

## 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%.

*Names*

### PART C FILES ( 22 FILES REVIEWED AT ON-SITE REVIEW 51 FILES REVIEWED INTERNALLY )

<i>ITEMS</i>	<i>COMMENTS</i>			
<b><i>INITIAL REFERRAL AND EVALUATION</i></b>				
<p><b>1. Initial referral form completed and includes the following information:</b></p> <ul style="list-style-type: none"> <li>• Child's name</li> <li>• *Parent's name and contact information</li> <li>• *Date of Birth</li> <li>• *Areas of concern</li> <li>• *Referral Source / Date</li> <li>• *Physician's name</li> <li>• *Insurance source</li> <li>• *Initiation of screening process / date of initial screening</li> </ul>				Meets Compliance Standards
<p><b>2. Prior written notice of initial referral</b> (Must contain all components of prior written notice)</p> <ul style="list-style-type: none"> <li>• actions proposed</li> <li>• explanation of the action</li> <li>• alternative actions considered and or rejected</li> <li>• other relevant factors</li> <li>• description of evaluation procedures, assessment, record, or report used in decision making</li> <li>• sources for assistance of Parental rights and safeguards (3-5)</li> </ul>				Needs Corrective Action
<p><b>3. Documentation of Parents provided with procedural safeguards</b></p>				Meets Compliance Standards
<p><b>4. Evidence of completion of Screening</b></p>				Meets Compliance Standards
<p><b>5. Input from the IFSP / IEP team to determine evaluation needs (if any)</b></p>				Needs Corrective Action
<p><b>6. <u>Receipt of consent for initial evaluation</u></b></p>				Needs Corrective Action

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"> <li>(3-5) 60 days from permission to complete screening and start referral for evaluation process.</li> <li>(B-2) 45 days from the regional site Board's receipt of referral</li> </ul>		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)		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
<b><i>CURRENT IFSP / IEP</i></b>		
10. Parental written notice of IFSP/IEP meeting must include: <ul style="list-style-type: none"> <li>Parent's right to be member of team</li> <li>Procedural safeguards</li> <li>Parent's right to invite other individuals</li> <li>Name of person who convened the meeting</li> <li>Date/ Time/ location of the meeting</li> <li>List of person's titles and methods of participation (if alternate modes of attendance used, reason why)</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>FORM ISSUE: MISSING "PARENTS RIGHT TO INVITE OTHERS IS NOT ON THE FORM</li> <li>CDS MEMBER NEEDS TO BE LISTED UNDER PARTICIPANTS AS A MEMBER OF THE TEAM NOT JUST AS "FROM"</li> </ul>	Meets Compliance Standards
For children B-2 attendance should include to determine eligibility: <ul style="list-style-type: none"> <li>parent</li> <li>case manager</li> <li>physician (encouraged)</li> <li>evaluator</li> <li>service providers (if appropriate)</li> <li>Others as appropriate at site or parent discretion</li> </ul>		Meets Compliance Standards
For children 3-5 include in addition to above: <ul style="list-style-type: none"> <li>The CDS representative who can commit funds and supervise the provision of services</li> <li>The regular education teacher (if the child is or may be participating in a typically developing pre-school private or public school program.)</li> </ul>		N/A
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"> <li>The purpose of the meeting is to consider transition</li> <li>Appropriate representatives of Part C and B and Local public school system has been</li> </ul>		Needs Corrective Action

<ul style="list-style-type: none"> <li>invited</li> <li>Identify any other agency that will be</li> <li>invited to send a representative</li> </ul>		
<b>B-2 transition into Part B:</b> <ul style="list-style-type: none"> <li>must be held at least 90 days prior to the child's 3<sup>rd</sup> birthday with explanation of Part B, and the parents makes informed decision of using IEP of IFSP</li> </ul>		Needs Corrective Action
<b>Kindergarten eligible children:</b> <ul style="list-style-type: none"> <li>must be held in the spring of the year eligible for public school in conjunction with the public school</li> </ul>		N/A
<b>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.</b>		Meets Compliance Standards
<b>14. Copy of IEP Team minutes to parents within 21 days</b>		Needs Corrective Action
<b>15. Copy of IEP provided to parents within 21 days</b>		Needs Corrective Action
<b>16. Prior written notice if IEU proposes or refuses to initiate or change identification, evaluation, <u>educational program</u>, placement...</b>		Needs Corrective Action
<b>17. Prior written notice of implementation of an IEP of a transferring child</b>		N/A

## EVALUATIONS

<b>18. Each IEU shall obtain informed parental consent prior:</b> <ul style="list-style-type: none"> <li>for initial screening / evaluation</li> <li>for each reevaluation and</li> <li>before initiation of services</li> </ul>		Needs Corrective Action
<b>Informed written consent must:</b> <ul style="list-style-type: none"> <li>be in native language</li> <li>include a description of actions being proposed</li> <li>include list of records to be released and to whom</li> <li>be voluntary (remind families they can accept some services and refuse others (B-2))</li> </ul>		Meets Compliance Standards
<b>For Re-evaluations:</b> <b>If members of IEP Team determine that no additional data are needed, the IEU shall notify the parents</b>		Meets Compliance Standards

19. Input from the IEP Team to determine evaluation needs (if any) A. Prior written notice of reevaluation determinations		Needs Corrective Action
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)		Meets Compliance Standards
<i>ITEMS</i>	<i>COMMENTS</i>	
<b>IFSP / IEP TEAM PROCEDURES</b>		
21. Required members present at the meetings –		Meets Compliance Standards
22. If parent not present, (Part B) the IEU shall maintain a record of its efforts to arrange a mutually agreed upon time and place		N/A
<b>TEAM CONSIDERATIONS IN DEVELOPING AN IFSP/IEP</b>		
<b>For all children:</b>		
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"> <li>No section addressed on the IFSP</li> </ul>	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

## INDIVIDUALIZED FAMILY SERVICE PLAN (B-2)

<p><b>Each IFSP must include:</b></p> <p><b>A. Statement of 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;</b></p>		<p>Meets Compliance Standards</p>
<p><b>B. Statement of family’s resources, priorities, and concerns (voluntary – document if declined);</b></p>		<p>Meets Compliance Standards</p>
<p><b>C. Statement of major outcomes to be achieved for the child and family (include criteria, procedures, and timelines to determine progress);</b></p>		<p>Meets Compliance Standards</p>
<p><b>D. Statement of the early intervention services necessary to meet the unique needs of the child / family:</b></p> <ul style="list-style-type: none"> <li>• -Frequency, intensity, method of delivery</li> <li>• Natural environment and justification of extent not in</li> <li>• Location [actual place(s)]</li> <li>• Payment arrangements</li> </ul>		<p>Meets Compliance Standards</p>
<p><b>Medical and other services not required under Part C, and funding sources of steps to secure services from public or private sources.</b></p>	<p>Needs to be included on form – New IFSP should solve non-compliance</p>	<p>Needs Corrective Action</p>
<p><b>Projected dates for initiation of services(s) and anticipated duration.</b></p>		<p>Meets Compliance Standards</p>
<p><b>Steps to be taken to support transition to Part B (if eligible or school) or other services that may be available.</b></p>		<p>Needs Corrective Action</p>