

## Part C File Review IFSP Checklist

Date of Review: \_\_\_\_\_

Planning Region Team: \_\_\_\_\_

School District: \_\_\_\_\_

Child's Identifier: \_\_\_\_\_

EDN SC Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Reviewers Name: \_\_\_\_\_

| REGULATION |           | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Yes | No | N/A | COMMENTS |
|------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3  | 92 NAC 52 | <b>The EDN Services Coordinator shall:</b>                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 003.01-3   | XXX       | Coordinate screenings (if applicable), evaluations and assessments                                                                                                                                                                                                                                                                                                                                                                                                     |     |    |     |          |
| 003.01-4   | XXX       | Facilitate and participate in the development, review and evaluation of IFSPs                                                                                                                                                                                                                                                                                                                                                                                          |     |    |     |          |
| 003.01-5   | XXX       | Conduct referral and other activities to assist families in identifying available service providers                                                                                                                                                                                                                                                                                                                                                                    |     |    |     |          |
| 003.01-6   | XXX       | Coordinate, facilitate and monitor the delivery of services to ensure provision in a timely manner (30 days of parental consent)                                                                                                                                                                                                                                                                                                                                       |     |    |     |          |
| 003.01-2   | XXX       | Coordinate with medical and health providers                                                                                                                                                                                                                                                                                                                                                                                                                           |     |    |     |          |
| 003.01-9   | XXX       | Services coordination listed as a service—billing checked.                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 004.04-3a  | XXX       | Arrange a personal contact within 7 calendar days of the initial contact or acknowledgement by the family unless the family requests a delay (W)                                                                                                                                                                                                                                                                                                                       |     |    |     |          |
| 008.07-6   | XXX       | Personally contact the family 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.                                                                                                                                                                                 |     |    |     |          |
| 3-006.01   | 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. |     |    |     |          |
| 006.01-4a  |           | 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                                                                                                                                                                                                                                                                                              |     |    |     |          |
| 004.04-3b3 | XXX       | The Services Coordinator follows up with the referral source to provide information on the referral outcome, with the permission of the family.                                                                                                                                                                                                                                                                                                                        |     |    |     |          |

| REGULATION |           | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                     | Yes | No | N/A | COMMENTS |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3  | 92 NAC 52 | <b>Screening Procedures</b>                                                                                                                                                                                                                                                                                                |     |    |     |          |
| 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.                                                                                                                                                                                                                    |     |    |     |          |
| 005.01-1   | 006.03A1  | Services coordinator must provide written notice for the intent to screen (if applicable).                                                                                                                                                                                                                                 |     |    |     |          |
| 005.01-1   | 006.03A2  | Services coordinator must obtain consent for screening (if applicable).                                                                                                                                                                                                                                                    |     |    |     |          |
| 005.01-1   | 006.03B1  | Screening or other available information indicates that the child is suspected of having a disability, services coordinator pursuant to 480 NAC 10 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 3  | 92 NAC 52 | <b>Interim IFSP:</b><br><b>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:</b>                                                                                   |     |    |     |          |
| 007.00-2   | 007.05A1  | Parental consent is obtained.                                                                                                                                                                                                                                                                                              |     |    |     |          |
| 007.00-3   | 007.05A2  | An interim IFSP is developed that includes:                                                                                                                                                                                                                                                                                |     |    |     |          |
| 007.00-3a  | 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                                                                                                                                                                       |     |    |     |          |
| 007.00-3a  | 007.05A2b | The name of the school district or approved cooperative representative who has the authority to commit district resources; and                                                                                                                                                                                             |     |    |     |          |
| 007.00-3b  | 007.05A2c | Early intervention services that have been determined to be needed immediately by the child and the child's family.                                                                                                                                                                                                        |     |    |     |          |
| 007.00-4   | 007.05A3  | Evaluation and assessment are completed within the 45 calendar day timeline in 92 NAC 52-006.02.                                                                                                                                                                                                                           |     |    |     |          |

| REGULATION |                          | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes | No | N/A | COMMENTS |
|------------|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3  | 92 NAC 52                | <b>Identification/Eligibility Process</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |    |     |          |
| 005.01-1   | 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 eligibility is established under 92 NAC 52-006.05B; and if the child is eligible, a multidisciplinary assessment of the unique strengths and needs of that infant or toddler and the identification of services appropriate to meet those needs. |     |    |     |          |
| 006.01-4a  | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 3-005.03   | 006.02A                  | A multidisciplinary team evaluation must be completed within 45 calendar days from the date of referral.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |    |     |          |
| 005.03A    | 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.                                                                                                                                                                                                                                                    |     |    |     |          |

| REGULATION |                 | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes | No | N/A | COMMENTS |
|------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3  | 92 NAC 52       | <b>Multidisciplinary Evaluation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |     |          |
| XXX        | 006.06-006.06A5 | An evaluation is conducted, using no single procedure as the sole criterion for determining the child's eligiblity, 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       | <b>Child Assessment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |    |     |          |
| XXX        | 006.05A2        | If a child is determined eligible, the district will conduct a multidisciplinary child assessment of the unique strenghts and needs of that infant/toddler and the indentificaiton 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.                                                                                                                                                                                                                                                                                                                                                                                                                                     |     |    |     |          |

| REGULATION   |                     | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Yes | No | N/A | COMMENTS |
|--------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3    | 92 NAC 52           | <b>IFSP Development</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |    |     |          |
| 3-008.04     | 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.                                                                                                                                                                                                                                                                                                                                                                           |     |    |     |          |
| 008.06-4a    | 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.                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 008.06-4b    |                     | 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;                                                                                                                                                                                                                                                                                                                                                        |     |    |     |          |
| 008.06-4c    | 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:                                                                                                                                                                                                                               |     |    |     |          |
| 008.06-4d    | 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:                                                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 008.06-4d1-3 | 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 (individual or group); 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. |     |    |     |          |
| 008.06-4d5   | 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:                                                                                                                                                                                                                                                                                                                                                              |     |    |     |          |
| 008.06-4d7   | 007.04C4            | The location of services;location means the actual place or places where a service will be provided;                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |     |          |
| 008.06-4d8   |                     | The payment arrangements, if any.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |    |     |          |
| 008.06-4e    | 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.                                                                                                                                                                                                                                                                                                                                                                           |     |    |     |          |
| 008.06-4d9   | 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).                                                                                                                                                                                                                                                                                                                                                                                  |     |    |     |          |
| 008.06-4d10  |                     | The anticipated duration of those services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |     |    |     |          |
| 008.06-4g    |                     | EDN Services Coordinator or School Case Manager Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |    |     |          |

| REGULATION |           | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                                                                 | Yes | No | N/A | COMMENTS |
|------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3  | 92 NAC 52 | <b>Continuous Services in Early Intervention</b>                                                                                                                                                                                                                                                                                                                       |     |    |     |          |
| 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 3  | 92 NAC 52 | <b>IFSP Development, Review and Annual</b>                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 3-005.03   | 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.                                                                                                                                                                     |     |    |     |          |
| 3-008.03   | 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. |     |    |     |          |
| 008.06-6   | 009.02F3  | Parents shall receive a copy of the evaluation, child and family assessment and IFSP within 7 days of IFSP meeting.                                                                                                                                                                                                                                                    |     |    |     |          |
| 008.06-1   | XXX       | IFSP meetings must be conducted in settings and at times that are convenient to families                                                                                                                                                                                                                                                                               |     |    |     |          |
| 008.06-3   | 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.                                                                                                                                                                                                    |     |    |     |          |
| 008.06-2   | 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.                                                                                                                                                                             |     |    |     |          |
| 008.06-5   | 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.                                                                                                                                                            |     |    |     |          |
| 3-008.02   | 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:                                                                                                                                     |     |    |     |          |
| XXX        | 007.02B   | The degree to which progress toward achieving the results or outcomes is being made; and                                                                                                                                                                                                                                                                               |     |    |     |          |
| XXX        | 007.02B   | Whether modification or revision of the results, outcomes or services are necessary                                                                                                                                                                                                                                                                                    |     |    |     |          |

| REGULATION |                  | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Yes | No | N/A | COMMENTS |
|------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3  | 92 NAC 52        | <b>IFSP Team Participants</b><br>Each Initial and Annual IFSP meeting must include the following participants:                                                                                                                                                                                                                                                                                                                                                                |     |    |     |          |
| 008.04-1   | 007.01           | The parent or parent(s) of the child.                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |     |          |
| 008.04-1   | XXX              | Other family members, as requested by the parent;                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 008.04-2   | XXX              | An advocate or person outside of the family, as requested by the parent.                                                                                                                                                                                                                                                                                                                                                                                                      |     |    |     |          |
| 008.04-3   | 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.                                                                                                                                                                                                                                                                              |     |    |     |          |
| 008.04-5&6 | 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 3  | 92 NAC 52        | <b>Periodic Review Participants</b><br>Each Periodic Review must include the following participants:                                                                                                                                                                                                                                                                                                                                                                          |     |    |     |          |
| 008.05-1   | 007.01           | Other family members, as requested by the parent;                                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 008.05-2   | XXX              | An advocate or person outside of the family, as requested by the parent.                                                                                                                                                                                                                                                                                                                                                                                                      |     |    |     |          |
| 008.05-3   | 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.                                                                                                                                                                                                                                                                              |     |    |     |          |
| 008.05-5   | 007.02B          | The school district or approved cooperative shall participate in a review of the IFSP.                                                                                                                                                                                                                                                                                                                                                                                        |     |    |     |          |

| REGULATION |           | REGULATORY REQUIREMENT                                                                                                                                                                                                                                                                                                                                                                                        | Yes | No | N/A | COMMENTS |
|------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|-----|----------|
| 480 NAC 3  | 92 NAC 52 | <b>Transition Conference, Notice and Planning</b>                                                                                                                                                                                                                                                                                                                                                             |     |    |     |          |
| 3-009.04   | 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 <u>child's third birthday</u> .                                                                              |     |    |     |          |
| 009.01-1-4 | XXX       | The assigned services coordinator must provide the Annual Transition Notice to the family at the transition conference which contains all <u>required elements</u> .                                                                                                                                                                                                                                          |     |    |     |          |
| 009.04-5   | 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 <u>consent was obtained</u> . |     |    |     |          |
| 009.04-2   | XXX       | Describe how the family will be included in the transition plans;and                                                                                                                                                                                                                                                                                                                                          |     |    |     |          |
| 3-009.04   | 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.                                                                                                                                                                                                                                                                      |     |    |     |          |