

Part C Standards and Indicators Revisions - July 2016

Revisions made to align with state and/or federal regulations

NOTE: Language in red was added. Language with strikethrough was deleted.

Legal Requirement	Indicator Description	SPOE Documentation	Notes
WRITTEN NOTICE OF ACTION/CONSENT – EVALUATION/INITIAL ASSESSMENT			
3011.50 Written Notice with all required components was provided and parental consent obtained 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	Deleted language in the Legal Requirement column that is duplicative of the Indicator Description and Indicator 3011.60. Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent. Section re-lettered.
PARENTAL CONSENT FOR THE EXCHANGE RELEASE OF PERSONALLY IDENTIFIABLE INFORMATION			Clarified language.
3011.80 Parental consent for the exchange of personally identifiable information Release of information form was provided to obtain parental consent prior to releasing release information from the EI record	Documentation is present written consent from the parent was obtained Release of information form was provided before to obtain parental consent to release any personally identifiable information was disclosed to individuals and agencies outside of the First Steps system. The consent form must be provided in the native language of the parent and identify the records that will be released and to whom. 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.	Release of Information form Case notes in WebSPOE	Clarified language in the Legal Requirement column. Added language to clarify the required components of a Release of Information form.

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303.7, 303.414, 303.420(a)(5) 34 CFR Part 99 (FERPA); SP XVI (N/A if parent declined consent)	<p>3011.80.d. The type of information to be requested or shared.</p> <p>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.</p> <p>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.</p>		
<p>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</p>	<p>Written consent was obtained prior to releasing personally identifiable information from the EI record. Documentation includes:</p> <p>3011.85.a. Parent signature.</p> <p>3011.85.b. Date of parent signature (mm/dd/yy).</p>	<p>Release of Information form Case notes in WebSPOE</p>	<p>Added a new section for parental consent obtained prior to releasing personally identifiable information.</p>
WRITTEN NOTICE OF ACTION/CONSENT – INITIATE INTERIM IFSP SERVICES			
<p>3011.120 Written Notice of Action with all required components provided prior to initiating Interim IFSP services 303.421; SP XVI</p>	<p>Written Notice was provided a reasonable time prior to initiating Interim IFSP services. The Notice must include the following components:</p> <p>3011.120.a. Child name and date of birth.</p> <p>3011.120.b. Date of the Notice (mm/dd/yy).</p> <p>3011.120.c. Statement of the action being proposed.</p> <p>3011.120.d. Statement of the reason for taking the action.</p> <p>3011.120.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p>	<p>Notice of Action/Consent form EI authorization in WebSPOE</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of</p>

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	<p>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.</p> <p>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.</p>		<p>Action/Consent.</p> <p>Section re-lettered.</p>
ELIGIBILITY			
<p>3011.260 Developmental Delay 303.10, 303.111, 303.321(a)(3); SP X(B)</p>	<p>Documentation is present the child has:</p> <p>3011.260.a. A developmental delay in one or more of the following areas as measured by appropriate diagnostic measures:</p> <ul style="list-style-type: none"> ○ Cognitive development ○ Communication development ○ Physical development, including vision and hearing ○ Social/emotional development ○ 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. Based on procedures emphasizing the use of informed clinical opinion the child demonstrates atypical development. The child is demonstrating atypical development based on a rationale for informed clinical opinion that includes information from a multidisciplinary team.</p>	<p>Evaluation Reports Developmental Delay Informed Clinical Opinion form Eligibility tab in WebSPOE</p>	<p>Added language to clarify requirements for documenting developmental delay eligibility based on informed clinical opinion.</p>
WRITTEN NOTIFICATION OF IFSP MEETING			
<p>3011.280 Written notification of IFSP meeting 303.342 (d)(2); SP XII (N/A if 6 month review is held by polling method)</p>	<p>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:</p> <p>3011.280.a. Child name.</p> <p>3011.280.b. Date of written notification (mm/dd/yy).</p> <p>3011.280.c. Date of IFSP meeting.</p> <p>3011.280.d. Purpose of meeting.</p> <p>3011.280.e. Notification to family.</p>	<p>Meeting Notification IFSP date in WebSPOE Case notes in WebSPOE</p>	<p>Added child name as a required component of the written meeting notification.</p> <p>Section re-lettered.</p>

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	<p>3011.280.f. Other participants notified, as appropriate.</p> <p>3011.280.g. Statement indicating additional participants may be invited as requested by the parent/family.</p> <p>3011.280.h. The parent was provided a copy of the Parental Rights Statement.</p> <p>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.</p> <p>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.</p> <p>3011.280.k. For the Initial IFSP meeting, notification also includes a statement indicating the child is eligible for First Steps.</p> <p>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.</p>		
WRITTEN NOTICE OF ACTION/CONSENT – INITIATION OF EARLY INTERVENTION SERVICES			
<p>3011.410 Written Notice with all required components 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</p> <p>EI authorization in WebSPOE</p> <p>Case notes in WebSPOE</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent.</p> <p>Section re-lettered.</p>

Legal Requirement	Indicator Description	SPOE Documentation	Notes
SYSTEM OF PAYMENTS			Added heading for new System of Payments section.
3011.435 System of Payments policy provided prior to obtaining consent to use private/public insurance and collecting financial information 303.520; SP XVIII	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. 3011.435.a. Date the System of Payments policy was provided. 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. 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.	Case notes in WebSPOE	Added new Indicator to include requirements for providing the System of Payments policy.
FINANCIAL INFORMATION FOR FAMILY COST PARTICIPATION			Added new heading.
3011.436 Financial information obtained for family cost participation 303.520, 303.521; SP XVIII (N/A if parent did not return Financial Information for Family Cost Participation form)	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: 3011.436.a. Child name and date of birth. 3011.436.b. Head of household name. 3011.436.c. Date completed. 3011.436.d. Household size. 3011.436.e. Income information, if applicable. <p style="text-align: center;">AND</p> 3011.436.f. Parent confirmed household and income information, <p style="text-align: center;">OR</p> 3011.436.g. Parent confirmed child/family has Medicaid, Supplemental Security Income, Food Stamps or the child is in foster care, <p style="text-align: center;">OR</p> 3011.436.h. Parent declined to provide financial information. <p style="text-align: center;">AND</p> 3011.436.i. Parent signature. 3011.436.j. Date of parent signature (mm/dd/yy).	Financial Information for Family Cost Participation form Case notes in WebSPOE	Added new Indicator to include requirements for obtaining financial information.

Legal Requirement	Indicator Description	SPOE Documentation	Notes
PARENTAL CONSENT TO USE PUBLIC AND/OR PRIVATE INSURANCE			Deleted heading.
PARENTAL CONSENT TO USE PUBLIC INSURANCE			Added heading.
3011.440 Parental consent obtained to use public insurance (MO Healthnet/Medicaid) 303.7, 303.420(a)(4), 303.520; SP XVIII	Parental consent to use public insurance obtained prior to initiating EI services. Documentation is present that: includes: 3011.440.a. Child name and date of birth. 3011.440.b. Date completed. <p style="text-align: center;">AND</p> 3011.440.c. Parent gave written consent to use public insurance, <p style="text-align: center;">OR</p> 3011.440.d. Parent indicated they do not have public insurance, <p style="text-align: center;">OR</p> 3011.440.e. Parent declined to give written consent to use public insurance, <p style="text-align: center;">AND</p> 3011.440.f. Parent signature 3011.440.g. Date of parent signature (mm/dd/yy). 3011.440.d. The parent was provided a copy of the System of Payments policy.	Consent to Use MO HealthNet/Medicaid form Case notes in WebSPOE	Added federal regulation citation. Added language to clarify required components of Consent to Use MO HealthNet/Medicaid.
PARENTAL CONSENT TO USE PRIVATE INSURANCE			Added heading
3011.445 Parental consent obtained to use private insurance 303.7, 303.420(a)(4), 303.520; SP XVIII	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. Documentation is present that: includes: 3011.445.a. Child name and date of birth. 3011.445.b. Insurance company name. 3011.445.c. Date completed. 3011.445.d. Reason for consent. 3011.445.e. IFSP direct service authorization(s). <p style="text-align: center;">AND</p> 3011.445.f. Parent gave written consent to use private insurance, <p style="text-align: center;">OR</p> 3011.445.g. Parent indicated they do not have private insurance,	Consent to Use Private Insurance form Case notes in WebSPOE	Added federal regulation citation. Added language to clarify required components of Consent to Use Private Insurance.

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	<p style="text-align: center;">OR</p> <p>3011.445.h. Parent declined to give written consent to use private insurance.</p> <p style="text-align: center;">AND</p> <p>3011.445.i. Parent signature.</p> <p>3011.445.j. Date of parent signature (mm/dd/yy).</p> <p>3011.445.d. The parent was provided a copy of the System of Payments policy.</p>		
WRITTEN NOTICE OF ACTION/CONSENT – ONGOING ASSESSMENT			
<p>3011.500 Written Notice with all required components provided prior to conducting an ongoing assessment of the child 303.421; SP XVI</p>	<p>Written Notice was provided a reasonable time prior to conducting an ongoing assessment of the child. The Notice must include the following:</p> <p>3011.500.a. Child name and date of birth.</p> <p>3011.500.b. Date of the Notice (mm/dd/yy).</p> <p>3011.500.c. Statement of the action being proposed or refused.</p> <p>3011.500.d. Statement of the reason for taking the action.</p> <p>3011.500.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>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.</p> <p>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.</p>	<p>Notice of Action/Consent form</p> <p>EI authorization in WebSPOE</p> <p>Case notes in WebSPOE</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent.</p> <p>Section re-lettered.</p>
WRITTEN NOTICE OF ACTION/CONSENT – CHANGE IN EI SERVICES			
<p>3011.510 Written Notice with all required components provided to the parent prior to a change in services 303.421; SP XVI</p>	<p>Written Notice is provided a reasonable time prior to initiating a change in EI services. The Notice must include the following:</p> <p>3011.510.a. Child name and date of birth.</p> <p>3011.510.b. Date of the Notice (mm/dd/yy).</p> <p>3011.510.c. Statement of the action being proposed.</p> <p>3011.510.d. Statement of the reason for taking the action.</p> <p>3011.510.e. Documentation the parent was provided a copy of the Parental Rights</p>	<p>Notice of Action/Consent form</p> <p>EI authorization in WebSPOE</p> <p>Case notes in WebSPOE</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of</p>

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	<p>Statement.</p> <p>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.</p> <p>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.</p>		<p>Action/Consent.</p> <p>Section re-lettered.</p>
WRITTEN NOTICE OF ACTION/CONSENT – DISCONTINUE SERVICE(S) AT IFSP TEAM REQUEST			
<p>3011.530 Written Notice with all required components provided prior to discontinuing a service at the request of the IFSP team 303.421; SP XVI</p>	<p>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:</p> <p>3011.530.a. Child name and date of birth.</p> <p>3011.530.b. Date of the Notice (mm/dd/yy).</p> <p>3011.530.c. Statement of the action being proposed.</p> <p>3011.530.d. Statement of the reason for taking the action.</p> <p>3011.530.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>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.</p> <p>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.</p>	<p>Notice of Action/Consent form</p> <p>EI authorization in WebSPOE</p> <p>Case notes in WebSPOE</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent.</p> <p>Section re-lettered.</p>
WRITTEN NOTICE OF ACTION – IFSP TEAM REFUSED PARENT REQUEST FOR ONGOING ASSESSMENT OR EI SERVICE			
<p>3011.550 Written Notice with all required components is provided to the parent when refusing a request for ongoing assessment of the child or EI</p>	<p>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:</p> <p>3011.550.a. Child name and date of birth.</p> <p>3011.550.b. Date of the Notice (mm/dd/yy).</p> <p>3011.550.c. Statement of the action being refused.</p> <p>3011.550.d. Statement of the reason for taking the action.</p> <p>3011.550.e. Documentation the parent was provided a copy of the Parental Rights</p>	<p>Notice of Action form</p> <p>Case notes in WebSPOE</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of</p>

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service 303.421; SP XVI	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.		Action/Consent. Section re-lettered.
WRITTEN NOTICE OF ACTION – INELIGIBLE FOR EARLY INTERVENTION SERVICES			
3011.560 Written Notice with all required components is 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. 3011.560.e. Documentation the parent was provided a copy of the Parental Rights Statement. 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. 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.	Notice of Action form Case notes in WebSPOE	Deleted language in the Legal Requirement column that is duplicative of the Indicator Description. Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent. Section re-lettered.
WRITTEN NOTICE OF ACTION – INITIAL EVALUATION REFUSED BY SPOE			
3011.570 Written Notice with all required components is provided to the parent when the SPOE refuses to evaluate the child upon referral 303.421(a); SP	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: 3011.570.a. Child name and date of birth. 3011.570.b. Date of the Notice (mm/dd/yy). 3011.570.c. Statement of the action being refused. 3011.570.d. Statement of the reason for taking the action. 3011.570.e. Documentation the parent was provided a copy of the Parental Rights Statement. 3011.570.f. Notice is written in language understandable to the general public and	Notice of Action form Case notes in WebSPOE	Deleted language in the Legal Requirement column that is duplicative of the Indicator Description. Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent.

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XVI	<p>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>		Section re-lettered.
WRITTEN NOTICE OF ACTION – PARENT REQUEST TO DISCONTINUE SERVICE			
<p>3011.575 Written Notice with all required components is 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</p> <p>Case notes in WebSPOE</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent.</p> <p>Section re-lettered.</p>
TRANSITION TO PRESCHOOL PROGRAMS			
<p>3011.580 Parental consent for the exchange of personally identifiable information Release of information form was provided to obtain parental consent prior to releasing release information from</p>	<p>Documentation is present written consent from the parent was obtained Release of information form was provided before to obtain parental consent to release any personally identifiable information was disclosed to individuals and agencies outside of the First Steps system. The consent form must be provided in the native language of the parent and identify the records that will be released and to whom.</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</p>	<p>Release of Information form</p> <p>Case notes in WebSPOE</p>	<p>Clarified language in the Legal Requirement column.</p> <p>Added language to clarify the required components of a Release of Information form.</p>

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the EI record 303.7, 303.414, 303.420(a)(5) 34 CFR Part 99 (FERPA); SP XVI (N/A if parent declined consent)	information; and, purpose of the contact. 3011.580.d. The type of information to be requested or shared. 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. 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.		
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 XVI	Written consent was obtained prior to releasing personally identifiable information from the EI record. Documentation includes: 3011.585.a. Parent signature. 3011.585.b. Date of parent signature (mm/dd/yy).	Release of Information form Case notes in WebSPOE	Added a new section for parental consent obtained prior to releasing personally identifiable information.
PART C EXTENSION FOR CHILDREN WITH A SUMMER THIRD BIRTHDAY OF APRIL 1 THROUGH AUGUST 15			
WRITTEN NOTICE OF ACTION/CONSENT TO CONTINUE FIRST STEPS FOR SUMMER THIRD BIRTHDAY CHILDREN			
3011.642 Written Notice with all required components is provided to the parent when the parent chooses	Written Notice was provided a reasonable time prior to the child's third birthday. The Notice must include the following: 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.	NOA/C to Continue First Steps for Summer Third Birthday Children	Deleted language in the Legal Requirement column that is duplicative of the Indicator Description. Added "Child name and date

Legal Requirement	Indicator Description	SPOE Documentation	Notes
First Steps summer third birthday services 303.211(b)(5), 303.421(a); SP XIII	<p>3011.642.d. Statement of the reason for taking the action.</p> <p>3011.642.e. Documentation the parent was provided a copy of the Parental Rights Statement.</p> <p>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.</p> <p>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>of birth” to clarify the required components of a Notice of Action/Consent.</p> <p>Section re-lettered.</p>
WRITTEN NOTIFICATION OF SUMMER THIRD BIRTHDAY IFSP MEETING			
<p>3011.644</p> <p>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.</p> <p>3011.644.b. Date of written notification (mm/dd/yy).</p> <p>3011.644.c. Date of IFSP meeting.</p> <p>3011.644.d. Purpose of meeting.</p> <p>3011.644.e. Notification to family.</p> <p>3011.644.f. Other participants notified, as appropriate.</p> <p>3011.644.g. Statement indicating additional participants may be invited as requested by the parent/family.</p> <p>3011.644.h. The parent was provided a copy of the Parental Rights Statement.</p> <p>3011.644.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.</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>	<p>Meeting Notification</p> <p>IFSP date in WebSPOE</p> <p>Case notes in WebSPOE</p>	<p>Added child name as a required component of the written meeting notification.</p> <p>Section re-lettered.</p>
WRITTEN NOTICE OF ACTION/CONSENT TO BEGIN FIRST STEPS SUMMER THIRD BIRTHDAY SERVICES			
<p>3011.646</p> <p>Written Notice with all required</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</p>	<p>Notice of Action/Consent form</p>	<p>Deleted language in the Legal Requirement column that is duplicative of the Indicator</p>

Legal Requirement	Indicator Description	SPOE Documentation	Notes
<p>components is provided to the parent to begin First Steps summer third birthday services 303.211(b)(5), 303.421(a); SP XIII</p>	<p>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>Case notes in WebSPOE</p>	<p>Description.</p> <p>Added “Child name and date of birth” to clarify the required components of a Notice of Action/Consent.</p> <p>Section re-lettered.</p>
PARENTAL CONSENT – BEGIN FIRST STEPS SUMMER THIRD BIRTHDAY SERVICES			
<p>3011.647 Parental consent obtained to begin First Steps summer services on child’s third birthday 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>	<p>Deleted language to be consistent with summer third birthday guidance.</p>