

**PART B
CHILD RECORD AUDIT FORM
SUMMARY**

19 FILES REVIEWED ON- SITE 32 FILES REVIEWED INTERNALLY

Names

ITEMS	COMMENTS	
<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. Documentation of Parents provided with procedural safeguards		75% compliance Needs Corrective Action
3. Evidence of completion of Screening		Meets Compliance Standards
4. Written notice of initial referral <ul style="list-style-type: none"> • State Form as of 9/1/07 		58% Compliance Needs Corrective Action
5. Input from the IEP team to determine evaluation needs (if any)		90% Compliance Needs Corrective Action
6. <u>Receipt of consent for initial evaluation</u>	100% found on file 30% of the consents did not document the date the parent signed the form nor when it was received by the site	Needs Corrective Action
7. Appropriate referrals for evaluations documented		Meets Compliance Standards
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. 		80% compliance Needs Corrective Action
9. Written Notice of determinations of the initial eligibility meeting		85% compliance Needs Corrective

<ul style="list-style-type: none"> Parental consent for placement signed if found eligible for services 		Action
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 Standards
<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 		76% compliance Needs Corrective Action
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.) 		76% Compliance Needs Corrective Action
11. IEU shall provide at least seven days prior notice of each IEP meeting		65% Compliance Needs Corrective Action
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 	This area was not a focus of this review. Will be monitored before 6/30/08	N/A
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.		86% compliance Needs Corrective Action
14. Copy of IEP provided to parents within 21 days		77% Compliance Needs Corrective Action
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 		65% compliance Needs Corrective Action
16. Written notice of implementation of an IEP of a transferring child		N/A

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 	100% found on file 75% were dated	Needs Corrective Action
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<ul style="list-style-type: none"> NEW STATE FORM AS OF 10/1/07 		
<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 Standards
<p>19. Input from the IEP Team to determine evaluation needs (if any) A. State form of written notice of evaluation determinations</p>		70 % compliance Needs Corrective Action
<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
IEP TEAM PROCEDURES		
<p>21. Required members present at the meetings –</p>		90% compliance Needs corrective action
<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>		N/A
<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>		N/A
TEAM CONSIDERATIONS IN DEVELOPING AN IEP		
<p>For all children: NEW STATE FORM USED AS OF 9/1/07</p> <p style="text-align: center;">100% Compliance</p> <p>Since 9/1/07, the Andorscoggin site has adopted the new state required special education forms. In some areas, compliance has been increased dramatically through the implementation of the new forms and corrective action has already been demonstrated and will not need to be addressed within a corrective action plan.</p>		
<p>23. A. In developing or revising each child's IEP, the Team shall consider the strengths of the child...</p>		Meets Compliance Standards
<p>B. In developing each child's IEP, the Team shall consider the concerns of parents for enhancing the education...</p>		90% Compliance Needs Corrective Action

C. The Team shall consider, as appropriate, the results of the child's performance on any general assessment		Meets Compliance Standards
D. The Team shall consider whether the child requires assistive technology devices and services	100% new form 57% old form	Meets Compliance Standards
E. The Team shall consider the results of the initial or most recent evaluation of the child		Meets Compliance Standards
F. The Team shall consider the academic, developmental, and functional needs of the child	100% new form 71% old form	Meets Compliance Standards
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..	100% new form 86% old form	Meets Compliance Standards
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	100% new form 50% old form	Meets Compliance Standards
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 Standards
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 Standards
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	100% new form 50% old form	Meets Compliance Standards
26. A Statement of measurable, annual goals (outcomes)	100% new form 71% old form	Meets Compliance Standards
27. Statement of <u>how</u> the child's progress toward the annual goals will be measured	90% new form 50% old form	Needs Corrective Action
28. Measurable short-term instructional objectives or benchmarks	n/a new 90% old form	Meets Compliance Standards
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...	100% new form 50% old form	Meets Compliance Standards
30. Specific special education services		Meets

		Compliance Standards
31. Frequency of services to be provided		Meets Compliance Standards
32. Position of person responsible for service delivery	Site needs to list the person responsible by area of specific discipline	Needs Corrective Action
33. Location of service delivery		Meets Compliance Standards
34. Frequency of supportive services to be provided		Meets Compliance Standards
35. Position of person responsible for delivery of supportive services		Meets Compliance Standards
36. Location of delivery of supportive services		Meets Compliance Standards
37. Date of initiation/duration of services (day, month, and year required)		Meets Compliance Standards
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		90% Compliance Needs Corrective Action
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...	Area on the new IEP left blank	Needs Corrective Action
40. Special education transportation		Meets Compliance Standards
41. Accommodations necessary to measure the academic achievement and functional performance of the child on the outcomes assessment		N/A
A. If the IEP Team determines that the child shall take an alternate outcomes assessment, a statement of why the child cannot participate in the regular assessment and the particular alternate assessment that will be given		
42. Statement of the child's eligibility for Extended School Year (ESY) services, as follows:	Not looked at during this review. Will need to be monitored before 6/30/08	N/A
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		N/A

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)		N/A
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