

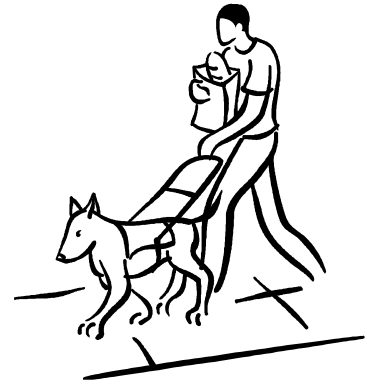
INTEGRATED SERVICES REVIEWER I



**Review of Disabilities, Mental Health, Family and
Community Services**

June 17, 2010

DISABILITIES



- Disabilities Document Review
- Disabilities Coordinator Interview
- Child Files—Disabilities
- Staff Files—Disabilities Coordinator/Content Area Expert
- Disabilities Management Systems Analyses *



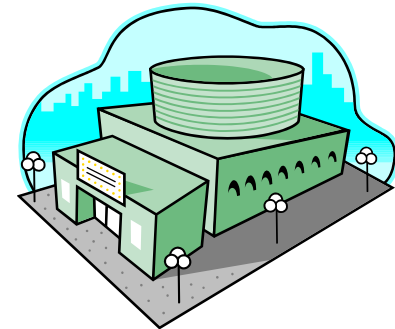
MENTAL HEALTH SERVICES

- Mental Health Document Review
- Mental Health Coordinator Interview
- Staff Files—Mental Health Coordinator/Content Area Expert
- Mental Health Management Systems Analyses*



FAMILY AND COMMUNITY SERVICES (FCS)

- FCS Document Review
- FCS Coordinator Interview
- FCS Staff Interview
- Parent Interview *
- Child Files--- FCS
- Staff Files



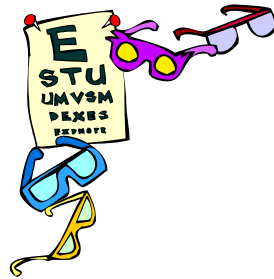
FCS Coordinator/Content Area Expert

FCS Staff

- FCS Management Systems Analyses *



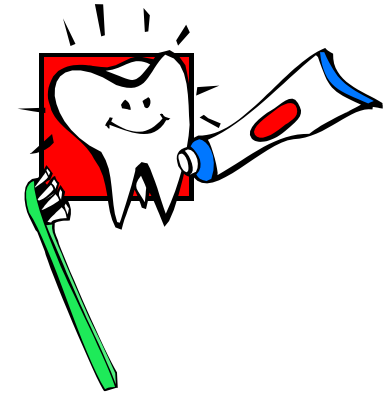
INTEGRATED SERVICES REVIEWER II



Nutrition, Health, Safe Environments,
Transportation

HEALTH SERVICES

- Health Document Review
- Health Coordinator Interview
- Child Files Review – Health
- Staff Files—Health Coordinator/Content Area Expert
- Health Management Systems Analyses



NUTRITION SERVICES

- Nutrition Document Review
- Nutrition Coordinator Interview
- Kitchen Staff Interview
- Child Files Review –Nutrition
- Staff Files—Nutrition Coordinator/Content Area Expert
- Nutrition Management Systems Analyses



SAFE ENVIRONMENTS



- Health and Safety Center-based Observation
- Safe Environments Center-based Checklist
- Health and Safety Family Child Care Observation
- Safe Environments Family Child Care Checklist
- Safe Environments Document Review
- Facilities Coordinator Interview
- Staff Files—Facilities Coordinator
- Safe Environments Management Systems Analyses



TRANSPORTATION SERVICES

- Transportation Document Review
- Transportation Coordinator Interview
- Bus Inspection
- Bus Driver Interview
- Bus Monitor Interview
- Staff Files—Transportation Coordinator
- Transportation Management Systems Analyses



OBSERVATIONS

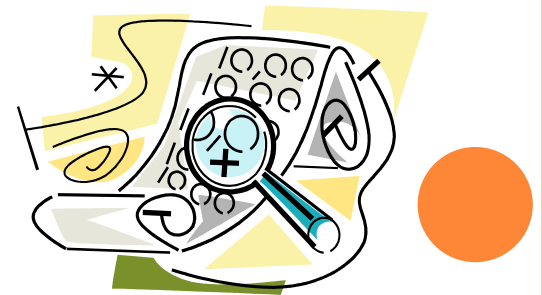
- Safe Environments
- Bus Inspection
- Meal times

- Disabilities, MH Observation done by ECE



DOCUMENTS

- Service Plans (including transition plan)
- Interagency Agreement /contracts
- Documentation Services (permissions, screenings, follow up, assessments, support)
- Recruitment Materials
- Procedures for Child Plans (Health, IDP, IEP)
- Child File-addressed later



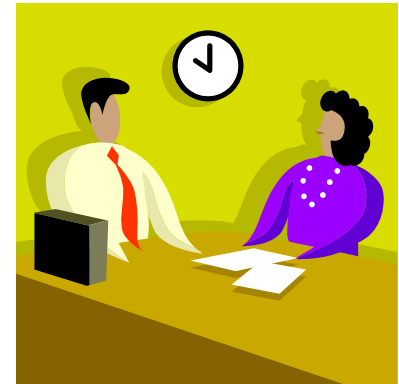
DOCUMENTS

- Community Assessment Summary
- Self-assessment Summary
- Calendars
- Newsletters



INTERVIEWS

- Qualifications and Expertise
- Availability and Support
- Ongoing Monitoring of Services
- Program Planning
- Implementation of Services
- Staff Coordination
- Community Partnerships



INTERVIEWS

- Recruitment and enrollment of children with needs (health, nutrition mental health and/or disabilities)
- Screening, assessment, referral and follow up
- Adaptations/accommodations
- Parent Involvement
- Performance Reviews
- Training



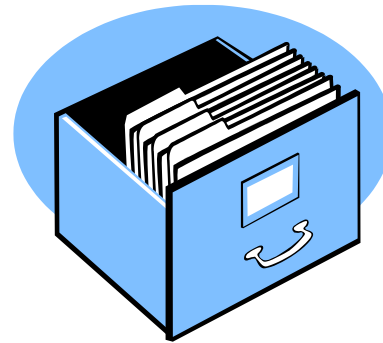
PARENT INTERVIEW

- One interview to cover all service areas done by ISRI



CHILD FILES

- Consents
- Screening and assessment,
- Referrals,
- Follow up
- Dates and dates!!!



STAFF FILE

- Qualifications and Expertise
- CRC
- Health Examination-TB
- Re-examination if noted by PCP or required by state, licensing

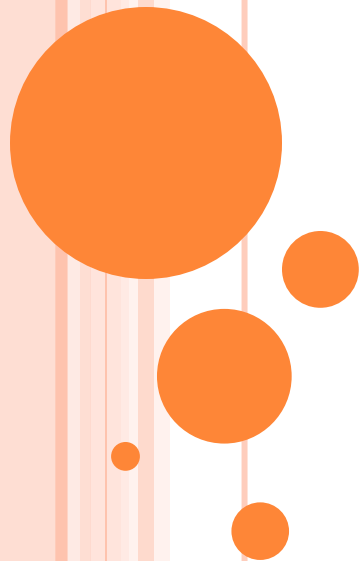


STAFF FILES

- Performance Review
- Training Opportunities
- CAN Training

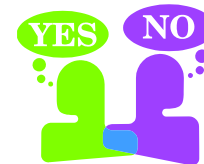


MANAGEMENT SUMMARY ANALYSIS



OVERALL SUMMARY AND STRENGTHS FOR EACH SERVICE AREA

- General impressions of the program's delivery of services, what the program does well, which areas need improvement, and overall level of confidence in the program's provision of services. Overall, an analysis and impressions of the program's effectiveness in providing services.
- Service specific strengths



MANAGEMENT SUMMARY ANALYSIS

- **Parent and Staff Communication**
- **Communication among staff**
- **Planning**
- **Record keeping**
- **Ongoing Monitoring**

