2012-2013 OEC ONSITE MONITORING RECORD REVIEW ITEMS

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
CHILD FIND	CF-1	300.303(b)(2)	Was the child's reevaluation completed within 3 years? **Reevaluation Only*	YES	Comparison of the current and previous ETR dates provides evidence that the most current evaluation was completed within 3 years of the previous evaluation **or** The parent and district agreed a reevaluation was not necessary within 3 years of the previous evaluation.	* PR-06 ETR Front Page, * PR-07 IEP Front Page- IEP Time Lines, * Documentation of LEA and Parent Agreement (must be verified by consultant for compliance).
				NO	No date is identified **or** more than 3 years lapsed since the previous evaluation.	
				NA	This is an initial evaluation **or** Transfer ETR from previous LEA and current LEA had no control of timelines.	

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CHILD FIND	CF-2	300.305(a)	For children transitioning from Part C, did the district utilize child information from the Individual Family Service Plan (IFSP) and other documentation provided by Help Me Grow in suspecting or when determining eligibility for Part B supports and services? **Preschool Only* **Initial Evaluation Only*	YES	Information from Part C must be documented and can include: • Observations in more than one setting and in multiple activities; • Interviews (information provided by parents or caregiver); • Results of the Bailey or Battelle.	* Help Me Grow Forms, * Records from the Transition Conference, * PR-06 Evaluation Team Report- Part 2, * PR-04 Referral Form, * PR-01 Prior Written Notice
				NO	There is no evidence that the data indicated above is documented as part of the decision making process for suspecting or determining eligibility.	
				NA	The child is not transitioning from C to B.	

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CHILD FIND	CF-3	OAC 3301-51-06 (2) and OAC 3301-51-06(4)	Does the district provide interventions to resolve concerns for any school-age child who is performing below grade-level standards? **Initial Evaluation Only*	YES	The record shows evidence of intervention data and provides a summary of the interventions that have been implemented prior to referral **or** during the evaluation process.	* Data from interventions, * PR-06 Evaluation Team Report- Part 2, * PR-04 Referral Form, * PR-01 Prior Written Notice.
				NO	The student record contains no evidence that interventions were provided to the child.	
				NA	Evaluation is not an initial ETR **or** Transfer ETR from previous LEA.	
	CF-4	300.501(b)(1)	Did the evaluation planning team include the parent?	YES	There is evidence of parental involvement in evaluation planning **or** evidence the parent was provided the opportunity to participate in evaluation planning.	* Evaluation Planning Form, * PR-01 Prior Written Notice* * PR-02 Parent Invitation, * PR-04 Referral Form * Other Documentation; Phone logs, parent contact logs, emails, conference call. * Documentation of LEA and Parent Agreement (must be verified by consultant for compliance).
				NO	No evidence of parental involvement **or** no evidence the parent was provided the opportunity to participate in the evaluation planning.	
				NA	The parent and the district agreed that a reevaluation was unnecessary **or** Transfer ETR from previous LEA.	

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
CHILD FIND	CF-5	300.305 (a)(1)	Did the evaluation planning team review existing data on the child?	YES	In planning for the evaluation, the evaluation planning team, as appropriate, reviewed existing data: • existing evaluations, • information provided by the parent, • current classroom-based, local, or State assessments; • Classroom-based observations; observations by teachers and related service providers.	* Evaluation Planning Form, * PR-04 Referral Form, * PR-01 Prior Written Notice, * Help Me Grow Forms, * Other district documentation (emails, written correspondence, meeting notes, phone logs, etc.)
				NO	There is no evidence the evaluation planning team, as appropriate, reviewed existing data on the child.	
				NA	The parent and the district agreed that a reevaluation was unnecessary **or** Transfer ETR from previous LEA.	

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
CHILD FIND	CF-6	300.305(a)(2)	Did the evaluation planning team identify what additional data, if any, were needed?	YES	There is evidence that the evaluation planning team determined what additional data if any was needed **or** The team determined that no additional data was needed.	* Evaluation Planning Form, * PR-04 Referral Form, * PR-01 Prior Written Notice, * Other district documentation (emails, written correspondence, meeting notes, phone logs, etc.)
				NO	There is no evidence the evaluation planning team, identified addition data, if needed, during evaluation planning.	
				NA	The parent and the district agreed that a reevaluation is not necessary **or** Transfer ETR from previous LEA **or** this is a preschool record.	

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CHILD FIND	CF-7	300.304(c)(4); OAC 3301-51-01; and OAC 3301-51-06	Is there evidence that the evaluation addresses all areas related to the suspected disability?	YES	There is evidence that the evaluation addressed all areas related to the suspected disability, including, if appropriate, health, vision, hearing, social and emotional status, general intelligence, academic performance, communicative status, and motor abilities. Refer to the definitions within OAC 3301-51-01 for direction when determining if the child is assessed in all areas (Operating Standards, page 15-20). OAC 3301-51-06 contains additional procedures for evaluating for Specific Learning Disabilities, Multiple Disabilities, and Deafness or Hearing Impairment (Operating Standards pages 116-123) and preschool age children (Operating Standards pages 112). The preschool form addresses the requirements in Rule 3301-51-11(C). Multiple sources of information are required to determine eligibility. For preschool, these sources include but are not limited to, information from Part C when children transition from early intervention, structured observations in more than one setting and in multiple activities, information provided by the parent or caregiver and criteria- and norm-referenced evaluations. All developmental areas, not just those related to the disability, must be assessed with a t least one source of information.	* Evaluation Planning Form, * PR-04 Referral Form, * PR-01 Prior Written Notice, * Pre-school evaluation form.
				NO	The evaluation report did not address all areas related to the suspected disability.	
				NA	The parent and the district agreed that a reevaluation is not necessary **or**	

					Transfer ETR from previous LEA.	
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CHILD FIND	CF-8	300.306(a)(1)	Determining Eligibility Did the parent of the child determine whether the child is a child with a disability? **Both Initial and reevaluations.*	YES	Parent was involved in eligibility determination or was provided the opportunity to participate in eligibility determination as evidenced by three attempts to contact parent.	* PR-01 Prior Written Notice to Parents, * PR-02 Parent Invitation, * PR-06 Evaluation Team Report- Parent Signature, * Other Documents; Phone logs, parent contact logs, emails, conference calls. * LEA must make three attempts to contact parent(s). * Documentation of LEA and Parent Agreement (must be verified by consultant for compliance).
				NO	Parent was not involved in determining child's eligibility and No evidence of three attempts by LEA to contact the parent in student record.	
				NA	The parent and the district agreed that a reevaluation is not necessary **or** Transfer ETR from previous LEA.	

	Record Review Item	Regulation 34 CFR or OAC	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
CHILD FIND	CF-9	300.306(a)(1)	Determining Eligibility Did a group of qualified professionals as appropriate to the suspected disability determine whether the child is a child with a disability? **Initial Evaluations Only*	YES	A group of qualified professionals determine eligibility. Refer to OEC's established guidelines for (Qualified Professionals) Example of Guideline(s): QP's for Specific Learning Disability A group of qualified professionals would include the following, but not limited to; 1. Parent, 2. Additional group members, • The child's regular teacher; or • If the child does not have a regular teacher, a regular classroom teacher qualified to teach a child of his or her age; or • For a child of less than school age, an individual qualified by the SEA to teach a child of his or her age; and • At least one person qualified to conduct individual diagnostic examinations of children, such as a school psychologist, speech-language pathologist, or remedial reading teacher.	* PR-06 Evaluation Team Report- Section 1 Individual Evaluator's Assessment and Section 5 Signatures
				NO	Eligibility was not determined by a group of qualified professionals.	
				NA	Transfer ETR from previous LEA.	

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CHILD FIND	CF-10	300.306(a)(1); 300.305(a); and 3301-51-01 (B)(21)	<u>Determining Eligibility</u> Did a group of qualified professionals as appropriate to the suspected disability determine whether the child is a child with a disability? **Reevaluations Only*	YES	The IEP team and additional qualified professionals determine eligibility. Refer to OEC's established guidelines for (Qualified Professionals) <u>IEP Team Members</u> 1. Parent, 2. Regular Education Teacher, 3. Special Education Provider, 4. District Representative, 5. An individual who can interpret the instructional implications of evaluation results, 6. At the discretion of the parent or the school district, other individuals who have knowledge or special expertise regarding the child, including related services personnel as appropriate; 7. Whenever appropriate, the child with a disability.	* PR-01 Prior Written Notice to Parents, * PR-02 Parent Invitation, * PR-06 Evaluation Team Report- Section 1 Individual Evaluator's Assessment and Section 5 Signatures, * Documentation of LEA and Parent Agreement (must be verified by consultant for compliance).
				NO	Eligibility was not determined by a group of qualified professionals <u>and</u> the IEP Team.	
				NA	The parent and the district agreed that a reevaluation is not necessary **<u>or</u>** Transfer ETR from previous LEA.	