

**Infant & Toddler Connection of _____
Part C Child Record Review**

ITOTS Code: _____ Date of Review: _____ Child's DOB: _____ Date of IFSP: _____

Name of Reviewer: _____

Purpose of Review: _____ Annual Local Record Review _____ State Monitoring _____ Local QA

This IFSP is: _____ Initial _____ Annual

Multidisciplinary Team Evaluation/Assessment
Comprehensive evaluation in each of the developmental areas (34 CFR 303.322(c)(3)(ii)) and the IFSP reflects the child's present level of functioning in each of these areas (34 CFR 303.344(a)).

Developmental Domains	Was the Developmental Domain evaluated/assessed?	Current levels of functioning present somewhere on IFSP?	Guidance for Local Systems to Assist in Responding to Questions
Cognitive	Y N	Y N	<ul style="list-style-type: none"> ○ Review the <u>most recent (initial or annual)</u> IFSP for this child; NOT IFSP reviews) ○ For each developmental domain, review the child's IFSP <ul style="list-style-type: none"> ○ Circle (yes/no) whether or not each developmental domain was assessed/evaluated ○ For each developmental domain that was evaluated/assessed, were present levels of functioning documented somewhere on the IFSP? <ul style="list-style-type: none"> ○ For the initial IFSP, developmental age levels must be present ○ For annual IFSP, developmental age levels or a statement of present levels of developmental functioning must be present somewhere on the IFSP. ○ Circle (yes/no) to indicate whether developmental levels were documented. ○ <u>Vision and Hearing Status:</u> a developmental age level is not required but a statement about the child's current vision and/or hearing abilities must be included. This could be from Section 5 – Findings from the <u>Policy Clarification And Technical Assistance On The Implementation Of Requirements For Vision And Hearing Components Of The Part C Evaluation And Assessment (October 2003 revised)</u> and/or include a statement of behaviors.
Gross Motor	Y N	Y N	
Fine Motor	Y N	Y N	
Communication	Y N	Y N	
Social/Emotional	Y N	Y N	
Adaptive	Y N	Y N	
Vision	Virginia's Vision Screening Tool used? align="center">Y N	Vision status provided? align="center">Y N	
Hearing	Virginia's Hearing Screening Tool used? align="center">Y N	Hearing status provided? align="center">Y N	

Timely Initiation of Services

Infants and toddlers with IFSPs receive the early intervention services on their IFSPs in a timely manner.

(20 U.S.C. 1416(a)(3)(A) and 1442)

(Virginia has defined timely as 21-calendar days from the date the IFSP was signed by the family.)

Entitled Early Intervention Service(s)	Did Services Start Within 21 Calendar Days From The Date The IFSP Was Signed?	What Justification Was Documented For Why Services Began Beyond 21-Calendar Days? Check only one response	Guidance for Local Systems to Assist in Responding to Questions
<p>Service Coordination</p> <p>Refers to: permanent Service Coordinator who is assigned at the IFSP meeting and whose name appears on Page 1 of the IFSP.</p>	<p>Y N</p>	<p><input type="checkbox"/> Child/Family ill</p> <p><input type="checkbox"/> Family Scheduling Preference</p> <p><input type="checkbox"/> Provider Unavailability</p> <p><input type="checkbox"/> Temporarily Lost Contact</p> <p><input type="checkbox"/> Foster/Surrogate Parent issues</p> <p><input type="checkbox"/> Team planned a later start date to meet child/family needs</p> <p><input type="checkbox"/> No Reason Documented</p>	<ul style="list-style-type: none"> ○ The IFSP is not valid until the family signs the document. No services can begin until their signature is obtained. ○ List on this form, all entitled early intervention services including Service Coordination, that are on the <u>most recent IFSP</u> (initial, or annual), <ul style="list-style-type: none"> ○ The date of parental signature on the IFSP is day 1 of the 21-calendar days (e.g. IFSP signed June 1, 2006. Entitled service must start no later than June 21, 2006.) ○ Service Coordination activities could occur on the date of parental signature ○ All other entitled services would not occur on the date of the parental signature unless the service provider has scheduled an appointment for another time during the day that is separate from the evaluation and/or IFSP meeting. ○ The actual start date for each entitled service must be on or after the date the IFSP is signed. ○ For an annual IFSP, the start date for a service that is continuing from a previous IFSP is considered the date the service is first delivered after parent signed the annual IFSP (see previous bullet) <p>Justification For Why Services Began Beyond 21-Calendar Days <u>Family Scheduling Preference</u></p> <p>This category includes, but is not limited to, the following circumstances:</p> <ul style="list-style-type: none"> ○ Family vacation ○ Family prefers to schedule the first visit later than 21 days after signing the IFSP ○ Parents chose not to sign the ATP form yet <ul style="list-style-type: none"> ○ There must be documentation that attempts were made to get the family to sign the ATP form and the reason why the family did not sign the form. <i>Lack of a signed ATP form is NOT a family scheduling</i>

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	Y N	<input type="checkbox"/> Child/Family ill <input type="checkbox"/> Family Scheduling Preference <input type="checkbox"/> Provider Unavailability <input type="checkbox"/> Temporarily Lost Contact <input type="checkbox"/> Foster/Surrogate Parent issues <input type="checkbox"/> Team planned a later start date to meet child/family needs <input type="checkbox"/> No Reason Documented	<p><i>preference if the local system "forgot" to get the form signed at the annual IFSP, waited until just before the evaluation and/or development of the IFSP to approach family about completion of the ATP, etc.</i></p> <ul style="list-style-type: none"> o No Show for services o Parents chose not to start services until insurance Issues were worked out <ul style="list-style-type: none"> o There must be documentation that contact has been ongoing with the insurance company and that the local early intervention system has been working with the company to determine if there will be coverage for early intervention services or not <u>AND</u> that the parent chose not to begin services until insurance issues were resolved (otherwise, Part C funds must be used to avoid a delay in the start of services). <p><u>Provider Unavailability</u></p> <ul style="list-style-type: none"> o This category includes, but is not limited to, the following circumstances: <ul style="list-style-type: none"> o Provider vacation with no back-up available to provide the service o No service provider available to provide the entitled service o Delay in insurance authorization <ul style="list-style-type: none"> o Unless the family chooses to wait for insurance authorization to begin a service, then delaying the start of services due to insurance delays is a system reason. Part C funds must be used to avoid a delay in the start of services. o No prescription for therapy services <ul style="list-style-type: none"> o There must be documentation that the prescription for therapy services was sent to the physician within a reasonable time (2-4 calendar days) following the determination that a prescription for services was needed AND that there has been consistent follow-up to obtain the prescription <p><u>Team planned a later start date to meet child/family needs</u></p> <ul style="list-style-type: none"> o To include: <ul style="list-style-type: none"> o At an annual IFSP evaluation, when a service is continued from the previous IFSP at the same frequency and intensity.
	Y N	<input type="checkbox"/> Child/Family ill <input type="checkbox"/> Family Scheduling Preference <input type="checkbox"/> Provider Unavailability <input type="checkbox"/> Temporarily Lost Contact <input type="checkbox"/> Foster/Surrogate Parent issues <input type="checkbox"/> Team planned a later start date to meet child/family needs <input type="checkbox"/> No Reason Documented	
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Transition

Child exiting Part C receives timely transition planning to support the child's transition to preschool and other appropriate community services by their third birthday

Questions	Response	Guidance for Local Systems to Assist in Responding to Questions
Is the child potentially eligible for Part B?	Y N If no , skip to question #1 in <u>Section C: IFSP's Identifying Transition Steps</u>	<ul style="list-style-type: none"> o A child may be potentially eligible for Part B, but their family may choose not to pursue transition to Part B. o Judgment of whether a child is potentially eligible takes into consideration the child's developmental status and eligibility criteria for the local school division.
A. Notification to the LEA, if child potentially eligible for Part B (34 CFR 303.148(b)(1))		
1. Did the child's family allow the child's name, address, phone number and birth date to be transmitted to the local school division? (Activity #3 on Page 7 of the IFSP)	Y N	<ul style="list-style-type: none"> o A Yes response would be determined if the family DID NOT initial the box listed on Activity #3 on Page 7 of the IFSP. o A No response would be determined if the family initialed the box listed on Activity #3 on Page 7 on the IFSP.
2. If yes, was this information sent to the local school division?	Y N	
B. Transition Conference, if child potentially eligible for Part B (34 CFR 303.148(b)(2)(i))		
1. Did the parents give their consent for the 90-day transition planning conference with Part B to occur?	Y N	A signed <i>Parental Prior Notice</i> from must be present in each child's record with the statement "The required transition planning conference is necessary" checked on the top portion of the form.
2. Was the 90-day transition planning conference held at least 90 days, but no more than 9 months prior to the child's eligibility under Part B or the first day of the school year, whichever comes first?	Y N	<ul style="list-style-type: none"> o With the family's approval, an individual transition planning conference between the family and the LEA is held at least 90 days before the child's third birthday or, the date on which the child is eligible for ECSE under Part B of IDEA (Figure 1, item 7). Each local educational agency will participate in transition planning conferences arranged by the designated local Part C service coordinator (<i>Regulations Governing Special Education Programs for Children with Disabilities in Virginia</i>). At the discretion of all persons involved (including parents and representatives from Parts C and B services), this conference may be held up to nine months before the child's third birthday. The purpose of this meeting is to discuss appropriate services the child may

Questions	Response	Guidance for Local Systems to Assist in Responding to Questions
		<p>receive, to review the child's options for services from the date of eligibility for Part B services through the remainder of the year, and to establish and implement a transition plan (<i>Policies and Procedures for the Implementation of Part C of IDEA, 2000</i>). The discussion of appropriate services is intended to be general discussion of potential services that might be appropriate if the child is found eligible for Part B. Identification of specific services is a function of each child's IEP team and will take place later at the IEP meeting if the child is found eligible for Part B services. (<u>Early Childhood Transition From Part C Early Intervention To Part B Special Education and Other Services For Young Children With Disabilities, Page 24-25</u>)</p> <ul style="list-style-type: none"> ○ Child's eligibility means under Part B either (a) the start of the school year in which the child turns two by September 30th or (b) the child's 3rd birthday depending when the parent(s) choose to transition
3. If not, why not?	<p> <input type="checkbox"/> Late referral to Part C <input type="checkbox"/> Family scheduling preference <input type="checkbox"/> LEA scheduling difficulties <input type="checkbox"/> Service coordinator/Part C representative scheduling difficulties <input type="checkbox"/> Child/family illness <input type="checkbox"/> Other (Please list) _____ </p>	<ul style="list-style-type: none"> ▪ Family scheduling preference includes those families who choose to postpone or delay the transition process to Part B
4. Who was present at the 90-day transition planning conference?	<p> Parent: Y N Part C Representative: Y N Part B Representative: Y N Other: (Please list) _____ </p>	<ul style="list-style-type: none"> ○ Circle the appropriate response for each representative (yes/no) based on information that is reflected in the child's record/documentation.
C. IFSP's with transition steps and services (34 CFR 303.148(b)(4) and 303.344(h))		
1. Does the child's IFSP include planned transition steps and services	<p style="text-align: center;">Y N</p>	<p>For a "yes" response, there must be evidence of some or all transition steps (beyond steps 1 and 2) on page 7 of the IFSP that have been or are being completed.</p>