

New Mexico Family Infant Toddler Program Child Record Review

Provider Agency: _____ Child's Name: _____

Surveyor: _____ Date of Birth: _____

Date of Review: _____

Use Sample 1 Note: When reviewing documents, ensure they are complete, accurate and (as applicable) timely. If not, a finding must be assigned.

Monitoring Element	YES	NO	N/A	Comments:
Referral and Intake				
1. Referral date clearly documented (on intake / referral form)				
2. If county is served by more than one provider, freedom of choice form is signed and in file.				
3. Family received rights / procedural safeguards - FIT Family Handbook given to family & discussed (SC case notes) -Also count as "yes" if family received rights and safeguards in a format other than FIT Family Handbook.				
4. Written parental consent for Evaluation, (Prior Written Notice)				
5. Documentation that "family assessment" (a.k.a. Our Family Life/ERAP) was conducted or that the family declined				
6. Public and Private Insurance Form completed. (If family has private insurance, it private ins form is completed?)				
Evaluation & eligibility determination				
7. Evaluation Report demonstrates that CME was conducted by at least 2 qualified professionals				
8. Evaluation Report includes child's level of functioning in <u>each</u> developmental area			<input type="checkbox"/> - cognitive <input type="checkbox"/> - communication <input type="checkbox"/> - social and emotional	<input type="checkbox"/> - adaptive <input type="checkbox"/> - physical (vision & hearing)
9. Evaluation report includes multiple & appropriate procedures used to determine developmental levels (at least one instrument)			EXAMPLES OF EVALUATION INSTRUMENTS <input type="checkbox"/> HELP <input type="checkbox"/> Bayley <input type="checkbox"/> BDI <input type="checkbox"/> Carolina <input type="checkbox"/> DAYC <input type="checkbox"/> Peabody <input type="checkbox"/> Vineland <input type="checkbox"/> Mullen <input type="checkbox"/> IDA <input type="checkbox"/> E-LAP	
			EXAMPLES OF SCREENING TOOLS <input type="checkbox"/> - Ages & Stages <input type="checkbox"/> -Brigance Screens <input type="checkbox"/> - Denver Developmental Screen	
10. Child's correct eligibility is documented (on the evaluation report / IFSP)				
11. If child's eligibility is environmental risk, evaluation report includes information from ERA tool and completed tool is in file.				

12. Interim IFSP only used if services need to begin prior to the initial IFSP				
Initial IFSP	Yes	No	N/A	Comments:
13. Reason documented if the initial IFSP meeting is not held within 45 days of the referral				
14. Prior Written Notice of the IFSP Meeting (Prior Written Notice form)				
15. IFSP meeting included at least parent(s), SC, and EI provider				
16. The IFSP outcomes are reflective of the concerns, priorities and resources of the family & the child's present levels of functioning				
17. Services relate to the outcomes for the child and family				
18. Frequency and intensity are listed at the lowest denominator (e.g. 1 x week rather than 12 x quarter)				
19. A strategy is listed under one of the outcomes if consultation is listed on the services page				
20. Justification provided if service will not be provided in natural environment (home / community setting)				
21. Initial Early Childhood Outcomes (ECO) summary form is completed				
Ongoing services	Yes	No	N/A	Comments:
22. Reason documented if all services are not provided within 30 days (<i>except consultations, E&A, service coordination, respite, or non-FIT services that may be listed on the IFSP, such as child care, Early Head Start, etc., or services that are delivered at a lesser frequency than once a month (e.g., once a quarter, twice a year, etc.)</i>)				
23. Written Prior Notice is given if the services / location / frequency of service(s) are changed				
24. Six month review held within correct timeframe				
25. Six month review included at least parent(s) and Service Coordinator				
26. (For children eligible under Biological/medical Risk or Environmental Risk) services are limited to 24 hours of early intervention (direct service or consultation) per year (from one IFSP to next annual IFSP) <i>Participation in IFSP meetings or transition conferences is not included in 24 hours</i>				
Annual IFSP (If applicable)	Yes	No	N/A	Comments:
27. Written Prior Notice of the Annual IFSP meeting is provided				
28. Annual IFSP meeting held within correct timeframe				

29. Annual IFSP meeting included at least parent(s), SC, and EI provider				
30. <u>Annual</u> Early Childhood Outcomes (ECO) summary form is completed				
Transition Planning (if child is age 2):				
Date Child Turns Three:				
Date transition plan required:		by 24 months of age or at least 6 months prior to school year in which the child turns three, whichever comes first		
Date transition conference required:		at least 90 days prior to child's 3 rd birthday (or 90 days prior to school year if parents choose for child to transition at beginning of school year).		
Notes: A transition plan and conference are required for all children. Families cannot "choose" to not have a transition plan and/or conference.				
	Yes	No	N/A	Comments:
31. The IFSP includes <u>completed</u> individualized transition plan by 24 months of age or at least 6 months prior to school year in which the child turns three, whichever comes first.				
32. Referral sent to LEA (or other preschool providers) at least 60 days prior to transition conference.				
33. Transition Assessment Summary sent at least 30 days prior to transition conference.				
34. Invitation to LEA sent at least 30 days prior to transition conference.				
35. Transition conference held at least 90 days prior to child's 3 rd birthday (or 90 days prior to school year if parents choose for child to transition at beginning of school year).				
36. (for children eligible under Est. Condition or DD) Consent for Preschool (Part B) Evaluation was signed.				
37. (For children older than age 3) Pre-readiness, including; literacy, language, and numeracy skills are added to the outcomes or strategies in the IFSP.				
38. (For children eligible under Est. Condition or DD) documentation of Part B Evaluation Eligibility is on file by child's 3 rd birthday.				
39. (For children eligible under Biological/Medical Risk or Environmental Risk) all early intervention services terminated at the end of the month in which the child turned three.				