

Early Intervention CFC Compliance Review Tool - 2023

Review Purpose:

The Illinois Department of Human Services (IDHS) and the Bureau of Early Intervention fund programs to provide Early Intervention (EI) services and support to Illinois families of infants and toddlers with disabilities and developmental delays. All plans for service delivery are based upon the unique needs of each child/family and focus on the coordination of developmental activities to ensure that all members of the team involved in a child's intervention, including the family and/or caregiver, are working together. The IDHS and Bureau of Early Intervention fund the Early Intervention Technical Assistance and Monitoring (EITAM) program to support EI providers and Child and Family Connections (CFC) offices in ensuring the delivery of high-quality services.

Results of Monitoring Review Table:

The table represents your monitoring results.

The table columns are labeled as follows: Column 1 shows the number associated with the question from the compliance monitoring tool, Column 2 shows Compliance status, Column 3 references the compliance standard, Column 4 lists evidence of non-compliance, and Column 5 indicates whether an Action Plan is required.

#	Status	Compliance Standard	Finding Evidence	Response
section 1- Intake				
1	Compliant/ Non-Compliant	CFC Procedure Manual 8.2.1 Evidence that the family was contacted within two business days of referral to verify that general requirements are met, discuss EI and intake process, answer questions, and discuss family rights	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
section 2- IFSP, Updates, and Reviews				
2	Compliant/ Non-Compliant	CFC Procedure Manual 12.4.11- If it is determined that a specific service must be provided in a setting other than a natural environment, the IFSP team must complete the Natural Environments Worksheet at the meeting to justify the decision to provide the service(s) in a non-natural environment.	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
3	Compliant/ Non-Compliant	CFC Procedure Manual 12.10.11- At the six-month review, Using Section 3 of the IFSP (Functional Outcomes), document any progress made (or lack thereof) toward achieving the identified outcome.	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
4	Compliant/ Non-Compliant	CFC Procedure Manual 12.9.5, 12.10.6, and 12.10.7- If changes were made to the IFSP, the full IFSP team was convened before changes were implemented (and a Developmental Justification of Need to Change Frequency, Intensity, and Location of services was completed)	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required

#	Status	Compliance Standard	Finding Evidence	Response
5	Compliant/ Non-Compliant	<p>CFC Procedure Manual 12.9.1- The Individualized Family Service Plan (IFSP) shall be reviewed at least every six months or more frequently if conditions warrant or upon the reasonable request of the child's parent. CFC Procedure Manual 12.9.2-The six-month review was carried out by meeting or teleconference</p> <p><i>The six-month review is required by Part C of IDEA</i></p>	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
6	Compliant/ Non-Compliant	<p>CFC Procedure Manual 12.6.2 - Communicate monthly with the family via a face-to-face meeting or phone call. If the family cannot be seen via a face-to-face meeting or reached by phone, written correspondence may be utilized. However, face-to-face meetings or phone calls are preferred modes of communication.</p>	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
section 3- Transition and Exit Activities				
7	Compliant/ Non-Compliant	<p>CFC Procedure Manual 13.1- No later than six months prior to the child's third birthday communication began with the family about the transition</p>	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
8	Compliant/ Non-Compliant	<p>CFC Procedure Manual 13.1.3- With parental consent for referral to the LEA, complete the CFC section of the EI to EC tracking form and send additional information (i.e., referral packet) to the LEA including most recent evaluations, assessments, and most recent IFSP.</p>	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
9	Compliant/ Non-Compliant	<p>CFC Procedure 13.4.1 - With the consent of the family, a transition planning conference is convened for all toddlers that may be eligible for preschool services under Part B not fewer than 90 days and, at the discretion of all parties, not more than 9 months before the child's third birthday to discuss any services the toddler may receive under Part B.</p>	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required

#	Status	Compliance Standard	Finding Evidence	Response
10	Compliant/ Non-Compliant	<p>CFC Procedure Manual 14.4.1 - 14.4.1 When a child exits EI due to aging out or prior to reaching three years of age the Service Coordinator shall complete the following activities:</p> <p>Convene a meeting of the child's IFSP team no more than 120 days prior to the child's third birthday or prior to closing the child's case if the child is exiting prior to age three, to discuss and document progress toward IFSP functional outcomes and EI levels of development/child outcomes.</p>	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required
11	Compliant/ Non-Compliant	<p>CFC Procedure Manual 13.3- The IFSP included a transition plan with required steps and services that were established within the *required timeline. (No less than 90 days and no more than 9 months)</p>	(Description of the reason for non-compliance)	Technical Assistance Required or Action Plan (AP) Required

Action steps following the review:

1. Review the EI monitoring results and identify opportunities for improvement.
2. Contact your assigned monitor, EITAM Program Manager, or Director of Early Intervention with any concerns or necessary clarification.
3. Complete your Action Plan if required.

*Contact the Bureau of Early Intervention in writing when concerns could not be resolved through the Early Intervention Monitoring Program.