

SEND TO Acentra Health 10 DAYS PRIOR TO MONITORING DATE		
List of all multidisciplinary evaluators, as per the Central Directory, provided to service coordinators.	Date Sent:	
List of all service coordinators, as per the Central Directory, available to families. The list should state under each listing for a Health Home only service coordination provider that this provider can <u>only</u> provide service coordination to Health Home children.	Date Sent:	
CHILD RECORDS		
Prepare for each child on the list.	Yes	No
Child records content: Please provide access to client records, including hardcopies and/or navigating your Electronic Health Record (EHR) platform, 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 the process of the Early Intervention Official to follow up with providers when notified by the New York State Department of Health of a serious health and safety violation regarding immediate remediation.		
Policy describing how the municipality ensures that providers deliver early intervention services in a manner that protects the health and safety of children.		
Policy describing the procedures that are followed for meeting the 45-day timeline from referral to the initial IFSP meeting.		
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 EIO convenes the initial IFSP meeting within 45 days after the child's referral to the Early Intervention Program when an evaluator determines the child to be eligible.	Yes	Yes
The municipality documents the reason why the initial IFSP meeting was not held within the required 45-day time period from the child's referral to the Early Intervention Program.	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