PART C/EDN DESK AUDIT CHECKLIST

During the desk audit the following items must be considered:

POLICIES/PROCEDURES/PRACTICES	Y	N	COMMENT
Does the district have procedures to screen children under the age of three who have been referred to the agency responsible for services coordination in the Planning Region to determine whether they are suspected of having a disability? 92 NAC 52-006.03 NOTE: If the district does not have procedures, score is 'N', then the monitoring team must drill down to see if the district has any referrals that were "screened out".			

PARTICIPATION IN PLANNING REGION TEAM	Y	N	COMMENT
Do all districts and the services coordination agency within the PRT participate in a plan of services for children with disabilities who are less than five years of age? 92 NAC 52-005 Does the plan address: • Gaps and barriers in service delivery? • Child Find? • PRT Targeted Improvement Plan? • Training and technical assistance? • Parent involvement? • Resources? Did the Planning Region Team hold the number of meetings indicated in the Planning Region Team grant, including the Annual Meeting, as required? Were the length and content of meetings conducive to fulfilling all statutory responsibilities? Does the PRT membership include statutorily required representatives from the following entities? • School districts • Social services • Health/medical/mental health/developmental disability services • Head Start • Parents • Other relevant agencies/persons serving children ages B-5 and their families			

Rev. July 2022

	Y	N	COMMENT
Did the PRT expend all Grant funds annually allocated since the previous file review? EDN Monitoring team will review the items below to assure compliance with the plan requirements stated above: • PRT grant and expenditures • PRT Annual meeting notice and written report • PRT Minutes • PRT roster of members/participants If not all components are addressed, score 'N'.			
DATA REVIEW	**Y**	**N**	**COMMENT**
PRT Public Reporting Data and CONNECT Reports to be reviewed: • PRT Case total listing • PRT total number of children screen out • PRT total number of children not verified • PRT referral source • PRT Referral vs. Verification • CAPTA Data Referral vs. Verification			
COMPLAINTS	**Y**	**N**	**COMMENT**
Was a State or Due Process Complaint filed within the PRT? 92 NAC 52-009 Did the complaint require the PRT/district/SC Agency to complete a Corrective Action Plan? NOTE: If the answer to either of these questions is 'Y' the Monitoring Team will review the Complaint Investigation Report and will then conduct follow-up inquiry regarding the issues during the Monitoring visit.			

Rev. July 2022

PART C/EDN DESK AUDIT CHECKLIST

TRANSITION	Y	N	COMMENT
Did Transition plans contain all steps and services to support transition of the child, including discussions with and training of parents regarding future placements; and procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting. Location of where children receive services upon transition from Part C to Part B (home, preschool, etc.) • Does the district operate a preschool? If so, how many children are enrolled with IFSP's/IEP's? Is it funded in collaboration with other funding sources (i.e. NDE Early Childhood Pre-K Grant; Head Start, private funds, child care, etc.)?			

TIMELINES	Y	N	COMMENT
Did the PRT submit timely reports to the Nebraska Department of Education as indicated in the PRT determinations? Did the PRT Lead Agency submit state required reports, by due dates, to include: • Grant Application • End of grant narrative • Financial Reports • Annual Meeting report • Status of TIP and use of Grant funds			

IFSP	Y	N	COMMENT
Service Delivery/Home Visits – describe how home visits are conducted – provider and SC conduct separate or join home visits? Are ATP services listed in the IFSP's reviewed by the Monitoring Team? NOTE: The answer to these questions will drive the issues that will be addressed when the EDN Monitoring Team conducts the Exit Conference.			

Rev. July 2022