

Sample Final Report Worksheet

General Supervision Monitoring (GSM) • On-site
May 2016

ISD Name Early Intervention Focused Monitoring Report Worksheet On-site Review

ISD Code: 00
Date of Report:
On-site Review Date(s):

Focused Monitoring Team:

Name:	Title:

Section 1: Focused Monitoring Priority:

General Supervision Monitoring (GSM)

Pursuant to the *Individuals with Disabilities Education Act* (IDEA), §§ 303.700 and 303.120(a), as part of State monitoring and enforcement, the Office of Great Start/Early Childhood Development and Family Education (OGS/ECD&FE) must ensure that the requirements of the IDEA are carried out and that each early intervention provider for children with disabilities meets the State's early intervention standards. It must review policies, procedures, and practices related to the provision of early intervention services for children with an individualized family service plan (IFSP).

Section 2: Selection Criteria:

The local service area was selected for a focused monitoring activity as part of the *Early On*® General Supervision Monitoring (GSM) process. The purpose of the GSM is to assist the *Early On* local service area in ensuring compliance with Part C of the Individuals with Disabilities Education Act (IDEA) regulations, and if necessary, plan improvements for the local system.

Results of On-site Review:

The following monitoring activities were conducted by the Office of Great Start/Early Childhood Development and Family Education (OGS/ECD&FE) team:

- A review of ____ child records
- Interviews with ____ staff members
- A review of the local service area's policies, procedures, and practices related to children with IFSPs

Team Leader Recommendation

- The on-site review yielded findings of noncompliance. See the following table for specific information on the finding(s).
- The on-site review yielded no findings of noncompliance.

Finding(s) of Noncompliance	Evidence	Applicable State & Federal Rules	Required Corrective Action
Finding _____			

If findings, click here

Correction of Noncompliance:

The State requires the *Early On*[®] local service area to revise all noncompliant policies, procedures, and practices and correct all child level noncompliance. The State will verify that the noncompliant policies, procedures, and practices have been revised and all noncompliance corrected through follow-up review of data, interviews, and other documentation. The noncompliance must be corrected as soon as possible.

By November 1, 2016, the *Early On* local service area must submit a focused monitoring corrective action plan, and then request verification and closeout by April 1, 2017. Technical assistance will be facilitated by the OGS/ECD&FE staff.

As required by § 303.700 through § 303.708, the *Early On* local service area needs to correct all areas of noncompliance as soon as possible, but no later than one year from the date of notification, including verification. If this deadline is not met it will impact the *Early On* local service area's Determination and the State will take action to promptly bring the local service area into compliance; this may include increased state supervision and/or financial sanctions.

If findings with Expedited Correction, click here

Correction of Noncompliance:

Items of noncompliance were identified during focused monitoring. An expedited correction has been completed. As required by § 303.700 through § 303.708, the

State required the *Early On*[®] local service area to revise all noncompliant policies, procedures, and practices and correct all child level noncompliance. The State verified through follow-up review of data, interviews, and other documentation that the noncompliant policies, procedures, and practices have been revised and that all noncompliance has been corrected. All items of child level noncompliance have been corrected. No further corrective action is required.

The local service area's 2017 Determinations Report may reflect that the local *Early On* service area was non-compliant.

If no findings, click here

The on-site review yielded no findings of noncompliance. No corrective action is required.