

**Virginia's System for Determination of Child Progress  
Implementation Instructions  
1/14/08**

**General Information:**

- **Ratings are required only at entry and exit, though interim assessment/ratings are encouraged.**
  - Entry ratings on all three indicators must be done for all children new to early intervention who have their initial IFSP after March 1, 2007 and who are 30 months or younger at the time of the initial IFSP. This includes children who have received early intervention from other states, but who are new to early intervention in Virginia. The entry ratings recorded in ITOTS follow the child. So a child who moves within in Virginia from one early intervention system to another will already have entry assessment data. The new local system does not need to do a new entry-level assessment. Since the intent of Virginia's System for Determination of Child Progress is to measure children's progress in Virginia's early intervention system, the exit ratings are done only at the time the child leaves Virginia's early intervention system, not when the child leaves one local system to enter a different local system. Local systems may, of course, choose to do interim assessments/ratings.
  - Exit ratings on all three indicators must be done prior to exit for all children who had an entry rating AND who have been in the system for 6 months or longer since their initial IFSP. The rating must be done no more than 6 months prior to exit from Part C. Since the ratings reflect the child's status at the time of the assessment, it is beneficial to time the exit assessment/rating as close to exit as possible in order to capture results for the full time the child was receiving early intervention services. It is recognized that there will be situations where it is not possible to complete the ratings because the children/families leave the system without notice.
- Part C's exit ratings may serve as Part B entry ratings and Part B entry ratings may be used for Part C's exit ratings. Local systems are strongly encouraged to collaborate with their local Part B representatives to establish mechanisms to accomplish this sharing of data and non-duplication of assessment.

**Requirements for Assessments, Rating and Documentation**

**Entry Assessment**

- Assessment information is derived from multiple sources:
  - the evaluation and assessment (including results from developmental instrument(s) and observation)
  - the family, including information about the child's performance in relation to the three indicators across situations and settings and with different people
  - any other sources (child care provider, medical records, etc.)
- Considering the information above and functional skills of same-aged peers, determine the appropriate rating from 1-7 for each of the indicators. The Decision Tree can be used to guide the process.

- Complete the front page of the Child Indicator Summary Form (CISF). If documentation on the IFSP and in the child's record is not sufficient to support the rating decisions, then supporting documentation must be provided on the back of the CISF. Documentation must include the sources of information (instrument, observation, parent report, etc.) and the information from those sources about the child's functional skills across settings, situations and people.
- Record the child's ratings in ITOTS.

**Interim (Annual) and Exit Assessment - NOTE: At this time, interim assessments (at time of Annual IFSP) are not required.**

- Using information from the same sources listed above (parents, instrument, observation, other sources), determine the child's status (rating) for each of the indicators. NOTE: A formal assessment is not required, though documentation of the child's abilities using an instrument (such as the HELP, ELAP, etc.) is required. It is not necessary to use the same instrument that was used for the entry assessment. As is currently the practice, the primary provider determines the child's developmental levels in all areas through ongoing assessment (which can occur over multiple sessions). The instrument must be scored.
- The IFSP team considers information from the sources listed above to determine the child's status in relation to same-age peers for all three indicators. Document the child's functional status in the child's early intervention record. This can be done in a progress note. Also document the sources of information used in the assessment process.
- Complete the front page of the CISF including questions 1b, 2b and 3b. Complete the back page if documentation in the child's record isn't sufficient to support the rating decisions and/or if the source of the information used to make the determination is not documented in the child's record. **The yes/no response to the b questions (Has the child made progress?) must always be based on the child's progress since the initial assessment, even if there has been one or more interim assessments.**
- Record the child's rating and answers to the b questions in ITOTS

**OR, for the Exit Assessment:**

- Obtain ratings from Part B and record in ITOTS along with answers to b questions.