



Questions and Answers Annual Local Record Review Teleconference July 10, 2007

QUESTIONS DURING THE TELECONFERENCE

Question #1:

For an annual IFSP, where the service will continue at the same frequency and intensity as in the previous IFSP, for example, once per month, which is not 21 days from the parent's signature on the annual IFSP, how do we record this on the annual record review?

Answer:

You would answer that the service did not begin within 21 days of the parent's signature on the IFSP and the reason that would be checked is that the IFSP team determined a later start date.

Question #2:

When there is a change in frequency and intensity on an IFSP where it either increases or decreases, how does this impact the 21-day timeline?

Answer:

It only impacts the 21-day timeline if it is a new service.

Question #3:

Where there are several IFSP reviews for a child where a service changes in some way, what do we include for the annual record review for timely?

Answer:

You only look at services that were listed on the initial or annual IFSP at the time of the initial or annual IFSP to see if they began within 21 days of the parent's signature on the IFSP. You do not include in the annual record review services added during IFSP reviews in between the initial and annual IFSP.

Question #4:

Review again what makes up the potential pool of children for transition.

Answer:

Children on the "Open Cases with an IFSP" ITOTS report combined with the "Transition" ITOTS report.

Question #5:

Did any local systems try out the annual record review process before it went to all of the local systems?

Answer:

Yes, it went to two Local System Managers: Carol Burke and Carol Granger.

QUESTIONS AFTER THE TELECONFERENCE

Question #6:

If a child has an annual IFSP and two weeks later, they move and therefore there has not been 21 days yet from the parent's signature on the annual IFSP for services to begin, how do we complete the annual local record review for this child?

Answer:

You would not include this child's record as a record to review for the annual local record review.

Question #7

I tried this morning to pull up my list and when I pulled up the Excel spreadsheet, many of the children had "#####" for their birth date or IFSP date. If I pulled up the report in the other format, the correct dates are displayed. What do I need to do to see the entire date of birth?

Answer:

Most likely, the problem is that your column width is too narrow. If you go to the top of the column and double click on the line to the right of the letter of the column that is giving you the problem it will expand to fit your widest entry. Another solution is to set your cursor over that line till you have a vertical lint with arrows pointing away on a perpendicular line from the vertical you can drag it to the right width.

Question #8

I am still a little confused with the children who are age eligible for transition, but are VERY young. I have 2 children that ended up in the pool who will be 2 years old this summer and they just came into services in June! I know that very little will be done yet on transition as they are just getting acclimated to our services. Also, since I know both families (I did both evals), both were interested in staying in Part C until next school year. How will that be reflected? I don't think it's right to make them sign step three of the transition page at this point in time.

Answer:

Since those children turned two prior to September 30 of this year, they are age eligible to be considered for transition out of Part C. Step 3 on the transition page is not about a referral to Part B. It is a child find effort. Part B is responsible for child find for children ages 0-21. The submission of the demographic information in Step 3 is just informing the Part B system that there

is a child who is age eligible to be considered for Part B services. The parents of these two children could indicate that it is acceptable to send the schools the demographic information but do not want to transition their children at this time.