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| **SEND TO IPRO 10 DAYS PRIOR TO MONITORING DATE** |
| List of all multidisciplinary evaluators provided to service coordinators. | Date Sent:       |
| List of all service coordinators available to families. | Date Sent:        |
| **CHILD RECORDS** |
| **Prepare for each child on the list.** | **Yes** | **No** |
| Child records content: Paper records from the date the child was referred to the municipality to the current date or date of discharge. Arrange records in date order in each section of a file.  | [ ]  | [ ]  |
| **DOCUMENTS TO BE MADE AVAILABLE** |
|  | **Yes** | **No** |
| Current Child Find Tracking list/system with referral information including source of referral, reason for referral and any screening results. | [ ]  | [ ]  |
| Documentation demonstrating efforts to identify and locate eligible children within the municipality. | [ ]  | [ ]  |
| Documentation demonstrating municipal oversight of multidisciplinary evaluations. | [ ]  | [ ]  |
| Documentation demonstrating efforts to secure service providers to meet the needs of children and families in the municipality. | [ ]  | [ ]  |
| Sample of all written notices provided to parents.  |  |  |
| Documentation demonstrating oversight in regard to the health and safety of children in the Early Intervention Program.  | [ ]  | [ ]  |
| **WRITTEN POLICY** |
|  | **Yes** | **No** |
| Policy describing municipality oversight ensuring that services are provided in a manner that protects the health and safety of children.  | [ ]  | [ ]  |
| **CHILD RECORD AND STAFF INTERVIEW** |
| **The following will be assessed by review of child record and/or staff interview:** | **Child Record** | **Interview** |
| The Early Intervention Official/Designee designates the Initial Service Coordinator and sends written notice to the family. | Yes | No |
| A complete list of evaluators is provided to service coordinators.  | No | Yes |
| There is a Child Find system in place.  | No | Yes |
| All children referred with a suspected or diagnosed delay receive a multidisciplinary evaluation.  | No | Yes |
| There is oversight to ensure MDEs are conducted according to regulatory requirements.  | Yes | Yes |
| The Early Intervention Official/Designee participates in all IFSP meetings and reviews.  | Yes | No |
| The IFSP includes all services necessary to meet the unique strengths and needs of the child and family. | Yes | Yes |
| The Early Intervention Official ensures services contained in the IFSP are provided. | No | Yes |
| The municipality ensures service coordinators perform his or her responsibilities.  | No | Yes |
| The municipality ensures parents are notified of their right to access and amend their child’s record.  | No | Yes |
| The Early Intervention Official/Designee provides written notice to parents before proposing a change or refusing to initiate a change the parent has not agreed to.  | No | Yes |
| The Early Intervention Official/Designee sends written notice of due process rights when required.  | No | Yes |
| The municipality ensures services are provided in a manner that protects the health and safety of children.  | No | Yes |
| Regulatory requirements are followed to determine continued eligibility for participation in the Early Intervention Program.  | No | Yes |