

**MISSISSIPPI DEPARTMENT OF EDUCATION – OFFICE OF SPECIAL EDUCATION
ON-SITE MONITORING RECORD REVIEW FORM
CHILD FIND – INITIAL EVALUATIONS ONLY**

Record Review Item	Regulation 34 C.F.R. or SBP 74.19	Record Review Question	Compliant	Evidence	Potential Source(s) of Documentation
CFI-1	300.300(a)(1)(i)	Did the public agency obtain informed consent from the parent of the child before conducting the evaluation?	YES	The file shows evidence of signed permission to conduct an evaluation.	MET meeting documentation form Eligibility Determination form
			NO	The file does not show evidence of signed permission to conduct an evaluation.	
CFI-2	300.304(a)	Did the public agency provide notice to the parents that describes any evaluation procedures the agency proposes to conduct?	YES	The files shows evidence of documents describing the evaluation process and areas of proposed assessment.	Evaluation Plan
			NO	The files does not show evidence of documents describing the evaluation process and areas of proposed assessment.	
CFI-3	300.304(c)(4)	Did the public agency assess the child in 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?	YES	All areas related to the suspected disability were assessed.	Evaluation Plan Evaluation Report Eligibility Determination form
			NO	All areas related to the suspected disability were not assessed.	

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CFI-4	300.304(b) 300.304(c)	Did the public agency conduct the evaluations: 1) Using a variety of assessment tools and strategies to gather relevant functional, developmental and academic information provided by the parent, that may assist in determining whether the child is a child with a disability; 2) Not use any single measure or assessment as the sole criterion for determining an appropriate educational program; 3) Use technically sound instruments that may assess cognitive and behavioral factors, in addition to physical or developmental factors; 4) Are not discriminatory on a racial or cultural basis; 5) Provided and administered in the child's native language or other mode of communication; 6) Administered by trained and knowledgeable personnel in accordance	YES	The public agency conducted the evaluations in accordance with CFR 300.304.	Eligibility Determination Form
			NO	The public agency failed to address one or more components for the evaluations in accordance with CFR 300.304.	Evaluation reports Eligibility Criteria Form

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		with any instructions provided by the producer of the assessment?			
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CFI-5	300.301(c)(1) 300.301(d) 300.301(e) 300.309(c) 300.311(b)(7)	<p>Did the public agency conduct the initial evaluation within 60 calendar days of receiving parental consent for the evaluation?</p> <p>Exemptions to the timeframe are: A parent <u>repeatedly</u> fails or refuses to make a child available for the evaluation;</p> <p>A child enrolls in a school of another public agency after an evaluation has begun, but prior to determining eligibility; or</p> <p>The public agency is making sufficient progress to ensure a prompt completion of the evaluation, and the parent agree to a specific time when the evaluation will be completed.</p> <p>The public agency is conducting an evaluation using a Response to Intervention (RtI) process and the data do not indicate the presence or absence of a disability after 60 calendar days and the parent and public agency agree in writing to extend the timeframe.</p>	YES	<p>Evaluations and reports are completed within 60 calendar days of the day the parent gives written consent for an initial evaluation on the consent forms except in the following situations: *Parents repeatedly fail or refuse to make their child available *Child transfers to a school in another agency after evaluations have begun, but before determinations of eligibility have been made *Evaluations are conducted using RtI data and parents and public agency agree in writing to extend the timeframes.</p>	<p>Signed parental consent forms</p> <p>Evaluation report(s) with dates report(s) were completed</p>
			NO	<p>All assessments were not completed within 60 calendar days of the day the parent gave written consent. [No exemptions apply.]</p> <p>All assessments were completed, but the evaluation report(s) was not completed within 60 calendar days of the day the parent gave written consent. [No exemptions apply.]</p>	

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CFI-6	300.8 300.301 300.304 300.305(a)(1)(2)	Did the public agency proceed with a referral for a comprehensive evaluation for a child with a suspected disability without delaying referral because the child has not participated in an RtI process?	YES	The record shows that MET did not require the child to participate in the RtI process when the child was suspected of having a disability under 34 CRF 300.8.	Teacher Support Team Documentation Referral form
			NO	The record shows contains information indicating that the LEA required the child to participate in the RtI process when the child was suspected of having a disability.	MET meeting documentation forms Data from interventions (Progress monitoring screening data, etc. Evaluation report(s) Referral form
			NA	MET did not suspect the child of having an obvious disability.	Eligibility Determination Report
CFI-7	300-307 300.311(7)	Did the public agency proceed with a referral for a comprehensive evaluation for a child suspected of having a specific learning disability without delaying the referral because the child has not participated in an RtI process?	YES	The record shows evidence of scientific research-based intervention data and provides a summary of the interventions that have been implemented prior to referral or during the evaluation process.	Teacher Support Team Documentation Referral form
			NO	The student record contains no evidence that interventions were provided to the child.	MET meeting documentation forms Data from interventions (Progress monitoring screening data, etc.)
			NA	Interventions are not warranted for this student. MET suspected this child of having an obvious disability.	Evaluation report(s) Referral form Eligibility Determination Report

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CFI-8	SBP 300.301(b)	Did the public agency have a process for receiving and documenting verbal and written requests for a comprehensive evaluation from parent, public agency, teacher and/or Teacher Support Team?	YES	Child Find procedures are followed for receiving and documenting written and verbal requests for a comprehensive evaluation from (a) parents, (b) public agencies, and (c) TST committees.	Child Find procedures (procedures manual) MET referral forms MET meeting documentation forms
			NO	Child Find procedures for documenting a written or verbal request are non-existent, insufficient, or inconsistent with SBP 72.19. Child Find procedures for documenting a written or verbal request are not followed resulting in a failure to document requests received and/or responding to requests in a timely manner.	
CFI-9	SBP 300.301(b)(1) Special Education Eligibility Determination pp. 291-329	Did the public agency hold MET meetings with the participation of appropriate members within 14 calendar days of receiving request to determine the need for comprehensive evaluations?	YES	All of the appropriate members, including parents and others knowledgeable of the child, are invited to participate in the MET meetings using available methods. MET meetings occur within 14 calendar days of receiving requests for comprehensive evaluations.	Documentation of TST referrals with dates Documentation of MET referrals with dates Documentation of invitations to MET meetings Records of MET meetings with dates of

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				A decision is made whether or not to proceed with a comprehensive evaluations.	the meetings and list of participants.
			NO	<p>The public agency fails to invite the parent and/or other appropriate MET members (i.e. special education teacher, regular education teacher with knowledge of student, psychometrists, psychologist, speech pathologist, school nurse, etc.) to participant in the MET meeting.</p> <p>MET meeting did not occur within 14 calendar days of receiving requests for comprehensive evaluations.</p>	

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CFI-10	SBP 300-301(b)(1)(i)(a) 300-301(b)(1)(ii)(a) 300-301(b)(1)(iii)(a)	Did the public agency provide written notice of the committee's decision to the parent within 7 days of the MET meeting?	YES	There is evidence that the parent was given written notice of the MET committee's decision within 7 days of the meeting.	Written Prior Notice for Initial Evaluation
			NO	There is no evidence that the parent was given written notice of the MET committee's decision within 7 days of the meeting.	Written Prior Notice for Refusal to Evaluate
CFI-11	SBP 300.306(a)(2)	Did the public agency provide parents all of the required documents 7 calendar days prior to the meeting to determine initial eligibility? (For children transitioning from Part C required documents provided at transition meeting.)	YES	Copies of all eligibility reports are given to the parent at least 7 calendar days prior to meeting. Paperwork is available to prove that the parent waived the right for notice of meeting 7 calendar days prior to the meeting and/or paperwork is available to prove that the parent waived the right to have a copy of the eligibility report 7 calendar days prior to the meeting.	Records of MET meetings with dates of the meetings Copies of Prior Written Notice provided to parents with dates provided Documentation of provision of Procedural Safeguards Notices with dates provided
			NO	The public agency did not provide parents all of the required documents, and/or did not meet the required 7 calendar days prior to the MET meeting unless there is documentation to show that the parent waived that right. The public agency provides parents the WPN on the same day of the MET meeting	Records of transition planning conferences from Part C to B. Record of IEP or IFSP in place by 3 rd birthday

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CFI-12 <i>Preschool Initial Evaluation Only</i>	300.124 300.321(f)	For children transitioning from Part C, did the public agency utilize child information from the Individual Family Service Plan (IFSP) and other documentation provided by First Steps Early Intervention in suspecting or when determining eligibility for Part B supports and services?	YES	Information from Part C must be documented and <u>can</u> include: Observations in more than one setting and in multiple activities; Interviews (information provided by parents or caregiver); Results of evaluations.	First Steps Early Intervention Forms Records from the Transition Conference Evaluation Team Report Referral Form Prior Written Notice
			NO	There is no evidence the data indicated above is documented as part of the decision-making process for suspecting a disability or determining eligibility.	
			NA	The child is not transitioning from C to B.	
CFI-13	300.323(e)(2)(f)(1) (Transfer from out-of-state)	Did the public agency conduct an evaluation (if determined to be necessary) for a student that transferred from an out-of-state agency?	YES	There is evidence the public agency conducted an evaluation and/or reviewed prior evaluation data to determine the student is eligible for special education services.	Previous Eligibility Report from Out-of-State Eligibility Determination Form Evaluation reports
			NO	There is no evidence the public agency	

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				conducted an evaluation and/or reviewed prior evaluation data to determine the student is eligible for special education services.	Signed parental consent forms
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