
Part C Child Find Self-Assessment: Quick Start Guide

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Purpose

The **Part C Child Find Self-Assessment: Quick Start Guide** is designed to help state leaders consider common areas of need and challenges related to Child Find and determine which best practices in Section II of the [Child Find Self-Assessment](#) (CFSA) might best address those challenges. Ideally, state leaders would engage stakeholders to conduct an in-depth review of **all** best practices in Section II. However, this guide can help leaders with limited time identify high-leverage best practices to address their most pressing challenges as a starting point.

We recommend you start by completing Section I of the CFSA, documenting how your state is addressing the regulations and identifying areas of strength and need. Then use this guide to help you focus on high-leverage best practices as you complete Section II. If areas of need or challenges are not yet known, use the questions in this guide to examine your policies, practices, and data across the state.

Using the Quick Start Guide

To get started, read through the questions regarding common areas of need and challenges below, which are organized by topic. Check “Yes”, “No”, or “Not Sure” to indicate whether your Part C system or program is experiencing each area of need or challenge. Space is provided for notes under each topic area. For each area of need/challenge to which you indicated “Yes” or “Not Sure”, view the list of corresponding best practices in the right column. These are the best practices from Section II of the CFSA that are most relevant to the area of need/challenge and most likely to impact it. You may wish to begin with these best practices; however, we encourage you to complete Section II of the CFSA in its entirety.

Identifying Areas of Need or Challenges

To identify areas of need or challenges in your state, review the summary information from Section I of the CFSA, where you documented strengths and areas of need for each topic in the regulations. In addition, review state and local data to examine patterns. Are policies and practices implemented consistently across the state? Do your data look different across regions of the state or for certain populations of children? Engage your stakeholders in identifying areas of need and challenges in their programs and communities. The questions below can serve as a guide for examining your data and information from stakeholders. In addition, the [Part C Child Find Funnel Chart Tool](#) can be used to examine referral, evaluation, and enrollment data.

Technical Assistance Support

Technical assistance is available from the ECTA and DaSy Centers to support use of this guide and the CFSA. To request assistance, contact Evelyn Shaw (evelyn.shaw@unc.edu) or Margaret Gillis (margaret.gillis@sri.com).

Common Areas of Need and Challenges and Associated Best Practices

	Yes	No	Not Sure	If yes, focus on Best Practices...
<i>Referral</i>				
Do we have a challenge getting referrals for children under age 1 (e.g., overall, from certain primary referral sources)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1d, 1e, 1f, 2a, 2b, 2c, 4d, 6b, 6c, 6g
Do we have a high proportion of referrals coming for children who are over age 2 or close to their third birthday?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1c, 1d, 1e, 1f, 3d, 6a, 6b, 6f, 6g, 7c
Are there points in the year when an exceptionally high proportion of referrals are received?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1e, 1f, 3c, 4b, 4c, 6a, 6b
Do we have difficulty tracking re-referrals when a child is previously found ineligible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3a, 3c, 3e, 4b
Do some referral sources refer a high percentage of children who are not eligible (e.g., do not understand eligibility requirements, not screening children prior to referral)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1a, 1b, 1e, 1f, 4b, 4c, 5a, 5b, 5d, 6f
Are there some primary referral sources ¹ from which we do not get many referrals (e.g., potentially missing referrals)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1e, 1f, 2b, 6e
Are underserved populations referred inconsistently throughout the state?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1a, 1b, 1c, 1d, 1e, 1f, 2a, 2b, 2c, 3c, 3d, 4b, 4c, 4d, 6a, 6b

Notes:

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Screening

Do we have difficulty conducting timely screenings and still meeting the 45-day timeline from referral to evaluation and initial IFSP meeting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3c, 4b, 6d, 6f, 6g, 6i, 6j
Do we have difficulty tracking the timeline of screenings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3c, 4b
Do our screening tools too often recommend evaluation for children who are not eligible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5a, 5b, 5d
Are our screening procedures inflexible? (e.g., not allowing for use of medical and other records to determine the need for evaluation)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6f, 6g, 6i

Notes:

Click or tap here to enter text.

¹ Primary referral sources include families, physicians, hospitals, child care programs, and social services agencies.

	Yes	No	Not Sure	If yes, focus on Best Practices...
<i>Evaluation</i>				
Are a large number of children ² evaluated found ineligible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1a, 1b, 1e, 1f, 4b, 4c, 5a, 5b, 5d, 5f, 5g, 6a, 6b, 6c, 6f
Do we have challenges with loss of contact during the intake process that lead to children not being evaluated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1d, 2b, 3c, 3d, 4b, 4c, 6c
Do we have a large number of children ² who are found ineligible at one point who are re-referred and found eligible later?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1a, 2a, 3c, 3d, 4b, 5a, 5d, 6c, 6i, 7c, 7d
Do we lack consistency in implementation of policies and procedures for use of informed clinical opinion in interpreting screening and evaluation results?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4a, 5d

Notes:

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<i>Representation</i>				
Do our data show there is under- or over-representation ³ of region, rural/urban, demographic, or other characteristics in referrals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1a, 1b, 1c, 1d, 1e, 1f, 2a, 2b, 2c, 3c, 3d, 4b, 4c, 4d, 6a, 6b
Do our data show there is under- or over-representation ³ of region, rural/urban, demographic, or other characteristics in enrollment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1a, 1b, 1c, 1d, 1e, 1f, 2a, 2b, 2c, 3c, 3d, 4a, 4b, 4c, 4d, 6a, 6b

Notes:

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<i>Evaluation of the Child Find System</i>				
Do professionals entering data in the data system misinterpret how data are to be entered?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3a, 3c
Do we lack adequate training on our data system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3a, 3c

² States should define for themselves what constitutes a “large number of children”, taking into consideration the resource burden caused by evaluating children who are found ineligible for Part C. For additional guidance, see https://ideadata.org/sites/default/files/media/documents/2019-05/idc_over_under_scenario5_2_19%20Updated_0.pdf

³ States should define for themselves “over- or under-representation”, taking into consideration state and local demographics. For additional guidance, see https://ideadata.org/sites/default/files/media/documents/2019-05/idc_over_under_scenario5_2_19%20Updated_0.pdf

	Yes	No	Not Sure	If yes, focus on Best Practices...
Do we lack a plan for evaluating our child find system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4a, 4b, 4c
Do we have an inability or limited ability to track children over time and/or across programs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3c, 3d

Notes:

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Suggested Citation

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