



SAMPLE: CONTENT AND FORMAT OF FINAL REPORT

**Final Report of Inquiry
Conducted by the Department of Health
Children's Medical Services
Involving Local Early Steps and/or Provider**

BACKGROUND

This section includes a summary of events relating to the receipt of the complaint, the issues, records reviewed, personnel interviewed, and other pertinent information such as whether mediation was held and whether the complaint timeline was extended.

FINDINGS OF FACT

Each allegation is listed as a separate issue and is stated as a question (e.g. "Was the family given a written copy and verbal explanation of all relevant procedural safeguards?") The child's initials, not name, will be used.

ISSUE 1: Question

Applicable Statutes and Regulations

Summary of the laws, regulations, and policies related to this issue/allegation.

Summary of Complainant's Allegations

Summary of the allegations of the complainant related to this issue.

Summary of Evidence

Includes relevant information obtained from the inquiry (document review, interviews, etc.)

Summary of Local Early Step's (or other party's) Response

Summary of response received from the program or provider related to this issue/allegation.

Outcome of Preliminary Findings Review

Includes a statement regarding the opportunity provided to the parties to review preliminary report, statement indicating whether responses were received and whether the report was amended to include comments from either party.

Conclusions

A statement of whether the allegation is substantiated (e.g., "The family was not provided a written copy and verbal explanation of all relevant procedural safeguards as required by federal regulations, therefore, violating of the Code of Federal Regulations, Title 34, Part 303.403."), including an explanation of why the conclusion was reached.

Corrective Actions

A statement of the specific actions required to correct any violations of laws or regulations and to ensure that the violation does not occur in the future, including the timelines for correction and the person/entity responsible for correction.