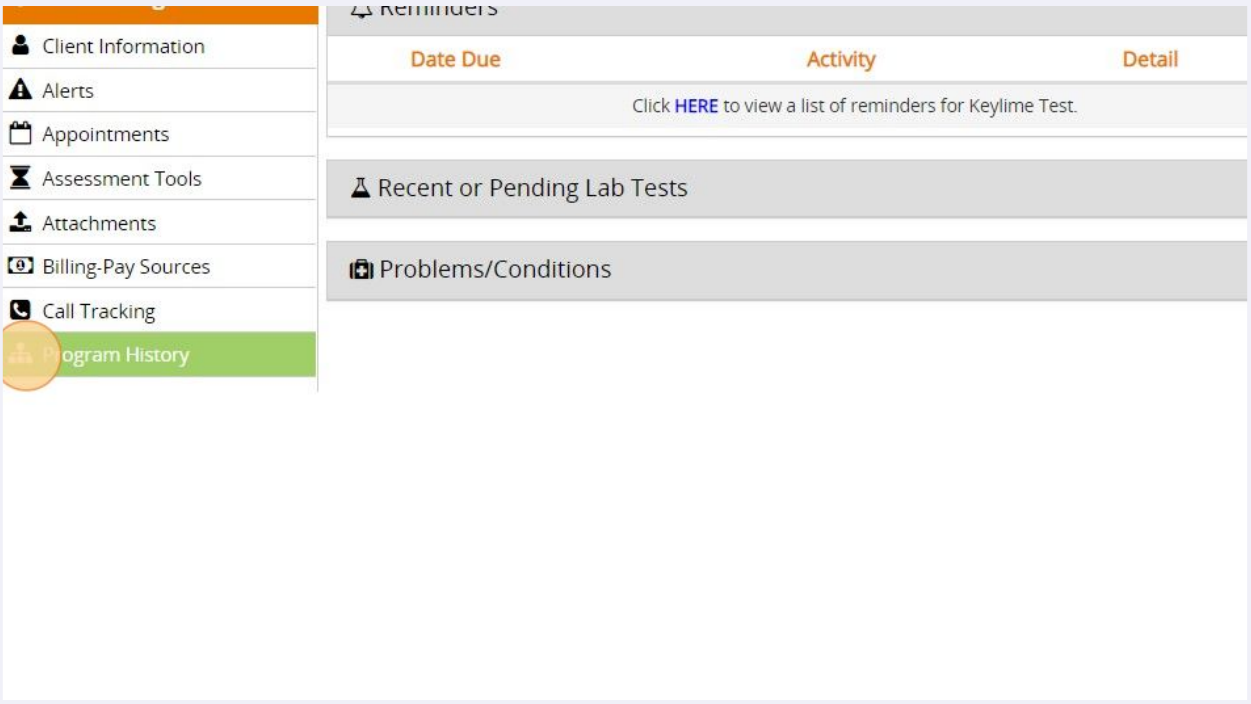
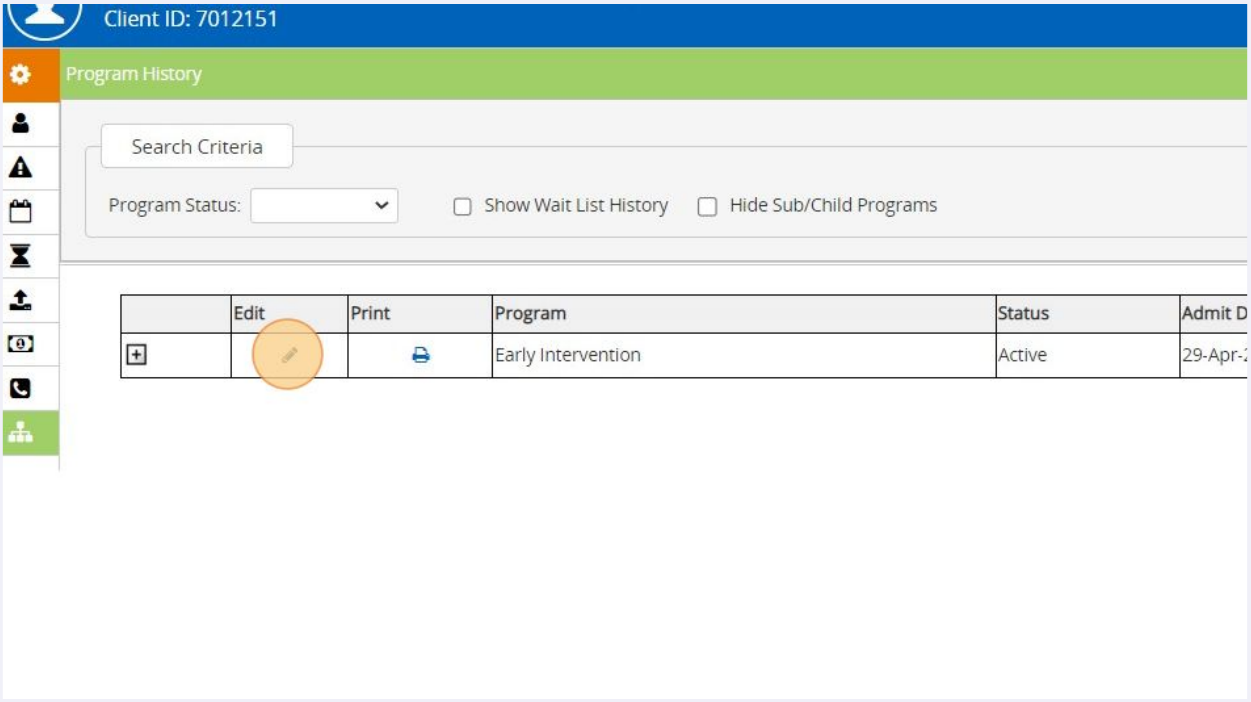
DATA ENTRY -- Entering IFSP-Services

This guidance describes the steps data entry staff should follow to enter the IFSP-Services form for the first time in a child record. For children who already had IFSPs in Welligent prior to 8/1, this will take place at the next IFSP update or review. For new children who did not have IFSPs in Welligent prior to 8/1, this happens for their Initial IFSP. For any child who already has an IFSP-Services form completed, please use the Updating IFSP-Services guidance.

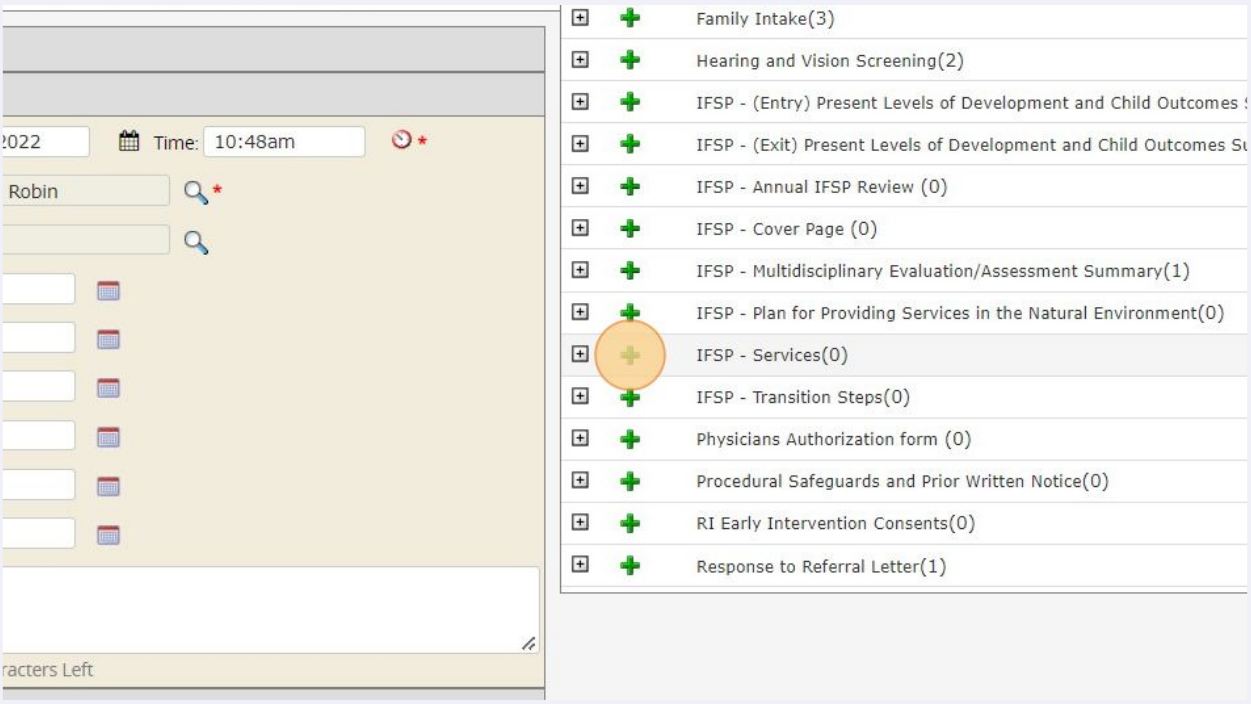
1 In child's record, go to Program History



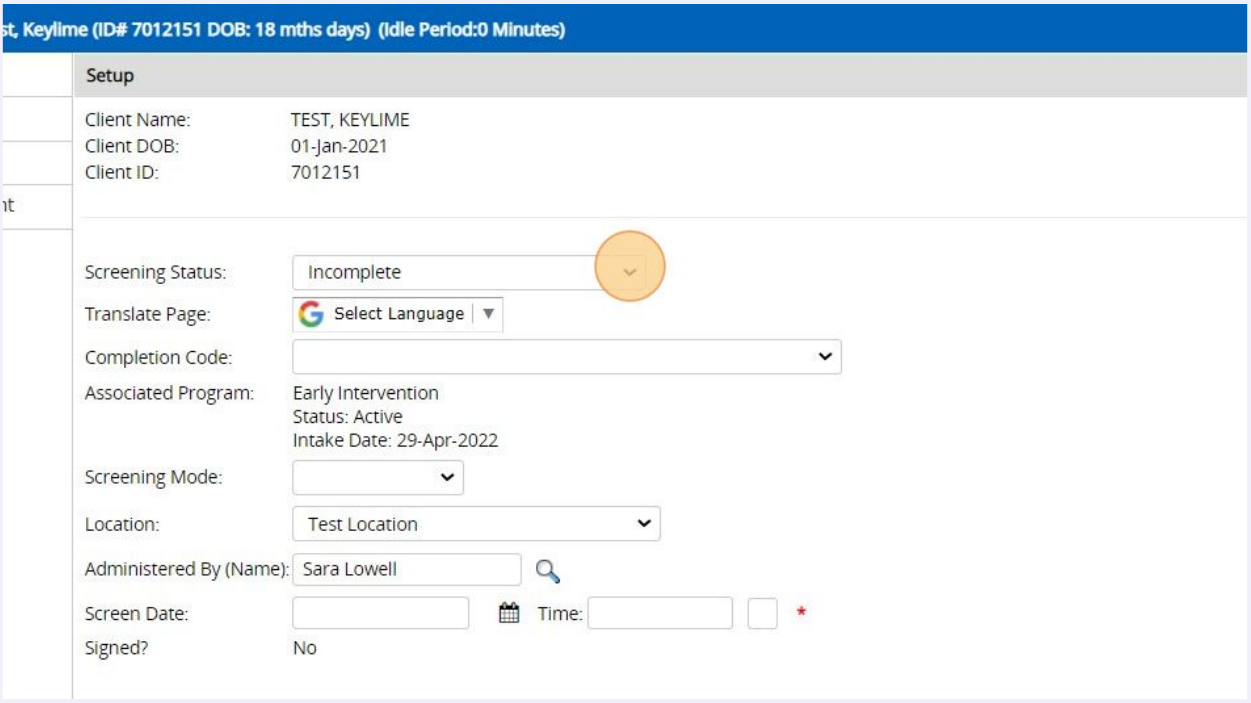
2 Select the Early Intervention program



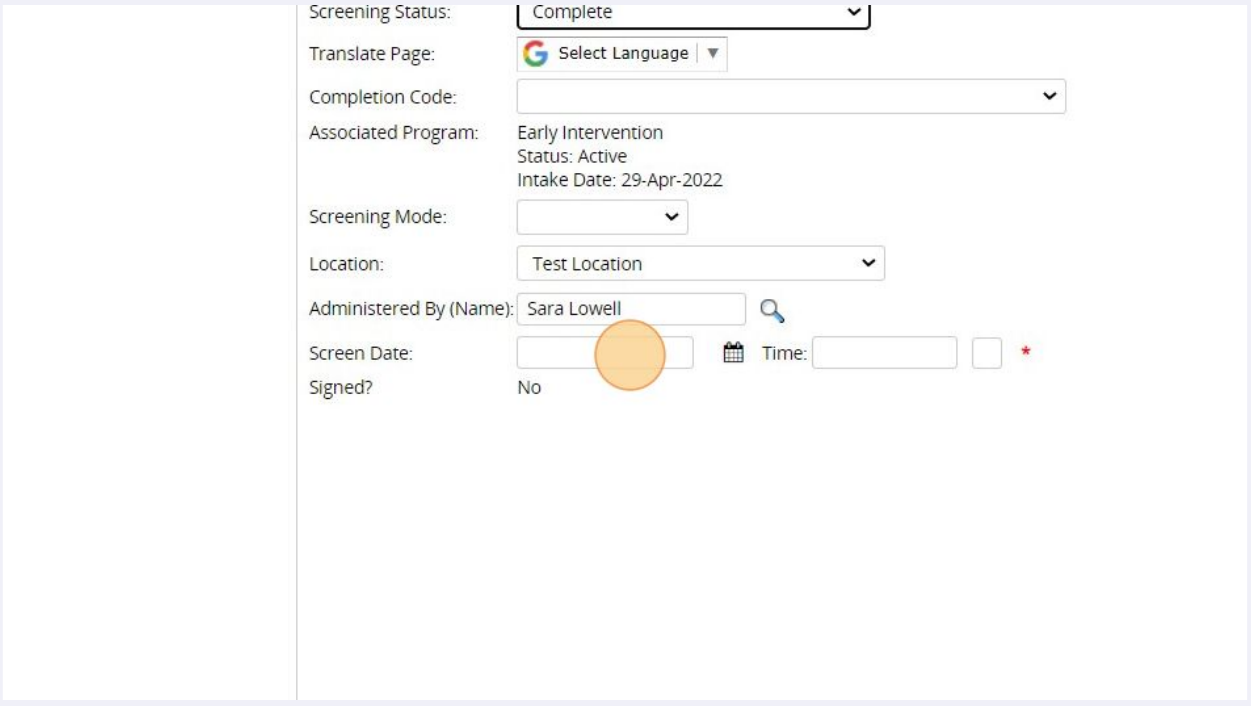
3 In the Paperwork/Forms section, click on the green plus sign next to the IFSP-Services form. (NOTE: if there is any number other than 0 appearing next to the form's name, please follow the separate instructions for Updating IFSP-Services).



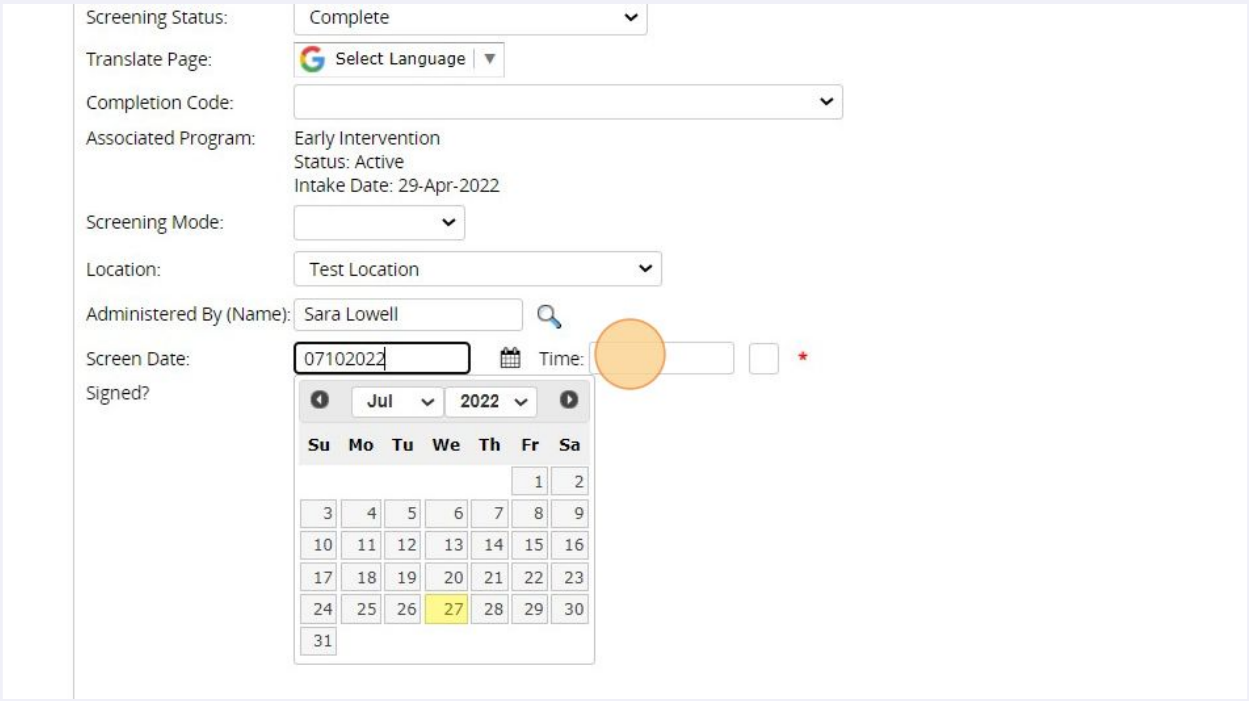
4 The setup tab will appear. Change Screening Status to "Complete".



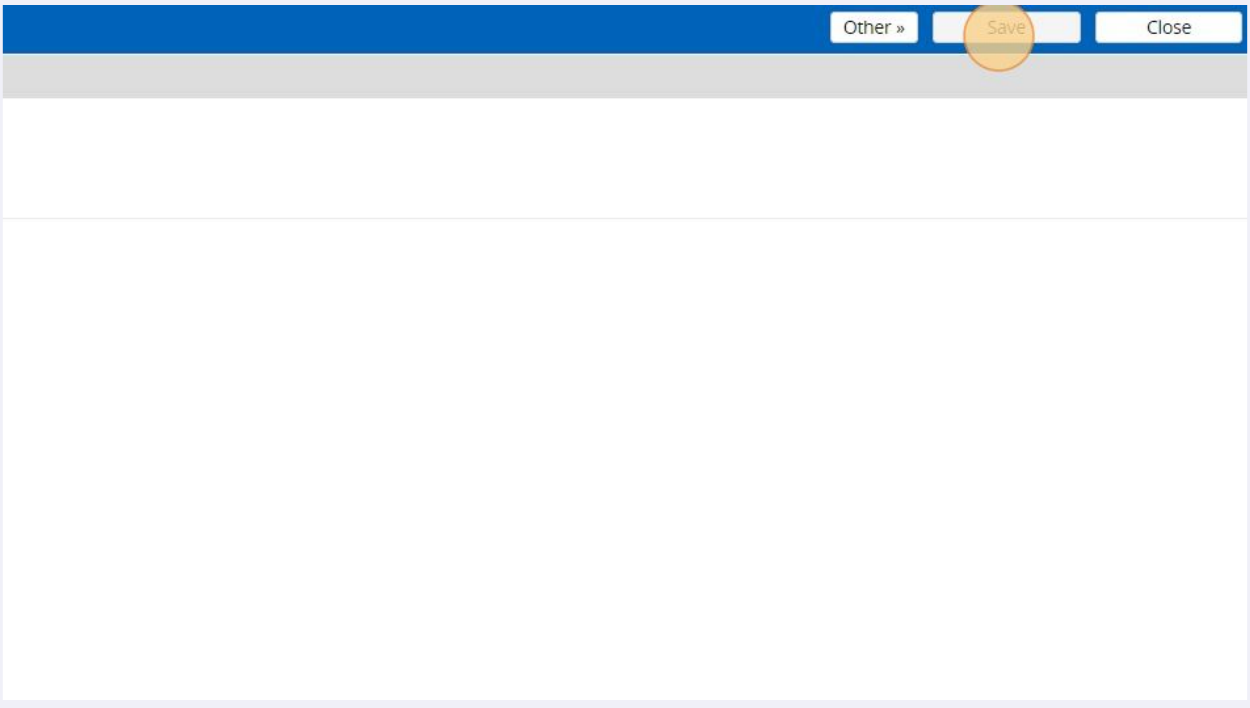
5 Enter the date from the IFSP form (this is the meeting date where services were added)



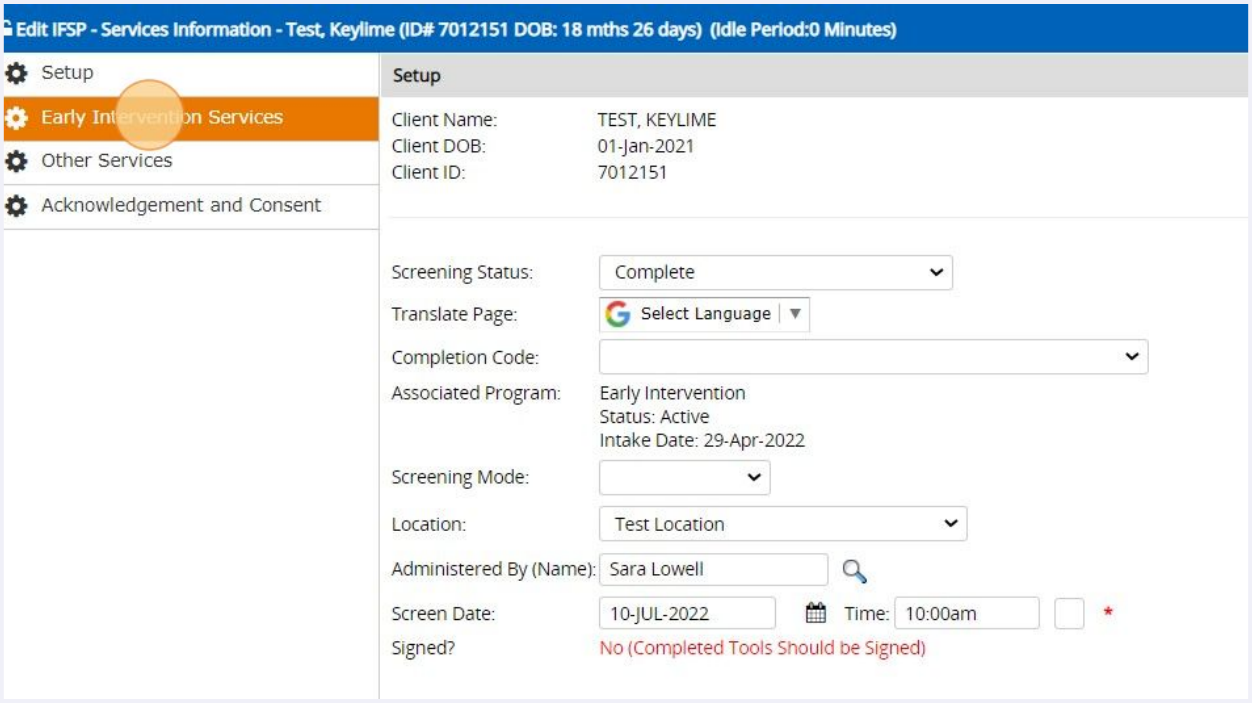
6 Click this text field.



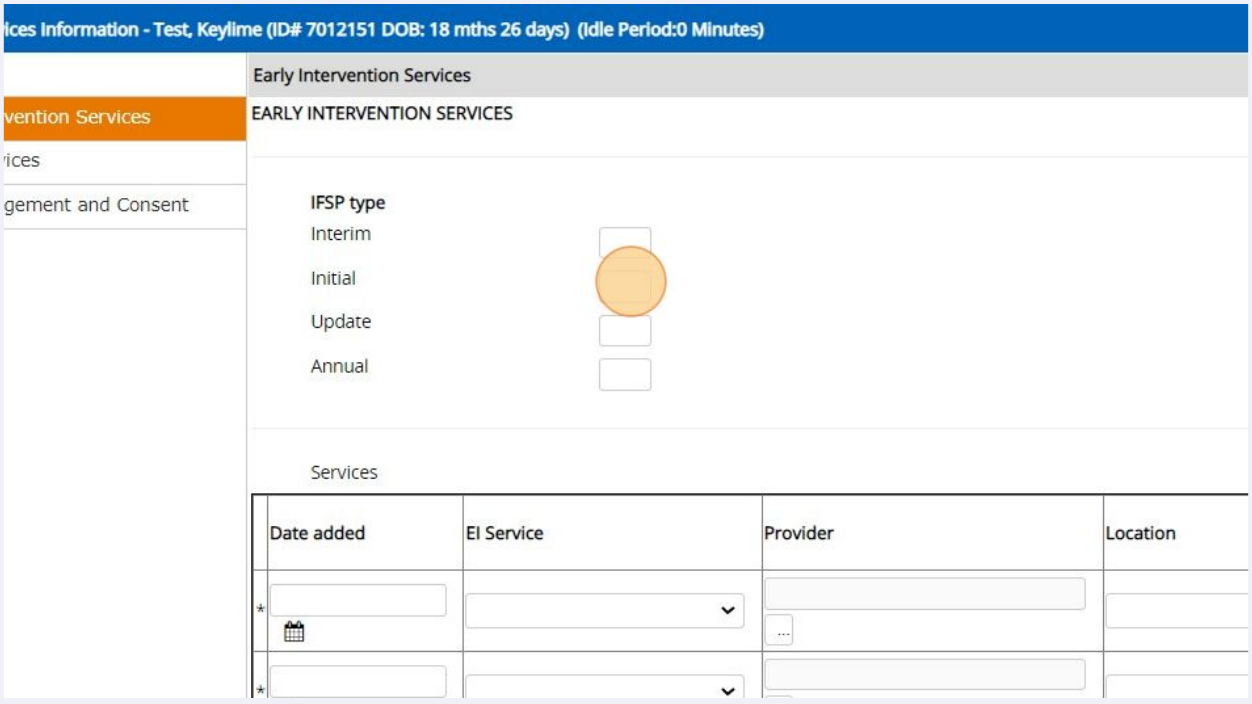
7 Click 'Save' in the upper right.



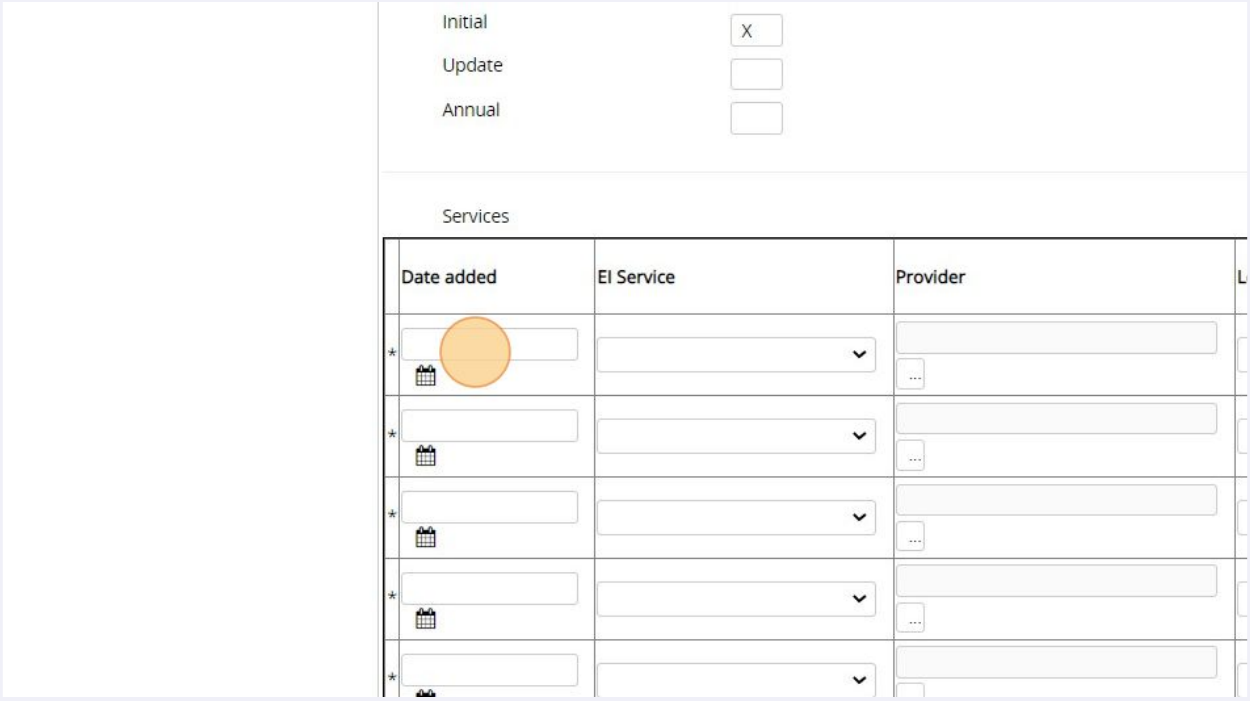
8 When the page refreshes, click the "Early Intervention Services" tab



9 Select the IFSP Type. In this example, Initial is used; however, if you are documenting an update or a review for child who already had an IFSP in Welligent prior to 8/1, you may need to select update or annual instead.

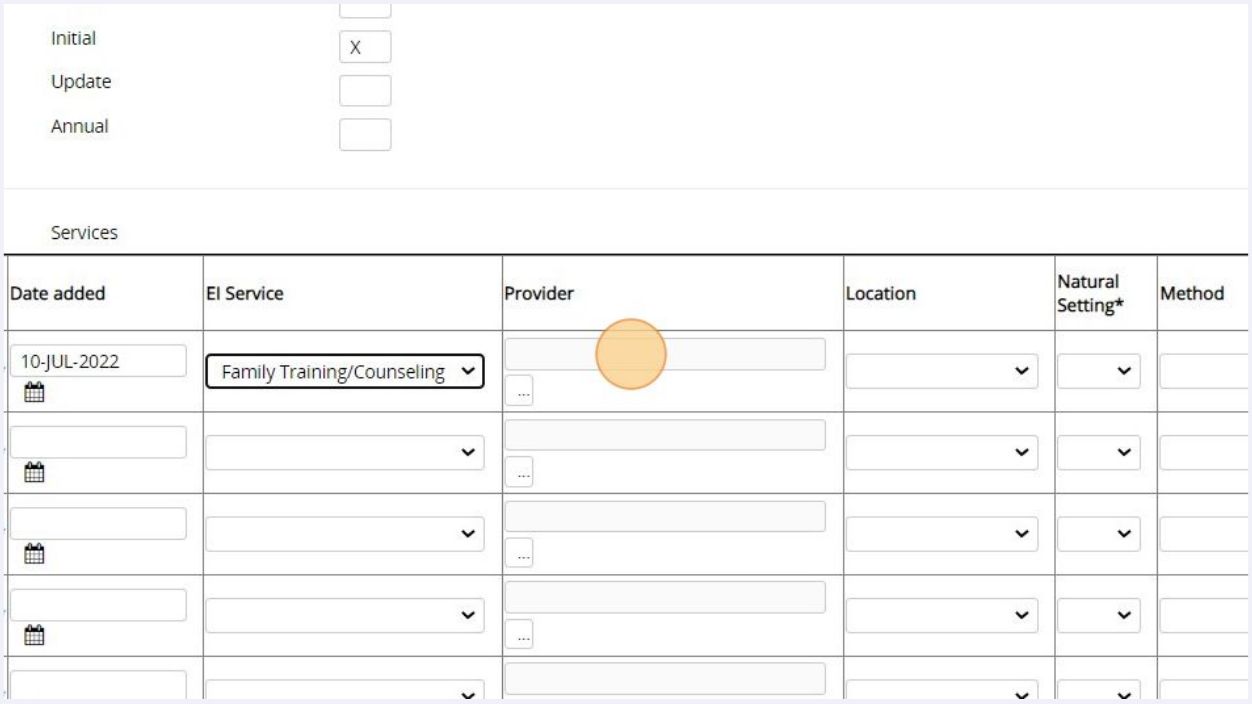


10 Enter all active services on the child's IFSP into the grid.

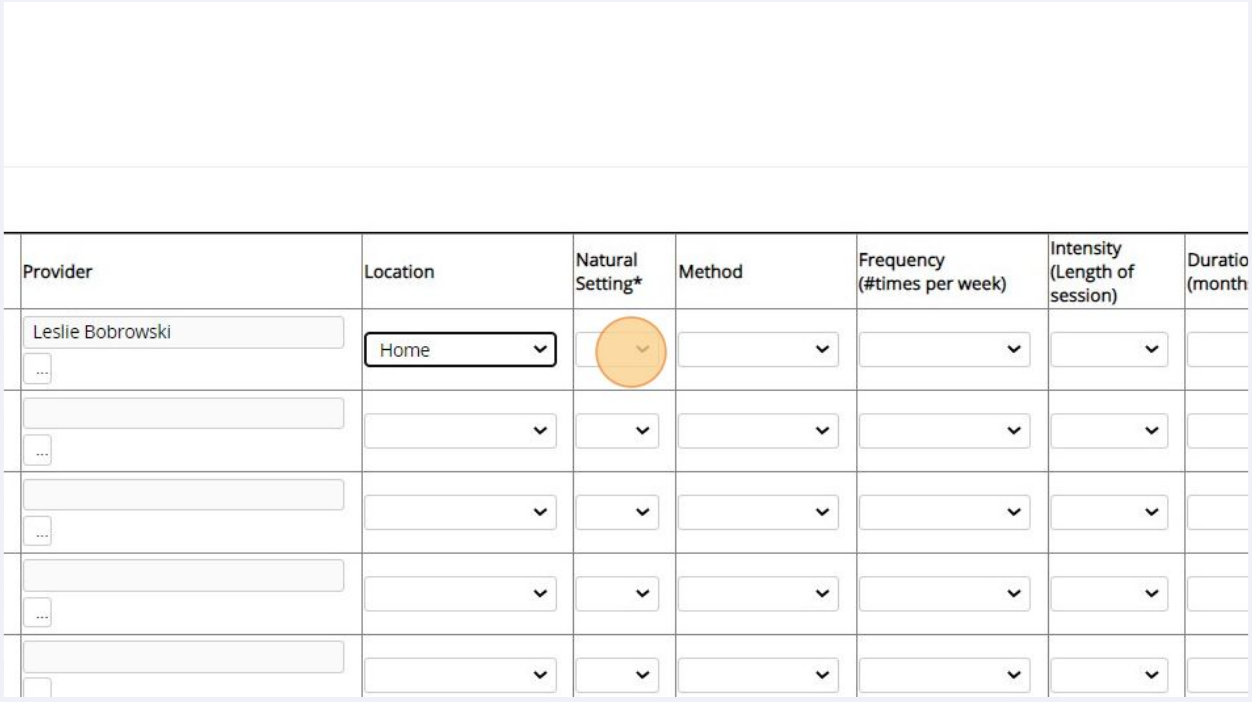


NOTE: This list should represent ALL of child's active IFSP services. If this is an update or review, make sure to list ALL services, and not just ones being updated or added.

11 Complete Date Added, EI Service (select from menu), and Provider (use provider lookup to select staff)...

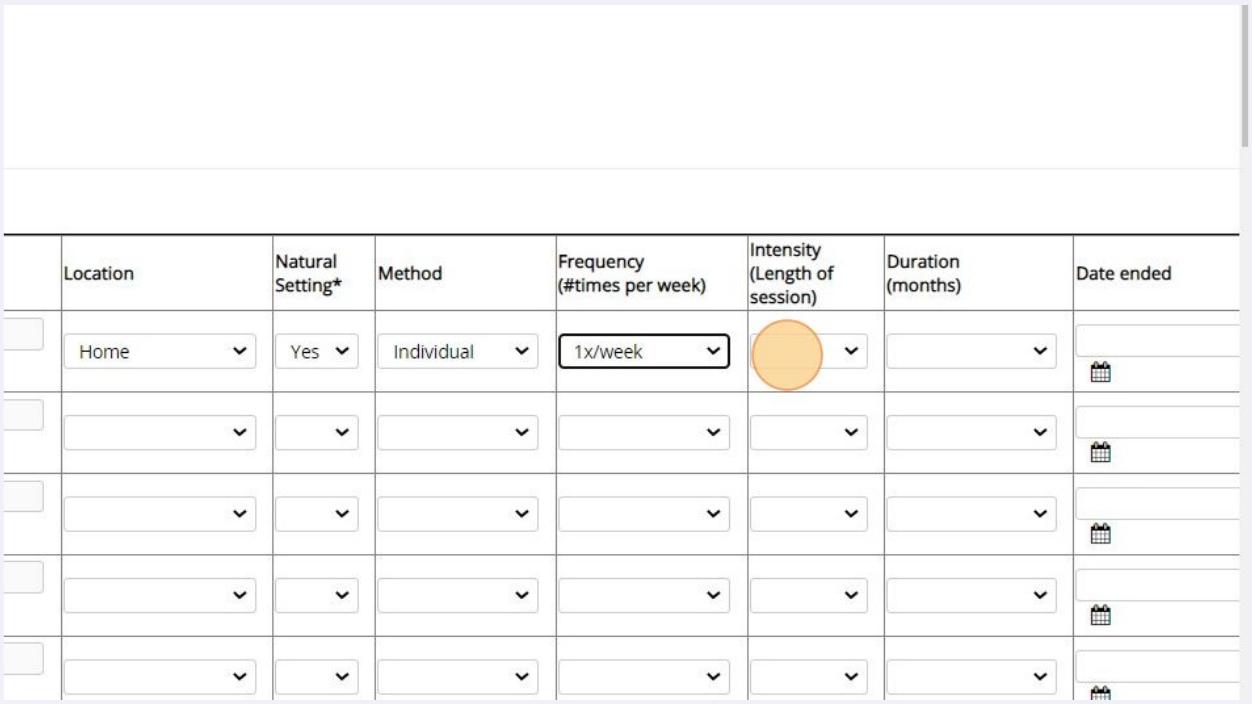


12 Enter Location (dropdown menu) and indicate whether or not the service takes place in a Natural Setting.



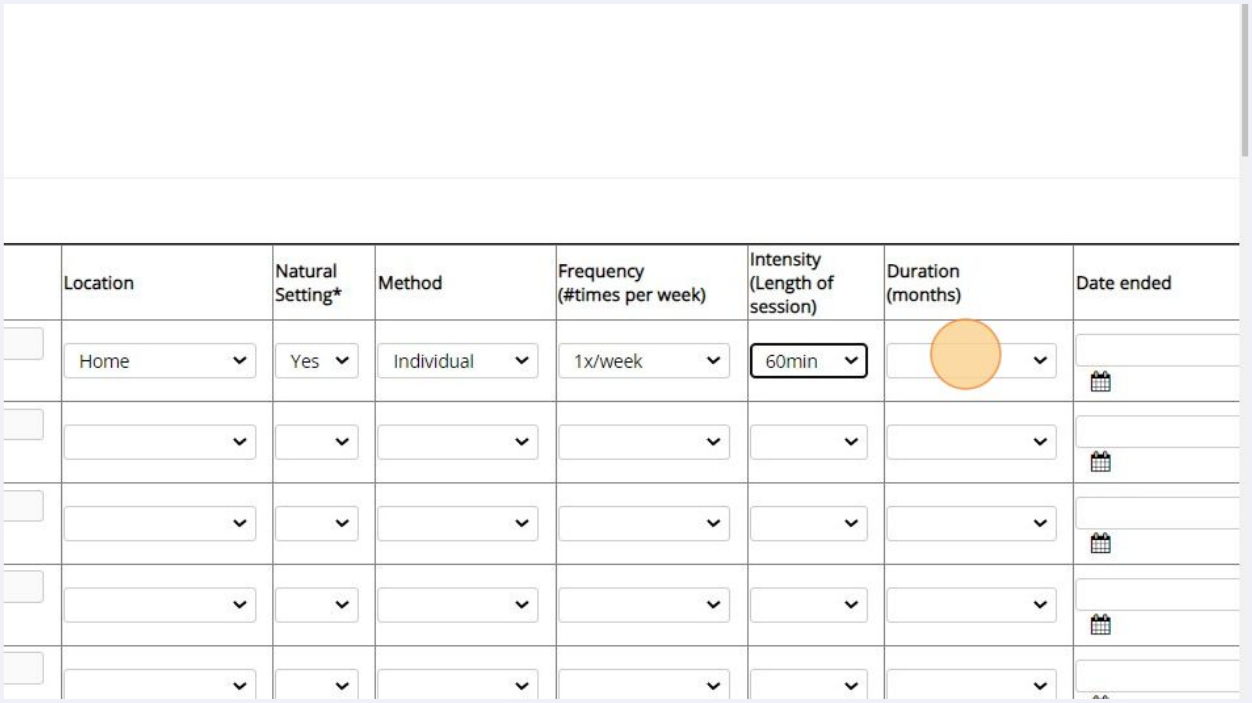
NOTE: Justification for services not in a natural environment is now documented in a separate form (IFSP-Plan for Providing Services in the Natural Environment). Data entry does not need to complete this; during this interim period, staff can continue to record this is the paper file. Once staff switch to entering forms directly in Welligent, staff will complete this form.

13 Enter Method, Frequency, and Intensity (dropdown menus)... (note that the letter V is used on some Method values to indicate Virtual)



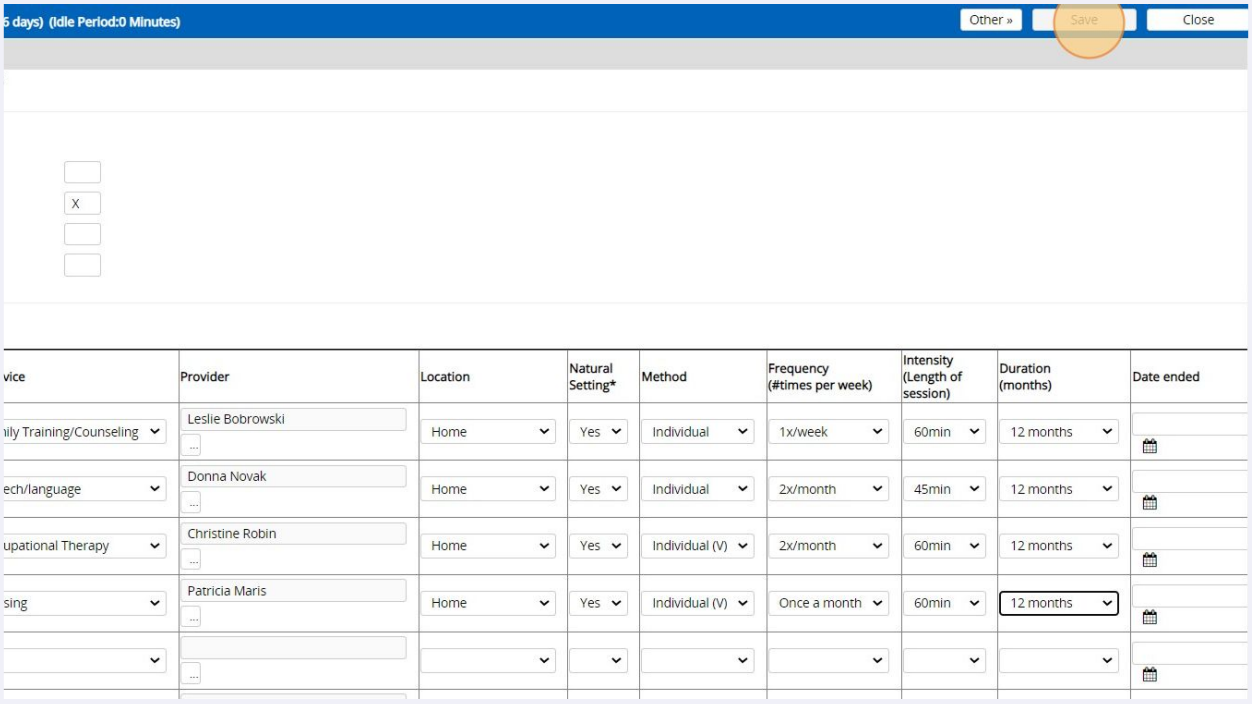
	Location	Natural Setting*	Method	Frequency (#times per week)	Intensity (Length of session)	Duration (months)	Date ended
	Home	Yes	Individual	1x/week			

14 Enter Duration (dropdown menu). Do not enter anything in the Date Ended column. This column will be used in future updates to show that a service has been ended.



	Location	Natural Setting*	Method	Frequency (#times per week)	Intensity (Length of session)	Duration (months)	Date ended
	Home	Yes	Individual	1x/week	60min		

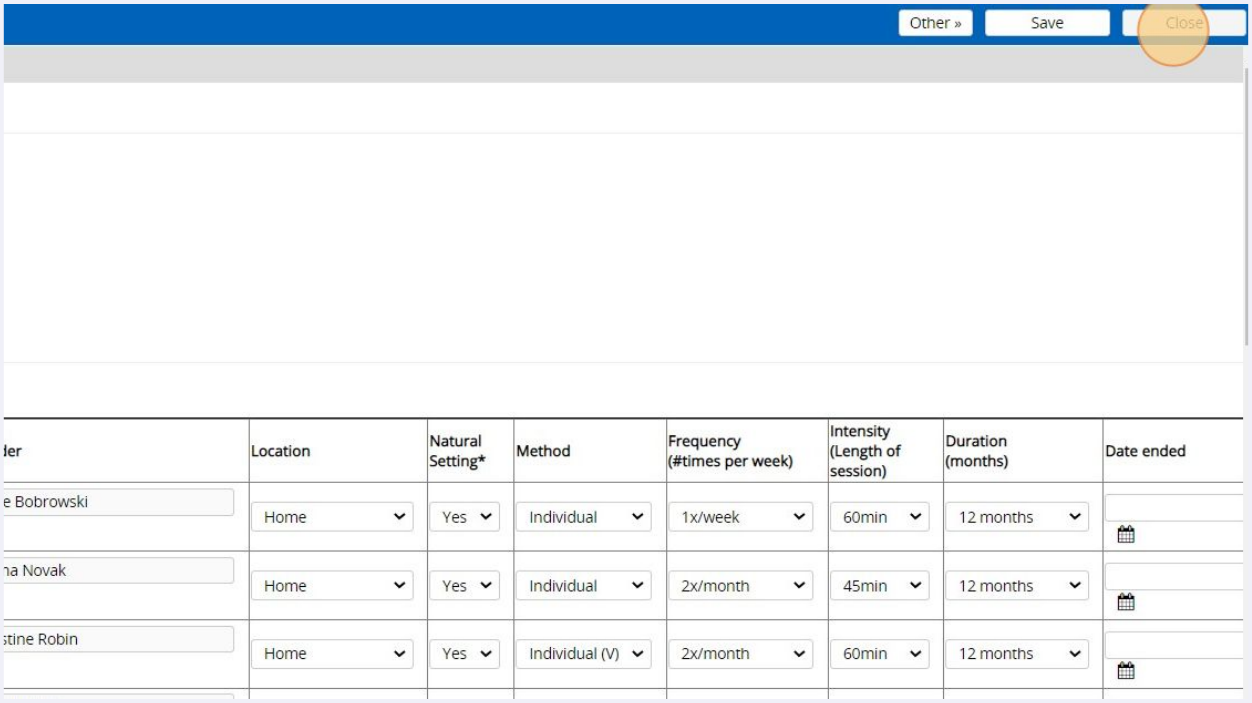
15 Click 'Save' in the upper right.



vice	Provider	Location	Natural Setting*	Method	Frequency (#times per week)	Intensity (Length of session)	Duration (months)	Date ended
ily Training/Counseling	Leslie Bobrowski	Home	Yes	Individual	1x/week	60min	12 months	
ech/language	Donna Novak	Home	Yes	Individual	2x/month	45min	12 months	
upational Therapy	Christine Robin	Home	Yes	Individual (V)	2x/month	60min	12 months	
sing	Patricia Maris	Home	Yes	Individual (V)	Once a month	60min	12 months	

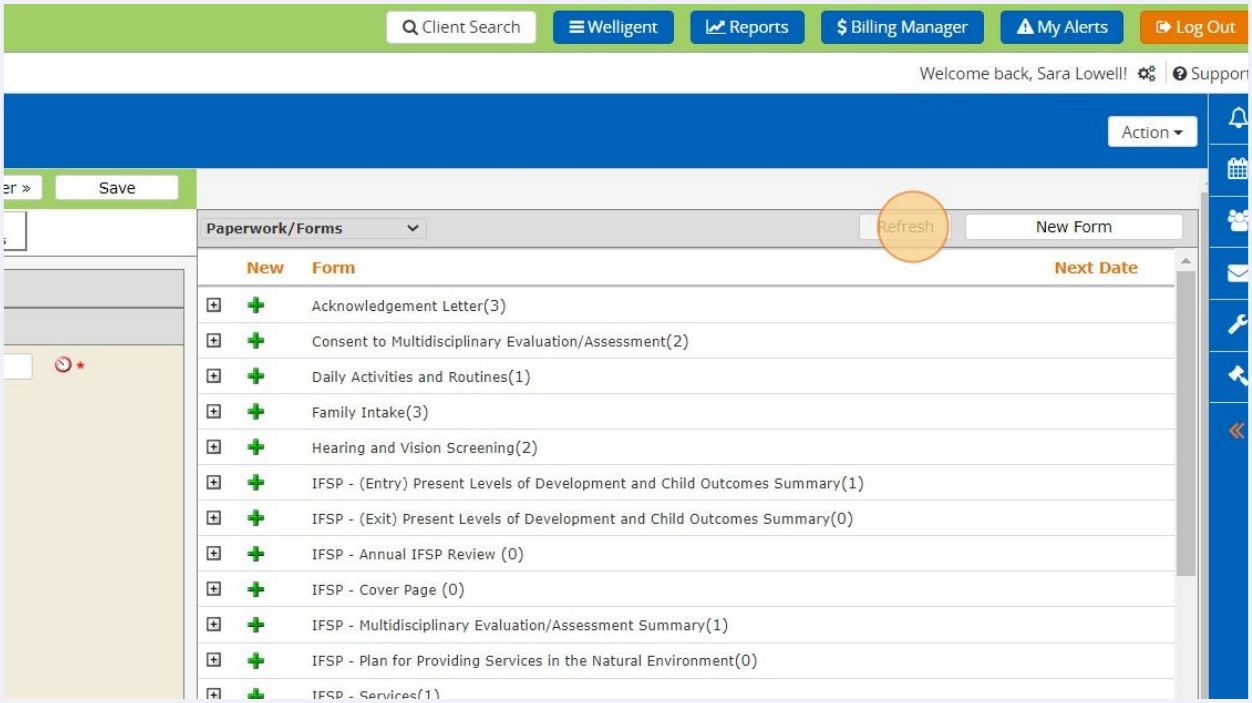
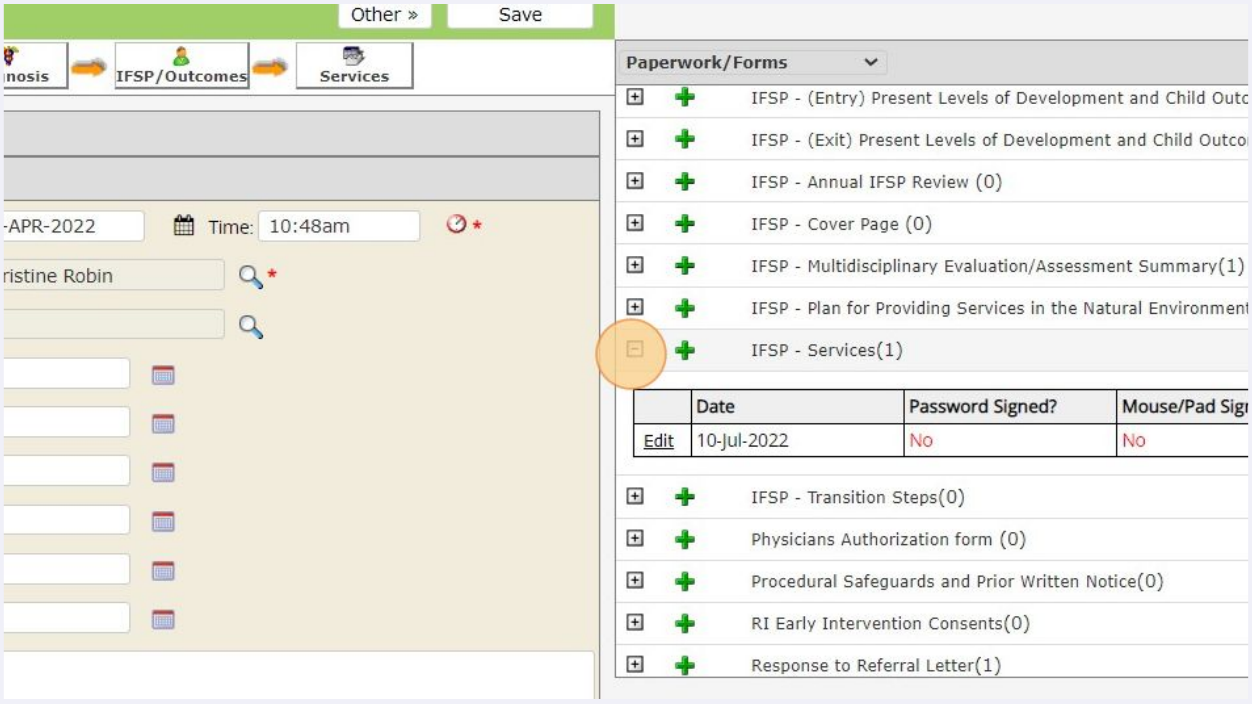
These instructions are for data entry only, so that the IFSP date, IFSP type, and service details will be in the system. If staff were completing this form directly in Welligent, they would also complete the other tabs and obtain parent signature.

16 Once the form is saved, click 'Close'.



You're done!

17 You will be returned to the child's Program Episode Details page. If you click 'Refresh' in the Paperwork/Forms section, you will see that a (1) appears next to the IFSP-Services form - this represents the one form you just completed.



18 If you click the gray plus sign next to the form, the form you completed will be shown below.