

**Local System Record Review 2007
Covering 7/1/06 – 6/30/07
To Be Reported In the Annual Performance Report in February 2008**

Due to the Part C Office No Later Than August 31, 2007

**Information Needed For Completing
The Criteria Selection and Record Review Form For Transition**

General Information:

- You will need to have two (2) ITOTS reports available to complete this task:
 1. “Children Transition” Report (will include all transition destinations, including those children with a transition destination of “other”);
 2. “Open Cases For Children with an IFSP” Report; and some local systems will need
- The “Record Review Form” consists of Section A. Record Selection Criteria Form and Section B. Record Review Form. **Both** of these forms **MUST** be submitted to the Part C office by the designated due date.

Identification of Children For The Transition Record Reviews

1. Records will be reviewed only for those children who have exited or will exit the Part C system between April 1, 2007 and September 30, 2007.

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.

2. Develop a list of children who have exited or will exit the Part C system between April 1, 2007 and September 30, 2007 and who meet the criteria in the note above.
3. See Appendix C for information about how to gather information from the two (2) ITOTS reports
4. The children identified in the two (2) ITOTS Reports represent the “pool” of children from which records will be selected.
5. Number the children in the “pool” sequentially (e.g. 1, 2, 3, etc.).
6. Determine the number of records your local system must review based on the number of children identified in Step #4 in your “pool” of children from which records will be selected.

If you have this number of children in your “pool” of children from which records will be selected	Then you must review this number of records
0 - 20	10
21 - 100	15
101 - 300	20

Section A. Record Selection Criteria Form

1. From your “pool” of children, you are required to select the records to be reviewed based on criteria that are representative of your local population.

Purpose Of The Criteria Selection Form

OSEP allows States to use sampling on selected monitoring indicators in the State Performance Plan/Annual Performance Report. When a state uses sampling, they are required to provide a description of the sampling methodology outlining how the design will yield valid and reliable estimates to OSEP. OSEP has indicated that when a State samples from early intervention systems, the sample must be representative of each of the early intervention systems, considering such variables as eligibility definition (diagnosed condition or developmental delay), age, race, and gender. (This information is taken from Part C State Performance Plan (SPP) and Annual Performance Report (APR) Instruction Sheet 5-4-07)

2. For local systems that must review **10** records, the following selection criteria must be met:

# Of Records	Criteria
2	Children of each Gender
1	Child of each race/ethnicity represented in your “pool” of children

For local systems that must review **15** records, the following selection criteria must be met:

# Of Records	Criteria
3	Children of each Gender
2	Children of each race/ethnicity represented in your “pool” of children

For local systems that must review **20** records, the following selection criteria must be met:

# Of Records	Criteria
4	Children of each Gender
2	Children of each race/ethnicity represented in your “pool” of children

3. Go to www.random.org to generate a random number list for use in selecting records for review (refer to Appendix B for directions on how to use this website).
4. Select records to be reviewed and record necessary information in Section A. Record Review Selection Criteria form, as follows:
 - Select half the total number of records to be reviewed using the random number list (e.g., if you need to review 10 records, select 5 using the random number list).
 - Enter the ITOTS numbers of these children in all the appropriate spaces of Section A. Record Selection Criteria Form. For example, if the first record you select based on the random number chart is that of a white female, then you would put that child's ITOTS number on the row under the White, Female columns; the number would be listed twice on the Record Selection Criteria Form.
 - Please note that the "Open Cases for Children with an IFSP" report provides each child's ethnicity and gender.
 - After entering the information for the records selected randomly (half your total number to be reviewed), review the "Record Selection Criteria Form" and the criteria listed in #2 above and determine whether or not you have met all criteria.
 - If you have met all criteria, then use the random numbers chart generated in #3 above to select the remaining half of your total records to be reviewed and enter the ITOTS numbers in Section A as described above.
 - If you have not met all criteria, then you will hand select records from your pool in order to meet any remaining criteria. You will use your list, the "Children Transition" report and other ITOTS information, as needed, to select the records needed to meet remaining criteria. After hand selecting the number of records necessary to meet the remaining criteria listed in #2, go back to the random numbers list to randomly select the number of records still needed to reach the total number you are required to review (e.g., if you are required to review 20 records, you randomly selected 10, then needed to hand select 4 to meet the remaining criteria, and you will now randomly select the last 6 records). Enter the children's ITOTS numbers in Section A as described above.

C. Completing the Record Review Form

1. The Record Review Form allows for inputting information for 10 records. If your local system is required to review more than 10 records, make copies of these pages as needed.
2. Insert the child's ITOTS number, Date of Birth and Date of IFSP on the lines next to the requested information.
3. Responses to the questions asked related to Transition are either 1= Yes or 2=No.

Things To Remember Related to Transition

Potentially eligible for Part B

- A child may be potentially eligible for Part B even if their family chooses not to pursue transition to Part B.
- "May potentially be eligible" is defined as sending the names, address, telephone number and birth date for all children being served by Part C to the school division when they reach the age of eligibility for preschool services. However, if the parent indicates in writing (there is a place to do so on page 7 of the IFSP) that they do not want the information transmitted, then it may not be sent. In addition, there is no requirement to send the names and contact information for those children who transition out of Part C prior to age three and no longer meet the Part C eligibility criteria.

Information related to the 90-day transition planning conference:

- 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. Child's eligibility under Part B means 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.
- Each local educational agency will participate in transition planning conferences arranged by the designated local Part C service coordinator (*Regulations Governing Special Education Programs for Children with Disabilities in Virginia*).
- 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.
- Parent approval for the transition conference may be evidenced by a signed Parental Prior Notice form, parent attendance at the conference, or other documentation of consent.

Reason why the transition conference was not held within required timeframes:

- "Family scheduling preference" includes those families who choose to postpone or delay the transition process to Part B.
- "No reason documented" - Prior to selecting this justification, reviewers are expected to make every effort to drill down and determine the reason, even if that reason has not been documented in the child's record.
 - If the reason can be determined through drill down, a contact note should be written documenting the current date, the reason the conference was not held within required timeframes, and how that reason was determined. The justification on the record review form would reflect the justification determined through drill down.
 - If, after drill down, there is insufficient information to document the reason for delay, then the efforts made should be documented in a contact note and placed in the child's record indicating the date of the review and that there is no documentation related to why the transition planning conference was not held within required timeframes. In this situation, the justification on the record review form would be "no reason documented."

Local Annual Record Review 2007
Infant & Toddler Connection of _____
State Performance Indicator #8: Transition
Section A. Record Selection Criteria Form

Date of Review: _____:

Name of Reviewer: _____

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

Race/Ethnicity					Sex	
American Indian or Alaskan Native	Asian or Pacific Islander	Black	White	Other	Male	Female

Infant & Toddler Connection of _____
Section B. Record Review Form

	Transition										
	1	2	3	4	5	6	7	8	9	10	Total
Number Of Records											
ITOTS Number											
Child's DOB											
Date of IFSP											
Response Code: 1= Yes; 0=No											
Is this child potential eligible for Part B services?											
If no, <u>only</u> complete Section A. IFSP's with transition steps and services.											
A. IFSP's with transition steps and services (34 CFR 303.148(b)(4) and 303.344(h))											
Does the IFSP include planned steps and services? <ul style="list-style-type: none"> ▪ For a "yes" response, there must be evidence that some or all transition steps (beyond steps 1 and 2) on page 7 of the IFSP have been or are being completed. 											
B. Notification to the LEA, if child potentially eligible for Part B (34 CFR 303.148(b)(1))											
1. Did the parent give permission to send the demographic information to the local education agency? <ul style="list-style-type: none"> ▪ A Yes response would be determined if the family DID NOT initial the box listed on Activity #3 on Page 7 of the IFSP. ▪ Mark No only if the parent has initialed the box listed on Activity #3 on Page 7 on the IFSP. 											
2. If yes, was it sent?											

	Transition										
Number Of Records	1	2	3	4	5	6	7	8	9	10	Total
ITOTS Number											
Child's DOB											
Date of IFSP											
Response Code: 1= Yes; 0=No											
C. Transition Conference, if child potentially eligible for Part B (34 CFR 303.148(b)(2)(i))											
1. Did the parent give approval for the 90-day transition planning meeting? <ul style="list-style-type: none"> ▪ If "no", do not complete the remaining questions. ▪ If "yes", complete questions #2 and 3. 											
2. Was the 90-day transition-planning meeting held within the appropriate time frame?											
2a. If not, indicate the reason:											
▪ Late Referral to Part C (F)											
▪ Family Scheduling Preference (F)											
▪ Child/Family Illness (F)											
▪ LEA Scheduling Difficulties (S)											
▪ SC/Part C Rep. Scheduling difficulties (S)											
▪ No reason documented (S)											
▪ Other: Please List											