

Part C File Review IFSP Checklist

Date of Review: _____

Planning Region Team: _____

School District: _____

Child's Identifier: _____

EDN SC Name: _____

Date of Birth: _____

Reviewer's Name: _____

REGULATION		REGULATORY REQUIREMENT	Yes	No	N/A	COMMENTS
480 NAC 1	92 NAC 52	The EDN Services Coordinator shall:				
006.04-C(ii)	XXX	Arrange a personal contact within 7 calendar days of the initial contact or acknowledgement by the family unless the family requests a delay.				
007.01(B)	XXX	Coordinate screenings (if applicable), evaluations and assessments				
008.01(D)(i)		Conduct a family assessment in native language of the family, utilizing a tool, to identify the family's daily routines, activities and options for supporting the family				
008.01	XXX	The Family's immediate concerns are identified and options are explored with first consideration given to the family's natural and cultural supports. Referrals are made to service options within the community as necessary to obtain access to needed early intervention and other services identified. This may include helping the family to fill out forms, make phone calls, attend appointments, or whatever is necessary to empower them to meet their needs.				
005.01(D)	XXX	Facilitate and participate in the development, review and evaluation of IFSPs				
005.01(I)	XXX	Services coordination listed as a service—billing checked.				
005.01(F)	XXX	Coordinate, facilitate and monitor the delivery of services to ensure provision in a timely manner (30 days of parental consent).				
005.01(E)	XXX	Conduct referral and other activities to assist families in identifying available service providers				
005.01(B)	XXX	Coordinate with medical and health providers				
010.07(F)	XXX	Contact the family personally at least monthly to review the progress of the IFSP and to conduct follow-up activities to determine appropriate early intervention services are being provided. This contact must be face-to-face with the family and child at least every other month.				
006.04(C)(ii)(3)	XXX	The Services Coordinator follows up with the referral source to provide information on the referral outcome, with the permission of the family.				

480 NAC 1	92 NAC 52	Screening Procedures			
XXX	006.03A	School district or approved cooperative has adopted 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.			
XXX	006.03A	School district or approved cooperative proposed to screen child and notified the services coordinator.			
007.01(A)	006.03A1	Services coordinator must provide written notice for the intent to screen (if applicable).			
007.01(A)	006.03A2	Services coordinator must obtain consent for screening (if applicable).			
007.01(A)	006.03B1	Screening or other available information indicates that the child is suspected of having a disability, services coordinator pursuant to 480 NAC 1 provides notice and obtains parental consent at which time an evaluation and assessment of the child shall be conducted by the school district or approved cooperative.			
XXX	006.03B2	School District/approved cooperative provides notice of determination of child not suspected of having a disability to the parent and the notice describes the parent's right to request an evaluation (if applicable).			
480 NAC 1	92 NAC 52	Interim IFSP:			
		Early intervention services for the purpose of completion of the evaluation for a child and the child's family may commence before the completion of the evaluation, if the following conditions are met:			
009(B)	007.05A1	Parental consent is obtained.			
009(C)	007.05A2	An interim IFSP is developed that includes:			
009(C)(i)	007.05A2a	Name of the service coordinator who will be responsible for implementation of the interim IFSP and coordination with other agencies and persons; and			
009.01(D)	007.05A2b	The name of the school district or approved cooperative representative who has the authority to commit district resources; and			
009(C)(ii)	007.05A2c	Early intervention services that have been determined to be needed immediately by the child and the child's family.			
009(D)	007.05A3	Evaluation and assessment are completed within the 45 calendar day timeline in 92 NAC 52-006.02.			

480 NAC 1	92 NAC 52	Identification/Eligibility Process			
007.01(A)	009.03A1-A1a-b	Services Coordinator provides written notice and obtains parental consent for evaluation and child assessment prior to the evaluation/assessments being conducted.			
XXX	006.05A-006.05A2	School district or approved cooperative must ensure that, subject to obtaining parental consent, each child under the age of three who is referred for evaluation or early intervention services and suspected of having a disability receives a timely, comprehensive, multidisciplinary evaluation of the child in accordance with 92 NAC 52-006.06 unless			
XXX	006.05D	Unless clearly not feasible to do so, school districts or approved cooperatives must conduct all evaluations and assessments in the native language of the child.			
007.03	006.02A	A multidisciplinary team evaluation must be completed within 45 calendar days from the date of referral.			
007.03(A)	006.02B1-B2; 006.02C1-C3	In the event of exceptional circumstances of the family that make it impossible to complete the evaluation within the 45 days, the school district and services coordinator will document those circumstances, inform the parent of the time estimated by the district to complete the evaluation, and develop and implement an interim IFSP as necessary.			

480 NAC 1	92 NAC 52	Multidisciplinary Evaluation			
XXX	006.06-006.06A5	An evaluation is conducted, using no single procedure as the sole criterion for determining the child's eligibility, and includes taking the child's history (including interviewing the parent); identifying the child's level of functioning in each of the developmental areas in 92 NAC 52-003.15 and 92 NAC 52-006.04; gathering information from other sources such as family members, other caregivers, medical providers, social workers, and educators, if necessary, to understand the full scope of the child's unique strengths and needs; and reviewing medical, educational, or other records.			
XXX	006.09A	The team shall prepare a written report of the results of the evaluation and child assessment.			
XXX	006.09A1a	The written report includes whether the child qualifies as a child with a disability based on the criteria contained in 92 NAC 52-006.04A1 or A2;			
XXX	006.09A1b	The basis for making the determination including the results of the evaluation; and			
XXX	006.09A1c	the child's unique strengths and needs in each of the developmental areas: cognitive development; physical development; communication development; social and emotional development and adaptive			
XXX	006.09A1d	A listing of the team members that must include the parent and individuals representing two or more separate disciplines.			
XXX	006.09A2	Each team member shall certify in writing if the report reflects his or her conclusion. If it does not reflect his or her conclusions, the team member shall submit a separate statement presenting his or her conclusion.			
XXX	006.10	A copy of the evaluation report and the documentation of determination of eligibility shall be given to the parent and services coordinator at no cost consistent with 92 NAC 52-009.02F3.			
	92 NAC 52	Child Assessment			
XXX	006.05A2	If a child is determined eligible, the district will conduct a multidisciplinary child assessment of the unique strengths and needs of that infant/toddler and the identification of services appropriate to meet those needs.			
XXX	006.05D	Unless clearly not feasible to do so, school districts or approved cooperatives must conduct all evaluations and child assessments in the native language of the child.			

480 NAC 1	92 NAC 52	IFSP Development			
010.04 E & F	007.01	The school district or approved cooperative participated in the development, review, and implementation of the IFSP, developed by the multidisciplinary team, which includes the parent.			
010.06(D)(i)	007.04A	A statement of the infant or toddlers present levels of physical (including vision, hearing, and health status), cognitive , communication , social and emotional , and adaptive development which is based on the child's evaluation and assessments.			
010.06(D)(ii)	XXX	With the concurrence of the family, include a statement of the family's resources, priorities, and concerns relating to enhancing the development of the child as identified through the family assessment;			
010.06(D)(iii)	007.04B	A statement of the measurable results or outcomes expected to be achieved for the infant or toddler (including pre-literacy and language skills, as developmentally appropriate for the child) and the family, including the criteria, procedures and timelines used to determine progress toward achieving the results or outcomes;			
010.06(D)(iv)	007.04C	A statement of the specific early intervention services based on peer reviewed research, to the extent practicable, that are necessary to meet the unique needs of the child and the family including:			
010.06(D)(iv) 1-4	007.04C - 007.04C1d	The length, duration, frequency, intensity, and method (individual or group) of delivering the services; (frequency and intensity mean the number of days or sessions that a service will be provided, and whether the service is provided on an individual or group basis; method means how a service is provided; length means the length of time the service is provided during each session of that service (such as an hour or other specified time period); duration means projecting when a given service will no longer be provided.			
010.06(D)(iv)5	007.04C2	The natural environments in which early intervention services will be provided, including a justification of the extent, if any, to which the services will not be provided in a natural environment .			
010.06(D)(iv)7	007.04C4	The location of services; location means the actual place or places where a service will be provided;			
010.06(D)(iv)8	XXX	The payment arrangements, if any.			
010.06(D)(v)	007.04C5	For children who are at least 3 years of age, the IFSP must include an educational component that promotes school readiness and incorporates preliteracy, language, and numeracy skills.			
010.06(D)(iv)9	007.02E/ 007.04D	The projected date(s) for initiation of the service(s) which must begin as soon as possible, but no later than 30 days, after the parent consents to the provision of service(s).			
010.06(D)(vii)	XXX	EDN Services Coordinator			

480 NAC 1	92 NAC 52	Continuous Services in Early Intervention			
XXX	007.07A	Early Intervention services shall not be interrupted or modified or otherwise changed for reasons unrelated to the child's needs, such as service providers availability or scheduling.			
480 NAC 1	92 NAC 52	IFSP Development, Review and Annual			
007.03	007.02A	For an infant or toddler who has been evaluated for the first time and determined to be eligible, a meeting to develop the initial IFSP must be conducted within 45 calendar days of the referral.			
010.03	007.02C	A meeting must be conducted on at least an annual basis to evaluate the IFSP for a child and the child's family, and, as appropriate, to revise its provisions. The results of any current evaluations and other information available from the ongoing assessment of the child and family, must be used in determining what services are needed and will be provided.			
010.06(F)	009.02F3	Parents shall receive a copy of the evaluation, child and family assessment and IFSP within 7 days of IFSP meeting.			
010.06(A)	XXX	IFSP meetings must be conducted in settings and at times that are convenient to families			
010.06(C)	007.02D	IFSP meetings must be conducted in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.			
010.06(B)	009.03B1	Meeting arrangements must be made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.			
010.06(E)	XXX	The contents of the IFSP must be fully explained to the parents and informed written consent from the parents must be obtained prior to the provision of early intervention services described in the plan.			
010.02	007.02B	A review of the IFSP for a child and the child's family must be conducted every six months, or more frequently if conditions warrant, or if the family requests such a review. The purpose of the periodic review is to determine:			
010.02	007.02B	The degree to which progress toward achieving the results or outcomes is being made; and			
010.02	007.02B	Whether modification or revision of the results, outcomes or services are necessary			

480 NAC 1	92 NAC 52	IFSP Team Participants Each Initial and Annual IFSP meeting must include the following participants:			
10.04	007.01	The parent or parent(s) of the child.			
010.04(A)	XXX	Other family members, as requested by the parent;			
010.04(B)	XXX	An advocate or person outside of the family, as requested by the parent.			
010.04(C)	XXX	The service coordinator who has been working with the family since the initial referral of the child for evaluation or who has been designated to be responsible for implementation of the IFSP.			
010.04(E) & (F)	007.03A-007.03A3	School district or approved cooperative shall ensure that each initial IFSP meeting and each annual IFSP Team meeting includes: a person or persons directly involved in conducting the evaluations and assessments in 92 NAC 52-006; as appropriate persons who will be providing FAPE early intervention services under this Chapter to the child or family; and a representative of the school district or approved cooperative who has the authority to commit resources.			
480 NAC 1	92 NAC 52	Periodic Review Participants Each Periodic Review must include the following participants:			
10.05	007.01	The parent or parent(s) of the child.			
010.05(A)	007.01	Other family members, as requested by the parent;			
010.05(B)	XXX	An advocate or person outside of the family, as requested by the parent.			
010.05(D)	XXX	The service coordinator who has been working with the family since the initial referral of the child for evaluation or who has been designated to be responsible for implementation of the IFSP.			
010.05(E)	007.02B	The school district or approved cooperative shall participate in a review of the IFSP.			

480 NAC 1	92 NAC 52	Transition Conference, Notice and Planning			
011.00	008.01A	The agency contracting for services coordination is responsible for convening, with the approval of the child's family, a conference including the family and school district or approved cooperative at least 90 days (and at the discretion of all such parties, up to nine months) before the child's third birthday.			
11.01	XXX	The assigned services coordinator must provide the Annual Transition Notice to the family at the transition conference which contains all required elements.			
11.04	XXX	IFSP's contain transition steps and services, including services entitled to preschool children under NDE Rule 51 Part B to the extent those services are appropriate; or other services that may be available, if appropriate. Transition steps include confirmation that the child find information has been transmitted to the school district serving the child if parental consent was obtained.			
011.04(B)	XXX	Describe how the family will be included in the transition plans; and			
011.04	008.04B	Establish a transition plan contained in the IFSP not fewer than 90 days, and not more than 9 months, before the child's third birthday.			