

Questions and Answers
2009 Annual Local Record Review Teleconference
January 7, 2009

TIMELY INITIATION OF SERVICES

Question: Review again what services we are required to review for Timely Initiation of Services.

Answer: You only look at new services for the record review. Those are services listed on the initial IFSP or added as a new service on the annual IFSP. You do not include in the annual record review services added during IFSP reviews in between the initial and annual IFSP or services that carry over from a previous IFSP.

Question: Can we use a Service Coordinator's progress note stating that they talked with the child's service provider and the provider indicated that the service will begin on a specified date?

Answer: No because the service may not have occurred even though it was planned for a specific date with the family. The best documentation would be a copy of the service provider's contact note that states the service started and the date the service started. You may also be able to use the provider's billing information that documents the service start date for that child.

TRANSITION

Question: Regarding the definition of "potentially eligible for Part B", does this also include our judgment of whether the child meets the local education agency's eligibility requirements? For example, a child with a feeding issue does not meet our local school system's eligibility requirements.

Answer: Yes, you do need to take into consideration your local education agency's eligibility requirements in answering the question on the record review related to whether the child is potentially eligible for Part B. Since the eligibility requirements for each local school system vary across the State, we can not make a generic statement regarding this, so it is your judgment call.

Question: Do we need to provide you with documentation of our answer related to the child being potentially eligible for Part B? If yes, what would that be?

Answer: No, you do not need to send us documentation for this question on the Transition record review form.