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## Document Review: Frequently Asked Questions

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### 1. What is the timeline for the document review (DR)?

The timeline for conducting the DR is September–February, so that data is compiled and ready for review when the SPSR team convenes in the spring.

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

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

### 3. What documents will I need for the document review?

You may need referral records/logs; annual plan(s); memoranda of understanding; policy/procedures documents; written agreements with partner organizations or agencies; and data management plans. Some service areas may not have all of these types of documents.

### 4. What if I don't have all of the necessary documents?

If you don't have the documentation referred to in the DR question, you should respond in the negative to that question.

### 5. What if my documents don't have all the information needed to complete a question on the document review?

Some of the questions on the document review may require you to seek information from administrators and staff, so be sure to review the form at the outset to determine what information you might need. If you have all the documentation and cannot answer a question, you must mark that question in the negative.

### 6. Once I've gathered the documents for the DR, what do I do next?

Once you have assembled the documents for review, use the document review form included in your SPSR training packet to record your 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. How many questions are on the DR form?

There are 32 questions on the document review form. Not all questions must be answered—some are dependent on answers to previous questions.

**8. How long will it take to complete the DR?**

Because the SPSR is new for Part C, there is no data on how long the DR 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.

**9. Does every question on the DR 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.