

Self-Assessment/On-Site File Review Checklist

* Please flag in the child's file each of the items that have a blank box under on-site flag column.

County		Date	Child's Initials	
Form/Activity	Yes/No/NA	Comments		PPS Match/Onsite Flag
Demographic Information				
DOB (Indicator (Ind.) 5/6)				
Gender				
Race				
Access Log 90.12(3)(d)				
FERPA/HIPAA				
Includes documentation of the file access and records sent				
Log lists who can access the record at any time, including names of parents, IFSP team and those with legitimate purpose				
Log includes ongoing listing of people/agencies that file information was shared with, including date, name and purpose				
Referral				
Date of referral noted in record (Ind. #7)				
Referral source noted in record (Ind. #5 & #6) 90.07(3)(a) &(b) & 90.10(1) & (2)				
Access Insurance				
Obtained prior to billing 90.12(2)(c)				
Form provided to family in their native language 90.03(24m)				
Consent for Evaluation				
Written prior notice is given or sent before consent for evaluation received 90.12(1) & (2)				
Purpose, procedures and 2 disciplines 90.12(2)(a)2				
Rights given (Ind. #4) 90.12(1)(b)5				
Parent signature giving consent 90.12(2)(a)1				
Form provided to family in their native language 90.03(24m)				
Evaluation Process and Assessment				
Composition of team: Parents, service coordinator and qualified personnel from at least two disciplines 90.08(3)(a) & (b)				
Criterion or norm-referenced instrument used 90.08(5)(a)3				
More than one evaluation procedure used 90.08(7)(c), (d), & (e) & 90.08 (5)(a) & (b)		List procedures documented:		
Evaluation provided in parent's/child's native language 90.03(24m)				
Observation in daily setting (Ind. #3) 90.08(5)(a)2				
Records from previous interventions, medical reports reviewed 90.08(7)(b)				
All developmental areas considered/reviewed (Ind. #3) 90.08(5)(a)3 & 90.08 (7)(c)				
Reports identify family's routines and places where they participate in the community 90.09(2)3				
IFSP Meeting Invitation				
Date – Sent in advance of meeting 90.10(4) & 90.12(1)		Date Sent	Date of Meeting	
Time and place convenience for family (Ind. #4) 90.10(4)				
If two part meeting, form explains two processes: EI meeting and IFSP meeting 90.12(1)				
Parents notified regarding inviting advocate (Ind. #4) 90.11(1)(b) & 90.10(3)				
Participants listed 90.10(3) & (4)				
Form provided to family in their native language 90.03(24m)				

Form/Activity	Yes/No/NA	Comments	PPS Match/Onsite Flag
Eligibility Determination and EI Team Report			
Meeting held 90.08(7)(g) & (h)			
Summary of all 5 developmental areas (Ind. #3) 90.08(7)			
Eligibility determination 90.08(7)(h)			
Written Prior Notice given to the family before participants sign EI Team report 90.12(1) & (2)			
Parents participated (Ind. #4) 90.08(7)(a) & 90.08(2)(e)			
Signatures 90.08(7)(h)			
Child Outcomes			
Documentation of Entry Child Outcome ratings process and supporting evidence completed within 60 days of entry (Ind. #3)			
IFSP Meeting			
Service Coordinator, family, appropriate providers in attendance (Ind. #4) 90.06(2)(e) 7 (.10(3)	Initial	Current	
Membership reflects other community agencies involved with child, other service providers or evaluators 90.10(3)			
Held within 45 days of referral date (Ind. #7) 90.10(1) & (2)			
If more than 45 days between referral date and IFSP meeting, documentation is present describing events resulting in late IFSP meeting			
Summary of present levels of development (may be in evaluation of EI team report for initial IFSP) (Ind. #3) 90.10(5)(a)			
Documentation family strengths, concerns, priorities were considered (at parent option) (Ind. #4) 90.10(5)(b)			
Outcomes have criteria (measurement), strategies (activities) and timelines (review date) 90.10(5)(c)			
Specific services (Ind. #2) 90.10(5)(d) 90.11(2) & (3)			
Frequency/intensity listed for each service			
Method included for each service			
Location for each service			
Justification if not natural environment			
Start and end dates for each service			
Funding sources listed			
Written Prior Notice given for service decisions made before consent is obtained 90.12(1) & (2)			
Services start after IFSP is prepared 90.10(2)(b) & 90.10(4) & (5)(c) & (6)			
Services start within 30 days of IFSP meeting (Ind. #1)			
If more than 30 days between IFSP meeting and service start date, documentation is present describing events resulting in late start of services.			
Supports and services are provided within a family's daily routines (Ind. #4)			
Includes other non-Birth to 3 services , including medical and other needed services and steps to obtain those services 90.10(5)(d)5			
IFSP or record indicates coordination with medical and health care (primary physician or clinic) 90.10(5)(d)5			
IFSP meeting invitation sent prior to all IFSP updates 90.10(4)			
Outcomes have been reviewed for progress and any needed modifications 90.10(5)(c)			
Evidence IFSP is being implemented as written (e.g. services occurring per frequency on IFSP) 90.10(7)(a)			
Review within six months 90.10(7)			

Form/Activity	Yes/No/ NA	Comments	PPS Match/ Onsite Flag
Minor changes in IFSP done with service coordinator and parent, major changes with one or more team members 90.10(7)(a)			
Parental consent for initial IFSP (Ind. #4) 90.12(1) & (2)			
Parental consent for changes/additions to IFSP (Ind. #4) 90.12(1) & (2)			
Form provided to family in their native language 90.03(24m)			
Annual review occurs 90.10(5)(h) & 90.10(7)(b)			
IFSP – Transition Planning			
Transition plan (date and steps) in IFSP for children leaving Birth to 3 (Ind. #8) 90.10(5)(f)			
Written Prior Notice given explaining decisions made regarding potential eligibility for services through LEA 90.12(1) & (2)			
Other transition plan in IFSP to support child/family (e.g. NICU, transfer from another county) 90.10(5)(f)			
LEA Notification sent for child 2 years, 3 months of age or older, unless Opted Out (Ind. #8) 90.05(2)(b)			
Referral sent to LEA by 2 years, 9 months of age on child determined potentially eligible for services through the LEA 90.05(2)(b)			
Transition Planning Conference (TPC) held with LEA, parents by 2 years, 9 months of age (Ind. #8) 90.10(5)(f)4			
If not held by 2 years, 9 months of age, documentation is present describing events resulting in No or Late TPC			
Transition Plan updated with information from the Transition Planning Conference (Ind. #8) 90.10.(5)(f)4.a			
Transition meeting held with parent, other community agencies for children determined NOT potentially eligible for services through the LEA 90.10(5)(f)5			
Documentation of exit Child Outcome rating process and supporting evidence completed within 60 days prior to child's exit (Ind. #3)			
Closing date and closing reason documented (exit data)			