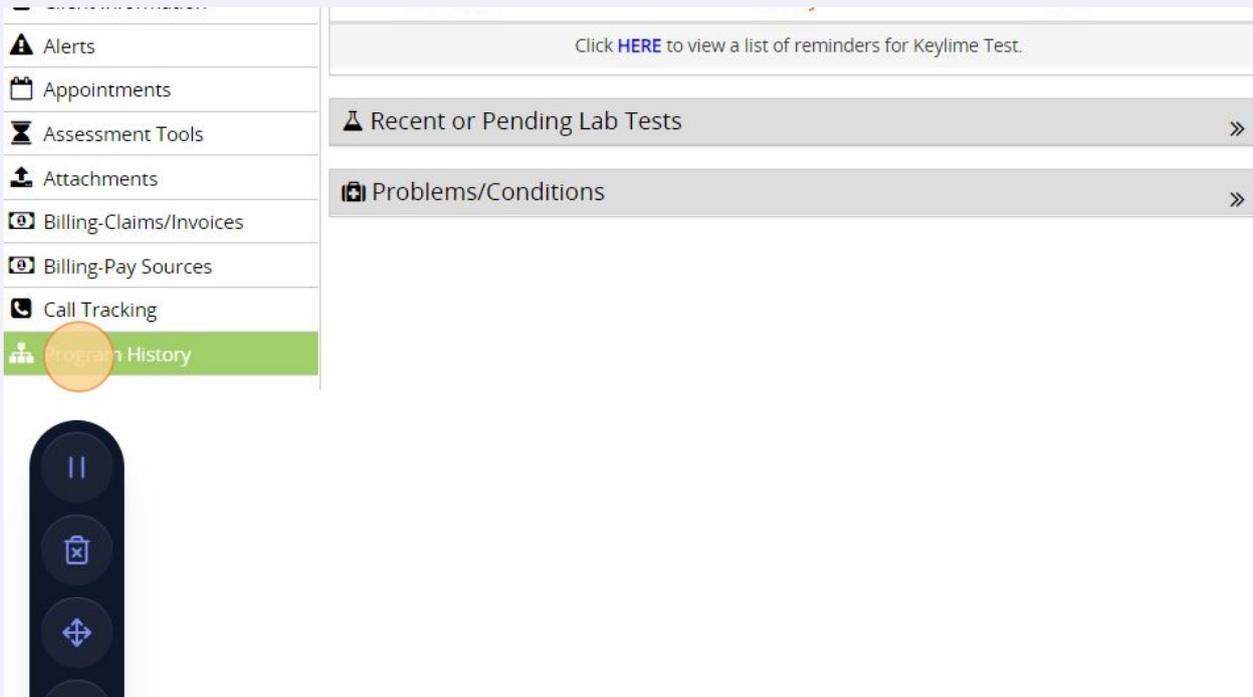


DATA ENTRY--Updating IFSP-Services



This guidance explains how to UPDATE an existing IFSP-Services form in Welligent. Updates and revisions to IFSP-Services are documented by copying the original IFSP-Services form. This minimizes data entry and ensures that the most current IFSP-Services form always contains a full list of child's IFSP services over time.

1 In the child's record, click "Program History"



2 Select the Early Intervention program

Client ID: 7012151

Program History

Search Criteria

Program Status: Show Wait List History Hide Sub/Child Programs

	Edit	Print	Program	Status	Admit Date
+			Early Intervention	Active	29-Apr-2022

3 In the Paperwork/Forms section, click the GRAY plus sign to see previous versions of the IFSP-Services form.

29-APR-2022 Time: 10:48am

Christine Robin

30000 Characters Left

- + + Family Intake(3)
- + + Hearing and Vision Screening(2)
- + + IFSP - (Entry) Present Levels of Development and Child Outcor
- + + IFSP - (Exit) Present Levels of Development and Child Outcom
- + + IFSP - Annual IFSP Review (0)
- + + IFSP - Cover Page (0)
- + + IFSP - Multidisciplinary Evaluation/Assessment Summary(1)
- + + IFSP - Plan for Providing Services in the Natural Environment(C
- + + IFSP - Services(1)
- + + IFSP - Transition Steps(0)
- + + Physicians Authorization form (0)
- + + Procedural Safeguards and Prior Written Notice(0)



NOTE: The green plus sign creates a new form - do not use the green plus sign. For updates/reviews of existing IFSP-Services forms, we will be using creating a copy of the existing form (ADD revision), and NOT creating new.

4

In the box that opens, find the most recent version of this form (the most recent will appear at the bottom of the list) and click "Add"

The screenshot shows a list of IFSP forms with the following entries:

- IFSP - (Entry) Present Levels of Development and Child Outcomes Summary(1)
- IFSP - (Exit) Present Levels of Development and Child Outcomes Summary(0)
- IFSP - Annual IFSP Review (0)
- IFSP - Cover Page (0)
- IFSP - Multidisciplinary Evaluation/Assessment Summary(1)
- IFSP - Plan for Providing Services in the Natural Environment(0)
- IFSP - Services(1)
- IFSP - Transition Steps(0)
- Physicians Authorization form (0)
- Procedural Safeguards and Prior Written Notice(0)
- RI Early Intervention Consents(0)
- Response to Referral Letter(1)

	Date	Password Signed?	Mouse/Pad Signed?	Approved?	Update/Revision?
Edit	10-Jul-2022	No	No	No	Add

5

When the form opens to the setup tab, allow the page to refresh twice (you may need to click on the screen to prompt this). WAIT for the pop-up that says "Data Record has been successfully inserted". This means you've created a copy of the existing form.

DOB: 18 mths 26 days) (Idle Period:0 Minutes)

TEST, KEYLIME
01-Jan-2021
7012151

▼

Select Language ▼

▼

am: Early Intervention
Status: Active
Intake Date: 29-Apr-2022

▼

Test Location ▼

(Name): Sara Lowell 🔍

10-JUL-2022 📅 Time: 10:00am *

No (Completed Tools Should be Signed)

6

Change Screening Status to "Complete"

Information - Test, Keylime (ID# 7012151 DOB: 18 mths days) (Idle Period:0 Minutes)

	Setup
Information Services	Client Name: TEST, KEYLIME
Services	Client DOB: 01-Jan-2021
Information and Consent	Client ID: 7012151
	Screening Status: Incomplete ▼
	Translate Page: Select Language ▼
	Completion Code: ▼
	Associated Program: Early Intervention Status: Active Intake Date: 29-Apr-2022
	Screening Mode: ▼
	Location: Test Location ▼
	Administered By (Name): Sara Lowell 🔍
	Screen Date: <input type="text"/> 📅 Time: <input type="text"/> <input type="checkbox"/> *
	Signed? No

7 Enter the date of the IFSP review/update.

Screening Status:

Translate Page:

Completion Code:

Associated Program: Early Intervention
Status: Active
Intake Date: 29-Apr-2022

Screening Mode:

Location:

Administered By (Name):

Screen Date: Time: *

Signed?

8 Click 'Save' in the upper right

9 Click on the "Early Intervention Services" tab

Edit IFSP - Services Information - Test, Keylime (ID# 7012151 DOB: 18 mths days) (Idle Period:0 Minutes)

- Setup
- Early Intervention Services**
- Other Services
- Acknowledgement and Consent

Setup

Client Name: TEST, KEYLIME
 Client DOB: 01-Jan-2021
 Client ID: 7012151

Screening Status: Complete

Translate Page: Select Language

Completion Code:

Associated Program: Early Intervention
 Status: Active
 Intake Date: 29-Apr-2022

Screening Mode:

Location: Test Location

Administered By (Name): Sara Lowell

Screen Date: 27-JUL-2022 Time: 10:00am

Signed? No (Completed Tools Should be Signed)

10 This screen contains a copy of the previous IFSP-Services. If needed, update the IFSP type to match the update/review you are entering.

Services Information - Test, Keylime (ID# 7012151 DOB: 18 mths days) (Idle Period:0 Minutes)

- Early Intervention Services
- Early Intervention Services**
- Other Services
- Acknowledgement and Consent

EARLY INTERVENTION SERVICES

IFSP type

Interim

Initial

Update

Annual

Services

Date added	EI Service	Provider	Location
* 10-JUL-2022	Family Training/Counseling	Leslie Bobrowski	Home
* 10-JUL-2022	Speech/language	Donna Novak	Home

11

Add any end dates for services you are ending or changing (even if you are only adjusting frequency or intensity, you should end it and record it again in another row with the new details).

Location	Natural Setting*	Method	Frequency (#times per week)	Intensity (Length of session)	Duration (months)	Date ended
Home	Yes	Individual	1x/week	60min	12 months	<input type="text"/>
Home	Yes	Individual	2x/month	45min	12 months	<input type="text"/>
Home	Yes	Individual (V)	2x/month	60min	12 months	<input type="text"/>
Home	Yes	Individual (V)	Once a month	60min	12 months	<input type="text"/>
						<input type="text"/>
						<input type="text"/>
						<input type="text"/>
						<input type="text"/>



NOTE: Services should never be deleted. This list of services should continue to grow over time with each revision, as services are added, ended, or updated.

12 Add any new or updated services in the blank rows.

+	10-JUL-2022 📅	Family Training/Counseling	Leslie Bobrowski
+	10-JUL-2022 📅	Speech/language	Donna Novak
+	10-JUL-2022 📅	Occupational Therapy	Christine Robin
+	10-JUL-2022 📅	Nursing	Patricia Maris
+	📅		
+	📅		
+	📅		
+	📅		
+	📅		

13 Once you are done adding new or updated services, this list now reflects all active services as well as services that have now been ended. Click 'SAVE' in the upper right.

- Test, Keylime (ID# 7012151 DOB: 18 mths days) (Idle Period:0 Minutes) Other > **Save** Close

Early Intervention Services

EARLY INTERVENTION SERVICES

IFSP type

Interim

Initial

Update

Annual

Services

Date added	El Service	Provider	Location	Natural Setting*	Method	Frequency (#times per week)	Intensity (Length of session)	Duration (months)	Date ended
10-JUL-2022 📅	Family Training/Counseling	Leslie Bobrowski	Home	Yes	Individual	1x/week	60min	12 months	📅
10-JUL-2022 📅	Speech/language	Donna Novak	Home	Yes	Individual	2x/month	45min	12 months	📅
10-JUL-2022 📅	Occupational Therapy	Christine Robin	Home	Yes	Individual (V)	2x/month	60min	12 months	📅
10-JUL-2022 📅	Nursing	Patricia Maris	Home	Yes	Individual (V)	Once a month	60min	12 months	27-JUL-2022 📅
27-JUL-2022 📅	Nursing	Patricia Maris	Home	Yes	Individual (V)	2x/month	60min	11-12 months	📅
27-JUL-2022 📅	Social Work	Kristin Lehoullier	Home	Yes	Individual	1x/week	30min	11-12 months	📅
📅									📅
📅									📅

14 Click 'Close'

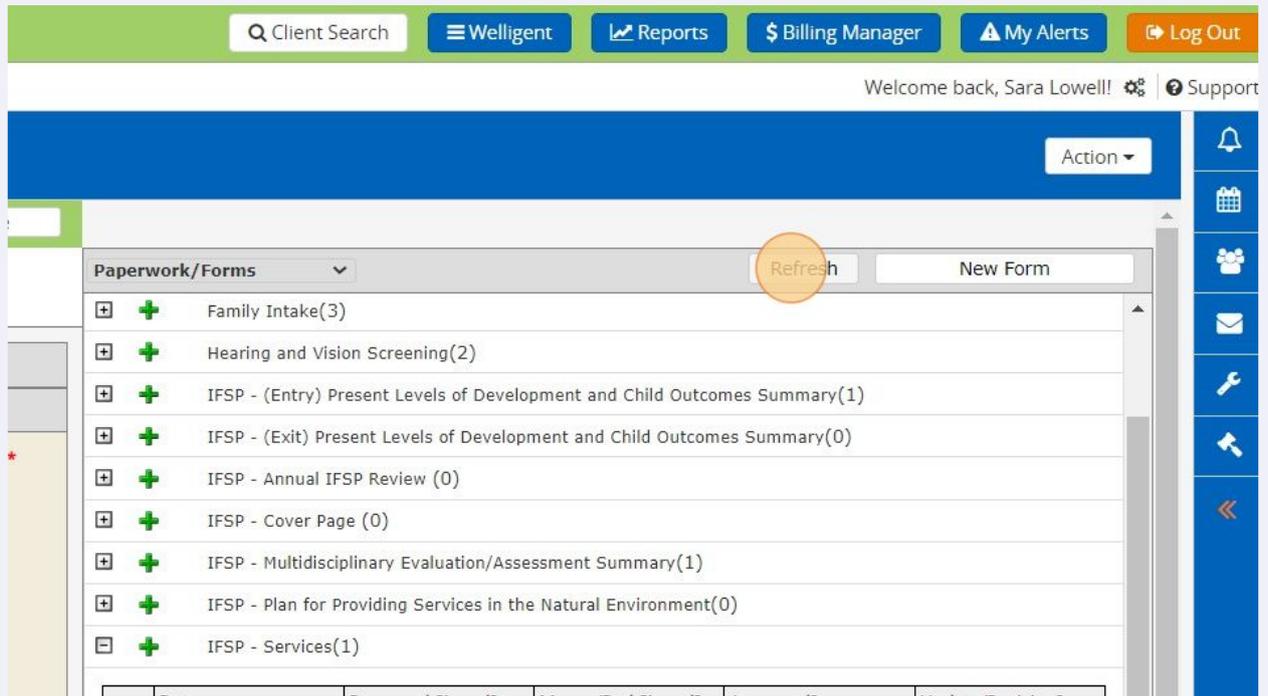
Other » Save Close

Location	Natural Setting*	Method	Frequency (#times per week)	Intensity (Length of session)	Duration (months)	Date ended
Home	Yes	Individual	1x/week	60min	12 months	<input type="text"/>
Home	Yes	Individual	2x/month	45min	12 months	<input type="text"/>

! You're done!

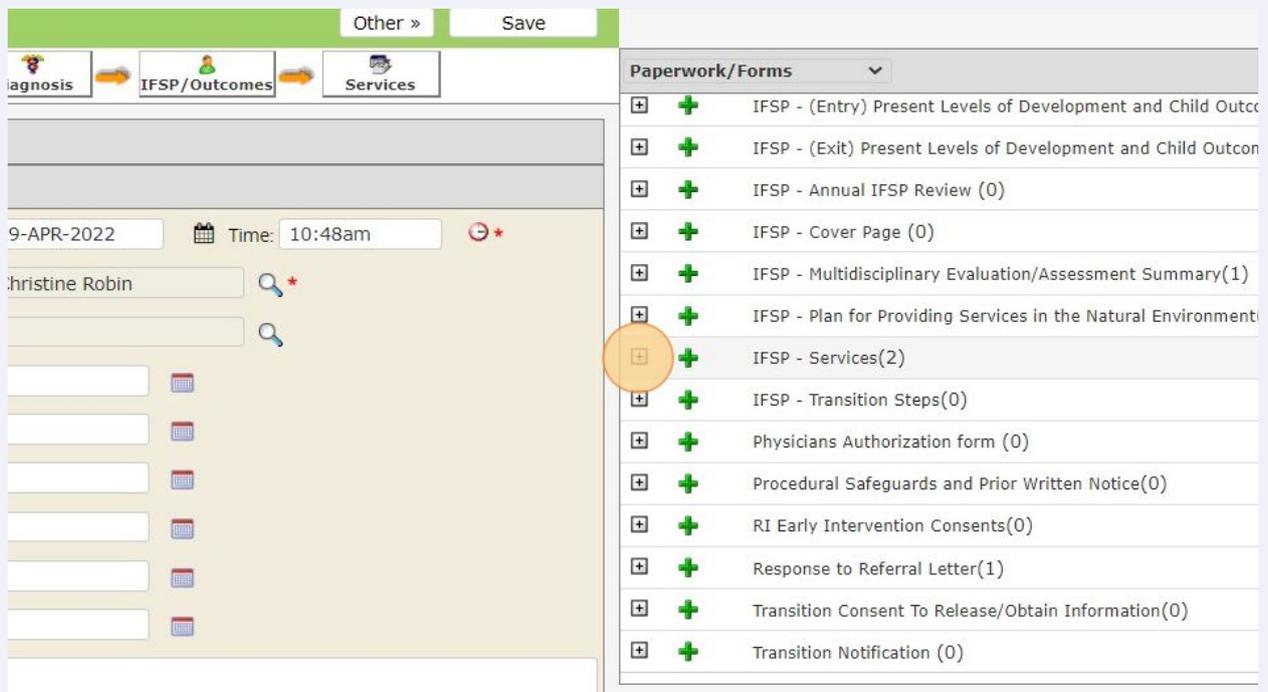
15

The screen will return to child's Program Episode Details screen. In the Paperwork/Forms section, click 'Refresh'.



16

If you click the GRAY plus sign next to IFSP-Services, you can view completed forms.



17

In this example, you can see the initial 7/10 IFSP, and the revised 7/27 IFSP below it.

	Date	Password Signed?	Mouse/Pad Signed?	Approved?	Update/Revision?
Edit	10-Jul-2022	No	No	No	Add
Edit	27-Jul-2022	No	No	No	Yes; Add



NOTE: The next time an update occurs, you will click 'Add' in the most recent version of the form and proceed with the steps in this document.