

Site Review Child File Data Sheet (Verified – information in child’s file matches information in database)		
Child’s Name:	DOB:	Service Coordinator:
Agency:	IFSP Reviewed for this Audit: _____ Initial IFSP _____ Annual IFSP Date of IFSP: _____ Verified: <input type="checkbox"/>	Date Audit Completed:

Required Data Elements	Document required data elements below and then mark an <input type="checkbox"/> in the if the data in the database matches data in child’s file.	
Ethnicity: Verified: <input type="checkbox"/>	AzEIP Referral Date: Verified: <input type="checkbox"/>	AzEIP Eligibility Date: Eligibility Reason: Verified: <input type="checkbox"/>
County: Verified: <input type="checkbox"/>	Initial IFSP Date: Verified: <input type="checkbox"/>	45 day delay reason, If applicable: Verified: <input type="checkbox"/>

Indicator 1 - Children and families receive all services on their IFSP in a timely manner (within 45 days of consent to initiate services on the IFSP).

Indicator and/or Related Requirement	Yes	No	Guidance
<p>Did all services on the IFSP (including those added through review and amendments) begin within 45 calendar days of the date the parent signed the IFSP? 34 C.F.R. §§303.344 (f)(1)</p> <p>AND/OR</p> <p>Did the IFSP service(s) with a planned start date greater than 45 days from the date the parent signed the IFSP start on or before the planned start date?</p>			<p>Documentation of the actual start date (ASD) must be on the IFSP Supports and Services page. Reviewer should compare the date of the written documentation (therapist notes, SC notes, reports) with the ASD noted on the Supports and Services page of the IFSP. Select a ‘No’ response if:</p> <ul style="list-style-type: none"> • a service did not start within 45 calendar days of the date the parent signed the IFSP; • a service with a planned start date more than 45 days from the date the parent signed the IFSP did not start on or before the PSD; or the dates from the documentation do not match the ASD on the supports and services page of the IFSP.

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If no , was the service delayed due to an exceptional family circumstance?			If no was selected, complete the following section and include the actual start date for each service.
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Check services on IFSP	Planned Start Date	Actual Start Date	Documentation used to verify Actual Start Date (progress notes, eval report, etc.)	Verified (Dates in IFSP match dates in database)
<input type="checkbox"/> OT				<input type="checkbox"/>
<input type="checkbox"/> PT				<input type="checkbox"/>
<input type="checkbox"/> SPT				<input type="checkbox"/>
<input type="checkbox"/> DSI				<input type="checkbox"/>
<input type="checkbox"/> Other				<input type="checkbox"/>

Comments:

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Indicator 2 – Children and families receive all early intervention services in natural environments.			
Indicator and/or Related Requirements	Yes	No	Guidance
1. Are all services on the IFSP provided in home or community based settings? 34 C.F.R. §303.344			Federal law allows for a team to choose a non-Natural Environment (NE) ONLY IF the outcome cannot be met in the NE. Documentation of setting for each service is identified on the Supports and Services page. If Services page includes an “O” in the setting section (excluding service coordination), a justification must be included.
1a. If no, does the IFSP include a justification, including timelines? 34 C.F.R. §303.344(d)(ii) *34 C.F.R. §303.344(d)(1)(ii)(A) and (B)			If a service is not provided in the NE, the justification page of the IFSP must be completed. An appropriate justification meets the following criteria: <ul style="list-style-type: none"> • Is based on the individual needs of the child • Includes a plan to transition the child’s service into a natural setting within a short period of time • Is not based on administrative convenience, fiscal reasons, personnel limitations or parent/therapist preferences

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Indicator 3 Related Requirements	Yes	No	Guidance
c. Are the outcomes reflective of the family’s resources, priorities and concerns? 34 C.F.R. §303.12(a)(2) <small>*34 C.F.R. §303.344(b)</small>			Review the RPC page. Outcomes should be clearly based on the family’s priorities and concerns identified as part of the assessment and documented on the RPC page. Example of a “Yes” response: <i>Kimmie will play with her toys so Grandma can cook breakfast and get the older kids off to school.</i> Example of a “No” response: <i>Angel will participate in reciprocal turn taking during one-to-one facilitation.</i>
d. Are all child outcomes written to support the child’s participation, independence or relationships within a routine or activity the family has identified?			Review the NLO and PLOD pages. Outcomes are focused on the child and/or family’s participation in an activity or routine that the family has identified. Outcomes should not be focused on attaining a specific skill. Example of a “Yes” response: <i>Walker will make some friends at story time in the library.</i> Example of a “No” response: <i>Marcus will stack 4 blocks.</i>
e. Are all the outcomes discipline and jargon free?			Outcomes should not be discipline specific. Outcomes should contain language that everyone on the team understands. Example of a “Yes” response: <i>Kamika will sleep through the night.</i> Example of a “No” response:

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Hearing			Select “No” if all specified developmental areas are not included on the Child’s Present Levels of Development page of the IFSP.
Vision			
Physical			
Social Emotional			
Cognitive			
Communication			
Adaptive			
If all areas of development are checked, then check the “yes” box.			
a. Is the statement of the child’s current status in each required developmental area described functionally, including strengths and needs relevant to challenges and what is working well in everyday routines and activities?			A “Yes” response would be indicated if the child’s developmental status on the Child’s Present Levels of Development page of the IFSP, includes contextualized statements of what the child can do and what is challenging in his/her everyday routines and activities. A “No” response is indicated if: <ul style="list-style-type: none"> • test scores, • a description of isolated, domain-based skills, • a reflection of performance on test, or strengths not relevant to the family’s everyday routines and activities summarize the child’s status.
For initial IFSP only Child Indiciary Entry Process Completed and submitted to DES/AzEIP?	Date Completed:	Date submitted:	Verified: <input type="checkbox"/>

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Indicator 4 – Percent of families participating in Part C who report that early intervention services have helped their family a) know their rights; b) effectively communicate their children’s needs; and c) help their children learn and develop.

Indicator and/or Related Requirements	Yes	No	Guidance
1. Does the IFSP contain a family directed assessment that includes the family’s resources, priorities and concerns? 34 C.F.R. §303.322(d) <small>*34 C.F.R. §303.321(a)(ii)(B)</small>			Interviews with the family must be used to conduct the family assessment, whether done informally or when using more formal protocols. Information from the family-directed assessment should be found on the <i>Family Resource, Priorities, Concerns and Interests</i> page of the IFSP. Participation by the family in this assessment is voluntary.
a. Does the family assessment include the parents’ perceptions of their child’s abilities and needs related to participation in everyday routines and activities			Reviewer should look for information that may have been identified by the family (i) on the <i>Natural Learning Opportunities</i> and (ii) <i>Family Resource, Priorities, Concerns and Interests</i> and (iii) <i>Child’s Present Levels of Development</i> page(s) of the IFSP.
2. Is there documentation of services necessary to meet the needs of the child and family, including frequency, duration and intensity? 34 C.F.R. §303.344(f)(1) <small>*34 C.F.R. §303.344(d)(i)</small>			EACH service must include a specific frequency (<i>example</i> 1 visit per month), intensity (<i>example</i> 1 hour each visit) and duration (planned end date). Frequency must NOT include statements such as “as needed,” or “up to.” Services page must include planned start and end dates.
a. Are the services and supports identified in the IFSP designed to enhance the capacity of the family in meeting the developmental needs of their child? 34 C.F.R. §§303.322 (d)(1); 303.12(a)(1)			Types and intensity of services are based on the documented resources, priorities, interests and concerns of the family, the unique strengths and needs of the child and the functional, participation based outcomes.

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<small>*34 C.F.R. §303.344(d)</small>			
3. Is there documentation that the contents of the IFSP have been fully explained to the parents and that Prior Written Notice was given prior to initiation of or change in services? 34 C.F.R. §§303.342(e) 303.403(b) <small>*34 C.F.R. §§303.342(e); 303.421(a)</small>			Prior Written Notice must be given to the parents before the early intervention team proposes, or refuses, to initiate or change the identification, evaluation or placement of the child, or prior to providing early intervention services. Answer ‘Yes’ if the parent initialed either 1a. or 1b. and 2 (accepted or declined a copy of rights) on the <i>Informed Consent by Parents for Services</i> page of the IFSP. Initials must be present for each initial/annual or reviews.
Indicator and/or Related Requirements	Yes	No	Guidance
4. Is there documentation that the contents of the IFSP have been fully explained to the parents and that the parents provided consent prior to initiation of or change in services? (34 C.F. R. §§303.342(e) 303.403(b) <small>*34 C.F.R. §§303.342(e); 303.420(a)(3)</small>			Consent must be obtained prior to the initiation or change of any service on the IFSP. Answer ‘Yes’ if the parent signed the <i>Informed Consent by Parent(s) for Services</i> page of the IFSP indicating that they have provided consent for services prior to the initiation of services and/or at each time there is a change in service or frequency of a service.
Comments:			

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Notification sent at all?			
c. Is there documentation of a Transition Conference that occurred between 2.6-2.9? 34 C.F.R. §303.148(b)(2)(i) *34C.F.R. §303.209(c)(1) <i>Do not include children with initial IFSPs on or after the child is 2 years and 9 months.</i>	Yes	No	Guidance
			The Transition Conference must occur no later than 90 days prior to the child’s third (3 rd) birthday. If the LEA cannot attend, the Transition Conference must occur. If the conference did not occur between 2.6 and 2.9, please indicate the reason below. A completed copy of the Transition Conference Summary form should be in the file, which includes the date it was held.
Family declined Transition Conference	N/A	<input type="checkbox"/>	Select N/A if the family declined a Transition Conference on the <i>IFSP Transition Conference</i> and Opt Out page.
List School District:	Reason for Delay: Family <input type="checkbox"/> System <input type="checkbox"/>		
8c1. If no , has the Transition Conference been held?			Date of Transition Conference: Child’s Age:
Child Indicator Exit Summary Completed date:			Date Sent to DES/AzEIP:
Exit Date:	Verified: <input type="checkbox"/>	Exit Reason?	Verified: <input type="checkbox"/>

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