
Document Review: An *Early On* Coordinator's Guide

Managing the document review (DR) 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 service area's document review.

PART 1: ABOUT THE DOCUMENT REVIEW

The document review is an examination of policies and general practices for your service area. As the *Early On* coordinator, you are responsible for managing the document review. You may ask others to assist you with the process, provided that the person performing the review has a good understanding of the *Early On* system and methods.

PART 2: TYPES OF DOCUMENTS

The following types of documents may need to be reviewed as part of the document review.

- Referral records or logs
- Annual plans
- Memoranda of understanding
- Policy/procedure documentation (including ISD policies)
- Written agreements with partner organizations or agencies (other than memoranda of understanding)
- Data management plans

PART 3: PERFORMING THE RECORD REVIEW

Once you have assembled the documents to be reviewed, 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. Some of the questions on the document review may require you to seek information from administrators or other staff, 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 document review. It is advisable to start early in case information is difficult to locate. Because the SPSR is a new process for *Early On*, there are no estimates for the amount of time each document review will take. Coordinators are advised to keep track of the average review time so they can report this information 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. 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.