
Child Record Review: Frequently Asked Questions

1. What is the timeline for the child record review (CRR)?

The timeline for conducting the CRR is September–February so that data is compiled and ready for review when the service provider self-review (SPSR) team convenes in the spring.

2. Can I ask for assistance in compiling information for the CRR?

Yes. *Early On* coordinators are responsible for managing the CRR process. Authorized personnel in the service area may assist in the process if they are available to do so.

3. Who is authorized to assist me with the CRR process—given that the records may contain private information about children and families?

If you delegate some of the record review tasks, you must choose someone who has a binding, contractual relationship with the service area or the Michigan Department of Education (MDE).

4. How many questions are on the CRR form?

There are 75 questions on the child record review form. Not all questions must be answered—some are dependent on answers to previous questions.

5. How long will it take to complete a single CRR?

Because the SPSR is new for Part C, there is no data on how long the CRR process will take. However, the SPSR will collect information (such as how long it takes to complete) so that future users can know what to expect.

6. Once I've gathered the records for the CRR, what do I do next?

Once you have selected the child records to be reviewed, use the child record review form included in your SPSR training packet to record the necessary findings. This form is available for download from the *Early On* training and technical assistance (EOTTA) website, and you may photocopy it as needed.

7. What if I don't have all the information needed to complete the child record review?

Some of the questions on the CRR may require you to seek information outside of the child's central record (such as service provider records), so be sure to review the form at the outset to determine what records you might need. If you have all of the child's information and cannot find a specific answer to a question, you must mark that question in the negative.

8. Does every question on the CRR represent a federal or state rule/regulation?

No. Some questions pertain to “best practices” rather than a specific requirement in statute. The federal Office of Special Education Programs (OSEP) is interested in both compliance with regulations *and* improvement that incorporates best practices.