

EDN DESK AUDIT/REVIEW CHECKLIST

During the desk audit/review the below items must be considered:

POLICIES/PROCEDURES/PRACTICES	Y	N	COMMENT
<p>Does the district have procedures to screen children under the age of three who have been referred to the agency responsible for services coordination in the Planning Region to determine whether they are suspected of having a disability? 92 NAC 52-006.03</p> <p>NOTE: If the district does not have procedures, score is 'N', then the monitoring team must drill down to see if the district has any referrals that were "screened out"</p>			
PARTICIPATION IN PLANING REGION TEAM			
<p>Does the district participate in a plan of services for children with disabilities who are less than five years of age? 92 NAC 52-005</p> <p>Does the plan address:</p> <ul style="list-style-type: none"> • Gaps and barriers in service delivery? • Child Find? • Training and technical assistance? • Parent involvement? • Resources <p>Did the Planning Region Team hold the number of meetings indicated in the Planning Region Team grant?</p> <p>Are districts included as PRT members?</p> <p>NOTE: EDN Monitoring team should review the items below to assure compliance with the plan requirements stated above:</p> <ul style="list-style-type: none"> • PRT grant • PRT Annual meeting notice and written report • PRT Minutes for the monitoring year • PRT roster of members/participants <p style="color: red;">If not all components are addressed, score 'N'</p>			

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DATA REVIEW PRIOR TO ONSITE VISIT			COMMENT
<p>CONNECT Reports (DHHS will provide) reports to be reviewed for the year (January – December) in regards to the PRT:</p> <ul style="list-style-type: none"> • PRT Case total listing • PRT total number of children screen out • PRT total number of children not verified • PRT referral source • PRT districts having children birth to age three 			
COMPLAINTS	Y	N	
<p>Did any of the districts in the PRT have a formal written State Complaint filed? 92 NAC 52-009</p> <p>Did the complaint require the PRT/district to complete a Corrective Action Plan?</p> <p style="color: red;">NOTE: If the answer to either of these questions is 'Y' the Monitoring Team will review the Complaint Investigation Report and will then question the PRT/district in regards to the issues at the Onsite visit.</p>			
IDENTIFICATION/VERIFICATION			
<p>Does the school district or approved cooperative have <u>procedures</u> in place for the <u>evaluation</u> of the child to determine eligibility? 92 NAC 52-006.06</p> <p>Do the procedures include: 92 NAC 52-006.06A1 – 006.06A5</p> <ul style="list-style-type: none"> • Administering an evaluation instrument; • Taking the child's history (including interviewing the parent); • Identifying the child's level of functioning in each of the developmental areas in 92 NAC 52-003.15 and 92 NAC 52-006.04 • Gathering information from other sources such as family members, other caregivers, medical providers, social workers, and educators, if necessary, to understand the full scope of the child's unique strengths and needs; and • Reviewing medical, educational, or other records <p style="color: red;">NOTE: If not all components are addressed score 'N'</p>			

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TRANSITION			
Did the school district or approved cooperative participate in the toddler's transition conference, not fewer than 90 days, and not more than 9 months before the toddler's third birthday? 92 NAC 52-008.01A			
TIMELINES			
Did the district timely submit reports to the Nebraska Department of Education as indicated in the district determinations?			
Did the PRT Lead Agency submit state required reports, by due dates, to include: <ul style="list-style-type: none"> • Grant Application • End of grant narrative • Financial Reports • Annual Meeting report b 			
IFSP			
Did the district participate in the development, review and implementation of the IFSP within in their district? 92 NAC 52-007.02			
Did the EDN Monitoring Team find the district to be in compliance?			
If the EDN Monitoring Team found areas of noncompliance, what regulations will require a CAP?			
NOTE: The answer to these questions will drive the issues that will be addressed when the EDN Monitoring Team completes the Onsite Visit.			