

CHILD RECORD AUDIT FORM SUMMARY

Amended 3/11/08* The Cumberland County Child Development Services letter of findings was amended to reflect OSEP reporting requirements removing a threshold percentage in measuring compliance under the record audit section. The previous report dated November 5, 2007 used 80% accuracy as a measure of meeting compliance standards. We must now use 100%.

PART B FILES (55 FILES REVIEWED AT ON SITE REVIEW 71 FILES REVIEWED INTERNALLY)

<i>ITEMS</i>	<i>COMMENTS</i>	<i>Compliance Percentage</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 	<ul style="list-style-type: none"> • Form needs to include insurance information 	Meets Compliance Standards
2. Prior written notice of initial referral (Must contain all components of prior written notice) <ul style="list-style-type: none"> • actions proposed • explanation of the action • alternative actions considered and or rejected • other relevant factors • description of evaluation procedures, assessment, record, or report used in decision making • sources for assistance of Parental rights and safeguards (3-5) 	<ul style="list-style-type: none"> • training issue – indication of process established to send them out at the initial referral 	Needs Corrective Action
3. Documentation of Parents provided with procedural safeguards		Meets Compliance Standards
4. Evidence of completion of Screening		Meets Compliance Standards
5. Input from the IFSP / IEP team to determine evaluation needs (if any)		Meets Compliance Standards
6. <u>Receipt of consent for initial evaluation</u>		Meets Compliance Standards
7. Appropriate referrals for evaluations		

documented		Meets Compliance Standards
8. Completion of evaluations and ECT meeting held to review to determine eligibility within <ul style="list-style-type: none"> (3-5) 60 days from permission to complete screening and start referral for evaluation process. (B-2) 45 days from the regional site Board's receipt of referral 	<ul style="list-style-type: none"> Some were very close and there was a lot of documentation of parent rescheduling of appointments and or lack of communication 	Needs Corrective Action
9. Development of IFSP / IEP and written consent for initial placement(including physician approval) (must provide all components of prior written notice)	<ul style="list-style-type: none"> PWNs missing As well as physician's approval 	Needs Corrective Action
9a. On the initial IFSP/IEP, the signature of the parent, to indicate the informed and voluntary consent to the initial placement (services of the child)		Meets Compliance Standards
<i>CURRENT IFSP / 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) . 		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 		N/A
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.) 	CDS CASEMANAGER NEEDS TO BE LISTED AS A MEMBER OF THE TEAM	Meets Compliance Standards
11. IEU shall provide at least seven days prior notice of each IEP meeting		Meets Compliance Standards
12. For children who will be transitioning from Part C to Part B and to kindergarten...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 		Needs Corrective Action

<ul style="list-style-type: none"> invited to send a representative 		
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 		N/A
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 		Needs Corrective Action
13. Documentation that a copy of the evaluation report was provided to the parent a reasonable time prior to the IFSP / IEP meeting at which the evaluation is discussed.	<ul style="list-style-type: none"> Clearer documentation of process needs to be on forms as well as notes 	Needs Corrective Action
14. Copy of IEP Team minutes to parents within 21 days		Needs Corrective Action
15. Copy of IEP provided to parents within 21 days		Needs Corrective Action
16. Prior written notice if IEU proposes or refuses to initiate or change identification, evaluation, <u>educational program</u>, placement...		Meets Compliance Standards
17. Prior 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 		Meets Compliance Standards
Informed written consent must: <ul style="list-style-type: none"> be in native language include a description of actions being proposed include list of records to be released and to whom be voluntary (remind families they can accept some services and refuse others (B-2)) 		Meets Compliance Standards
For Re-evaluations: If members of IEP Team determine that no additional data are needed, the IEU shall notify the parents		100% compliance

19. Input from the IEP Team to determine evaluation needs (if any) A. Prior written notice of reevaluation determinations		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
20 a. For Part C (B-2): Bailey / Battelle must be utilize to satisfy 303.322(c)(3)ii as part of initial evaluation (3/30/07)		N/A
<i>ITEMS</i>	<i>COMMENTS</i>	
IFSP / IEP TEAM PROCEDURES		
21. Required members present at the meetings –		Meets Compliance Standards
22. If parent not present, the IEU shall maintain a record of its efforts to arrange a mutually agreed upon time and place		Meets Compliance Standards
TEAM CONSIDERATIONS IN DEVELOPING AN IFSP/IEP		
For all children:		
23. A. In developing or revising each child’s IFSP / IEP, the Team shall consider the strengths of the child...		Meets Compliance Standards
B. In developing each child’s IEP, the Team shall consider the concerns of parents for enhancing the education...		Meets Compliance Standards
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	<ul style="list-style-type: none"> • form 	Needs Corrective Action
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		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..		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,	FORM	Needs

the Team shall consider strategies, including positive behavioral interventions, strategies, and supports to address that behavior		Corrective Action
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	FORM	Needs Corrective Action
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	FORM	Needs Corrective Action
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 Standards
26. A Statement of measurable, annual goals (outcomes)	•	Meets Compliance Standards
27. Statement of <u>how</u> the child's progress toward the annual goals will be measured	NEEDS TO BE CLEARER / FORM	Meets Compliance Standards
28. Measurable short-term instructional objectives or benchmarks		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...	FORM	Needs Corrective Action
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		Meets Compliance Standards
33. Location of service delivery		Meets Compliance Standards
34. Frequency of supportive services to be provided	NOT SEPERATED ON FORM	NA
35. Position of person responsible for delivery of supportive services	NOT SEPERATED ON FORM	NA

36. Location of delivery of supportive services	NOT SEPERATED ON FORM	NA
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	<ul style="list-style-type: none"> FILLED IN BUT NOT INDIVIDUALIZED TO THE CHILD – Trainging area 	Meets Compliance Standards
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...	<ul style="list-style-type: none"> FORM 	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	<ul style="list-style-type: none"> 	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	<ul style="list-style-type: none"> 	N/A
42. Statement of the child’s eligibility for Extended School Year (ESY) services, as follows:		Meets Compliance Standards
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		Meets Compliance Standards
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)		Meets Compliance Standards