

CT Birth to Three System - Accountability and Monitoring - CURRENT Program Monitoring Measures

Child's Name:

Date:

The following measures are monitored and verified every year by program for the State Performance Plan (SPP) and Annual Performance Report (APR)					
Item	APR	Measure	Law / Procedure	Review Typ	Present?
C7a	C7	All evaluations are completed within 45 days from referral to Birth to Three or, for any that are late, the reasons for ALL delays are documented.	303.321(e)(2)(i)	NA	
C7b	C7	Initial IFSPs are completed within 45 days from referral to Birth to Three or, for any that are late, the reasons for ALL delays are documented.	303.342 (a)	NA	
C2	C2	IFSP justification page is present and complete if ANY child services, other than audiology, are not provided in natural environment	303.344(d)(2)	NA	
C1	C1	All NEW services begin within 45 days from the parent consent at the IFSP meeting unless the start date is more than 45 days from consent and ALL reasons for ANY delays are documented.	303.525	NA	
C8a	C8a	All IFSPs include transition plans	303.344 (h)(1)	NA	
C8c	C8c	All transition conferences held at least 90 days before age 3 or, for any that are late, the reasons for ALL delays are documented.	303.148 (b) (2)	NA	

The following measures are monitored and verified during program self-assessments, data verification, focused monitoring and dispute resolution.

Item	APR?	Measure	Law / Procedure	Review Typ	Present?
Procedural Safeguards					
1	Other	All required forms are present, complete and accurate to appoint a surrogate parent whenever needed. (all)	B23 III-Surrogate Parents (pp 1-5)	Full and Partial	
2	Other	Consent for initial evaluation Form #1-4 is present, complete, and accurate. (1x)	303.404(a)(1)	Full and Partial	
3	Other	Authorization for Release of Information Form #3-3 is completely filled out and signed for each release with the date of each document being released. Form #3-8, if present, must also include the dates of any document sent to the LEA. Documents not listed on Form #3-8 and released after the transition conference have new and complete release forms #3-3. (all)	303.401(a)(2)	Full and Partial	
4	Other	Written Prior Notice Form #1-6 is given to the family for the initial evaluation / assessment or any IFSP meetings initiated by the program. Either a copy of the is present or there is a note notes about when the form was sent which may be on Form 1-4 for the Evaluation or on the IFSP. If no Form 1-6 was found, there are notes in the record about who initiated the meeting. (all)	303.403(a)	Full and Partial	
5	na	Insurance Forms 1-3 & 3a or 3b and all Family Cost Participation Forms 1-9a & b as required are present, complete and accurate as needed. (all)	State17A-248G(c)	Full and Partial	
Evaluation / Assessment					
6	na	There is evidence that a written statement of eligibility was shared with family within 4 days of the evaluation. (1x)	B23 (I-Eval) pg 8	Full Only	
Typed initial or annual evaluation/assessment report includes:					
7	na	- Program Name, address, child name, parent's names, address, DOB, date of evaluation, age at time of evaluation (1x)	303.321(e)(2)	Full Only	
8	na	- daily routines are described in evaluation report (1x)	303.322(d)(3)(iii)	Full and Partial	
9	na	- family's input and how they participated (1x)	303.322(b)(2)(ii)	Full and Partial	
10	C6	- current levels of functioning across all 5 areas of development including vision & hearing (1x)	303.322(c)(3)(ii)	Full and Partial	
11	C6	- individualized description of the child's strengths, areas of concern, and next steps in development (1x)	303.322(b)(2)(i)	Full Only	
12	C6	- a clear statement of the specific reason(s) that the child was determined to be eligible or not or continues to be eligible (1x)	303.16	Full Only	
13	C6	- original signatures of two qualified personnel from two different disciplines or one with a report confirming a Dx Cond. Only 1 is needed for the Annual Eval(1x)	303.17	Full and Partial	

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		IFSP			
		Initial or annual IFSP includes: (Annual includes Review Form - R1)			
14	na	- name of service coordinator required in both locations by CTB23 (1x)	303.344(g)	Full Only	
15	C7	- family concerns, priorities and resources (1x)	303.344(b)	Full and Partial	
16	C7	- other services, funding sources are identified (1x)	303.344(e)(ii)	Full and Partial	
17	na	- outcomes are written in family's words (all)	B23 (II-IFSP) pg 1	Full Only	
18	C7	- objectives identify next steps and timelines are developmentally or chronologically sequenced (all)	303.344(d)	Full and Partial	
19	C7	- strategies match identified needs (family priorities, referral concerns, & assessment results) and daily routines (all)	303.344(b)	Full and Partial	
20	C7	- specific early intervention services are identified, including frequency, intensity, duration, location, start date and end date (all)	303.344(i)	Full Only	
21	na	- ongoing service coordinator is a primary interventionist on the IFSP team (1x)	303.344(g)(1)	Full Only	
22	C7	-The identified parent's signature and PCHP signature are both present with dates. (1x)	303.342 (e)	Full Only	
23	C7	- at least one parent as defined in the IDEA (which includes surrogate parents) is present at the meeting (1x)	303.343(a)(i)	Full Only	
24	C7	- service coordinator is present at the meeting (1x)	303.343(a)(iv)	Full Only	
25	C7	- at least one evaluator (initial and annual) is present at the meeting (1x)	303.343(a)(v)	Full Only	
26	C1	All periodic reviews and annual evaluations of the IFSP are held within mandated timeframes or, for any that are late, the reasons for ALL delays are documented. (all)	303.342(b)&(c)	Full and Partial	
27	na	Progress on family outcomes (if present) is documented on IFSP review page. (1x)	B23 (II-IFSP) pg 9	Full and Partial	
28	na	Progress on child outcomes is documented on IFSP review page (all)	B23 (II-IFSP) pg 9	Full Only	
29	na	There is evidence in the record that data was collected and used for making decisions when children are receiving intensive services (all)	B23 (V-Financ.) pge 8	Full and Partial	
30	na	Assessments or progress updates in typed, signed reports with descriptions of child's unique strengths, areas of concern and next steps in development. (all)	P.L. 108-446 Sec 636 (3)	Full and Partial	
31	na	The rationale behind changes to IFSPs are clearly explained on the review pages (all)	303.344 '(c)(2)	Full and Partial	
		Service Delivery			
32	na	There is documentation that written summary of each visit was left with the family. (3 mos)	B23 (II-Planning & Documenting) pg 1	Full Only	
33	C1	Planned services on IFSP match visit notes AND those visit notes match the service data in B23 data system. The reasons for ALL missed visits are documented. (3 mos)	303.12(a)(iii)	Full and Partial	
34	na	Strategies in visit notes emphasize naturally occurring learning opportunities embedded into daily routines. (3 mos)	303.344(d)(ii)	Full and Partial	
35	na	Notes reflect families' use of strategies between visits (3 mos)	B23 (II-Planning & Documenting) pg 1	Full and Partial	
36	na	Visit notes or contact logs address family outcomes (3 mos)	B23 (II-Planning & Documenting) pg 1	Full and Partial	
37	na	There is ongoing documentation that the providers on the IFSP regularly meet as a team with the family. (3 mos)	B23 (II-Planning & Documenting) pg 1	Full and Partial	
38	Other	All visit notes by an EI Assistant, EI Associate, COTA, PTA, BCABA, SW intern, MFT intern and CFY notes are co-signed (all)	B23 (IV-Personnel Standards) pg 4	Full and Partial	

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Transition					
39	C8b	Parent signed Referral to LEA Form #3-8 at least 6 months (no fewer than 150 days) before child's 3rd birthday or, for any that are late, the reasons for ALL delays are documented. (1x)	303.148(2)(i)	Full Only	
40	na	LEA invited to transition meeting and their participation matches data entered in the B23 data system. (1x)	303.148(b)(1)	Full and Partial	
41	na	Progress reports or updated assessments described under item 30 have been shared with LEA with parent consent. (1x)	303.344(i)(iii)	Full Only	
42	na	Progress reports/assessments shared with the LEA do not contain specific recommendations for placement nor service. (all)	B23 (II-Trans.) pg 7	Full Only	
43	C8a	All transition plans includes clear steps to prepare child and family for the next setting. (all)	303.148(a)	Full and Partial	
44	C3	Curriculum forms and notes about the team process (including the parent) are present to describe how the Child Outcome Summary Form (COSF) scores were selected. (1x at entry and 1x before exit)	20 U.S.C. 1416(a)(3)(A) and 1442	Full and Partial	
45	C3	Two COSFs (entry and exit) are present and complete for children that have exited with at least 6 months between 1st visit and exit date AND the scores match the scores in B23 data system (2x)	20 U.S.C. 1416(a)(3)(A) and 1442	Full and Partial	
General Child Record Questions					
46	Other	For non-English speaking families, there is documentation that B23 forms were offered in the family's primary language and that accommodations were made to facilitate the families participation in visits with interpreters.	303.403(c)(i)	Full and Partial	
47	na	Language throughout the record is respectful and family friendly and for families from cultures that are different from the home visitors there is evidence that the family had an opportunity to dicuss their cultural preferences. (1x)	303.322(b)(ii)	Full Only	
48	na	For children who are eligible for Medicaid AND who have a Teacher or EI Associate, EI SPecialist or EI ASsistant on the IFSP, signed transdisciplinary teaming forms are present, complete and up-to-date. (all)	B23 (II-Transdisc.) pg 1	Full Only	
49	na	Service coordination activities are documented at least 1 time per month. (3 mos)	B23 (II-SC) pg 3	Full Only	
50	na	Referrals to other services and supports match family priorities in IFSP or as documented on subsequent contact notes. (all)	303.344 (h) (ii)	Full Only	

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