

### FILE REVIEW CHECKLIST

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

County/Birth to 3 Program		Date	Child's Initials
Form/Activity	Yes/No/NA	Comments	PPS Match/ On-site Flag
<b>Demographic Information</b>			
DOB (Indicator (Ind.) 5/6)			
Sex <input type="checkbox"/> Male <input type="checkbox"/> Female			
Race			
Ethnicity			
<b>Access Log - Administrative Rule DHS 90.12(3)(d)</b>			
Log lists who can access the record at any time, including parent(s), names and titles of IFSP team and those with legitimate purpose (Includes state, county, provider, clerical, billing, admin)			
Log includes ongoing listing of people/agencies that file information was shared with, including <b>date, name</b> and <b>purpose</b> (people you have releases for)			
<b>Referral</b>			
Date of referral noted in record (Ind. #7)			
Referral source noted in record (Ind. #5 & #6) CFR 303.303			
<b>Records Policy</b>			
Notice given to parents when child is referred CFR 303.404			
<b>Consent for Screening</b>			
Written prior notice is given or sent before consent for screening received CFR 303.20, 303.421			
Rights given CFR 303.421			
Parent signature giving consent CFR 303.420, 303.7			
Form provided to family in their native language CFR 303.7			
<b>Consent to Access Insurance</b>			
Obtained prior to billing CFR 303.420			
Provided System of Payments (SOP) to parent CFR 303.520			
For private/Medicaid insurance CFR 303.420			
Form provided to family in their native language CFR 303.7, CFR 303.421			
<b>Consent for Evaluation</b>			
Written prior notice is given or sent before consent for evaluation received CFR 303.421			
<b>Purpose, procedures and 2 disciplines</b>			
CFR 303.321, 303.420			
Rights given (Ind. #4) CFR 303.421			
Parent signature giving consent CFR 303.7			
Form provided to family in their native language CFR 303.7			
<b>Evaluation Process and Assessment</b>			
Composition of team: Parents, service coordinator and qualified personnel from at least two disciplines CFR 303.24			
Criterion or norm-referenced instrument used 303.321			
More than one evaluation procedure used CFR 303.321		List procedures documented:	
Evaluation provided in parent's/child's native language CFR 303.321(a)(5)			
Child assessment includes observation in daily routine (Ind. #3) CFR 303.321		Activity and Setting:	

Form/Activity	Yes/No/NA	Comments		PPS Match/ Onsite Flag
Records from previous interventions, medical reports reviewed CFR 303.321				
All developmental areas considered/reviewed (Ind. #3) CFR 303.321				
Family assessment uses a tool to determine resources, priorities and concerns. CRF 303.321 (c)		Tool:		
Assessment reports identify family's routines and places where they participate in the community.				
<b>IFSP Meeting Invitation</b>				
Date – Sent in advance of meeting CFR 303.342(d)(2)		Date Sent	Meeting Date	
Time and place convenient for family (Ind. #4) CFR 303.342(d)				
If two part meeting, form explains two processes: EI meeting and IFSP meeting CFR 303.342(d)(2)				
Parents notified regarding inviting advocate (Ind. #4) CFR 303.421				
Participants listed CFR 303.342(d)(2)				
Form provided to family in their native language CFR 303.7				
<b>Eligibility Determination and EI Team Report CFR 303.21</b>				
Meeting held CFR 303.421				
Summary of all 5 developmental areas (Ind. #3)				
Eligibility determination CFR 303.421				
Written Prior Notice given to the family before participants sign EI Team report CFR 303.421				
Parents participated (Ind. #4)				
Signatures				
<b>Child Outcomes</b>				
Documentation of Entry Child Outcome ratings and supporting evidence (Ind. #3)				
Form/Activity	Yes/No/NA		Comments	PPS Match/ Onsite Flag
	Initial	Current		
<b>IFSP Meeting</b>				
Service Coordinator, family, appropriate providers in attendance (Ind. #4) CFR 303.343				
Membership reflects other community agencies involved with child, other service providers or evaluators CFR 303.343				
Initial IFSP date				
Held within 45 days of referral date (Ind. #7) CFR 303.342(a)				
If more than 45 days between referral date and IFSP meeting, <b>documentation</b> 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) CFR 303.344(a)				
Documentation family strengths, concerns, priorities were considered (at parent option) (Ind. #4) CFR 303.344(b)				
Outcomes have <b>criteria</b> (measurement), <b>strategies</b> (activities) and <b>timelines</b> (review date) CFR 303.344(c)				
Specific services (Ind. #2) CFR 303.344(d)				
<b>Frequency/length</b> listed for each service				
<b>Method</b> included for each service				
<b>Intensity</b> for each service				
<b>Location</b> for each service				
<b>Justification</b> if not natural environment				
<b>Start and end dates</b> for each service				
<b>Funding sources</b> listed				

Form/Activity	Yes/No/NA		Comments	PPS Match/ Onsite Flag
	Initial	Current		
Statement that each service is provided in natural environment to maximum extent appropriate CFR 303.344 (d) (1) (ii) (A)				
Primary Location				
Written Prior Notice given for service decisions made before consent is obtained CFR 303.421				
Includes other <b>non-Birth to 3 Program services</b> , including medical and other needed services and steps to obtain those services CFR 303.344 (e)				
Parental consent for initial IFSP (Ind. #4) CFR 303.342 (e)				
Opt out of LEA Notification given to family				
Form provided to family in their native language CFR 303.7				
<b>Ongoing</b>				
Services start after IFSP is prepared				
Services start within 30 days of IFSP meeting (Ind. #1)				
If more than 30 days between IFSP meeting and service start date, <b>documentation</b> is present describing events resulting in late start of services.				
Supports and services are provided within a family's daily routines (Ind. #4)				
IFSP or record indicates coordination with medical and health care (primary physician or clinic) CFR 303.344(e)				
<b>IFSP Updates</b>				
IFSP meeting invitation sent prior to all IFSP updates CFR 303.342(d)(2)				
Periodic updates of IFSP done with service coordinator and parent at least every six months CFR 303.342				
Outcomes have been reviewed for progress and any needed modifications CFR 303.342				
Evidence IFSP is being implemented as written (e.g. services occurring per frequency on IFSP)				
Consent to access insurance with SOP obtained due to increase (Frequency, length, duration or intensity) CFR 303.520				
Annual IFSP with one or more team members conducting assessment CFR 303.343				
Parental consent for changes/additions to IFSP (Ind. #4) CFR 303.342(e)				
Form provided to family in their native language CFR 303.7				
Annual review occurs within 12 months of initial IFSP CFR 303.342(c)				
Records Policy/Annual Notification of rights regarding records given to parents WI Admin Code DHS 90.12 (3) (f)				
<b>IFSP – Transition Planning</b>				
Transition plan ( <b>date and steps</b> ) in IFSP for children leaving Birth to 3 Program (Ind. #8) CFR 303.344(h)				
If not completed by 2 years, 9 months of age, <b>documentation</b> is present describing events resulting in No or Late steps				
Transition Plan developed with team members and receiving periodic review (Ind. #8) CFR 303.209(e)				
Evidence transition plan includes CFR 303.344 (h)				
<b>Future Placements</b>				
<b>Procedures</b> to prepare child for changes. With steps included to help child adjust and function in new setting?				
<b>Confirmation</b> of referral sent to LEA (Date) as applicable				
<b>Confirmation</b> of additional documentation sent to LEA with consent as applicable				
Other transition plan in IFSP to support child/family (e.g. NICU, transfer from another county) CFR 303.344(h)				
Written Prior Notice given explaining decisions made regarding potential eligibility for LEA services CFR 303.421				

Form/Activity	Yes/No/NA		Comments	PPS Match/ Onsite Flag
	Initial	Current		
LEA Notification sent for child 2 years, 3 months of age or older, unless Opted Out (Ind. #8) CFR 303.209(b)				
Referral sent to LEA by 2 years, 9 months of age on child determined potentially eligible for LEA services CFR 303.209(b)				
If not sent by 2 years, 9 months of age, <b>documentation</b> is present describing events resulting in late referral to LEA				
Transition Planning Conference (TPC) held with LEA, parents by 2 years, 9 months of age (Ind. #8) CFR 303.209(c)				
If not held by 2 years, 9 months of age, <b>documentation</b> is present describing events resulting in No or Late TPC				
Transition meeting held with parent, other community agencies for children determined NOT potentially eligible for LEA services CFR 303.209(c)				
Documentation of exit Child Outcome rating and supporting evidence (Ind. #3)				
<b>Closing date</b> and <b>closing reason</b> documented (exit data)				
Written Prior notice is given regarding child's last day in the Birth to 3 Program with actual exit date listed CFR 303.20, 303.421				