

**Early Intervention Verification Observation Tool – IFSP/IEP**

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**Explanation of Format**

This document includes observation components to be utilized in conjunction with Verification observations of the Individualized Family Service Plan (IFSP)/Individualized Education Program (IEP) meetings. Components coincide with the Early Intervention Verification required items.

Each item has a comment box for the observer to provide information about what they saw during the observation. If an observer indicates a “no” or “Does Not Apply” (DNA)for any item, an explanation of why should be provided.

**Explanation of Scoring and Observation Details**

Each observation item is to be rated using the Standard for Performance Rating described in the chart below, unless otherwise indicated or additional information on scoring is provided. Parent interview questions are included with the observation items, if applicable. Instructions for the Standard for Performance Rating on each interview are included underneath the interview questions.

|  |  |
| --- | --- |
| **Standard for Performance Rating** | **Criteria** |
| Meets Requirements | **90-100%** of the sub items under ‘Did you Observe’ are rated **YES** and/or **DNA**. |
| Does Not Meet Requirements | **89%** or below of the sub items under ‘Did you Observe’ are rated **YES** and/or **DNA**. |

**Observation Details**

|  |  |
| --- | --- |
| **Role** | **Name of Individual** |
| Infant/Toddler or Preschool EI Program |  |
| Date of Observation |  |
| Reviewer Name |  |
| Child Name/ID# |  |
| Location of Observation |  |
| Team Members/Role |  |

**IFSP/IEP: Observation Components**

| **Item** | **Component**  IFSP/IEP | **Standard for Performance Rating** | |
| --- | --- | --- | --- |
|  | **OBSERVATION** | **Meets Requirements** | **Does Not Meet Requirements** |
| **PI-6** | **Does the infant toddler or preschool Early Intervention program ensure the IFSP/IEP includes the assistance and services provided to support the family based on a family assessment?** |  |  |
|  | **Did you observe or hear a discussion of:**   1. The EI professional gathering information on the family’s resources, concerns, and priorities.   **Yes No**   1. With the family’s consent, the EI professional gathering information on the family and non-EI services and supports.   **Yes No**   1. Outcomes/goals, strategies, and modifications developed to reflect the family’s priorities.   **Yes No**   1. Updates on family resources and concerns being discussed at 6-month reviews and/or annual reviews.   **Yes No DNA**   1. IFSP/IEP team members encouraging the family to ask questions and share additional information.   **Yes No**   1. The IFSP/IEP team discussed and addressed the special considerations with the family.   **Yes No** | | |
|  | **Observer’s Comments:** | | |

| **Item** | **Component**  IFSP/IEP | **Standard for Performance Rating** | |
| --- | --- | --- | --- |
|  | **OBSERVATION** | **Meets Requirements** | **Does Not Meet Requirements** |
| **PI-8** | **Does the infant toddler or preschool Early Intervention program ensure the outcomes/goals on the IFSP/IEP are related to the strengths and needs of the child and family, and recommendations based on the most current data reviewed?** |  |  |
|  | **Did you observe or hear discussions of:**   1. The IFSP/IEP team reviewing and discussing the most current data related to the strengths and needs of the child and family.   **Yes No**   1. The IFSP/IEP team discussing and considering the child and family’s routines, activities and everyday environments as the plan was developed.   **Yes No**   1. The IFSP/IEP team using strategies to partner and collaborate with the family/caregivers in the planning process.   **Yes No** | | |
|  | **Observer’s Comments:** | | |

| **Item** | **Component**  IFSP/IEP | **Standard for Performance Rating** | |
| --- | --- | --- | --- |
|  | **OBSERVATION** | **Meets Requirements** | **Does Not Meet Requirements** |
| **PI-11** | **Does the infant toddler or preschool Early Intervention program ensure IFSP/IEPs include strategies to promote opportunities for infant, toddler, or preschool children to develop skills within the context of the activities and routines in their learning environment?** |  |  |
|  | **Did you observe or hear discussions of:**   1. The IFSP/IEP team providing strategies for the child’s successful participation in the outcome/goal through their routines and activities.   **Yes No**   1. The IFSP/IEP team providing strategies on skills to be learned by the family/caregivers/early childhood educators to assist in the child’s development and participation in everyday routines   **Yes No**   1. The IFSP/IEP team sharing information, referrals or linkages to people and community resources that will assist the family in expanding their community activities and everyday activities.   **Yes No** | | |
|  | **Observer’s Comments:** | | |

| **Item** | **Component**  IFSP/IEP | **Standard for Performance Rating** | |
| --- | --- | --- | --- |
|  | **OBSERVATION** | **Meets Requirements** | **Does Not Meet Requirements** |
| **PS-4** | **Does the infant toddler or preschool Early Intervention program inform parents about the procedural safeguards available to them?** |  |  |
|  | **While doing an observation to find evidence for this item, if a full review of procedural safeguards by EI staff was not observed at IFSP/IEP meeting, ensure the interview with the family is conducted. If the family is aware of their rights, you can indicate yes on the observation tool for this item. Please indicate in the note section on the observation form that a full discussion did not occur during the observation, but through the family interview, the requirement has been met.**  **Did you observe or hear discussion of:**   1. The EI professional informing the parents of their rights regarding local conflict resolution meetings, IFSP/IEP facilitation, mediation and/or due process hearing.   **Yes No**   1. The EI professional informing the parents of their rights related to complaint investigations through OCDEL.   **Yes No**   1. The EI professional informing the parents of their rights related to Family’s Educational Rights and Privacy Act (FERPA).   **Yes No**   1. The EI professional utilizing and explain the Parent’s Rights Agreement (PRA) or Notice of Recommended Educational Placement (NOREP).   **Yes No**   1. The EI professional informing the parents of their rights in a parent-friendly, understandable manner.   **Yes No**   1. The EI professional allowing the parents to ask questions and clarify information when necessary.   **Yes No**   1. The EI professional demonstrating knowledge about procedural safeguards.   **Yes No** | | |
|  | **Observer’s Comments:** | | |

| **Item** | **Component**  IFSP | **Standard for Performance Rating** | |
| --- | --- | --- | --- |
|  | **OBSERVATION** | **Meets Requirements** | **Does Not Meet Requirements** |
| **PS-6**  **IT Only** | **Does the infant toddler Early Intervention program, for children eligible for ITF waiver or Medical Assistance services, ensure that the family was offered a choice of provider(s) from the statewide providers list?** |  |  |
|  | **Did you observe or hear discussion of:**   1. The EI professional inform parents of the statewide provider list and offer a choice of providers to parents who have children eligible for Medical Assistance and ITF Waiver services.   **Yes No**  **DNA**   1. The EI professional inform parents of the statewide provider list and offers a choice of providers to parents regardless of funding source eligibility.   **Yes No DNA**   1. The EI professional explained the type of services and supports available through ITF Waiver.   **Yes No DNA** | | |
|  | **Observer’s Comments:** | | |

| **Parent Interview** | | | |
| --- | --- | --- | --- |
| **Item** | **Component**  IFSP/IEP | **Standard for Performance Rating** | |
|  | **Parent Interview** | **Meets Requirements** | **Does Not Meet Requirements** |
| **PS-2** | **Does the infant toddler or preschool Early Intervention program ensure staff are able to describe the parent’s procedural safeguards?** |  |  |
|  | **Questions to ask:**   1. Do you understand what is going to happen next after the IFSP/IEP process and the timelines for activities to happen moving forward? 2. Did the EI professional help you know your rights, including local conflict resolution meetings, state complaint process, IFSP/IEP facilitation, mediation, due process? 3. Do you feel you have enough information on these rights? 4. From your perspective, what did EI staff do/say that really helped you understand the information that was shared today? 5. If you have any questions or concerns on what was reviewed today, who would you contact? | | |
|  | **Observer’s Comments:** | | |

**PS-2 Interview Scoring**

|  |  |  |  |
| --- | --- | --- | --- |
| **Meets Requirements** |  |  | **Does Not Meet Requirements** |
| Indicate that they fully understand their rights and are able to identify who to contact if they have a concern and the next steps in the process. |  |  | Indicate that they did not fully understand their rights or who to contact if they have a concern and the next steps in the process. |

**NOTES PAGE**