

Record Keeping: Education/Disabilities Monitor

Center: _____

T/CFA/FA _____

Date: _____

Reviewer: _____

	Child/Family				
Developmental screen (ASQ) is complete within 45 days of first day of services.					
Parent's concerns around their child's development; concerns as a result of the developmental screen have been discussed and are documented.					
Plan is in place to address developmental concerns, documented, to include an Internal Referral being made where appropriate.					
DECA has been completed as appropriate					
Portage baseline has been completed according to the assessment schedule (entry behaviors) with follow up entries every other month and summary notes documented.					
Comprehensive Parent Staff Conferences has been completed according to the assessment schedule and parent's goals for their child noted on individualized goal sheet.					
Individualized Child Goal Tracking sheets are completed each month with child's progress noted and weekly debriefing notes documented.					
Goals and/or objectives are measurable and are reviewed and updated monthly.					
Goals address a variety of domains and cover all 10 (or 11) domains over the year.					
Child observations have been completed according to the observation cycle or as needed and are filed in the file and include a summary and plan for addressing any concerns					
Outcome Measures are completed according to timelines and filed in the education section					
Transition plans are initiated within appropriate timelines (EHS at 30 months; HS in February of year moving to Kindergarten)					
Classroom and Home Visit attendance issues are addressed with an attendance plan and progress or results documented.					
Completed Home Visit forms are in child's file and up to date.					

Home Visit Goals and Activities are developed by parents and are individualized according to the child's developmental level and personal goals (especially in combo classes and home base classrooms.)					
Combination and Home Base Home Visit forms show that the visit is comprehensive – across components.					
Information from parents on the Home Visit form is documented in the child's file as appropriate.					
Emergent developmental issues are identified and followed-up on in a timely manner.					
Follow up has been made to determine need for external referrals where appropriate.					
Children with disabilities have a current IFSP/eligibility and documentation exists of special education services provided.					
IFSP goals are reflected in planning and incorporated into individualized goals monthly.					
Education and Disabilities "Face Sheet" are up to date and appropriate documentation exists.					
Child's files are maintained, organized and orderly.					
Portfolio checklist is in the file and up-to-date					
Portfolio entries match the portfolio checklist					
Portfolio covers all domains of development (outcomes for HS and Portage for EHS)					
Portfolio entries reflect child's individualized goals					
Portfolios are neat and organized					

SCORE

FILES: _____

PORTFOLIOS: _____

TOTAL: _____

TEACHER _____

CLASSROOM _____

STRENGTHS

CHILD	STRENGTHS

CONCERNS

CHILD	CONCERNS

Follow-up plan: (Include possible training needs, knowledge and skills that need to be developed as well as how any specific case specific issues with education/disabilities services will be addressed)

Date: _____ Teacher/CFA/FA _____