

Initial and Annual Child Assessment

Approved: July 1, 2019

Updated: August 1, 2021

Who is responsible: Service Coordinator

Purpose

The purposes of the child assessment are to:

- Determine child's present levels of development.
- Provide age-anchored information for the entry and exit ratings for the Early Childhood Outcomes (ECO) using the Child Outcomes Summary (COS) process.
- At annual reviews of the Individualized Family Service Plan (IFSP), assist in determining ongoing eligibility for children initially eligible due to significant delays in development.

Procedural Safeguards for the Child Assessment

The Service Coordinator will ensure the following steps are taken to protect the child and family's rights and protections under IDEA/Part C. The child assessment must be:

- Preceded by Prior Written Notice at least seven calendar days before each child assessment, and the family must be given the opportunity to decline the child assessment. The family cannot be requested to waive this notice.
- Conducted only with parental consent and use non-discriminatory procedures in the child's native language or mode of communication, unless not feasible to do so (i.e., documentation is available that describes efforts to locate an interpreter). See Appendix C of Procedures for Early Intervention Service Provider Agreements for additional information regarding use of Foreign Language Interpretation and Translation Providers.
- Be conducted by qualified personnel.
- Be documented and a copy provided to the parent/guardian.

Steps in Conducting the Child Assessment

The Service Coordinator will ensure completion of the child assessment before development of the initial IFSP, and within 30 days of the annual review of the plan. With the family, the Service Coordinator will review applicable sections of the Family Guide that address child assessment, as well as the consent to the child assessment process.

Initial Child Assessment

For children initially eligible by documented delays in development, the results of IDEA Part C eligibility evaluation will serve as the child assessment. For children initially eligible by an established risk condition, the Service Coordinator will ensure an approved curriculum-based assessment (CBA) is administered to determine the present levels of development for the initial IFSP. The CBA results will also be used to assist in the completion of the COS process for the Early Childhood Outcomes. The child assessment must also include observation of the child in the home and community routines and activities.

Annual Child Assessment

In preparation for the annual review of the IFSP, the Service Coordinator will ensure each child receives updated autism, health, hearing, and vision screenings; a CBA, and observation in home and community routines and activities in order for the IFSP team to:

- Assist in determining ongoing eligibility for IDEA/Part C services.
- Determine the present levels of development.

- Upon leaving IDEA/Part C, complete the exit rating for the COS process.

The Service Coordinator will record the results of the child assessment in BRIDGES and apply the results in the annual review of the IFSP. There must be a clear relationship between the family assessment, the child assessment, and functional IFSP outcomes; i.e., the outcomes address improvement of child function in one or more family routines or activities, and the function is focused on engagement, independence, or social interactions.

The results of the child assessment must be shared with all members of the child's IFSP team.