as appropriate, the results of the child's performance on any general assessment</p>		Meets Compliance

D. The Team shall consider whether the child requires assistive technology devices and services		Meets Compliance
E. The Team shall consider the results of the initial or most recent evaluation of the child		Meets Compliance
F. The Team shall consider the academic, developmental, and functional needs of the child		Meets Compliance
G. The Team shall consider the communication needs of the child, and in the case of a child who is deaf or hard of hearing, consider the child's language and communication needs..		Meets Compliance
SPECIAL FACTORS (if appropriate)		
24. A. In the case of a child whose behavior impedes his/her learning, or that of others, the Team shall consider strategies, including positive behavioral interventions, strategies, and supports to address that behavior		Meets Compliance
B. In the case of a child who is blind or visually Impaired, the Team shall provide for instruction in Braille...unless the team determines (Braille)...not appropriate		Meets Compliance
C. In the case of a child with limited English proficiency, the Team shall consider the language needs of the child as these needs relate to the child's IEP		Meets Compliance
INDIVIDUALIZED EDUCATION PROGRAM		
25. Statement of the child's present level of functioning and performance, including how the disability affects the child's participation in appropriate activities		Meets Compliance
26. A Statement of measurable, annual goals (outcomes)		Meets Compliance
27. Statement of <u>how</u> the child's progress toward the annual goals will be measured		Meets Compliance
28. Measurable short-term instructional objectives or benchmarks		Meets Compliance
29. Statement of how the child's parents will be regularly informed, at least as often as parents of children without disabilities are informed, of their child's progress toward their annual goals...		Meets Compliance
30. Specific special education services		Meets Compliance
31. Frequency of services to be provided		Meets Compliance
32. Position of person responsible for service		Meets

delivery		Compliance
33. Location of service delivery		Meets Compliance
34. Frequency of supportive services to be provided		Meets Compliance
35. Position of person responsible for delivery of supportive services		Meets Compliance
36. Location of delivery of supportive services		Meets Compliance
37. Date of initiation/duration of services (day, month, and year required)		Meets Compliance
38. An <u>explanation</u> of the extent, if any, to which the child will not participate with non-disabled children in the regular class and in other non-academic activities		Meets Compliance
39. Supplemental aids and services, program modifications or supports for personnel that will be provided to the child—to advance appropriately toward attaining the annual goals—to be involved and progress in the general curriculum...and to participate in other nonacademic activities...		Meets Compliance
40. Special education transportation		Meets Compliance
42. Statement of the child's eligibility for Extended School Year (ESY) services, as follows:		Not reviewed at this time
A. review of progress reports, relevant assessments, parent report, observation documentation, etc.;		
B. consideration of the significance of the child's disability and documented progress toward IEP goals, and		
C. consideration of the documentation illustrating the impact of previous service interruptions, and the probability that the child is unable to recoup skills previously mastered in a reasonable amount of time (see attached chart)		