



El Priority Area 4:

# Service Implementation (SI)

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Early Intervention (EI) services in Oregon are designed to support the development of infants and toddlers with disabilities through timely, consistent, and individualized service delivery. In alignment with IDEA and Oregon Administrative Rules (OAR 581-015-2830), services must be implemented as described in the child’s Individualized Family Service Plan (IFSP), with fidelity to the frequency, duration, and method outlined. EI programs must ensure that services are delivered in accordance with the family’s preferences and needs, with minimal disruption, and are provided year-round to support continuous developmental progress.

# Ensuring Fidelity and Responsiveness in EI Service Implementation

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The purpose of this priority area is to ensure that EI services are implemented as planned and adjusted as needed to reflect the child's developmental progress and family input. Services must not begin until a signed IFSP and written parental consent are in place. Once started, each service must follow the IFSP specifications for frequency, duration, and location. If a child is not making progress, the IFSP team must meet to review service effectiveness, revise goals, or adjust services accordingly. Year-round service delivery is required to avoid unnecessary gaps that could affect a child's learning and development.

Accurate implementation ensures that the IFSP functions as a living plan, responsive to both data and family voice. This process emphasizes the importance of consistent service delivery, regular monitoring, and meaningful collaboration between service providers and families.

By using this protocol, the EI ODE team will respond to a series of questions to assess whether the program is meeting key requirements related to the delivery and monitoring of EI services, as outlined in 34 CFR § 303.344 and OAR 581-015-2830. If noncompliance is identified, it is recommended that the EI program correct these findings as soon as possible. In all cases, noncompliance must be fully corrected within one year of receiving written notification from the Oregon Department of Education (ODE). Additionally, if noncompliance results in a disruption of services or a delay that may significantly affect a child's developmental progress, the program must address the issue within a shortened timeline in accordance with ODE regulations.

## Record Review Item: EI SI – 1 34 CFR § 303.344

Record Review Item	Potential Documentation
<p><b>There is evidence that the child received all services as described in the IFSP.</b></p>	<ul style="list-style-type: none"><li>• Service trackers</li><li>• EI specialist service logs</li><li>• Related services personnel service logs</li><li>• Progress reports</li><li>• Contact logs</li><li>• ecWeb data or other electronic service documentation</li></ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"><li>• Service delivery logs or trackers match the IFSP service plan, including frequency, duration, and method</li><li>• There is no gap between the planned start date of services and actual delivery, unless documented (e.g., illness, family vacation, provider unavailability)</li><li>• Missed sessions, if any, are documented and include explanation or attempts to reschedule</li><li>• All services listed on the IFSP are accounted for in the logs or progress reports</li><li>• If a service has not yet started, verify it is not past its scheduled start date (unless justified)</li></ul>

## Evidence of Compliance

YES

Mark  **YES** if there is evidence that all of the following are true:

- All services listed on the IFSP have corresponding service logs or documentation confirming delivery
- Services are delivered with appropriate frequency and duration, consistent with the IFSP
- Missed sessions are rare, documented, and efforts to make up services are evident
- Services that have not started are not yet due to begin or the delay is clearly justified and documented

NO

Mark  **NO** if there is evidence that any of the following are true:

- One or more services listed on the IFSP were not delivered and there is no documentation explaining why
- Service logs do not align with the IFSP in terms of frequency, duration, or start date
- Services began after their planned start date without documented explanation
- There is no evidence that the child received services as planned

## Record Review Item: EI SI – 2 34 CFR § 303.342

Record Review Item	Potential Documentation
<p><b>If a child is not making progress, adjustments to the IFSP are made and documented.</b></p>	<ul style="list-style-type: none"><li>• IFSP progress review pages</li><li>• Progress reports</li><li>• Goal data or service logs</li><li>• Updated present levels of development (PLOD)</li><li>• IFSP amendments or revised goals</li><li>• Meeting notes describing team discussions about lack of progress</li><li>• Prior Written Notice documenting changes to services or goals</li></ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"><li>• Documentation shows monitoring of progress toward each goal</li><li>• If progress is limited or absent, the IFSP was revised to adjust strategies, services, or goals</li><li>• Adjustments are supported by data and team discussion</li><li>• Parents were involved in discussions and provided written notice of any changes</li><li>• Changes are reflected in updated IFSP content, including amended goals or services</li><li>• All changes are clearly dated and include the rationale</li></ul>

## Evidence of Compliance

YES

Mark  **YES** if there is evidence that all applicable statements are true:

- The child's lack of progress prompted a revision to services, goals, or strategies
- Progress monitoring data is reviewed and used to inform decisions
- Documentation shows that adjustments were made and the family was notified
- Updated IFSP or amendments reflect the team's response to lack of progress

NO

Mark  **NO** if there is evidence that any of the following are true:

- The child was not making progress, but no changes were made to the IFSP
- There is no documentation of team discussion or decision-making in response to lack of progress
- Progress data is insufficient or not used to inform ongoing services
- Changes were made without documentation or required Prior Written Notice

## Record Review Item: EI SI – 3 OAR 581-015-2830(c)

Record Review Item	Potential Documentation
<b>Early Intervention (EI) services are provided year-round.</b>	<ul style="list-style-type: none"><li>• IFSP services page with initiation and duration dates</li><li>• Program calendar showing year-round service availability</li><li>• Service logs or contact notes demonstrating services continued through all 12 months</li><li>• Documentation of any service interruptions requested by the parent (e.g., written request, communication log, email)</li><li>• ecWeb data or other service tracking systems</li></ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"><li>• IFSP dates show that services are intended to occur throughout the calendar year</li><li>• Program calendar aligns with a 12-month delivery model</li><li>• If services were paused, there is clear documentation that it was due to the parent’s request, not a program-wide break</li><li>• Service logs show continuity across seasons, with only brief and explained gaps (e.g., illness, vacation)</li></ul>

## Evidence of Compliance

YES

Mark  **YES** if there is evidence that all applicable statements are true:

- Services are scheduled and delivered throughout the year, with no program-initiated breaks
- IFSP initiation and duration dates reflect a 12-month service plan
- Any gap in service is documented as being at the parent's request
- The program calendar supports ongoing, year-round service delivery

NO

Mark  **NO** if there is evidence that any of the following are true:

- Services were interrupted due to a program break, not requested by the parent
- IFSP dates do not reflect year-round services
- Service logs or calendars show gaps in service delivery with no explanation or parent request
- Program practices or documentation contradict the requirement for year-round EI service provision

**Record Review Item: EI SI -4 34 CFR § 303.343; OAR 581-015-2825**

Record Review Item	Potential Documentation
<p><b>The initial and annual IFSP meetings included participation by a representative of the primary contracting or subcontracting agency. This individual must meet <u>all</u> of the following criteria:</b></p> <ul style="list-style-type: none"> <li>• <b>Qualified to provide or supervise the provision of EI services to meet the unique needs of children with disabilities</b></li> <li>• <b>Knowledgeable about typical child development and appropriate activities for infants and toddlers</b></li> <li>• <b>Familiar with the availability of program resources</b></li> <li>• <b>Authorized to commit program resources</b></li> <li>• <b>Responsible for ensuring that services identified on the IFSP are provided</b></li> </ul>	<ul style="list-style-type: none"> <li>• IFSP – Signature page or team member roles</li> <li>• IFSP meeting notes (initial and annual)</li> <li>• Documentation of team member roles/responsibilities</li> <li>• Prior Written Notice (if team membership is noted)</li> </ul> <p><b>Check for the following:</b></p> <ul style="list-style-type: none"> <li>• Documentation that a primary agency representative attended the initial and most recent annual IFSP meetings</li> <li>• If the representative held more than one role, there should be evidence that they were serving as the agency representative (e.g., noted on signature page or in meeting notes)</li> <li>• Confirm the representative meets all required criteria: qualified, knowledgeable, authorized, and accountable</li> <li>• This member is not required at 6-month reviews unless there are substantial changes to IFSP services</li> </ul>

## Evidence of Compliance

YES

Mark  **YES** if there is evidence that all of the following are true:

- The agency representative was present either in person or on a conference call at both the initial and annual IFSP meetings
- This individual met all five required criteria
- If the individual served multiple roles, their role as agency representative was documented

NO

Mark  **NO** if there is evidence that any of the following are true:

- No agency representative was present at the initial or annual IFSP meetings
- The person did not meet all criteria (e.g., not authorized to commit resources)
- Their role as agency representative is not clearly documented