Date of Review: _____

Person Conducting Review: _____

Title: _____

Document Review Form

Child Find

Yes	No	Not Applicable	Data Question
☐	☐	☐	1. Does the service area record the number of referrals by source, outside of the Early Education Tracking system (EETRK)? (Ref. #264)
			2. If the answer to question 1 is YES, please complete the table below. (Ref. #103)

Referral Source	Total # of Referrals	# Resulting in IFSPs
Community Mental Health (CMH)		
Department of Human Services (DHS)		
Education agency		
Family member		
Hospital		
Physician		
Public health agency		
Other		

☐	☐	☐	3. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are minorities? (Ref. #106)
☐	☐	☐	4. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are children of low-income families? (Ref. #107)
☐	☐	☐	5. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are homeless? (Ref. #108)
☐	☐	☐	6. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who are wards of the state? (Ref. #109)
☐	☐	☐	7. Does the service area's plan specify Child Find activities designed to identify infants and toddlers who live in rural areas? (Ref. #110)
☐	☐	☐	8. Does the service area have a data collection and communication process in place for gathering information necessary for the Part B state performance plan (SPP) indicator 12 (early childhood transition)? (Ref. #251)
☐	☐	☐	9. Does the service area's plan list activities for making the public aware of Early On services? (Ref. #115)
☐	☐	☐	10. Does the service area's plan include activities for making health care professionals aware of Early On services? (Ref. #116)
☐	☐	☐	11. Does the service area's plan include activities for making hospitals aware of Early On services? (Ref. #117)
☐	☐	☐	12. Does the service area's plan specify when each activity will occur? (Ref. #118)

Child Find

Yes	No	Not Applicable	Data Question
☐	☐	☐	13. Does the service area's plan specify who is responsible for each activity? (Ref. #119)
☐	☐	☐	14. Does the service area's plan include activities for making Community Mental Health (CMH) staff aware of Early On services? (Ref. #120)
☐	☐	☐	15. Does the service area's plan include activities for making Department of Human Services (DHS) staff aware of Early On services? (Ref. #121)
☐	☐	☐	16. Does the service area's plan include activities for making local education agency (LEA) staff aware of Early On services? (Ref. #122)
☐	☐	☐	17. Does the service area's partnering agreement(s) include activities the partner(s) will undertake to make the public aware of Early On? (Ref. #123)

Services in Natural Environments

Yes	No	Not Applicable	Data Question
☐	☐	☐	18. Does the service area have policies and procedures or conduct outreach activities supporting increased participation of children and their families in activities in community-based settings? (Ref. #202)

Family Rights and Outcomes

Yes	No	Not Applicable	Data Question
☐	☐	☐	19. Are written policies and procedures in place that ensure that records are available to parents? (Ref. #217)
☐	☐	☐	20. Are written policies and procedures in place that clearly explain the steps that parents must take to correct or delete records? (Ref. #218)
☐	☐	☐	21. Are written policies and procedures in place that provide a clear definition of complaints and due process? (Ref. #219)
☐	☐	☐	22. Are written policies and procedures in place that clearly inform parents of their rights related to consent? (Ref. #220)
☐	☐	☐	23. Are written policies and procedures in place that address the involvement of surrogate and foster parents? (Ref. #221)
☐	☐	☐	24. Are written policies and procedures in place that address the disposition of records at the end of services provided through Early On? (Ref. #222)

System Implementation and Evaluation

Yes	No	Not Applicable	Data Question
☐	☐	☐	25. Does the service area have a written policy and procedure for verifying Michigan Education Grants System (MEGS), Early Education Tracking system (EETRK), and similar data for reporting to the state? (Ref. #236)
☐	☐	☐	26. Does the service area have a written policy and procedure for the timely reporting of data? (Ref. #237)

System Implementation and Evaluation

Yes	No	Not Applicable	Data Question
☐	☐	☐	27. Does the service area have a written policy and procedure that makes clear who is responsible for verifying data? (Ref. #238)

Continuous Improvement Protocol (CIP)

Yes	No	Not Applicable	Data Question
☐	☐	☐	28. Were the questions on the document review form easy to understand and answer? (Ref. #509) 29. Which question(s) were problematic and why? (Ref. #510) _____ _____ _____ _____ _____
☐	☐	☐	30. Were there opportunities for teaching or learning during the course of completing the document review? (Ref. #511) 31. Approximately how much time did it take to complete the document review? (Ref. #512) _____ hours, minutes 32. If you have comments on any aspect of the document review process, please enter them here. (Ref. #513) _____ _____ _____ _____ _____