

**Child and Family Connections Administrative Process and Procedures**

**AGENCY NAME:**00 - Test CFC Agency

**REGION:** Region 1 - Chicago and Cook County

**VISIT DATE:** 5/1/2007

**EI TECHNICAL ASSISTANCE MONITOR:** Charlotte Sundell

#	AUTHORITY/REFERENCE	MONITORING EVALUATION COMPONENT		COMMENTS /TA NEEDED
		YES	NO	
001.00	Americans with Disabilities Act and Section 504 of the Rehabilitation Act	The CFC office provides physical facilities that meet the Americans With Disabilities Act and Section 504 of the Rehabilitation Act.		
002.00.	CFC Procedural Manual page(s) 9	The CFC provides adequate accessible and secure space/facilities to store a permanent case record for each child that meet the intent of HIPAA privacy/security standards.		
003.00.	CFC Procedural Manual page(s) 9	The CFC provides adequate space/facilities to house staff and office equipment that meet the intent of HIPAA privacy/security standards.		
004.00.	CFC Procedural Manual page(s) 9	The CFC provides adequate space/facilities to hold meetings that meet the intent of HIPAA privacy/security standards.		

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			YES	NO
005.00.	CFC Procedural Manual page(s) 9	A current listing of CFC employees having access to the Protected Health Information(PHI) is available for public inspection.		
006.00.	CFC Fiscal Contract	The CFC has a contract in place for the provision of developmental pediatric consultation.		
007.00.	CFC Fiscal Contract	The CFC has a valid toll-free number.		
008.00.	CFC Fiscal Contract	The CFC has internet access.		
009.00	CFC Fiscal Contract	The CFC employs a Social Emotional Consultant.		

DHS Bureau of Early Intervention Program -

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			YES	NO
010.00	CFC Procedural Manual page(s) 9	The CFC has one identified official act as HIPAA privacy officer to assume responsibility for ensuring the confidentiality of the PHI and has an understanding of the privacy/security standards and EI HIPAA guidelines.		
011.00	EI Monitoring Program	There is evidence that the previous fiscal year Corrective Action Plan has been implemented and continues to address areas of violation.		
012.00	CFC Procedural Manual	Copy of current Service Coordinator and Parent Liaisons credentials are available.		
013.00	CFC Fiscal Contract	The CFC maintains an inventory list of equipment (single items of \$100 or more) purchased with DHS funds. (Check equipment against list, note any discrepancies).		

DHS Bureau of Early Intervention Program -

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YES NO

014.00	CFC Procedural Manual page(s) 9	Documentation is available in each personnel file that ensures personnel have completed HIPAA training modules.	
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**Child and Family Connections Parent Liason Process and Procedures**

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		YES	NO	
001.00.	CFC Procedural Manual page(s) 101-102	The CFC has a process of how the Parent Liaison is brought into the Early Intervention Process.		
002.00.	CFC Procedural Manual page(s) 101-102	The CFC Parent Liaison has documentation regarding participation on the LIC and assisting and recruiting parent members.		
003.00.	CFC Procedural Manual page(s) 101-102	The CFC has documentation of the Parent Liaison's meeting(s) with the family/case notes in chart or case notes in cornerstone.		
004.00.	CFC Procedural Manual page(s) 101-102	Documentation is available that the Parent Liaison has facilitated support groups.		
005.00.	CFC Procedural Manual page(s) 101-102	Parent resources and referral information directory is available and		

DHS Bureau of Early Intervention Program -

**Child and Family Connections Parent Liason Process and Procedures**

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YES NO

updated on a routine basis.

**Child and Family Connections Local Interagency Council Process and Procedures**

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**VISIT DATE:** 5/1/2007

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		YES	NO	
001.00.	CFC Procedural Manual page(s) 103,104	The CFC employs an LIC Coordinator. If no, who is the contact person(s) responsible for ensuring all LIC activities are carried out?		
002.00.	89 Administrative Code 500.25	There are methods used to identify existing resources within the local geographic area to address system needs.		
003.00	89 Administrative Code 500.25	Are the forms updatd on a consistent basis?		
004.00.	89 Administrative Code 500.25	The LIC has a role in provider recruitment?		
005.00	89 Administrative Code 500.25	There is documentation that the public awareness activities are an ongoing effort?		

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#	AUTHORITY/REFERENCE	MONITORING EVALUATION COMPONENT			COMMENTS /TA NEEDED
			YES	NO	
006.00	89 Administrative Code 500.25	The Early Intervention public awareness materials are user-friendly and reflect the diversity of individuals living in the community.			
007.00	89 Administrative Code 500.25	Written agreements and year-long calendars are in place with local school districts or other entities who conduct Child Find Activities.			
008.00	89 Administrative Code 500.25	Written interagency agreements are in place that facilitates transition and integration of eligible children and families from the EI system into the community and/or public school system at the age of three.			

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**AGENCY NAME:**00 - Test CFC Agency

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**VISIT DATE:** 5/1/2007

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		YES	NO	
015.00	CFC Procedural Manual page(s) 104	CFC is able to provide a bi-annual calendar of child find screening activities.		
016.00	89 Administrative Code 500.25	CFC can provide documentation of specific public awareness activities that have been conducted within the past twelve months.		
017.00	CFC Procedural Manual page(s) 32-35	The CFC has a method of informing and explaining child and family rights and procedural safeguards.		
018.00	CFC Procedural Manual page(s) 32-35	The CFC has a policy/procedure for linking families eligible for DSCC services to the local DSCC office and process for follow up results.		
019.00	CFC Fiscal Contract	The CFC employs a Manager that is responsible for hiring all service		

**Child and Family Connections Process and Procedures**

**AGENCY NAME:**00 - Test CFC Agency

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			YES	NO
		coordinators.		
020.00	CFC Fiscal Contract	The CFC performs it's own service coordination activities without subcontracting to another entity.		
021.00	June 30, 2005 DHS Memo	All Service Coordinators carry and use laptops for all IFSP meetings held away from the office to generate IFSP meeting authorizations and provider authorization number to provider at the end of the meeting.		
022.00	CFC Procedural Manual page(s) 82	The CFC has a policy/procedure that describes the process of provider selection for families that ensures family choice.		

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**AGENCY NAME:**00 - Test CFC Agency

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**VISIT DATE:** 5/1/2007

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		YES	NO	
023.00	CFC Procedural Manual page(s) 80	The CFC has a process that ensures service coordinators have generated cornerstone authorizations to providers for IFSP meeting time if provider participated in meeting.		
024.00	CFC Procedural Manual page(s) 72	The CFC has a process to notify providers prior to discontinuing/canceling authorizations.		
025.00	CFC Procedural Manual page(s) 42	The CFC has a process for discussing use of insurance with families.		
026.00	89 Administrative Code 500.25	The CFC has formal written linkage agreements with other community service providers to ensure families have access to other services.		

DHS Bureau of Early Intervention Program -

**Child and Family Connections Process and Procedures**

**AGENCY NAME:**00 - Test CFC Agency

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**VISIT DATE:** 5/1/2007

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YES NO

027.00	Intake CFR 303.23	Every child/family eligible under Part C has an assigned service coordinator responsible for serving as a single point of contact and coordinating across agency lines. (review case assignment in cornerstone).	
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028.00	DHS Memorandum April 2002	Children's services that have been delayed are accurately reported on monthly manager's report.	
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			<b>EI# 123</b> YES    NO    N/A		
001.00.	Determination of Eligibility CFR 303.322	The child was 0-36 months of age, and is a resident of the state of Illinois			
002.00	CFC Procedural Manual Page(s) 18,19	The record is arranged in sections with dividers and items are filed in reverse chronological order (most current document is on top).			
003.00	CFC Procedural Manual Page 12	The record contains a log in front to record all disclosures of PHI that are not identified as exceptions in the EI HIPAA guidelines.			
004.01	CFC Procedural Manual section: Intake page(s) 32- 36	Documentation of the following are in file and completely filled out with parent/guardian's signatures. 1.Informed consent and documentation of receipt of rights.			

**Child and Family Connections File Review**

**AGENCY NAME:**00 - Test CFC Agency

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			<b>EI# 123</b> YES    NO    N/A		
004.02	CFC Procedural Manual section: Intake page(s) 32-36	Documentation of the following are in file and completely filled out with parent/guardian's signatures. 2. Cornerstone informed consent form.			
004.03	CFC Procedural Manual section: Intake page(s) 32-36	Documentation of the following are in file and completely filled out with parent/guardian's signatures. 3. To/From consent for release of information.			
004.04	CFC Procedural Manual section: Intake page(s) 32-36	Documentation of the following are in file and completely filled out with parent/guardian's signatures. 4. Screening device for determining family fees and eligibility for Kid Care/Medicaid and DSCC form.			
004.05	CFC Procedural Manual section: Intake page(s) 32-36	Documentation of the following are in file and completely filled out with parent/guardian's signatures. 5. Insurance affidavit assignment and release, if applicable.			

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			<b>EI# 123</b> YES    NO    N/A		
005.00	CFC Procedural Manual Page(s) 78	A physician's prescription is in file if child is receiving: Audiology & Aural Rehab.services, Occupational, Physical or Speech-Language services.			
006.00	CFC Procedural Manual pages(s) 81	The original, signed IFSP is maintained in the child's comprehensive record.			
007.00	Private & Public Insurance CFC Procedural Manual Page(s) 54	If waiver flag has been entered on authorization(s), is there supporting documentation to reflect waiver.			
008.00	Private & Public Insurance CFC Procedural Manual Page(s) 54	Copy of Medicaid /Kid Care recipient card or WIC, copy of private insurance card is in the file.			

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			<b>EI# 123</b> YES    NO    N/A		
009.00	Family Fee Determination CFC Procedural Manula Page(s) 66-68	Most recent federal income tax form or other documentation of income is available in file (1040 or 2 consecutive paychecks).			
010.00	CFC Procedural Manual Page(s) 18,19	The record contains evaluation/assessment reports and documentation on initial eligibility.			
011.00	CFC Procedural Manual page(s) 42, 43	Evidence of copy of eligibility letter sent to families.			
012.00	CFC Procedural Manual page(s) 42, 43	Written notification of ineligibility determination letter provided to families.			
013.00	CFC Procedural Manual Page(s) 18,19	The record contains all IFSP reviews and updates (current and past).			

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			<b>EI# 123</b> YES    NO    N/A		
014.00	CFC Procedural Manual Page(s) 18,19	The record contains evaluation/assessment reports and documentation on "annual" eligibility.			
015.00	CFC Procedural Manual section: Intake page(s) 32- 36	The service coordinator contacts family within two days of referral to verify that general requirements are met.			
016.00	CFC Procedural Manual section: Intake page(s) 32- 36	The service coordinator schedules and completes intake questionnaire with family (Cornerstone AS01).			
017.00	CFC Procedural Manual section: Intake page(s) 32- 36	The service coordinator explains procedural safeguards during intake and prior to each annual re- determination.			

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			<b>EI# 123</b> YES    NO    N/A		
018.01	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 1. conducted by appropriately credentialed personnel.			
018.02	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 2. was based on informed clinical opinion, 30% delay, or medical diagnosis.			
018.03	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 3. included a review of pertinent record related to the child's current health status an medical history.			
018.04.a	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 4. included an evaluation of the child level of functioning in each of the following areas: a. Cognitive development			

**Child and Family Connections File Review**

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			<b>EI# 123</b> YES    NO    N/A		
018.04.b	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 4. included an evaluation of the child level of functioning in each of the following areas: b. Physical development including vision & hearing			
018.04.c	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 4. included an evaluation of the child level of functioning in each of the following areas: c. Communication development			
018.04.d	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 4. included an evaluation of the child level of functioning in each of the following areas: d. Social and emotional development			
018.04.e	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 4. included an evaluation of the child level of functioning in each of the following areas:			

**Child and Family Connections File Review**

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			<b>EI# 123</b> YES NO N/A
		e. Adaptive development	
018.05	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 5. identified the child's unique strengths and needs and the services appropriate to meet those needs.	
018.06	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 6. identified the resources, priorities, and concerns of the family and the support services necessary to enhance the family's capacity to meet the developmental needs of the child.	
018.07	Evaluation/Assessment CFR303.404 303.322	The Evaluation/Assessment 7. was multidisciplinary.	
019.00	Private & Public Insurance CFC Procedural Manual	CFC collects Medicaid and/or Private insurance information and enters data	

**Child and Family Connections File Review**

**AGENCY NAME:**00 - Test CFC Agency

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**VISIT DATE:** 5/1/2007

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			<b>EI# 123</b> YES NO N/A
	Page(s) 54	record in Cornerstone. The PA35 (Cornerstone) flag reflects insurance data and authorizations issued.	
020.00	CFR 303.342 IFSP Development	The initial IFSP meeting was conducted within 45 calendar days of referral.	
021.00	CFR 303.344 IFSP	The IFSP includes a statement of the child's present level of physical development (including vision, hearing, and health status); cognitive, communication, social/emotional and adaptive development.	
022.00	CFR 303.344 IFSP	The IFSP contains a statement of natural environments in which early interventions services shall be provided: a justification of the extent, if any, to which the service(s) are provide in non-natural settings.	

**Child and Family Connections File Review**

**AGENCY NAME:**00 - Test CFC Agency

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**VISIT DATE:** 5/1/2007

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			<b>EI# 123</b> YES    NO    N/A		
023.00	July 1, 2005 DHS Memo	Effective July 1, 2005, all IFSP's that indicate "no" for natural environment have completed the natural environment justification worksheet.			
024.00	CFR 303.344 IFSP	The IFSP includes a statement of major outcomes expected to be achieved for the child and family.			
025.00	CFR 303.344 IFSP	The major outcomes include the strategies, activities, criteria, procedures and timelines used to determine the degree to which progress toward achieving the outcomes is being made.			
026.01	CFR 303.344 IFSP	The IFSP identifies the specific early intervention services necessary to meet the unique needs of the child and family, including: 1. implementation dates and expected duration of the services			

**Child and Family Connections File Review**

**AGENCY NAME:**00 - Test CFC Agency

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**VISIT DATE:** 5/1/2007

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			<b>EI# 123</b> YES    NO    N/A		
026.02	CFR 303.344 IFSP	The IFSP identifies the specific early intervention services necessary to meet the unique needs of the child and family, including: 2. frequency, intensity, and method of delivering services			
026.03	CFR 303.344 IFSP	The IFSP identifies the specific early intervention services necessary to meet the unique needs of the child and family, including: 3. the funding source			
026.04	CFR 303.344 IFSP	The IFSP identifies the specific early intervention services necessary to meet the unique needs of the child and family, including: 4. location			
027.00	CFR 303.342 IFSP Development Six Month Review	Evidence that the Service Coordinator requested direct service reports to determine whether changes to services are being recommended or			

**Child and Family Connections File Review**

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**VISIT DATE:** 5/1/2007

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			<b>EI# 123</b> YES    NO    N/A
		whether the full IFSP team will need to meet. (Evey six months of more frequently if conditions warrant).	
028.01	CFR 303.342 IFSP Development Six Month Review	A six month review was carried out by a metting or teleconference.	
028.02	CFR 303.342 IFSP Development Six Month Review	Section 3 of the IFSP documents any progress made (or lack thereof) toward achieving the identified outcome made.	
028.03	CFR 303.342 IFSP Development Six Month Review	Documentation of an IFSP meeting held with all providers prior to service change/increase.	
029.00	CFR 303.342 IFSP Development Annual IFSP	An annual meeting was conducted to evaluate the IFSP and revise as	

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**AGENCY NAME:**00 - Test CFC Agency

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			<b>EI# 123</b> YES    NO    N/A
	Updates	necessary.	
030.00	CFR 303.342 IFSP Development	The results of any current evaluations and other information available from the assessment of the child and family were used to determine what services were needed.	
031.00	CFR 303.342 IFSP Development	The annual IFSP meeting was conducted within 1 year of the initial or previous IFSP meeting. If not justification for extension is documented.	
032.01	CFC Procedural Manual Page(s) 92	There is evidence that six months prior to the child's third birthday communication began with the family about transition.	

**Child and Family Connections File Review**

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			<b>EI# 123</b> YES    NO    N/A		
032.02	CFC Procedural Manual Page(s) 92	With informed parental consent, service coordinator notified the child's local educational agency that the child will shortly reach the age of eligibility for preschool services under Part B.			
032.03	CFC Procedural Manual Page(s) 92	Transitioin Plan is updated in Cornerstone (EITP).			
032.04	CFC Procedural Manual Page(s) 92	Transition efforts are documented in case notes (CM04).			
033.00	CFC Procedural Manual Page(s) 92,93	There is evidence that at least 90 days prior to the child's third birthday a transition conference was held with at least the service coordinator, family and the LEA.			

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			<b>EI# 123</b> YES    NO    N/A		
034.00	CFC Procedural Manual Page(s) 92,93	If child was not eligible for preschool services, a reasonable effort to convene a conference consisting of the family and providers of other appropriate services was conducted.			
035.00	CFC Procedural Manual Page(s) 92,93	Termination code on PA15 in Cornerstone reflects transition status.			
036.00	OSEP April 10, 2006 requirement	Child outcomes summary. There is evidence that outcome data has been captured through questions 8, 9 and 10 of the IFSP.			
037.00	CFC Procedural Manual page(s) 38,39	There is evidence that the service coordinator provided a copy of signed child and family connections informed consent and documentation of receipt of rights to each member of the evaluation and assessment team.			

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038.00	CFC Procedural Manual page(s) 38,39	There is evidence that a copy of all evaluations and assessment reports were given to each member of the evaluation assessment team including the parents and is in the parents native language.			
039.00	Non-discriminatory Procedures CFR 303.323	The assessment was administered in the native language of the parents and the assessment procedures were non-discriminatory.			
040.00	Non-discriminatory Procedures CFR 303.323	The IFSP was in the native language of parents and is understandable to parents.			
041.00	CFC Procedural Manual pages(s) 81	A copy of the IFSP was sent to family, and providers as indicated on implementation page of the IFSP in a timely manner.			

DHS Bureau of Early Intervention Program -

**Child and Family Connections File Review**

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**EI#** 123  
YES NO N/A

042.00	Private & Public Insurance CFC Procedural Manual Page(s) 54	The record indicates a copy of the insurance affidavit form has been sent to providers.	
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