

CREATIVE CURRICULUM DEVELOPMENTAL CONTINUUM

Checklist for Part C Early Intervention Providers

CREATING CHILD RECORDS ON CC.NET FOR CHILDREN ENTERING PART C

- Enter all required child demographics including first and last name, date of birth, gender, race/ethnicity and primary language
- Enter the "Entry Date to the Infant/Toddler Program". This should be the date that the child began Part C services.
- Check the funding source box: Colorado Early Childhood Connections/Part C/Early Intervention PLUS any other funding sources that apply (e.g. Medicaid)
- Check the IFSP box
- Select CreativeCurriculum.net as both the entry and the exit assessment
- Proceed with the first assessment and finalize within 8-10 weeks of the date the child began Part C services. Be sure to complete the entire assessment in all developmental domains. Be sure to **finalize** your assessment results when you are certain that they are accurate. Note: For children under six months, finalize the first or "entry" assessment when the child is six months old.

PREPARING CHILD RECORDS FOR PART C EXITING AND OSEP REPORTING

Important Note: When a child leaves Part C services, regardless of the reason for leaving, the child should be exited from Part C on CreativeCurriculum.net. Exiting children from Part C is an administrative function and cannot be done at the provider level. Exiting children from Part C can only be done by the site or program administrator.

- Confirm with the Part C service provider that they have completed the entry AND exit evaluations and have finalized those assessment results. Children served for at least six months should have at least two completed assessments that can be used for entry and exit comparisons. If the child was served for fewer than six months, omit the exiting process and proceed to archiving the child record.
- From the side navigation on the administrator side of CreativeCurriculum.net, click on the [+] and [-] icons to find the "classroom" or provider's client group where the child record is located. Click on a name to view details on the main screen about that group.
- Click on Manage Children.
- Click on the edit link next the child's name that you wish to exit.
- If this child is eligible to exit you will see the following: "To exit this child from Part C Early Intervention Program, click here." If this child is not eligible to exit you will see the following: "This child cannot be exited from Part C Early Intervention Program until the appropriate assessment data is entered."

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- If the child is eligible for exit, enter the exit date and the appropriate status. Once you are finished, click the UPDATE button.

- Archive the child's record. To archive:
 - o From the side navigation on the administrator side of CreativeCurriculum.net, click on the [+] and [-] icons to find the classroom of the child.
 - o Click on a name to view details on the main screen about that class.
 - o Click on Manage Children.
 - o You will see a new screen that displays a list of all children in this class. In the Archives column, click on the checkbox next to the name of each child's record that you wish to archive.
 - o Click the ARCHIVE button.
 - o A window will appear asking you to confirm the archive. Click OK to continue.

Class InfoReportsManage ClassManage Children

OSEP EXIT STATUS FORM FOR Barb's CLASS

Below are the children in Barb's Class who are eligible for transition or exit at this time.

Name	Infants, Toddlers, & Twos Entry Assessment Tool	Infants, Toddlers, & Twos Exit Assessment Tool	
Susie Smith	CreativeCurriculum.net	CreativeCurriculum.net	Exit

The following children require additional checkpoint data before they are eligible for transition or exit.

Name	Infants, Toddlers, & Twos Entry Assessment Tool	Infants, Toddlers, & Twos Exit Assessment Tool	
John Jones	CreativeCurriculum.net	CreativeCurriculum.net	