

Instructions for Selecting Records To Use In the Local Annual Record Review

In order to ensure a consistent process statewide for selection of the appropriate records, the following procedures will be used:

Multidisciplinary Team Evaluation/Assessment and Timely Initiation of Services

1. In order to gather the required data related to evaluation and assessment and timely initiation of services, please follow these procedures:
 - Develop a list of children who have had an initial or annual IFSP developed after November 1, 2005 but no later than June 30, 2006. For instruction on how to determine annual record IFSP dates, please see attachment A.
 - Determine the number of records to be reviewed based on the number of children who had an initial or annual IFSP developed during the timeframe mentioned above, as follows:

• 0	-	10 kids	=	100%
• 11	-	20 kids	=	50%
• 21	-	100 kids	=	25%
• 101	-	200 kids	=	20%
• 201	-	300 kids	=	15%
• 301	-	600 kids	=	10%
• Over		600 kids	=	select 60 records
 - Using the random number list provided at the end of this document, drop a pencil in any square on the table to establish the starting point for selecting the records to be included in the review.
 - Go either horizontally or vertically through the table, beginning with the square where you dropped your pencil, selecting valid numbers for your sample size and eliminating any duplicates.
 - Use information from the child's initial or annual IFSP to complete the attached record review form.

Transition

2. In order to gather data related to transition, records will be reviewed only for those children who have exited or will exit the Part C system between January 1, 2006 and September 30, 2006.

Please note: Children considered to be exiting the Part C system for this review, **are those children** leaving the Part C system to enter the local public school or a new community setting such as daycare, Head start, private therapy, etc. Children **not** included for this review are those children who are deceased, will receive no further service of any kind after leaving early intervention (e.g. at home with family, continuing daycare, etc), are moving out of Virginia, or are moving out of the local system and into another local Part C system in Virginia.

- Develop a list of children who have exited or will exit the Part C system between January 1, 2006 and September 30, 2006 and who meet the criteria in the note above.
- Determine the number of records to be reviewed based on the total number of children who have exited or will exit the Part C system between the dates listed above as follows:

- 0 - 10 kids = 100%
- 11 - 20 kids = 50%
- 21 - 100 kids = 25%
- 101 - 200 kids = 20%
- 201 - 300 kids = 15%
- 301 - 600 kids = 10%
- Over 600 kids = select 60 records

- Obtain a list of all records that meet the transition criteria (order is not important).
- Using the random number list provided at the end of this document, drop a pencil in any square on the table to establish the starting point for selecting the records to be included in the review.
- Go either horizontally or vertically through the table, beginning with the square where you dropped your pencil, selecting valid numbers for your sample size and eliminating any duplicates.

Random #s (Drop a pencil for starting point proceed either horizontally or vertically)

754	637	768	138	335	629	64	347	419	588	595	666	81	68	588	244	105
702	593	129	24	442	571	546	659	455	179	492	753	516	507	182	599	799
491	800	765	603	319	96	107	709	421	418	584	129	144	423	91	763	669
262	773	6	607	378	757	744	466	243	292	310	205	155	528	487	733	284
214	569	3	75	322	298	190	489	588	449	442	537	185	652	146	516	48
39	656	5	478	231	469	213	658	81	284	712	444	714	67	206	476	282
502	657	116	779	678	161	313	773	591	372	363	761	276	393	703	659	324
166	615	553	70	537	526	168	234	441	144	736	1	779	325	383	729	685
120	799	32	649	450	797	216	237	324	783	791	215	441	336	625	357	323
787	579	333	562	473	303	257	231	82	241	82	504	670	134	611	336	736
715	19	579	747	128	203	641	669	313	564	739	507	627	636	97	589	29
461	379	597	782	710	255	671	59	410	578	224	180	303	340	327	23	27
615	645	311	402	718	135	446	149	546	691	382	5	464	246	294	782	329
671	281	28	159	263	686	131	321	590	581	46	622	13	376	432	351	415
100	205	154	525	527	472	697	575	472	13	667	685	770	622	486	737	482
362	310	86	422	147	434	741	658	761	417	356	169	798	484	794	530	667
207	638	53	229	587	391	764	82	61	121	503	403	472	434	93	80	339
606	616	397	28	82	62	154	123	554	347	531	686	594	425	347	62	250
178	90	136	63	33	125	742	50	349	636	319	121	631	307	296	45	775
452	483	204	699	197	293	453	420	697	164	757	263	747	418	538	763	657
757	472	789	755	623	497	562	770	226	432	148	62	572	524	122	531	404
584	651	683	700	319	586	482	657	50	711	149	325	752	447	440	265	210
184	71	28	207	129	630	664	181	704	709	752	548	24	494	461	266	779
162	732	789	338	719	502	181	344	195	653	424	318	564	171	2	552	88
699	556	102	766	572	526	785	287	787	444	307	19	106	595	375	770	60
256	460	405	680	241	405	134	643	399	188	102	502	155	760	100	25	589
303	175	523	655	437	534	789	543	132	634	400	219	111	767	686	789	258
281	651	129	717	501	322	477	83	795	37	548	779	783	406	612	269	779
675	122	21	247	400	736	657	541	135	741	67	598	88	434	132	736	349
91	598	666	231	195	201	703	194	198	665	718	325	536	667	227	800	312
256	578	12	670	464	132	86	777	680	230	531	157	397	666	535	697	276
766	20	89	617	81	257	664	244	162	556	491	701	114	764	235	265	560
249	689	200	543	797	140	111	596	148	358	676	255	684	440	751	373	575
22	65	445	791	740	492	476	542	524	171	555	404	627	233	109	256	45
442	774	3	749	317	638	68	150	389	86	258	719	157	2	639	87	85
558	213	576	222	497	531	290	144	620	638	614	715	120	572	531	33	710
794	565	180	417	257	308	785	103	407	251	409	536	10	268	450	351	485
272	22	220	747	122	398	590	407	424	463	558	337	98	253	57	108	510
571	338	291	756	321	459	375	649	606	460	541	509	610	582	354	599	63
94	320	707	423	581	697	382	338	716	224	12	743	208	267	165	558	568
55	521	745	445	237	624	129	690	685	580	17	327	495	185	47	439	769
357	272	440	200	402	137	422	737	135	394	234	763	468	191	729	145	556
480	434	230	393	8	219	538	359	126	347	690	583	790	270	404	68	520
774	436	316	550	785	256	50	94	165	100	363	440	431	629	598	369	171