

**Each early intervention program should demonstrate compliance with Part C and Baby Watch Early Intervention Program requirements in the following areas:**

QUALITY SERVICE PROVISION REQUIREMENTS	YES	NO
1. Meets all federal and state requirements regarding the provision of early intervention services		
2. Delivers evidence-based early intervention services in accordance with the Seven Key Principles of Early Intervention		
3. Performs intake, evaluation and assessment, service coordination, IFSP development/revision, and transition according to Part C and Baby Watch requirements		
4. Provides comprehensive year-round early intervention services in natural environments with flexible hours/days to meet the needs of families		
5. Provides multidisciplinary evaluation of the needs of children, and family-directed identification of the needs of the family, using at least 1 standardized evaluation tool		
6. Makes early intervention services available to all infants and toddlers with disabilities and their families, including traditionally underserved minority, homeless, and foster care populations		
7. Engages in ongoing and comprehensive child-find and referral activities within the service area		
8. Provides every family with a written description of the program, policies, and parent rights.		
9. Makes an effort to communicate with parents and families in their preferred language		
10. Has a policy and procedure manual that has been developed for, communicated to, and is made available to employees		
11. Supports employees in completing Comprehensive System of Personnel Development (CSPD) training requirements		
12. Participates in ICC, grantee meetings, and has representation or affiliation with other professional organizations serving children and families		
13. Collects and enters service data into BTOTS within required timeframe		
TIMELY SERVICE PROVISION REQUIREMENTS	YES	NO
1. Evaluation completed with prior written notice and consent		
2. Initial IFSP meeting held within 45 days of referral, with prior written notice		
3. IFSP services begin within 45 days of the parent's signature on the IFSP		
4. Parent records requests responded to within 30 days		
5. Transition conferences held 9 months to 90 days before the child's third birthday		

POLICY & PROCEDURE TOPIC REQUIREMENTS	YES	NO
1. Program mission, values, and philosophy		
2. Financial activities		
3. Program leadership structure and lines of authority		
4. Confidentiality of child records (PII and PHI)		
5. Parent rights and procedural safeguards		
6. Employee roles , responsibilities, and professional expectations		
7. Employee training, coaching, supervision, and performance evaluations		
8. Employee background checks		
9. Documentation system for parent complaints and resolutions		
10. Child abuse/neglect reporting		
11. Emergency response plan		
12. Drug-free workplace		
13. Workplace violence and sexual harassment prevention and reporting		
14. Universal precautions and blood-borne pathogens		
15. Provision of interpreter services		
16. Continuous quality improvement		
FACILITIES REQUIREMENTS	YES	NO
1. All public facilities meet health and safety inspection requirements		
2. Child records are maintained in secured cabinets with limited access		