

Child Record Review: An *Early On* Coordinator's Guide

Managing the Child Record Review (CRR) portion of the service provider self-review (SPSR) is the responsibility of the *Early On* coordinator. This guide will help you prepare for and conduct your child record reviews.

PART 1: SAMPLE SIZE

The number of child records to be reviewed for the SPSR is based on the service area's snapshot count from the previous December. The minimum sample size is 10 percent of the snapshot count, but no fewer than 10 records are to be reviewed in any given service area. For example:

Service Area A	
12/06 count =	127
10% of 127 =	$127 \times 0.1 = 12.7 = 13$
Minimum number of records required =	13
Service Area B	
12/06 count =	72
10% of 72 =	$72 \times 0.1 = 7.2$
Minimum number of records required =	10

PART 2: TYPES OF RECORDS TO SELECT FOR REVIEW

Child records selected for review should represent a cross section of your service area to the greatest extent possible, including records from each of the following sources if they are available:

- Children in each age group (under 1, 1–2, 2–3)
- Children with service coordinators in different agencies
- Children receiving services from different agencies
- Children in transition or already transitioned out of *Early On*
- Children eligible for both *Early On* and special education

If your service area does not currently serve children in one or more of these categories, it is permissible to use only the types of records that are available.

PART 3: PERFORMING THE RECORD REVIEW

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. Some of the questions on the record review 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.

Early On coordinators have from September until February to conduct the child record reviews. It is advisable to start early in case additional records must be reviewed. Because the SPSR is a new process for *Early On*, there are no estimates for the amount of time each record review will take. Coordinators are advised to keep track of the average review time so they can report it after data entry into the SPSR electronic workbook.

PART 4: ENTERING THE DATA INTO THE SPSR ELECTRONIC WORKBOOK

The information captured on the paper review forms must be entered into the SPSR electronic workbook. This can be done at any time—it is not necessary to wait until all the paper forms are completed. The *Early On* coordinator should determine who will enter the data and when it will be done, and then plan accordingly.

Information about using the SPSR electronic workbook will be available in late fall 2007.