

**Missouri Office of Special Education
Compliance Standards & Indicators
Early Intervention Services - First Steps**

Legal Requirement	Indicator/Description	SPOE Documentation
ACCESS TO EARLY INTERVENTION RECORDS		
3011.10 Access to Early Intervention (EI) records FERPA 99.32 (a)(1); 303.406; 303.415 State Plan (SP) XVI	Each System Point of Entry (SPOE) maintains a record of parties obtaining access to the EI record, including: 3011.10.a. Name of person(s) accessing record. 3011.10.b. The date (mm/dd/yy) access was given. 3011.10.c. The purpose of the review. <p style="text-align: center;">AND</p> 3011.10.d. Each SPOE maintains a current list of the names and positions of the employees within the agency who may have access to the EI records. NOTE: FERPA regulations do not require authorized agency staff who access the record to sign the access log.	Access Log List of SPOE employees
REFERRAL PROCESS		
3011.20 Referral date 303.303(c); SP IX	Referral date (mm/dd/yy) is present indicating the date the SPOE received information about a potentially eligible child from a primary referral source. Primary referral sources include: <ul style="list-style-type: none"> ○ Hospitals, including prenatal and postnatal care facilities; ○ Physicians; ○ Parents; ○ Child-care programs and early learning programs; ○ Local educational agencies and schools; ○ Public health facilities; ○ Other public health or social service agencies; ○ Other clinics and health care providers; ○ Public agencies and staff in the child welfare system, including child protective service and foster care; ○ Homeless family shelters; and, ○ Domestic violence shelters and agencies. 	Referral date in WebSPOE
3011.30 Service Coordinator appointed 303.34; SP IX	Documentation is present a Service Coordinator was appointed as soon as possible after receipt of referral: 3011.30.a. Date (mm/dd/yy) of appointment. 3011.30.b. Name of the Service Coordinator. NOTE: Service Coordinator should be appointed within one to two days of referral.	Service Coordinator assignment in WebSPOE

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EDUCATIONAL SURROGATE		
3011.40 Determine need for educational surrogate 303.422(a)(b)(i); SP XVI (N/A if no need for appointment of educational surrogate)	Determine the need for an educational surrogate if a child has been identified as a child with no parent, guardian, or person acting as a parent. NOTE: See Indicators 3011.660 to 3011.710 at the end of this document for additional educational surrogate requirements if a child has been determined eligible for an educational surrogate.	Determination of Need for Educational Surrogate Appointment form Case notes in WebSPOE
WRITTEN NOTICE OF ACTION/CONSENT – EVALUATION/INITIAL ASSESSMENT		
3011.50 Written Notice provided prior to evaluation/ initial assessment of the child 303.25(b), 303.421; SP XVI	Written Notice was provided a reasonable time prior to conducting an evaluation/ initial assessment of the child. The Notice must include the following components: 3011.50.a. Child name and date of birth. 3011.50.b. Date of the Notice (mm/dd/yy). 3011.50.c. Statement of the action being proposed. 3011.50.d. Statement of the reason for taking the action. 3011.50.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.50.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.50.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication; and, the parent understands the Notice.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE
PARENTAL CONSENT –EVALUATION/INITIAL ASSESSMENT		
3011.60 Parental consent obtained prior to evaluation/ initial assessment of the child 303.7, 303.420(a)(2); SP XVI (N/A if parent declined consent- see 3011.70)	Written consent was obtained prior to conducting an evaluation/ initial assessment of the child. Documentation includes: 3011.60.a. Parent signature. 3011.60.b. Date of parent signature (mm/dd/yy). 3011.60.c. Parent consent for evaluation/ initial assessment is indicated. NOTE: Date of parental consent must be prior to any evaluation/initial assessment activity.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE
OR		
3011.70 Parent declined evaluation/ initial assessment of the child 303.420(b); SP XVI (N/A if parent gave	Parent declined to give consent for the evaluation/ initial assessment of the child. Documentation includes: 3011.70.a. Parent signature. 3011.70.b. Date of parent signature (mm/dd/yy). 3011.70.c. Parent denial of consent is indicated. Documentation is present the Service Coordinator made reasonable attempts to ensure the parent:	Notice of Action/Consent form Case notes in WebSPOE

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consent – see 3011.60)	<ul style="list-style-type: none"> ○ Was fully aware of the nature of the evaluation and initial assessment or the EI services that would be available, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Understood the child would not be able to receive the evaluation and initial assessment or EI services unless consent was given. 	
PARENTAL CONSENT FOR THE RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION		
3011.80 Release of information form was provided to obtain parental consent to release information from the EI record 303.7, 303.414, 303.420(a)(5) 34 CFR Part 99 (FERPA); SP XVI (N/A if parent declined consent)	Release of information form was provided to obtain parental consent to release any personally identifiable information to individuals and agencies outside of the First Steps system. The release of information form must include the following components: 3011.80.a. Child name and date of birth. 3011.80.b. Date of the release of information (mm/dd/yy). 3011.80.c. The purpose of the release of information, including: the name of the SPOE region and agency; individual/agency name; intent to share, request or release information; and, purpose of the contact. 3011.80.d. The type of information to be requested or shared. 3011.80.e. Release of information form is written in a language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.80.f. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the release of information was translated orally or by other means to the parent in the parent’s native language or other mode of communication and the parent understands the release of information.	Release of Information form Case notes in WebSPOE
3011.85 Parental consent obtained prior to releasing personally identifiable information from the EI record 303.7, 303.414, 303.420(a)(5) 34 CFR Part 99 (FERPA); SP XVI	Written consent was obtained prior to releasing personally identifiable information from the EI record. Documentation includes: 3011.85.a. Parent signature. 3011.85.b. Date of parent signature (mm/dd/yy).	Release of Information form Case notes in WebSPOE
INTERIM INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)		
3011.90 Child determined eligible 303.345; SP X	Date of eligibility determination (mm/dd/yy).	Eligibility date in WebSPOE
3011.100 Interim IFSP developed and	Documentation indicates an Interim IFSP was developed and interim EI services were initiated for an eligible child, with written parental consent, prior to completion of the evaluation/ initial assessment.	Interim IFSP in WebSPOE

Legal Requirement	Indicator/Description	SPOE Documentation
EI services implemented prior to completion of evaluation/initial assessment 303.345; SP XII 303.345 (c); SP XVI (Interim IFSP section is N/A if child did not need an Interim IFSP)		Notice of Action/Consent form Case notes in WebSPOE
CONTENT OF INTERIM IFSP		
3011.110 Content of Interim IFSP 303.345(b)(1)(2); SP XII	An Interim IFSP is present that includes the following content: 3011.110.a. The name of the Service Coordinator who will be responsible for implementation of the Interim IFSP and coordinating with other agencies and individuals. 3011.110.b. The EI services that have been determined to be needed immediately by the child and the child's family.	Interim IFSP in WebSPOE
WRITTEN NOTICE OF ACTION/CONSENT – INITIATE INTERIM IFSP SERVICES		
3011.120 Written Notice of Action provided prior to initiating Interim IFSP services 303.421; SP XVI	Written Notice was provided a reasonable time prior to initiating Interim IFSP services. The Notice must include the following components: 3011.120.a. Child name and date of birth. 3011.120.b. Date of the Notice (mm/dd/yy). 3011.120.c. Statement of the action being proposed. 3011.120.d. Statement of the reason for taking the action. 3011.120.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.120.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.120.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent's native language or other mode of communication, and the parent understands the Notice.	Notice of Action/Consent form EI authorization in WebSPOE
PARENTAL CONSENT – INTERIM IFSP		
3011.130 Parental consent obtained prior to initiating an Interim IFSP service 303.7, 303.345(a), 303.420(a)(3); SP XVI	Written consent was obtained prior to initiating an Interim IFSP service. Documentation includes: 3011.130.a. Parent signature. 3011.130.b. Date of parent signature (mm/dd/yy). 3011.130.c. Parent consent for EI service(s) is indicated.	Notice of Action/Consent form Interim IFSP date in WebSPOE Case notes in WebSPOE

Legal Requirement	Indicator/Description	SPOE Documentation
AND/OR		
3011.140 Parent declined an Interim IFSP service 303.420(b); SP XVI	Parent declined to give consent for an Interim IFSP service. Documentation includes: 3011.140.a. Parent signature. 3011.140.b. Date of parent signature (mm/dd/yy). 3011.140.c. Parent denial of consent is indicated. Documentation is present the Service Coordinator made reasonable attempts to ensure the parent: <ul style="list-style-type: none"> ○ Was fully aware of the nature of the EI services that would be available, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Understood the child would not be able to receive the EI services unless consent was given. 	Notice of Action/Consent form Case notes in WebSPOE
EVALUATION PROCEDURES		
REQUIRED COMPONENTS OF EVALUATION OF THE CHILD		
3011.150 Evaluation procedures 303.321(b); SP XI (N/A for children who have medical or other records that establish eligibility without conducting an evaluation of the child)	Documentation is present that an evaluation of the child was conducted. The evaluation included the following procedures: 3011.150.a. Administering an evaluation instrument; 3011.150.b. Taking the child’s history (including interviewing the parent); 3011.150.c. Identifying the child’s level of functioning in each of the developmental areas (cognitive, physical including vision and hearing, social/emotional, communication and adaptive); 3011.150.d. Gathering information from other sources such as family members, other care-givers, medical providers, social workers, and educators, if necessary, to understand the full scope of the child’s unique strengths and needs; and, 3011.150.e. Reviewing medical, educational, or other records.	Evaluation Report Health Summary, if received Intake tab in WebSPOE Evaluation/Assessment tab in WebSPOE Case notes in WebSPOE
3011.160 Multidisciplinary evaluation 303.24(a), 303.321(a)(b); SP I, XI	Documentation is present a multidisciplinary evaluation of the child was conducted by qualified personnel. Documentation must include the names and positions of the individuals conducting the evaluation of the child.	Evaluation Report Intake tab in WebSPOE Evaluation/Assessment tab in WebSPOE
3011.170 Evaluation conducted in the native language 303.321(a)(5); SP XI	The evaluation was conducted in the native language of the child, unless clearly not feasible to do so.	Evaluation Report Case notes in WebSPOE
ELIGIBILITY		
3011.210 Statement of eligibility 303.21, 303.111, 303.321(a)(3)(i); SP X	The eligibility statement is documented and includes one of the following: 3011.210.a. A newborn or diagnosed medical condition, <p style="text-align: center;">OR</p> 3011.210.b. The area(s) in which the child was found to be delayed and the degree of the delay.	Eligibility Reason in WebSPOE

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3011.230 Newborn Conditions 303.5; SP X(A)(1)	Documentation is present the child has a newborn condition, diagnosed at birth or within 30 days post birth, of: 3011.230.a. Very low birth weight, less than 1,500 grams, AND 3011.230.b. One or more of the following conditions: <ul style="list-style-type: none"> ○ APGAR of 6 or less at 5 minutes ○ Intraventricular hemorrhage (IVH) (Grade II, III, or IV) ○ Any Positive Pressure Ventilation greater than 48 hours, including ventilator or oscillator ○ Resuscitation/code-event requiring chest compressions AND 3011.230.c. A referral date prior to 12 months of age.	NICU Referral form Medical Records
OR		
3011.240 Diagnosed Conditions 303.21(a)(2); SP X(A)(2)	Documentation is present the child has at least one diagnosed physical or mental condition associated with developmental disabilities or a high probability of resulting in a developmental delay or disability. NOTE: For examples of genetic and other conditions associated with developmental disabilities see Part C State Plan Section X.	Health Summary Medical Records
OR		
3011.250 Other Diagnosed Conditions 303.21(a)(2); SP X(A)(3)	Documentation is present the child has a condition known to be associated with developmental disabilities. 3011.250.a. Diagnosis is based upon informed clinical opinion by Board Certificated physician: <ul style="list-style-type: none"> ○ Neonatologists; ○ Pediatricians; ○ Geneticists; ○ Pediatric neurologists; and/or, ○ Other pediatric specialists AND 3011.250.b. Physician’s documentation must include the specific condition and the potential impact of the condition in one or more of the five developmental areas.	Health Summary Medical Records Physician Informed Clinical Opinion and Impact Statement form
OR		
3011.260 Developmental Delay 303.10, 303.111, 303.321(a)(3); SP X(B)	Documentation is present the child has: 3011.260.a. A developmental delay in one or more of the following areas as measured by appropriate diagnostic measures: <ul style="list-style-type: none"> ○ Cognitive development ○ Communication development ○ Physical development, including vision and hearing ○ Social/emotional development 	Evaluation Reports Eligibility tab in WebSPOE

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	<ul style="list-style-type: none"> ○ Adaptive development, <p style="text-align: center;">AND</p> <p>3011.260.b. The child is functioning at half the developmental level that would be expected for a child developing within normal limits and of equal age,</p> <p style="text-align: center;">OR</p> <p>3011.260.c. The child is demonstrating atypical development based on a rationale for informed clinical opinion that includes information from a multidisciplinary team.</p>	
INITIAL ASSESSMENT PROCEDURES		
REQUIRED COMPONENTS OF INITIAL ASSESSMENT OF THE CHILD		
<p>3011.265 Initial assessment procedures 303.321(c)(1); SP I, XI</p>	<p>Documentation is present that an initial assessment of the child was conducted. The initial assessment of the child included:</p> <p>3011.265.a. A review of the results of the evaluation of the child, unless medical or other records confirm eligibility;</p> <p>3011.265.b. Personal observations of the child; and</p> <p>3011.265.c. The identification of the child’s needs in each of the developmental areas (cognitive, physical including vision and hearing, social/emotional, communication and adaptive).</p> <p>NOTE: The evaluation of the child and initial assessment of the child may occur simultaneously.</p>	<p>Evaluation Report or Assessment Report Intake tab in WebSPOE Evaluation/Assessment tab in WebSPOE</p>
<p>3011.266 Multidisciplinary initial assessment 303.24(a), 303.321(a)(1)(ii)(A), 303.321(c); SP XI</p>	<p>Documentation is present a multidisciplinary initial assessment of the child was conducted by qualified personnel. Documentation must include the names and positions of the individuals conducting the initial assessment of the child.</p>	<p>Assessment Report Intake tab in WebSPOE Evaluation/Assessment tab in WebSPOE</p>
<p>3011.267 Initial assessment conducted in the native language 303.321(a)(5); SP XI</p>	<p>The initial assessment of the child was conducted in the native language of the child, unless clearly not feasible to do so.</p>	<p>Assessment Report Case notes in WebSPOE</p>
FAMILY ASSESSMENT		
<p>3011.270 Family assessment 303.321(c)(2), 303.321(a)(2)(iii); SP XI</p>	<p>If the family agrees, information is gathered through a family assessment. Documentation is present the assessment:</p> <p>3011.270.a. Was conducted by qualified personnel trained to utilize appropriate methods and procedures;</p> <p>3011.270.b. Was based on information provided by the family through an interview and assessment tool;</p> <p>3011.270.c. Incorporates the family’s description of its resources, priorities and concerns related to enhancing the child’s development;</p> <p>3011.270.d. Was completed within the 45-day timeline if a parent was available; and,</p> <p>3011.270.e. Was conducted in the native language of the family.</p>	<p>Family Assessment section of the Individualized Family Service Plan (IFSP) Case notes in WebSPOE</p>

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	OR 3011.270.f. If the family declines, the family assessment was not conducted.	
INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP)		
WRITTEN NOTIFICATION OF IFSP MEETING		
3011.280 Written notification of IFSP meeting 303.342 (d)(2); SP XII (N/A if 6 month review is held by polling method)	Written notification of IFSP meeting is present indicating the date family and other participants were notified of the IFSP meeting in writing, early enough to ensure their ability to attend. Documentation includes: 3011.280.a. Child name. 3011.280.b. Date of written notification (mm/dd/yy). 3011.280.c. Date of IFSP meeting. 3011.280.d. Purpose of meeting. 3011.280.e. Notification to family. 3011.280.f. Other participants notified, as appropriate. 3011.280.g. Statement indicating additional participants may be invited as requested by the parent/family. 3011.280.h. The parent was provided a copy of the Parental Rights Statement. 3011.280.i. Written notification is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.280.j. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the notification was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the notification. 3011.280.k. For the Initial IFSP meeting, notification also includes a statement indicating the child is eligible for First Steps. 3011.280.l. For the Transition Plan or Transition Plan and Conference meeting, notification also includes statement indicating the child will soon transition from First Steps.	Meeting Notification IFSP date in WebSPOE Case notes in WebSPOE
CONTENT OF THE IFSP		
3011.290 Initial and Annual IFSP meeting participants 303.24(b), 303.340, 303.343 (a)(1); SP XII	Documentation is present the Initial and Annual IFSP meeting included the following participants: 3011.290.a. The parent of the child. 3011.290.b. The Service Coordinator. 3011.290.c. Other family members, as requested by the parent. 3011.290.d. An advocate or other person outside the family, as requested by the parent. 3011.290.e. The person(s) directly involved in conducting the evaluation and assessments. 3011.290.f. Service providers, as appropriate. NOTE: See alternate methods of participation in IFSP meeting(s) at Indicator 3011.300.	IFSP in WebSPOE
3011.295 Periodic Review IFSP	Documentation is present the Periodic Review IFSP meeting included the following participants: 3011.295.a. The parent of the child.	IFSP in WebSPOE

Legal Requirement	Indicator/Description	SPOE Documentation
meeting participants 303.24(b), 303.340, 303.343 (a)(1); SP XII	<p>3011.295.b. Other family members, as requested by the parent.</p> <p>3011.295.c. An advocate or other person outside the family, as requested by the parent.</p> <p>3011.295.d. The Service Coordinator</p> <p>3011.295.e. The person(s) directly involved in conducting the evaluation and assessments, if conditions warrant.</p> <p>3011.295.f. Service providers, as appropriate.</p>	
3011.300 Alternate arrangements for participation in IFSP meeting 303.343 (a)(2); SP XII (N/A if individual(s) in attendance)	<p>Documentation indicates that, when necessary, individuals directly involved in conducting the evaluation and assessments were provided alternate methods of participation, which may include:</p> <ul style="list-style-type: none"> ○ telephone conference call ○ having a knowledgeable authorized representative attend the meeting ○ making pertinent records available at the meeting 	IFSP in WebSPOE
3011.310 Statement of child's present level of development 303.344 (a); SP XII	<p>The IFSP documents the child's present level in each of the following areas based on the child's evaluation and assessments:</p> <p>3011.310.a. Physical development, including vision, hearing, and health status.</p> <p>3011.310.b. Cognitive development.</p> <p>3011.310.c. Communication development.</p> <p>3011.310.d. Social/emotional development.</p> <p>3011.310.e. Adaptive development.</p>	IFSP in WebSPOE
3011.320 Summary of family information 303.344 (b); SP XII	<p>3011.320.a. With the family's agreement, the IFSP includes a statement of the family's resources, priorities and concerns related to enhancing the development of the child as identified through the assessment of the family.</p> <p style="text-align: center;">OR</p> <p>3011.320.b. If the family declines, the statement of the family's resources, priorities and concerns is not included in the IFSP.</p> <p>NOTE: Content of family assessment was evaluated under Indicator 3011.270.</p>	IFSP in WebSPOE
3011.330 Statement of outcomes 303.344 (c); SP XII	<p>The IFSP includes a statement of the measurable results or outcomes expected to be achieved for the child and the family. Each outcome includes:</p> <p>3011.330.a. Criteria</p> <p>3011.330.b. Procedures</p> <p>3011.330.c. Timelines</p>	IFSP in WebSPOE
3011.340 Statement of EI services 303.13, 303.344 (d); SP I, XII	<p>The IFSP includes a statement of the specific EI services necessary to meet the unique needs of the child and the family to achieve the outcomes identified in the IFSP. Services are identified under one or more of the following categories:</p> <ul style="list-style-type: none"> ○ Assistive technology devices and services ○ Audiology 	IFSP in WebSPOE

Legal Requirement	Indicator/Description	SPOE Documentation
	<ul style="list-style-type: none"> ○ Family child care assistance ○ Family training, counseling and home visits ○ Health services necessary to enable a child to benefit from the other EI services ○ Medical services for diagnostic or evaluation purposes only ○ Nursing services ○ Dietary/Nutrition services ○ Occupational therapy ○ Physical therapy ○ Psychological services ○ Service coordination services ○ Sign language and cued language services ○ Social work service ○ Special instruction ○ Speech/language pathology ○ Translation and Interpretation ○ Transportation and related costs that are necessary to enable an eligible child and the child's family to receive EI services ○ Vision services <p>NOTE: This is not an exhaustive list of EI services.</p>	
<p>3011.350 Description of the services to be provided 303.344 (d)(1)(2)(3); SP XII</p>	<p>The IFSP describes the services to be provided by addressing:</p> <p>3011.350.a. The frequency of the service (i.e., number of days or sessions).</p> <p>3011.350.b. The intensity of the service (i.e., whether the service is provided on an individual basis or on a group basis).</p> <p>3011.350.c. The method for providing the service (i.e., direct, consultation, family education, teletherapy).</p> <p>3011.350.d. The location of the service (actual place where the service will be provided).</p> <p>3011.350.e. The payment arrangements, if any.</p> <p>3011.350.f. Length (i.e., the length of time for each session, for example one hour).</p>	<p>IFSP in WebSPOE</p>
<p>3011.360 Statement addressing services in the natural environment 303.26, 303.126, 303.344(d)(1)(ii)(A)(B); SP XII</p>	<p>To the maximum extent appropriate to meet the needs of the child, EI services must be provided in natural environments, including home and community settings in which children without disabilities participate.</p> <p>The IFSP includes:</p> <p>3011.360.a. A description of the natural environments in which EI services will be provided,</p> <p style="text-align: center;">OR</p> <p>3011.360.b. A justification of the extent to which the services will not be provided in a natural environment, if applicable.</p> <p>NOTE: Natural environments are defined as settings that are natural or typical for same aged children without disabilities.</p>	<p>IFSP in WebSPOE</p>

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<p>3011.370 A statement of other services 303.344 (e); SP XII</p> <p>(N/A if no other services are identified)</p>	<p>To the extent appropriate, the IFSP identifies:</p> <p>3011.370.a. Medical and other services the child or family needs or is receiving through other sources, but that are neither required nor funded by Part C,</p> <p style="text-align: center;">OR</p> <p>3011.370.b. A description of the steps the Service Coordinator or family may take to assist the child and family in securing medical or other services if those services are not currently being provided.</p>	<p>IFSP in WebSPOE</p>
<p>3011.380 Dates for initiation and duration of services 303.344 (f)(1)(2); SP XII</p>	<p>The IFSP includes:</p> <p>3011.380.a. The projected dates (mm/dd/yy) for initiation (i.e., start date) of each EI service outlined in the IFSP.</p> <p>3011.380.b. The anticipated duration (i.e., end date) of each EI service.</p>	<p>IFSP in WebSPOE</p>
<p>3011.390 Service Coordinator identified 303.344 (g), 303.34; SP XII</p>	<p>The IFSP includes the name of the Service Coordinator who will be responsible for implementing the EI services identified in the child's IFSP, including transition services, and coordination with other agencies and persons.</p>	<p>IFSP in WebSPOE</p>
<p>3011.400 Transition 303.344 (h)(2)(i); SP XII</p>	<p>The IFSP addresses the child's transition that will occur at age three or when the child exits First Steps. NOTE: Discussion with and training of parent regarding future placements and other matters related to the child's transition must be documented on <i>each</i> IFSP.</p>	<p>IFSP in WebSPOE</p>
WRITTEN NOTICE OF ACTION/CONSENT – INITIATION OF EARLY INTERVENTION SERVICES		
<p>3011.410 Written Notice provided prior to initiation of EI services 303.421; SP XVI</p>	<p>Written Notice was provided a reasonable time prior to initiating EI services. The Notice must include the following:</p> <p>3011.410.a. Child name and date of birth.</p> <p>3011.410.b. Date of the Notice (mm/dd/yy).</p> <p>3011.410.c. Statement of the action being proposed.</p> <p>3011.410.d. Statement of the reason for taking the action.</p> <p>3011.410.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>3011.410.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.410.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent's native language or other mode of communication, and the parent understands the Notice.</p>	<p>Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE</p>
PARENTAL CONSENT – INITIATION OF EARLY INTERVENTION SERVICES		
<p>3011.420 Parental consent obtained prior to initiation of EI</p>	<p>Written consent was obtained prior to initiation of EI services. Documentation includes:</p> <p>3011.420.a. Parent signature.</p>	<p>Notice of Action/Consent form EI authorization in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
services 303.7, 303.342(e), 303.420(a)(3); SP XVI	<p>3011.420.b. Date of parent signature (mm/dd/yy).</p> <p>3011.420.c. Parent consent for EI service(s) is indicated.</p>	Case notes in WebSPOE
AND/OR		
<p>3011.430 Parent declined initiation of EI services 303.420(b); SP XVI</p>	<p>Parent declined to give consent for the initiation of an EI service. Documentation includes:</p> <p>3011.430.a. Parent signature.</p> <p>3011.430.b. Date of parent signature (mm/dd/yy).</p> <p>3011.430.c. Parent denial of consent is indicated.</p> <p>Documentation is present the Service Coordinator made reasonable attempts to ensure the parent:</p> <ul style="list-style-type: none"> o Was fully aware of the nature of the EI services that would be available, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> o Understood the child would not be able to receive the EI services unless consent was given. 	<p>Notice of Action/Consent form</p> <p>Case notes in WebSPOE</p>
SYSTEM OF PAYMENTS		
<p>3011.435 System of Payments policy provided prior to obtaining consent to use private/public insurance and collecting financial information 303.520; SP XVIII</p>	<p>System of Payments policy provided prior to obtaining consent to use private/public insurance to pay for EI services and collecting financial information to determine family cost participation.</p> <p>3011.435.a. Date the System of Payments policy was provided.</p> <p>3011.435.b. System of Payments policy is provided in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.435.c. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the System of Payments policy was translated orally or by other means to the parent in the parent's native language or other mode of communication, and the parent understands the policy.</p>	Case notes in WebSPOE
FINANCIAL INFORMATION FOR FAMILY COST PARTICIPATION		
<p>3011.436 Financial information obtained for family cost participation 303.520, 303.521; SP XVIII</p>	<p>Financial information obtained at the Initial IFSP meeting, the Annual IFSP meeting, and any time a change in the household size or income occurs. Documentation includes:</p> <p>3011.436.a. Child name and date of birth.</p> <p>3011.436.b. Head of household name.</p> <p>3011.436.c. Date completed.</p> <p>3011.436.d. Household size.</p> <p>3011.436.e. Income information, if applicable.</p> <p style="text-align: center;">AND</p> <p>3011.436.f. Parent confirmed household and income information,</p> <p style="text-align: center;">OR</p> <p>3011.436.g. Parent confirmed child/family has Medicaid, Supplemental Security Income, Food Stamps or the child is in foster care,</p>	<p>Financial Information for Family Cost Participation form</p> <p>Case notes in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
	<p style="text-align: center;">OR</p> <p>3011.436.h. Parent declined to provide financial information.</p> <p style="text-align: center;">AND</p> <p>3011.436.i. Parent signature.</p> <p>3011.436.j. Date of parent signature (mm/dd/yy).</p>	
PARENTAL CONSENT TO USE PUBLIC INSURANCE		
<p>3011.440 Parental consent obtained to use public insurance (MO Healthnet/Medicaid) 303.7, 303.420(a)(4), 303.520; SP XVIII</p>	<p>Parental consent to use public insurance obtained prior to initiating EI services. Documentation includes:</p> <p>3011.440.a. Child name and date of birth.</p> <p>3011.440.b. Date completed.</p> <p style="text-align: center;">AND</p> <p>3011.440.c. Parent gave written consent to use public insurance,</p> <p style="text-align: center;">OR</p> <p>3011.440.d. Parent indicated they do not have public insurance,</p> <p style="text-align: center;">OR</p> <p>3011.440.e. Parent declined to give written consent to use public insurance,</p> <p style="text-align: center;">AND</p> <p>3011.440.f. Parent signature</p> <p>3011.440.g. Date of parent signature (mm/dd/yy).</p>	<p>Consent to Use MO HealthNet/Medicaid form</p> <p>Case notes in WebSPOE</p>
PARENTAL CONSENT TO USE PRIVATE INSURANCE		
<p>3011.445 Parental consent obtained to use private insurance 303.7, 303.420(a)(4), 303.520; SP XVIII</p>	<p>Parental consent to use private insurance obtained at the Initial IFSP meeting, the Annual IFSP meeting, any time an EI service applicable to private insurance is initiated or increased, and any time private insurance coverage changes.</p> <p>Documentation includes:</p> <p>3011.445.a. Child name and date of birth.</p> <p>3011.445.b. Insurance company name.</p> <p>3011.445.c. Date completed.</p> <p>3011.445.d. Reason for consent.</p> <p>3011.445.e. IFSP direct service authorization(s).</p> <p style="text-align: center;">AND</p> <p>3011.445.f. Parent gave written consent to use private insurance,</p> <p style="text-align: center;">OR</p> <p>3011.445.g. Parent indicated they do not have private insurance,</p> <p style="text-align: center;">OR</p> <p>3011.445.h. Parent declined to give written consent to use private insurance.</p>	<p>Consent to Use Private Insurance form</p> <p>Case notes in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
	AND 3011.445.i. Parent signature. 3011.445.j. Date of parent signature (mm/dd/yy).	
TIMELINES		
45-DAY		
3011.450 Evaluation, initial assessment completed and Initial IFSP developed within 45 days of referral. 303.310, 303.342(a); SP IX	3011.450.a. Documentation is present the evaluation, initial assessment of the child and the Initial IFSP were completed within 45 days of referral, <p style="text-align: center;">OR</p> 3011.450.b. If the evaluation, initial assessment and Initial IFSP process exceeded 45 days, documentation is present of exceptional circumstances (e.g., child illness or other family initiated delay) for extension of timelines. NOTE: If appropriate, an Interim IFSP must be developed and implemented. See Indicators 3011.90-3011.140.	45-day timeline in WebSPOE Exceeded 45-day note in WebSPOE Case notes in WebSPOE
TIMELY SERVICES		
3011.460 Timely provision of EI services 303.344 (f)(1), 303.342(e); SP XII	3011.460.a. Documentation indicates EI services began as soon as possible after the IFSP meeting in which parental consent was obtained for the service, <p style="text-align: center;">OR</p> 3011.460.b. Documentation is present of an acceptable delay (e.g., child illness, other family initiated delay, or IFSP team decision). NOTE: To be considered timely, services must begin within 30 days of written parental consent.	IFSP in WebSPOE Timely Services note in WebSPOE Case notes in WebSPOE
PERIODIC IFSP MEETINGS		
3011.470 Six month periodic review of the IFSP occurred within timeline 303.342 (b); SP XII	The IFSP is reviewed every six months or more frequently if needed, or if requested by the parent. Documentation is present that a periodic review: 3011.470.a. Occurred at least every six months (mm/dd/yy). 3011.470.b. Addressed the degree to which progress is being made toward achieving the outcomes. 3011.470.c. Determined whether modifications or revisions of the outcomes or services are necessary. NOTE: A periodic review may occur through a meeting or another means acceptable to the parent and other participants.	IFSP in WebSPOE Case notes in WebSPOE
ANNUAL IFSP MEETINGS		
3011.480 Annual meeting to evaluate the IFSP was held within timeline 303.342(c); SP XII	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, revise its provisions. The date of the annual meeting was no more than 365 calendar days from the previous Initial or Annual IFSP meeting.	IFSP in WebSPOE
IFSP IMPLEMENTED AS WRITTEN		

Legal Requirement	Indicator/Description	SPOE Documentation
3011.490 IFSP is implemented, as written 303.114, 303.340; SP XII	Documentation is present the child received EI services in accordance with the IFSP, including: frequency; intensity; method; length; duration; and, location.	IFSP in WebSPOE Provider Progress notes Delivered Services in WebSPOE Case notes in WebSPOE
WRITTEN NOTICE OF ACTION/CONSENT – ONGOING ASSESSMENT		
3011.500 Written Notice provided prior to conducting an ongoing assessment of the child 303.421; SP XVI	Written Notice was provided a reasonable time prior to conducting an ongoing assessment of the child. The Notice must include the following: 3011.500.a. Child name and date of birth. 3011.500.b. Date of the Notice (mm/dd/yy). 3011.500.c. Statement of the action being proposed or refused. 3011.500.d. Statement of the reason for taking the action. 3011.500.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.500.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.500.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication; and, the parent understands the Notice.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE
PARENTAL CONSENT – ONGOING ASSESSMENT		
3011.505 Parental consent obtained prior to conducting an ongoing assessment of the child 303.7, 303.420(a)(2); SP XVI (N/A if parent declined consent – see 3011.506)	Written consent was obtained prior to conducting an ongoing assessment of the child. Documentation includes: 3011.505.a. Parent signature. 3011.505.b. Date of parent signature (mm/dd/yy). 3011.505.c. Parent consent for ongoing assessment is indicated.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE
OR		
3011.506 Parent declined ongoing assessment of the child 303.420(b); SP XVI (N/A if parent gave consent – see 3011.505)	Parent declined to give consent for an ongoing assessment of the child. Documentation includes: 3011.506.a. Parent signature. 3011.506.b. Date of parent signature (mm/dd/yy). 3011.506.c. Parent denial of consent is indicated. Documentation is present the Service Coordinator made reasonable attempts to ensure the parent: <ul style="list-style-type: none"> ○ Was fully aware of the nature of the assessment that would be available, 	Notice of Action/Consent form Case notes in WebSPOE

Legal Requirement	Indicator/Description	SPOE Documentation
	AND ○ Understood an ongoing assessment would not occur unless consent was given.	
ONGOING ASSESSMENT PROCEDURES		
REQUIRED COMPONENTS OF ONGOING ASSESSMENT OF THE CHILD		
3011.507 Ongoing assessment procedures 303.321(c)(1); SP I, XI	Documentation is present that an ongoing assessment of the child was conducted. The ongoing assessment of the child included: 3011.507.a. A review of the results of the evaluation of the child, unless medical or other records confirmed eligibility; 3011.507.b. Personal observations of the child; and 3011.507.c. The identification of the child's needs in each of the developmental areas (cognitive, physical including vision and hearing, social/emotional, communication and adaptive).	Assessment Report Evaluation/Assessment tab in WebSPOE
3011.508 Multidisciplinary ongoing assessment 303.24(a), 303.321(a)(1)(ii)(A), 303.321(c); SP XI	Documentation is present a multidisciplinary ongoing assessment of the child was conducted by qualified personnel. Documentation must include the names and positions of the individuals conducting the ongoing assessment of the child.	Assessment Report Evaluation/Assessment tab in WebSPOE
3011.509 Ongoing assessment conducted in the native language 303.321(a)(5); SP XI	The ongoing assessment of the child was conducted in the native language of the child, unless clearly not feasible to do so.	Assessment Report Case notes in WebSPOE
WRITTEN NOTICE OF ACTION/CONSENT – CHANGE IN EI SERVICES		
3011.510 Written Notice provided to the parent prior to a change in services 303.421; SP XVI	Written Notice is provided a reasonable time prior to initiating a change in EI services. The Notice must include the following: 3011.510.a. Child name and date of birth. 3011.510.b. Date of the Notice (mm/dd/yy). 3011.510.c. Statement of the action being proposed. 3011.510.d. Statement of the reason for taking the action. 3011.510.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.510.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.510.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent's native language or other mode of communication, and the parent understands the Notice.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE

Legal Requirement	Indicator/Description	SPOE Documentation
PARENTAL CONSENT – CHANGE IN EI SERVICES		
3011.520 Parental consent obtained prior to a change in EI services 303.7, 303.420(a)(3); SP XVI	Written consent was obtained prior to changing an EI service. Documentation includes: 3011.520.a. Parent signature. 3011.520.b. Date of parent signature (mm/dd/yy). 3011.520.c. Parent consent for EI service(s) is indicated.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE
AND/OR		
3011.525 Parent declined change in EI services 303.420(b); SP XVI	Parent declined to give consent to change an EI service. Documentation includes: 3011.525.a. Parent signature. 3011.525.b. Date of parent signature (mm/dd/yy). 3011.525.c. Parent denial of consent is indicated. Documentation is present the Service Coordinator made reasonable attempts to ensure the parent: <ul style="list-style-type: none"> ○ Was fully aware of the nature of the EI services that would be available, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Understood a change in the EI services would not occur unless consent was given. 	Notice of Action/Consent form Case notes in WebSPOE
WRITTEN NOTICE OF ACTION/CONSENT – DISCONTINUE SERVICE(S) AT IFSP TEAM REQUEST		
3011.530 Written Notice provided prior to discontinuing a service at the request of the IFSP team 303.421; SP XVI	Written Notice was provided a reasonable time prior to discontinuing a service at the request of the IFSP team. The Notice must include the following: 3011.530.a. Child name and date of birth. 3011.530.b. Date of the Notice (mm/dd/yy). 3011.530.c. Statement of the action being proposed. 3011.530.d. Statement of the reason for taking the action. 3011.530.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.530.f. Notice is written in language understandable to the general public; and, provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.530.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the Notice.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE
PARENTAL CONSENT – DISCONTINUE SERVICE(S) AT IFSP TEAM REQUEST		

Legal Requirement	Indicator/Description	SPOE Documentation
3011.540 Parental consent obtained prior to discontinuing a service at the request of the IFSP team 303.7, 303.420(a)(3), 303.421; SP XVI	Written consent was obtained prior to discontinuing a service at the request of the IFSP team. Documentation includes: 3011.540.a. Parent signature. 3011.540.b. Date of parent signature (mm/dd/yy). 3011.540.c. Parent consent for EI service(s) is indicated.	Notice of Action/Consent form EI authorization in WebSPOE Case notes in WebSPOE
AND/OR		
3011.545 Parent declined to discontinue a service 303.420(b); SP XVI	Parent declined to give written consent to discontinue a service. Documentation includes: 3011.545.a. Parent signature. 3011.545.b. Date of parent signature (mm/dd/yy). 3011.545.c. Parent denial of consent is indicated. Documentation is present the Service Coordinator made reasonable attempts to ensure the parent: <ul style="list-style-type: none"> ○ Was fully aware of the nature of the EI services that would be available, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Understood the EI services would not be discontinued unless consent was given. 	Notice of Action/Consent form Case notes in WebSPOE
WRITTEN NOTICE OF ACTION – IFSP TEAM REFUSED PARENT REQUEST FOR ONGOING ASSESSMENT OR EI SERVICE		
3011.550 Written Notice provided to the parent when refusing a request for ongoing assessment of the child or EI service 303.421; SP XVI	Written Notice is provided a reasonable time after the decision was made to refuse the parent’s request for an ongoing assessment of the child or EI service. The Notice must include the following: 3011.550.a. Child name and date of birth. 3011.550.b. Date of the Notice (mm/dd/yy). 3011.550.c. Statement of the action being refused. 3011.550.d. Statement of the reason for taking the action. 3011.550.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.550.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.550.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the Notice.	Notice of Action form Case notes in WebSPOE
WRITTEN NOTICE OF ACTION – INELIGIBLE FOR EARLY INTERVENTION SERVICES		
3011.560 Written Notice provided to the parent if the child is determined ineligible for EI services 303.322, 303.421; SP XVI	Written Notice is provided to the parent a reasonable time after the child is determined ineligible for EI services. The Notice must include the following: 3011.560.a. Child name and date of birth. 3011.560.b. Date of the Notice (mm/dd/yy). 3011.560.c. Statement of the action. 3011.560.d. Statement of the reason for taking the action.	Notice of Action form Case notes in WebSPOE

Legal Requirement	Indicator/Description	SPOE Documentation
	<p>3011.560.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>3011.560.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.560.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the Notice.</p>	

WRITTEN NOTICE OF ACTION – INITIAL EVALUATION REFUSED BY SPOE

<p>3011.570 Written Notice provided to the parent when the SPOE refuses to evaluate the child upon referral 303.421(a); SP XVI</p>	<p>Written Notice is provided to the parent a reasonable time after referral when the determination has been made to refuse to evaluate the child. The Notice must include the following:</p> <p>3011.570.a. Child name and date of birth.</p> <p>3011.570.b. Date of the Notice (mm/dd/yy).</p> <p>3011.570.c. Statement of the action being refused.</p> <p>3011.570.d. Statement of the reason for taking the action.</p> <p>3011.570.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>3011.570.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.570.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the Notice.</p>	<p>Notice of Action form Case notes in WebSPOE</p>
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WRITTEN NOTICE OF ACTION – PARENT REQUEST TO DISCONTINUE SERVICE

<p>3011.575 Written Notice provided to the parent when the parent requests to discontinue a service 303.421(a); SP XVI</p>	<p>Written Notice is provided to the parent a reasonable time after the parent requests to discontinue a service. The Notice must include the following:</p> <p>3011.575.a. Child name and date of birth.</p> <p>3011.575.b. Date of the Notice (mm/dd/yy).</p> <p>3011.575.c. Statement of the action.</p> <p>3011.575.d. Statement of the reason for taking the action.</p> <p>3011.575.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>3011.575.f. Notice is written in language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.575.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the Notice.</p>	<p>Notice of Action form Case notes in WebSPOE</p>
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TRANSITION TO PRESCHOOL PROGRAMS

Legal Requirement	Indicator/Description	SPOE Documentation
<p>3011.580 Release of information provided prior to releasing information from the EI record 303.7, 303.414, 303.420(a)(5) 34 CFR Part 99 (FERPA); SP XVI (N/A if parent declined consent)</p>	<p>Release of information was provided prior to releasing any personally identifiable information to individuals and agencies outside of the First Steps system.</p> <p>The release of information form must include the following components:</p> <p>3011.580.a. Child name and date of birth.</p> <p>3011.580.b. Date of the release of information (mm/dd/yy).</p> <p>3011.580.c. The purpose of the release of information, including: the name of the SPOE region and agency; individual/agency name; intent to share, request or release information; and, purpose of the contact.</p> <p>3011.580.d. The type of information to be requested or shared.</p> <p>3011.580.e. Release of information form is written in a language understandable to the general public and provided in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.580.f. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the release of information was translated orally or by other means to the parent in the parent’s native language or other mode of communication and the parent understands the release of information.</p> <p>NOTE: Written parental consent is <i>not</i> required to share directory information with the LEA <i>if</i> the child is eligible for First Steps.</p>	<p>Release of Information form Case notes in WebSPOE</p>
<p>3011.585 Parental consent obtained prior to releasing personally identifiable information from the EI record 303.7, 303.414, 303.420(a)(5) 34 CFR Part 99 (FERPA); SP XIII</p>	<p>Written consent was obtained prior to releasing personally identifiable information from the EI record. Documentation includes:</p> <p>3011.585.a. Parent signature.</p> <p>3011.585.b. Date of parent signature (mm/dd/yy).</p>	<p>Release of Information form Case notes in WebSPOE</p>
<p>3011.590 Directory information was provided to the LEA within timelines 303.209(b)(1)(2); SP XIII</p>	<p>Documentation is present directory information (child’s name, child’s date of birth, parent’s name, parent’s address and parent’s telephone number) was provided to the LEA to inform them the child may potentially be eligible for services under Part B.</p> <p>3011.590.a. Directory information was provided to the LEA not fewer than 90 days before the child’s third birthday if the child was found eligible for First Steps 90 days or more before the child’s third birthday,</p> <p style="text-align: center;">OR</p> <p>3011.590.b. Directory information was provided to the LEA as soon as possible if the child was found eligible for First Steps less than 90 but 45 days or more before the child’s third birthday,</p> <p style="text-align: center;">OR</p>	<p>Transition Plan IFSP Release of Information form Opt Out form Case notes in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
	<p>3011.590.c. Directory information was provided to the LEA with parental consent if the child was referred to First Steps less than 45 days before the child’s third birthday,</p> <p style="text-align: center;">OR</p> <p>3011.590.d. The parent opted out of sharing directory information with the LEA, in writing, on the Opt Out form.</p> <p style="text-align: center;">OR</p> <p>3011.590.e. The parent opted out of sharing directory information and then reversed opt out, in writing, 90 days or more before the child’s third birthday. Directory information was provided to the LEA not fewer than 90 days before the child’s third birthday.</p> <p style="text-align: center;">OR</p> <p>3011.590.f. The parent opted out of sharing directory information and then reversed opt out, in writing, less than 90 days before the child’s third birthday. Directory information was provided to the LEA as soon as possible.</p>	
<p>3011.600 Discussed having a Transition Conference 303.209(c)(1); SP XIII</p>	<p>Documentation is present the Service Coordinator and parent discussed having a Transition Conference.</p> <p>3011.600.a. The Service Coordinator requested approval from the parent to hold a Transition Conference.</p> <p style="text-align: center;">AND</p> <p>3011.600.b. Parent gave approval to hold a Transition Conference and LEA personnel was invited.</p> <p style="text-align: center;">OR</p> <p>3011.600.c. Parent did not give approval to hold a Transition Conference.</p>	<p>Release of Information form Meeting Notification Case notes in WebSPOE</p>
<p>3011.620 Transition Conference with LEA held within timeline 303.209(c)(1) ; SP XIII</p>	<p>Documentation is present that a Transition Conference IFSP meeting to discuss any services the child may receive from the LEA:</p> <p>3011.620.a. Was held not fewer than 90 days, and at the discretion of all parties, not more than nine months prior to the child’s third birth date,</p> <p style="text-align: center;">OR</p> <p>3011.620.b. Was held less than 90 days due to delay for an acceptable parent/child reason,</p> <p style="text-align: center;">OR</p> <p>3011.620.c. Was included in the initial IFSP meeting if referral was received less than 135 but 90 days or more prior to the child’s third birth date.</p> <p style="text-align: center;">OR</p> <p>3011.620.d. Child was referred less than 90 days prior to the third birth date, conference not required.</p>	<p>Transition Conference IFSP in WebSPOE</p> <p>Transition Meeting Delay note in WebSPOE</p>
<p>3011. 625 Content of the Transition Conference IFSP 303.209(c)(1); SP XIII</p>	<p>Documentation is present the Transition Conference IFSP included:</p> <p>3011.625.a. An explanation of the differences between Part C and Part B,</p> <p>3011.625.b. An explanation of the process ECSE will complete to determine the child’s eligibility for services under Part B; and, if eligible, any services the child may receive under Part B of the IDEA; and,</p>	<p>Transition Conference IFSP in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
	<p>3011.625.c. ECSE personnel contact information was provided to the parent.</p>	
<p>3011.630 Transition Plan IFSP meeting held within timeline 303.209(d)(2); SP XIII (N/A if referral to First Steps was received less than 45 days from the child's third birth date)</p>	<p>Documentation is present that a Transition Plan IFSP meeting to discuss transition from First Steps:</p> <p>3011.630.a. Was held not fewer than 90 days, and at the discretion of all parties, not more than nine months prior to the child's third birth date,</p> <p style="text-align: center;">OR</p> <p>3011.630.b. Was held less than 90 days due to delay for an acceptable parent/child reason,</p> <p style="text-align: center;">OR</p> <p>3011.630.c. Was included in the initial IFSP meeting if referral was received less than 135 but 45 days or more prior to the child's third birth date.</p>	<p>Transition Plan IFSP in WebSPOE</p> <p>Transition Meeting Delay note in WebSPOE</p>
<p>3011.640 Content of the Transition Plan in the IFSP 303.209(d)(3)(i)(ii), 303.344(h)(2)(ii)(iii)(iv); SP XIII</p>	<p>Documentation is present the Transition Plan in the IFSP was developed with the family and includes:</p> <p>3011. 640.a. Discussion with and training of parents regarding future placements and other matters related to the child's transition;</p> <p>3011. 640.b. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to and function in a new setting;</p> <p>3011. 640.c. A review of program options after First Steps;</p> <p>3011. 640.d. Any transition services the IFSP team identifies as needed;</p> <p style="text-align: center;">AND</p> <p>3011. 640.e. Confirmation LEA notification has occurred;</p> <p style="text-align: center;">OR</p> <p>3011. 640.f. Confirmation parent opted out of LEA notification;</p> <p style="text-align: center;">AND</p> <p>3011. 640.g. Confirmation that, with parental consent, information was provided to the LEA including the most recent:</p> <ul style="list-style-type: none"> ○ IFSP ○ Evaluation of the child ○ Assessment(s) of the child <p>NOTE: A previously signed Release of Information <i>must</i> be obtained <i>prior</i> to providing or discussing the above information with the school district</p>	<p>Transition Plan in the IFSP in WebSPOE</p> <p>Opt Out form</p> <p>Release of Information form</p>
PART C EXTENSION FOR CHILDREN WITH A SUMMER THIRD BIRTHDAY OF APRIL 1 THROUGH AUGUST 15		
<p>3011.641 Parent options for services after age three 303.211; SP XIII (N/A if child does not have a summer third</p>	<p>Documentation is present the Service Coordinator notified the parent of their options for services over age three and explained the options at the Transition Plan and/or Transition Conference.</p>	<p>Transition Plan and/or Transition Conference IFSP in WebSPOE</p> <p>Case notes in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
WRITTEN NOTICE OF ACTION/CONSENT TO CONTINUE FIRST STEPS FOR SUMMER THIRD BIRTHDAY CHILDREN		
<p>birthday)</p> <p>3011.642 Written Notice provided to the parent when the parent chooses First Steps summer third birthday services 303.211(b)(5), 303.421(a); SP XIII</p>	<p>Written Notice was provided a reasonable time prior to the child’s third birthday. The Notice must include the following:</p> <p>3011.642.a. Child name and date of birth. 3011.642.b. Date of the Notice (mm/dd/yy). 3011.642.c. Statement of the action being proposed. 3011.642.d. Statement of the reason for taking the action. 3011.642.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.642.f. Notice is written in language understandable to the general public; and, provided in the native language of the parent, unless it is clearly not feasible to do so. 3011.642.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the Notice.</p>	<p>NOA/C to Continue First Steps for Summer Third Birthday Children</p>
PARENTAL CONSENT – CONTINUE FIRST STEPS SERVICES AFTER AGE THREE		
<p>3011.643 Parental consent obtained documenting parent choice to continue First Steps services 303.7, 303.211(b)(5), 303.420(a)(3); SP XIII</p>	<p>Written consent was obtained prior to the child’s third birthday. Documentation includes:</p> <p>3011.643.a. Parent signature. 3011.643.b. Date of parent signature (mm/dd/yy).</p>	<p>NOA/C to Continue First Steps for Summer Third Birthday Children</p> <p>Case notes in WebSPOE</p>
WRITTEN NOTIFICATION OF SUMMER THIRD BIRTHDAY IFSP MEETING		
<p>3011.644 Written notification of Summer Third Birthday IFSP meeting 303.342 (d)(2); SP XII</p>	<p>Written notification of the Summer Third Birthday IFSP meeting is present indicating the date family and other participants were notified of the IFSP meeting in writing, early enough to ensure their ability to attend. Documentation includes:</p> <p>3011.644.a. Child name. 3011.644.b. Date of written notification (mm/dd/yy). 3011.644.c. Date of IFSP meeting. 3011.644.d. Purpose of meeting. 3011.644.e. Notification to family. 3011.644.f. Other participants notified, as appropriate. 3011.644.g. Statement indicating additional participants may be invited as requested by the parent/family. 3011.644.h. The parent was provided a copy of the Parental Rights Statement. 3011.644.i. Written notification is written in language understandable to the general public and provided</p>	<p>Meeting Notification IFSP date in WebSPOE Case notes in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
	<p>in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.644.j. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the notification was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the notification.</p>	
SUMMER THIRD BIRTHDAY IFSP		
<p>3011.645 Summer Third Birthday IFSP 303.344(d)(4); SP XIII</p>	<p>Documentation is present that the Summer Third Birthday IFSP meeting was held.</p> <p>3011.645.a. The IFSP meeting was held prior to the child’s third birthday.</p> <p style="text-align: center;">AND</p> <p>3011.645.b. The IFSP includes an educational component that promotes school readiness and incorporates pre-literacy, language, and numeracy skills.</p>	<p>Summer Third Birthday IFSP in WebSPOE</p>
WRITTEN NOTICE OF ACTION/CONSENT TO BEGIN FIRST STEPS SUMMER THIRD BIRTHDAY SERVICES		
<p>3011.646 Written Notice provided to the parent to begin First Steps summer third birthday services 303.211(b)(5), 303.421(a); SP XIII</p>	<p>Written Notice was provided a reasonable time prior to initiating First Steps summer third birthday services and prior to the child’s third birthday. The Notice must include the following:</p> <p>3011.646.a. Child name and date of birth.</p> <p>3011.646.b. Date of the Notice (mm/dd/yy).</p> <p>3011.646.c. Statement of the action being proposed.</p> <p>3011.646.d. Statement of the reason for taking the action.</p> <p>3011.646.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>3011.646.f. Notice is written in language understandable to the general public; and, provided in the native language of the parent, unless it is clearly not feasible to do so.</p> <p>3011.646.g. If the native language or other mode of communication of the parent is not a written language, documentation indicates the Service Coordinator took steps to ensure the Notice was translated orally or by other means to the parent in the parent’s native language or other mode of communication, and the parent understands the Notice.</p>	<p>Notice of Action/Consent form</p> <p>Case notes in WebSPOE</p>
PARENTAL CONSENT – BEGIN FIRST STEPS SUMMER THIRD BIRTHDAY SERVICES		
<p>3011.647 Parental consent obtained to begin First Steps summer services 303.7, 303.211(b)(5), 303.420(a)(3); SP XIII</p>	<p>Written consent was obtained prior to initiating a First Steps summer third birthday service. Documentation includes:</p> <p>3011.647.a. Parent signature.</p> <p>3011.647.b. Date of parent signature (mm/dd/yy).</p> <p>3011.647.c. Parent consent for EI service(s) is indicated.</p>	<p>Notice of Action/Consent form</p> <p>Case notes in WebSPOE</p>
AND/OR		
<p>3011.648 Parent declined consent to initiate a First Steps summer</p>	<p>Parent declined to give written consent to initiate a First Steps summer third birthday service. Documentation includes:</p> <p>3011.648.a. Parent signature.</p>	<p>Notice of Action/Consent form</p> <p>Case notes in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
third birthday service 303.420(b); SP XVI	<p>3011.648.b. Date of parent signature (mm/dd/yy).</p> <p>3011.648.c. Parent denial of consent is indicated.</p> <p>Documentation is present the Service Coordinator made reasonable attempts to ensure the parent:</p> <ul style="list-style-type: none"> ○ Was fully aware of the nature of the EI services that would be available, <p style="text-align: center;">AND</p> <ul style="list-style-type: none"> ○ Understood the child would not be able to receive the EI services unless consent was given. 	
EDUCATIONAL SURROGATE		
<p>3011.650 Determine need for educational surrogate 303.422; SP XVI (N/A if no need for appointment of educational surrogate)</p>	<p>Documentation is present that:</p> <p>3011.650.a. Within 30 days of referral or within 30 days of a child being identified as a child with no parent, guardian, or person acting as a parent, or who is a ward of the state, the SPOE determined there was a need for an educational surrogate appointment.</p> <p>3011.650.b. The SPOE consulted with the public agency assigned care of the child.</p>	<p>Referral form</p> <p>Case notes in WebSPOE</p> <p>Determination of Need for Educational Surrogate Appointment form</p>
<p>3011.660 Submit a Determination of Need for Educational Surrogate Appointment Form 303.422; SP XVI (N/A if no need for appointment of educational surrogate)</p>	<p>3011.660.a. Request for educational surrogate appointment was submitted to the Missouri Department of Elementary and Secondary Education (the Department), within ten days of the determination of need.</p> <p>3011.660.b. A copy of the Determination of Need for Educational Surrogate Appointment form, approved and signed by the Missouri Department of Elementary and Secondary Education, and surrogate appointment letter are maintained in the EI record.</p>	<p>Determination of Need for Educational Surrogate Appointment form</p> <p>Case notes in WebSPOE</p>
<p>3011.670 Change in child's need for an educational surrogate 303.422; SP XVI (N/A if no need for appointment of educational surrogate)</p>	<p>Documentation is present the Department was notified of the need for a change in the child's educational surrogate status within 30 days of child's change in status.</p>	<p>Case notes in WebSPOE</p>
<p>3011.680 Change in specific educational surrogate appointment 303.422; SP XVI (N/A if no need for appointment of educational surrogate)</p>	<p>Documentation is present the Department was notified of any changes that are needed for the surrogate appointment within 30 days of the agency's awareness of the needed change (i.e., surrogate resignation, conflict of interest, etc.).</p>	<p>Case notes in WebSPOE</p>

Legal Requirement	Indicator/Description	SPOE Documentation
3011.690 Surrogate evaluation(s) 303.422; SP XVI (N/A if no need for appointment of educational surrogate)	3011.690.a. Documentation is present that evaluations of the educational surrogates are completed and submitted to the Department, as required, <p style="text-align: center;">OR</p> 3011.690.b. Documentation is present that evaluations of the educational surrogates are completed and submitted to the Department, prior to a recommendation for termination of the surrogate's appointment.	Evaluation form SPOE records for each active assignment
3011.700 Evidence of recruiting efforts for educational surrogate 303. 422; SP XVI (N/A if no identified need for educational surrogate appointments)	Documentation is present of agency's efforts for recruiting individuals to serve as educational surrogates.	SPOE records