

**CHILD DEVELOPMENT SERVICES – FRANKLIN COUNTY
CORRECTIVE ACTION PLAN**

DATE: 12/10/07 **Date reviewed by the state level CDS for progress:** 4/7/08

This corrective action plan was written to address areas needing improvement identified at the file site review on 09-18-07. The corrective actions are being implemented to meet OSEP requirements.

CHILD RECORD AUDIT FORM

PART C FILES			
ITEMS	CORRECTIVE ACTION	%	
1. Initial referral form completed and includes the following information:	The current CDS-Franklin County referral form includes all the information <i>except</i> date of initiation of screening process and the date of the initial screening. These features are found in Case-e, but will be added to the referral form.	92	Needs corrective action
2. Prior Written Notice of initial referral.	This was an oversight which has now been addressed with the service coordinators. They now use the new state forms. The site director will monitor to insure 100% compliance.	0	Needs corrective action
8. Completion of evaluations and ECT meeting held to review to determine eligibility within 45 days from the regional site Board's receipt of referrals.	Overall, this site has a nearly 100% success rate for getting ECT/IFSP completed within the time frame. The director will monitor lists of children due for processing to insure 100% compliance.	92	Meets Compliance 4/08
CURRENT IFSP			
10. Parental written notice of IFSP meeting must include:	CDS-Franklin was using a form which did not meet all the DOE requirements. This site has been using the new state ECT invitation form since September 2007.	84	Meets Compliance 4/08
12. For children who will be transitioning from Part C to Part B	<p><i>(DOE Comment: Focus on goal: systemic issue not doing it at all until now).</i></p> <p>CDS-Franklin County is now using new IFSP form transition meeting format. This should eliminate the compliance issue.</p>	0	<p>Needs corrective action 4/08</p> <p>* only one file was reviewed including transition – it met compliance</p>

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CHILD RECORD AUDIT FORM

PART C FILES			
CURRENT IFSP			
ITEMS	CORRECTIVE ACTION	%	
<p>12. For children who will be transitioning from Part C to Part B Must be held at least 90 days prior to the child's 3rd birthday with an explanation of Part B.</p>	<p>The service coordinators have been trained in this requirement. The site director will monitor to insure 100% compliance.</p>	0	<p>Needs corrective action 4/08 * only one file was reviewed including transition – it met compliance</p>
<p>14. A copy of the ECT Team minutes sent to the parent within 21 days.</p>	<p>The service coordinators are trained in this regulation and try to meet it. The site director will monitor to insure 100% compliance.</p>	84	<p>Meets compliance 4/08</p>
<p>15. A copy of the IFSP sent to the parent within 21 days.</p>	<p>This was probably the same file where timely notification did not occur. The case managers are well aware of this regulation and try to meet it. The director will monitor to insure 100% compliance in this area.</p>	84	<p>Meets compliance 4/08</p>
<p>16. Prior written notice if IEU proposes or refuses to initiate a change in identification, evaluation, <u>educational program</u>, placement...</p>	<p>The service coordinators have been trained in the area of notification and are using the new state forms. The site director will monitor to insure 100% compliance.</p>	67	<p>Meets compliance 4/08</p>
TEAM CONSIDERATIONS IN DEVELOPING AN IFSP			
<p>23. A. In developing or revising each child's IFSP the Team shall consider the strengths of the child...</p>	<p>The service coordinators have been trained in this area. Strengths will be included in the new IFSP document. The site director will monitor to insure 100% compliance.</p>	50	<p>Meets compliance 4/08</p>
<p>23. D. The Team shall consider whether the child requires assistive technology devices and</p>	<p>The service coordinators have been trained in this area and will include a statement in the new IFSP document. The site director will monitor to insure 100% compliance.</p>	0	<p>Meets compliance 4/08</p>

services.			
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CHILD RECORD AUDIT FORM

PART C FILES

INDIVIDUALIZED FAMILY SERVICE PLAN

ITEMS	CORRECTIVE ACTION	%	
Each IFSP must include:			
A. Statement of the present levels of development [cognitive, physical (including vision, hearing, and health status) communication, social, emotional, adaptive] based on objective criteria and how disability affects participation in appropriate activities.	The service coordinators are trained in this area and will include these statements on the new IFSP document. The site director will monitor to insure 100% compliance in this area.	92	Meets compliance 4/08
B. Statement of family's resources, priorities, and concerns (voluntary – document if declined).	The service coordinators are trained in this area and will include these statements on the new IFSP document. The director will monitor to insure 100% compliance.	92	Meets compliance 4/08
C. Statement of major outcomes to be achieved for the child and family (include criteria, procedures, and timelines to determine progress).	The service coordinators are trained in this area and will include these statements on the new IFSP document. The site director will monitor to insure 100% compliance.	92	Meets compliance 4/08
D. Statement of early intervention services to meet the unique needs of the child/family: Frequency, intensity, method of delivery Natural environment and justification of extent not in Location [actual place(s)] Payment arrangements	The service coordinators are trained in this area and will include these statements on the new IFSP document. The site director will monitor to insure 100% compliance.	92	Meets compliance 4/08
Medical and other services not required under Part C, and funding	The service coordinators are trained in this area and will include these	92	Meets compliance 4/08

sources of steps to secure services from public and private sources.	statements on the new IFSP document. The site director will monitor to insure 100% compliance.		
Anticipated dates for initiation of service(s) and anticipated duration.	The service coordinators are trained in this area and will include these statements on the new IFSP document. The site director will monitor to insure 100% compliance.	92	Meets compliance 4/08
Steps to be taken to support transition to Part B (if eligible) or other services that may be available.	The service coordinators are trained in this area and will include these statements on the new IFSP document. The site director will monitor to insure 100% compliance.	0	Meets compliance 4/08