



Infant & Toddler  
Connection of Virginia

1 (800) 234-1448  
TTY/TDD 1(804) 771-5877

Department of Mental Health,  
Mental Retardation and Substance Abuse Services

1220 Bank Street, 9<sup>th</sup> Floor  
P.O. Box 1797  
Richmond, Virginia, 23218-1797  
(804) 786-3710

TO: Local System Managers  
FROM: Mary Ann Discenza, Part C Coordinator  
DATE: 6/30/06  
RE: Annual Local Record Reviews

You received notification from Commissioner Reinhard on February 17, 2006 that an annual local record review would be necessary to collect federally required data for reporting in Virginia's Annual Performance Report due each year in February to OSEP.

As part of Virginia's revised monitoring system, the State Part C Office has reviewed the list of OSEP required data elements and focused monitoring indicators and identified which requirements can be addressed using the existing ITOTS system and which requirements need to be addressed in the annual local record review. As a result, the annual local record review form has been reduced to contain only the elements that are needed for reporting purposes. As part of Virginia's revised Monitoring and Supervision System, which utilizes a focused monitoring approach (limited number of monitoring indicators), the annual local record review will also be used to monitor each local system on the OSEP required State Performance Plan indicators and to report progress to OSEP on the State's Plan of Improvement for evaluation and assessment in all domains with functioning levels documented on the IFSP.

The attached revised record review form and process have been reviewed by your peers and found to be user friendly. The record review form covers the following required data elements and must be completed by ALL local systems **NO LATER THAN** August 31, 2006:

- Evaluation and assessment in all domains with functioning levels documented on the IFSP;
- Timely initiation of entitled services; and
- Transition.

You are not required to review records on ALL children currently open within your system but rather a sampling of those children who were open and discharged between the timelines outlined on the "*Instructions for Selecting Records to Use in the Local Annual Record Review*" using the sampling numbers and criteria on the attached form.

If your local system has already completed record reviews of children open and discharged between the dates outlined in the "*Instructions for Selecting Records to Use in the Local Annual Record Review*" and have the data needed to complete the attached record review form, then you may use those record reviews toward the total number of records that must be reviewed by your local system as long as the following conditions are met:

- The records that were reviewed must have been selected via a random process. This process will need to be approved by the State Part C Office.
- The records reviewed cover the appropriate period of time as outlined in the instructions.
- The records reviewed collect the exact data that is needed to report to OSEP so that the State Part C Office can aggregate the data with all other data from the state.
- Each local system has completed the appropriate number of record reviews for the number of children within the local system.
- It is important to note, that the data required on the annual local record review form is data needed from every local system in order to meet OSEP's reporting requirements. If the local record reviews you have already done did not capture this data, you **MUST** gather this data now in order to meet the requirements for your annual local record review. There can be no exceptions.

As a result of OSEP's visit in April 2005, Virginia was required to develop a data verification process to ensure that data reported to OSEP is reliable and accurate. The State Part C Office staff will review the annual local record review data from all local systems completed in August during the month of September. Between October and December 2006, State Part C Office staff will be making on-site data verification visits to local systems. On-site data verification visits mean that the Monitoring Consultant(s) will verify that the data in the child's record matches the data submitted through ITOTS (618 data) and on your annual local record review forms. (You may refer to the July 5, 2005 letter to Commissioner Reinhard for OSEP's comments from the April 2005 Virginia onsite verification visit and the August 24, 2005 letter to Troy Justesen for Virginia's response as to why Virginia must do this task).

In summary, please submit to your Monitoring Consultant **NO LATER THAN August 31, 2006** the completed Annual Local Record Review Forms for the total number of children required by the attached sampling method.

Thank you for all the work you do on behalf of the children and families in Part C.

Cc: Bonnie Grifa, Monitoring Consultant  
Mary Anne White, Monitoring Consultant  
Karen Durst, Technical Assistance Consultant  
Bev Crouse, Technical Assistance Consultant  
Beth Tolley, Technical Assistance Consultant  
David Mills, Technical Assistance Consultant

Attachments