

CHILD RECORD AUDIT FORM SUMMARY

Ammended 3/11/08* The Franklin 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 15, 2007 used 80% accuracy as a measure of meeting compliance standards. We must now use 100%.

Names

PART C FILES (10 files total)
(6 File reviewed by DOE, 4 files reviewed by Franklin County CDS site)

| <i>ITEMS</i> | <i>COMMENTS</i> | | | |
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| <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. 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"> • New systemic practice | | | 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 |
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| 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 | One out of six files indicated that the reason for the non-compliance was due to extenuating family circumstances (rescheduled twice) | Meets Compliance Standards |
| 9. Development of IFSP / IEP and written consent for initial placement(including physician approval) (must provide all components of prior written notice) | | Meets Compliance Standards |
| 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) • | | Needs Corrective Action |
| 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 | | Meets Compliance Standards |
| 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.) | | 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"> • 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 invited to send a representative | Focus on goal: systemic issue not doing it at all until now | Needs Corrective Action |

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| 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 | | Needs Corrective Action |
| 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 | | N/A |
| 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. | Need to create a waiver for "same day" process | Meets Compliance Standards |
| 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... | | Needs Corrective Action |
| 17. Prior written notice of implementation of an IEP of a transferring child | | N/A |

EVALUATIONS

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| 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 | | N/A |

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| 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) | | Meets Compliance Standards |
| <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, (Part B) the IEU shall maintain a record of its efforts to arrange a mutually agreed upon time and place | | N/A |
| 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... | Left blank on the IFSP | Needs Corrective Action |
| 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"> • Not on 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)

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| <p>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</p> | | <p>N/A</p> |
| <p>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</p> | | <p>N/A</p> |
| <p>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</p> | | <p>N/A</p> |

INDIVIDUALIZED FAMILY SERVICE PLAN (B-2)

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