| **Item** | **Citation** | **Topic/APR Indicator** | **Response** | **Corrective Action** |
| --- | --- | --- | --- | --- |
| 9 Child’s Current Evaluation is Comprehensive | § 303.321(b) | Evaluation/7 | The child’s current evaluation meets the criteria for a comprehensive evaluation.  Yes = The evaluation report contains information on child’s cognitive, fine motor, gross motor, communication and social emotional functioning.  No = The evaluation report does not contain information on all five developmental domains.  🞆 Yes  🞆 No | Reconvene the evaluation team and conduct a comprehensive, multidisciplinary evaluation. |
| 10 Child’s Current Evaluation is Multidisciplinary | § 303.321(a)(1) | Evaluation/7 | **The child's current evaluation meets the criteria for a multidisciplinary evaluation.**  **Yes** = The evaluation report is signed by two individuals with credentials from different disciplines **OR** the evaluation report is signed by one individual with credentials from two disciplines.  **No** = The evaluation report is signed by one individual who has credentials in only one discipline **OR** the evaluation report is signed by two individual with credentials in the same discipline.  🞆 Yes  🞆 No | Reconvene the evaluation team and conduct a comprehensive, multidisciplinary evaluation. |
| 11 Evaluation Documents Child and Family Strengths and Needs | § 303.321(c)(1) | Evaluation/7 | The current evaluation or IFSP contains documentation of an assessment of the unique strengths and needs of that infant or toddler.  Yes = The evaluation or the IFSP contains a section that documents the child and family’s strengths and needs.  No = The evaluation or the IFSP does not contain a section that documents the child and family’s strengths and needs.  🞆 Yes  🞆 No | Amend the IFSP to include the strengths and needs of the child and family. |
| 12 Evaluation or IFSP contains Family Assessment | § 303.321(c)(2) | Evaluation/7 | The current evaluation or IFSP contains a family-directed assessment of the resources, priorities, and concerns of the family.  Yes = The IFSP identifies family’s concerns, priorities and resources OR the IFSP contains documentation that the family did not wish to share concerns, priorities and resources.  No = The IFSP does not identify the family’s concerns, priorities and resources.  🞆 Yes  🞆 No | Amend the IFSP to include the family’s concerns, priorities and resources section of the IFSP or document that the family did not wish to share concerns, priorities and resources. |
| 13 Evaluation or IFSP Identify Supports and Services for the Family and Child | § 303.321(a)(1)(ii)(B) | Evaluation/4 | The current evaluation or IFSP identifies the supports and services necessary to enhance the family's capacity to meet the developmental needs of that infant or toddler.  Yes = Supports and services are listed on the IFSP.  No = Supports and services are not listed on the IFSP.  🞆 Yes  🞆 No | Reconvene the IFSP team and complete the supports and services section of the IFSP. |
| 14 Evaluations and Assessments Were in Child or Family’s Native Language | § 303.321(a)(5) | Evaluation/4 | The file documents that the current evaluations and assessments of the child were conducted in the native language of the child.  Yes = Evaluations and assessments were conducted in the child’s primary language, as indicated in the child’s record.  No = Evaluations and assessments were conducted in a language other than the child’s primary language, as indicated in the child’s record.  🞆 Yes  🞆 No | Convene the evaluation and IFSP teams and discuss the impact that conducting the evaluation in a language other than the child’s primary language may have had in the results of the evaluation. Document the discussion. If the team feels that there may have been a substantial impact on the results, reevaluate the child in his or her native language. Provide documentation of discussion and reevaluation, if appropriate, to OSSE. |
| 15 Evaluation Includes Child History | § 303.321(b)(2) | Evaluation/4 | The current evaluation includes a record of the child's history (including interviewing the parent).  Yes = Evaluation contains a summary of the child’s medical and social history.  No = Evaluation does not contain a summary of the child’s medical and social history.  🞆 Yes  🞆 No | Reevaluate child and include a record of the child’s history in this evaluation. |
| 16 Evaluation Process Included the use of a Formal Evaluation Tool | § 303.321(b)(1) | Evaluation/4 | The current evaluation documents the administration of an evaluation instrument.  Yes = The evaluation identifies the use of a specific evaluation instrument.  No = The evaluation does not identify the use of a specific evaluation instrument.  🞆 Yes  🞆 No | Reevaluate child with a specific, identified evaluation instrument. |
| 17 Evaluation Included a Review of Other Information | § 303.321(b)(4) | Evaluation/4 | The current evaluation contains a review of information from other sources such as family members, other care-givers, medical providers, social workers, and educators, if necessary, to understand the full scope of the child's unique strengths and needs.  Yes = Evaluation reviews information from the family and at least one other source (either by interview or report).  No = Evaluation contains information from only one other source.  🞆 Yes  🞆 No | Reevaluate the child and include information from the family and from at least one other source in the evaluation. |
| 18 Evaluation Contains Medical Record Review | § 303.321(b)(5) | Evaluation/4 | The current evaluation contains a review of medical, educational, or other records.  Yes = Evaluation contains a summary of medical or educational records.  No = Evaluation does not contain a summary either medical records or educational records.  🞆 Yes  🞆 No | Reevaluate child and include a record of the child’s medical and or educational history in this evaluation. |
| 19 Prior Written Notice Contains Required Elements | § 303.421(b) | Evaluation/4 | Prior written notice for the evaluation contains all required elements.  Yes = Prior written notice contained:   * The action that is being proposed or refused; * The reasons for taking the action; * A description of mediation in § 303.431, * How to file a State complaint in §§ 303.432 through 303.434 * How to file a due process complaint in the provisions adopted under § 303.430(d).   No = Prior written notice does not contain all listed components.  🞆 Yes  🞆 No | No child level correction possible. |
| 20 Evaluation Prior Written Notice Was Given Timely | § 303.421(a) | Evaluation/4 | Prior written notice was provided to the parent(s) a reasonable time before the lead agency or an EIS provider proposes, or refuses, to initiate or change the identification, evaluation.  Yes = Prior written notice was provided to the family at least one day prior to the meeting.  No = Prior written notice was not provided OR Prior written notice was provided the same day as the meeting.  🞆 Yes  🞆 No | No child level correction possible. |
| 22 IFSP includes Measurable Results or Measurable Outcomes | § 303.344(c) | Individualized Family Service Plan (IFSP)/3 | The current IFSP includes a statement of the measurable results or measurable outcomes expected to be achieved for the child and family.  Yes = The IFSP has at least one measurable goal or outcome statement.  No = The IFSP does not have one or more goal or outcomes statement OR none of the goals or outcome statements is measurable.  🞆 Yes  🞆 No | Amend the IFSP to include measurable results or measurable outcomes. |
| 23 IFSP Goals Include Progress Measures | § 303.344(c)(1) | Individualized Family Service Plan (IFSP)/3 | The current IFSP goal statements contain criteria, procedures, and timelines used to determine the degree to which progress toward achieving the results or outcomes identified in the IFSP is being made.  Yes = The goal statement lists criteria and procedures to determine that progress is being made AND The goal statement has a timeline for attainment.  No = The goal statement does not list criteria or procedures to determine that progress is being made OR The goal statement does not have a timeline for attainment.  🞆 Yes  🞆 No | Amend the IFSP to revise the outcomes page to include criteria and procedures for goals to be met; include a timeline for attaining these goals in the IFSP. |
| 24 Services Page of IFSP is Complete | § 303.344(d)(i) | Individualized Family Service Plan (IFSP)/3 | The current IFSP indicates the location, length, duration, frequency, intensity, method of delivery and payment source for the early intervention services.  Yes = The services summary page of the IFSP contains:   * Location of services (home, community, length of service (length of time the service is provided during each session of service), * Duration of service (projected start and end dates for services), * Frequency and intensity of services (number of days or number of sessions per specified time period), * Method (how service is provided to the child—in a group, individually or as consultation between providers) AND * Payment source (Medicaid, private insurance or parent fees).   No = One or more of the required elements is missing.  🞆 Yes  🞆 No | Amend the IFSP so that the services section includes location, length, duration, frequency, intensity, method of delivery and payment source. |
| 25 IFSP includes Statement of Natural Environment for Service Delivery | § 303.344(d)(1)(ii)(A) | Individualized Family Service Plan (IFSP)/2 | The current IFSP contains a statement that each early intervention service is provided in the natural environment for that child or service to the maximum extent appropriate, or a justification as to why an early intervention service will not be provided in the natural environment.  Yes = Services on the IFSP are conducted in the child’s natural environment OR a statement as to why an early interventions service is not provided in the natural environment is listed on the IFSP.  No = Services on the IFSP are not conducted in the child’s natural environment.  🞆 Yes  🞆 No | Amend the IFSP to indicate the reason that services are not provided in the natural environment. |
| 26 Prior Written Notice Was Provided in the Parent’s Native Language | § 303.421(c)(1)(ii) | Individualized Family Service Plan (IFSP)/7 | Prior written notice was provided to the parent in the parent’s native language.  Yes = There is written evidence that shows that the notice was provided in the native language of the parent or other mode of communication used by the parent OR documentation exists that shows that the notice was translated orally or by other means to the parent in the parent's native language or other mode of communication.  No = There is no written evidence that shows that the notice was provided in the native language of the parent or other mode of communication used by the parent AND there is no written evidence that shows that the notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication.  🞆 Yes  🞆 No | No child level correction possible. |
| 27 IFSP Prior Written Notice Was Given Timely | § 303.421(a) | Individualized Family Service Plan (IFSP)/7 | Prior written notice was provided to the parent(s) a reasonable time before the IFSP meeting is held.  Yes = Prior written notice was provided to the family at least one day prior to the meeting.  No = Prior written notice was not provided OR Prior written notice was provided the same day as the meeting.  🞆 Yes  🞆 No | No child level correction possible. |
| 28 IFSP Meeting Included all Required Participants | § 303.343(a), (b) | Individualized Family Service Plan (IFSP)/7 | The current IFSP Team meeting included all required participants.  Yes =   * The IFSP Team meeting included the parent or parents of the child; * Other family members, as requested by the parent, *if feasible to do so;* * An advocate or person outside of the family, *if the parent requests that the person participate;* * The service coordinator designated by the public agency to be responsible for implementing the IFSP; * A person or persons directly involved in conducting the evaluation AND * As appropriate, persons who will be providing early intervention services under this part to the child or family.   No = One or more of the required participants did not attend the IFSP meeting.  🞆 Yes  🞆 No | Reconvene the IFSP meeting and ensure participation by all required participants. |
| 29 Transition Plan Included Parent Training and Discussion of Future Placements | § 303.344(h)(2)(ii) | Individualized Family Service Plan (IFSP)/8 | The IFSP steps section includes discussions with, and training of, parents regarding future placements and other matters related to the child's transition.  Yes = For all children who are 2 years 3 months old or over, the child’s IFSP includes a transition plan that lists steps and services that identify discussions with and training of parents regarding the child’s potential future placements.  No = The child is 2 years 3 months or older and the IFSP does not contain a transition plan that lists steps and services that identify discussions with and training of parents regarding the child’s potential future placements.  🞆 Yes  🞆 No | As part of an IFSP amendment, develop a transition plan that lists steps and services that identify discussions with and training of parents regarding the child’s potential future placements. |
| 30 Transition Plan Included Procedures to Prepare Child for New Settings | § 303.344(h)(2)(ii) | Individualized Family Service Plan (IFSP)/8 | The IFSP steps section includes procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting.  Yes = For all children who are 2 years 6 months old or over, the child’s IFSP includes a transition plan that lists steps that are designed to help the child adjust to, and function in a new setting.  No = The child is 2 years 6 months or older and the IFSP does not include a transition plan that lists steps that are designed to help the child adjust to, and function in a new setting.  🞆 Yes  🞆 No | As part of an IFSP amendment, develop a transition plan that lists steps that are designed to help the child adjust to, and function in a new setting. |
| 32 Consent to Provide Services was Obtained | § 303.342(e) | Service Delivery/7 | Written consent was obtained prior to the provision of early intervention services described in the IFSP.  Yes = The parent signed a consent statement on the IFSP that authorizes the provision of early intervention services.  No = The parent did not sign a consent statement on the IFSP that authorizes the provision of early intervention services.  🞆 Yes  🞆 No | Obtain consent to provide early intervention services immediately. |
| 34 IFSP items were complete | §§ 303.701(c) | IFSP/7 | All applicable elements of the IFSP are completed.  Yes = IFSP document has data entered for all applicable sections.  No = One or more critical elements of the IFSP document is blank or is missing information.  🞆 Yes  🞆 No | Amend IFSP so that all items are complete. |