

DUE PROCESS AUDIT – Initial Evaluation

November 4, 2010

Psychologist _____

Child _____

	YES	NO	NA
Did an LEA representative, regular education teacher, and school psychologist participate in the initial review to determine whether to accept the referral? <i>(regular ed. may be NA for preschool)</i>	_____	_____	_____
Referral packet including cover sheet	_____	_____	_____
“Intake for Parent Request for Assistance”	_____	_____	_____
“Babynet Transition Referral” OR “Preschool Referral”	_____	_____	_____
“Invitation to Evaluation Planning for Initial Referral” OR “Invitation to Child Find Screening and Evaluation Planning”	_____	_____	_____
Is there documentation that the “Procedural Safeguards Notice” was sent with the letter of invitation to the evaluation planning meeting?	_____	_____	_____
“Evaluation Plan and Prior Written Notice of Evaluation/Reevaluation”	_____	_____	_____
Was the evaluation planning meeting held in a timely manner relative to when the parent made the request?	_____	_____	_____
Did an LEA representative, special education teacher, regular education teacher, and school psychologist participate in the evaluation planning meeting? <i>(regular ed. may be NA for preschool)</i>	_____	_____	_____
Do the signatures on the evaluation plan match the letter of invitation?	_____	_____	_____
As part of evaluation planning, did the team review the following information: evaluations and information provided by the parents; current classroom-based, local, or state assessments; classroom-based observations; and observations by teachers and related service providers?	_____	_____	_____
Was the parent given a copy of the evaluation plan?	_____	_____	_____
“Consent for Evaluation”	_____	_____	_____
“Letter of Permission for Screening” <i>(NA if speech screening was conducted after consent for evaluation was obtained)</i>	_____	_____	_____
“Justification for Noncompliance with Evaluation and Eligibility...”	_____	_____	_____
IEP “Notification of Meeting”	_____	_____	_____
“Notification of Meeting - Parent and Student Response”	_____	_____	_____
“Evaluation Report and Documentation of Eligibility Determination”	_____	_____	_____
Was the evaluation completed within 60 calendar days of receipt of parental consent to evaluate?	_____	_____	_____

"Written Agreement to Extend 60 Day Timeline for Initial Evaluation"	_____	_____	_____
If the child was referred by Babynet, was the eligibility meeting held, and the IEP in place, by the child's third birthday?	_____	_____	_____
Were all required evaluation components for each identified disability obtained and documented in the evaluation report?	_____	_____	_____
Is all the information that is documented in sections II and VII of the evaluation plan documented in the evaluation/eligibility report?	_____	_____	_____
Do the signatures on the eligibility report match the letter of invitation?	_____	_____	_____
Did an LEA representative, special education teacher, regular education teacher, and school psychologist participate in the eligibility meeting? <i>(regular ed. may be NA for preschool)</i>	_____	_____	_____
Was the parent given a copy of the draft evaluation/eligibility report?	_____	_____	_____
"Consent for Initial Provision of Special Education and Related Services"	_____	_____	_____
"Consent for Treatment, Release of Information, and Medicaid..."	_____	_____	_____
Identifying information and LRE pages of IEP	_____	_____	_____
Was the parent given a copy of the final evaluation/eligibility report within 10 days of the meeting?	_____	_____	_____
"Prior written notice" <i>(if parent disagreed with eligibility or IEP)</i>	_____	_____	_____
If the parent disagreed with the decision, does the prior written notice contain the minimum requirements as identified in departmental procedures?	_____	_____	_____
"Communication Log" documenting attempts to obtain consent, schedule meetings, schedule testing, conduct testing, etc.	_____	_____	_____
If an evaluation timeline was violated, is there thorough documentation in the file to support that the school district was not at fault?	_____	_____	_____
If there was a significant delay in obtaining parental consent to evaluate or consent for services, is there documentation that indicates that the school district made frequent attempts, using various methods, in order to obtain consent?	_____	_____	_____
"Notice of Withdrawal of Student During Evaluation Process"	_____	_____	_____
"Placement History" completed except for date	_____	_____	_____
Examples of Actions:			
"Initial Evaluation – DNQ"			
"Initial Evaluation – DNQ, Continue 504"			
"Initial Evaluation – Placed (Disability)"			
"Initial Evaluation – Qualified (Disability), Parent refused services"			
"Initial referral – Moved to (District) during evaluation process, Withdrew (Date)"			
Are all blanks on all forms completed?	_____	_____	_____