

Complete for each child's record. Also use this form to summarize the program's compliance.

	Topic	Yes	No	Comments
	Procedural Safeguards			
He-M 510.14(h)	Parents have a right to know who has <u>access</u> to their child and family information:			
	Child's record contains record of access that includes all required components.			
	Child's record contains log of materials sent.			
	Child's record includes completed Release of Information Forms.			
He-M510.06(f)	Parents have a right to have their rights explained to them:			
	<u>Families are given a copy of the Know Your Rights</u> parent handbook.			
	<u>Parent rights are explained</u> at times when they are asked to make decisions:			
	Intake			
	Each Evaluation			
	Each IFSP			
He-M510.05(d)	Parents have the <u>right to receive prior written notice</u> :			
	provided prior to evaluation			
	provided prior to all IFSP meetings			
	provided prior to IFSP review meetings			
	If prior written notice is not provided, please explain:			
He-M510.06(f)(4)	Parents' <u>consent obtained prior to evaluations</u> used for eligibility determination.			
	Parent <u>consent for initial IFSP</u> to be developed.			

	Topic	Yes	No	Explanation of "no"
He-M510.05((e) - (j))	Evaluation and Assessment			
	Conducted by qualified examiners			
	Two different disciplines			
	HELP or IDA used			
	Informed clinical opinion evident			
	Parent report of child history incorporated			
	Family resources, concerns, and priorities incorporated.			
	Provides recommendations			
	Written in language understandable to family			
	Clearly establishes eligibility			
	Service coordinator designated when eligibility is established			
	Includes names, signatures, and credentials of evaluators			
	Includes <u>description of functioning in all areas of development:</u>			
	cognitive			
	social/emotional			
	adaptive			
	speech/language			
	motor			
	functional vision			
	functional hearing			
	current health status			
	Medical history incorporated.			

	Topic	Yes	No	Explanation of "no"
He-M510.07(a) - (k)	IFSP			
	IFSP completed			
	Based on evaluation			
	Includes family summary-concerns,priorities,resources			
	If no, was family given opportunity to participate in family summary?			
	Includes <u>description of functioning in all areas of development:</u>			
	cognitive			
	social/emotional			
	adaptive			
	speech/language			
	motor			
	functional vision			
	functional hearing			
	current health status			

He-M 510.07(e)(5)	<u>Measurable outcomes including preliteracy and language skills</u> are present and include:			
	criteria			
	timelines			
	strategies			
	<u>Medical and other services and funding source</u> summarized			
	<u>Names of IFSP team and credentials</u>			
	<u>Service coordinator</u>			
	<u>Each support and service is listed</u> and the following information included:			
	<i>A statement that "each early intervention service is provided in the natural environment for that child or service to the maximum extent appropriate"</i>			
	<i>If not provided in a natural environment, a justification as to why an early intervention service will not be provided in the natural environment</i>			
	Name of early intervention service to be provided			
	frequency (how often)			
	intensity (how long session lasts)			
	location (where)			
	duration (how long will this service be provided?)			
	person providing the service and their title			
	method of delivery (how will you provide this service?)			
	ending date of service			

	Topic	Yes	No	Explanation of "no"
He-M510.08(a), (b), (c)	Implementation of IFSP			
	IFSP is developed within <u>45 days</u> of referral			(use Indicator 7 to record details)
	IFSP reviews occur no less than at 6 month intervals			
	<i>IFSP reviews are multidisciplinary</i>			
	Early supports and services are <u>individualized</u>			
	Early supports and services are <u>family-centered</u>			
	Family members are supported to enhance functioning in everyday activities			
	<u>Actual date of 1st service</u> on or before projected beginning date of service			(use Indicator 1 sheet to record details)
	Early supports and services are provided in <u>natural settings</u>			
	If no, describe plan which includes reason and timeline.			
He-M510.06(b)(9), 510.07(i),(k),(l)	Transition (for children still receiving services)			
	<i>Transition Plan is initiated no later than 90 days before the child's third birthday but no sooner than 9 months</i>			
	If not, explain			
	<i>Transition conference is scheduled 90 days or more prior to child's 3rd birthday to determine potential eligibility for Special Education</i>			
	<i>Child found potentially eligible for special education?</i>			
	<i>Date :</i>			
	<i>For children not potentially eligible, steps and services to exit the program including resources, other programs etc</i>			
He-M 510.07 (e)(15)	Transition Plan (Steps to be taken to support the transition of the child) included in the IFSP			
	Notification/ Referral to LEA and SEA			
	<i>Documentation shows that notification/referral was made to the LEA and SEA</i>			
	<i>If no, did parent 'opt out' ?</i>			
	Use of Insurance			
	<i>Insurance information present in record</i>			
	<i>Parents provided notice prior to use of insurance</i>			
	<i>Consent to use private insurance whenever IFSP services are modified.</i>			