

1=consistently exceeds standard 2= consistently meets standard; 3=inconsistently meets standard 4=does not meet expectation/standard.																			
Family Education & Support pg 1																			
Provider Name: EARLY CHILDHOOD INTERVENTION										T	T								
Comprehensive Evaluation - Sample >										PC 1	PC 2	PC 3	PC 4	PC 5	exit 1	exit 2	inelig PC1	inelig PC2	QAOS #
STANDARD																			
RECORD MAINTENANCE (all services)																			
1. Complete CF records (Eligibility, IFSP, contact logs, HV records, assessments) for each child in services?										1	1	1	1	1	1	1			
2. Documented contact with or on behalf of eligible child/family describing the service provided?										1	1	1	1	1	1	1			
ELIGIBILITY																			
1. Screening & eligibility process consistent with Dept policy?										1	1	1	1	1	1	1			
2. Children not served concurrently in FES, PART C & IFES?										1	1	1	1	1	1	1			
3. Confirmed DD diagnosis at age 6?										NA	NA	NA	NA	NA	NA	NA			
SERVICE COORDINATION																			
1. Evidenced coordination of services for eligible children/families?										1	1	1	1	1	1	1			
2. Evidenced coordination w/ other community agencies to meet child/family needs?										1	1	1	1	1	1	1			
IFSP																			
1. IFSP/service agreement written, signed & implemented for each eligible child/family?										1	1	1	1	1	1	1			
2. IFSP's consistently contain:																			
demographics for child & family.										1	1	1	1	1	1	1			
identify the support coordinator?										1	1	1	1	1	1	1			
include child development information?										1	1	1	1	1	1	1			
include service list which gives each service provided?										1	1	1	1	1	1	1			
frequency & intensity of service?										1	1	1	1	1	1	1			
location/natural environment of services (Part C only)?										1	1	1	1	1	1	1			
method of service delivery?										1	1	1	1	1	1	1			
date of service initiation?										1	1	1	1	1	1	1			
duration of service?										1	1	1	1	1	1	1			
funding sources for each service?										1	1	1	1	1	1	1			
3. All items on cost plan directly related to IFSP objective?										NA	NA	NA	NA	NA	NA	NA			
4. Outcomes & objectives modified as child/family needs change?										1	1	1	1	1	1	1			
5. Documentation of written notice of IFSP meetings?										1	1	1	1	1	1	1			
FAMILY CENTERED: (file review or visits)																			
1. Are the families the primary decision makers:																			
to determine family needs & resources?										1	1	1	1	1	1	1			
to determine their role in child evaluation?										1	1	1	1	1	1	1			
in identifying members of the IFSP?										1	1	1	1	1	1	1			
to determine desired outcomes?										1	1	1	1	1	1	1			
in identifying their role in service coordination?										1	1	1	1	1	1	1			
to decide how often/when home visits will occur?										1	1	1	1	1	1	1			
to choose which resources or service options to pursue?										1	1	1	1	1	1	1			
to evaluate the progress of the IFSP?										1	1	1	1	1	1	1			
2. Do families assist in choice of ancillary service providers (respite, OT/PT/SP, etc.)										1	1	1	NA	NA	1	1			
3. Do families assist in hiring/training hab aides & respite providers for their child?										NA	NA	NA	NA	NA	NA	NA			
Comments: at this time ECI does not have any families using respite care. When they do use Respite the provider becomes a "vendor" for the school district.																			

Family Education & Support								pg 2		PC not eligible	
Provider Name: EARLY CHILDHOOD INTERVENTION											
Comprehensive Evaluation - Sample >		PC 1	PC 2	PC 3	PC 4	PC 5	exit 1	exit 2	1	2	QAOS #
FSS >		HC	DN	MH	TS	TS	KK	ES	AT	AT	
STANDARD	FILE NAME >										
RESOURCES & SUPPORTS											
1. Resources/supports identified in IFSP & provided to eligible child/family?		1	1	1	1	1	1	1			
2. Gaps in planned vs actual services or planned vs actual delivery date?		1	1	1	1	1	1	1			
PROCEDURAL SAFEGUARDS											
1. Proof of liability insurance for transportation providers?		NA	NA	NA	NA	NA	NA	NA			
2. Families provided with agency internal complaint and/or appeal procedures?		1	1	1	1	1	1	1			
3. Families informed of specific complaint/appeal process for issues of eligibility, screening and IFSP's???		1	1	1	1	1	1	1			
4. Evidence of confidentiality in the collection, storage, disclosure & destruction of personally identifying information?		1	1	1	1	1	1	1			
5. Do parents have access to child & family records?		1	1	1	1	1	1	1			
6. Families receive all information on services, (including families rights & safeguards) jargon free and in their native language or typical means of communication?		1	1	1	1	1	1	1			
7. Agency policy requires all services are non-discriminatory?		1	1	1	1	1	1	1			
8. Documentation of consent before evaluations are conducted, before services begin, & before information is gathered or released from/to other sources?		1	1	1	1	1	1	1			
9. Families are informed that participation is voluntary?		1	1	1	1	1	1	1			
10. Family Support Specialists carry Primary or Comprehensive certification?		1	1	1	1	1	1	1			
11. When a family is exited or voluntarily leaves services, was DPHHS policy followed?		NA	NA	NA	NA	NA	1	1			
TIMELINES											
1. IFSPs are evaluated, revised or rewritten in compliance with state and federal regs? (6 mo. review for Part C, annually for FES and IFES)		1	1	1	1	1	1	1			
OTHER CONTRACT PROVISIONS											
1. Does the agency submit a waiting list to the Regional Office each month?		NA	NA	NA	NA	NA	NA	NA			
2. ICAPs are completed & submitted for each child on the waiting list, & each child served? (initial ICAP for FES & follow along upon entrance to services)		NA	NA	NA	NA	NA	NA	NA			
3. The agency maintains staff to individual served ratios according to Appendix I?		1	1	1	1	1	1	1			
4. Waiting list families contacted at least every 6 months to determine ongoing need & to provide information & referral resources?		NA	NA	NA	NA	NA	NA	NA			
5. Notification to Regional Office regarding changes to service on Client Status form?		1	1	1	1	1	1	1			
6. DPHHS programs are payer of last resort for IFSP services?		1	1	1	1	1	1	1			
7. Contractor meets other Appendix I provisions regarding CFS service requirements?		1	1	1	1	1	1	1			
INFORMATION & REFERRAL FOR INELIGIBLE PERSONS											
1. Is information about other potential services available to families not currently served?									1	1	
2. Are children/families who are not eligible, referred to other appropriate agencies?									1	1	

NOTATIONS OR OTHER COMMENTS

Caseloads:

Angie Thompson – Intake and 6 families

Candice Arrowood – 18

Debbie Nordlund – 19

Heidi Chopp – 20

Kathy Karls – 18

Mandie Haselhuhn – 18

Tressa Super – 18

Average of 16.71 families per FSS -- Appendix I indicates maximum of 18

The not eligible children/families had documentation that showed referrals to other appropriate agencies; since this was a

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Family Education & Support		pg 3				
Provider Name: EARLY CHILDHOOD INTERVENTION		T	T			
Comprehensive Evaluation -		Part C 1	Part C 2	Part C 3	Part C 4	Part C 5
Sample >		HC	DN	MH	TS	TS
FSS >						
STANDARD		FILE NAME >				
PUBLIC AWARENESS & CHILD FIND EFFORTS						
1. Ongoing child find & public awareness system in place, coordinated w/ other local efforts such as HeadStart, schools, etc....		1	1	1	1	1
ELIGIBILITY						
1. Evaluations & assessments (eligible & ineligible) are individualized & multidimensional? (multiples methods, domains, disciplines and content areas)		1	1	1	1	1
2. Eligibility established under state definition of Part C (established condition, 50% delay in one developmental area, or 25% delays in two developmental areas)?		1	1	1	1	1
3. Children are exited when they become three years of age?		1	1	1	1	1
4. Services are immediate for a child who is clearly eligible (eligibility determination does not create a delay in service initiation).		1	1	1	1	1
TIMELINES						
1. Contact is made w/ families within 2 working days of initial referral?		1	1	1	1	1
2. If 2 day timeline is not met, reasons are clearly documented why not?		NA	NA	NA	NA	NA
3. Evaluations are completed & IFSP is in place w/in 45 days of referral date?		1	1	1	1	1
4. If 45 day timeline is not met, there is documentation as to why not?		NA	NA	NA	NA	NA
5. Interim IFSPs are in place where the 45 day timeline is not met?		NA	NA	NA	NA	NA
6. Transitions planning meetings take place at least 90 days before the child's 3rd birthday?		1	1	NA	NA	NA
TRANSITION PLANNING						
1. Families are aware from onset that services end when the child turns 3?		1	1	1	1	1
2. Formal or informal interagency agreements are in place to support smooth transition for children & families to preschool services?		1	1	1	1	1
3. Families are made aware of difference & similarities between Part C/Part B services?		1	1	1	1	1
4. IFSPs consistently include at least one outcome-related objective to detail steps to be taken to support smooth transition to preschool or other services (child 30 months+).		1	1	1	1	1
PROCEDURAL SAFEGUARDS						
1. The agency secures the appointment of surrogate parents for children in need?		NA	NA	NA	NA	NA
2. IFSP process/form allows families to approve provision of some services without jeopardizing others?		1	1	1	1	1
NOTATIONS OR OTHER COMMENTS						
<p>ECI continues to deliver a high level of services to families and children that qualify for Part C services. In the last year they conducted 260 Child Find efforts in the local area. 83 of those were done with the school district, 54 were with Young Families and 123 were done in other child care settings. This last year there was a change of personell in the intake coordinator position, however all files reviewed show timelines continue to be met and proper documentation is in the file. The files reviewed did not require any surrogate parent appointments.</p>						

NOTES:

During the review I visited with a family that had significant concerns about related services. They felt that they were not well informed of the process. It is recommended that ECI develop a better way to communicate with families; Leslie and the QIS have met with this family and have discussed a way to better communicate what the expectations of related services funding are and ECI will work on incorporating those into the handbook as well as working with the FSS's to ensure they are properly relaying to families the process.