IFSP Services - Updates

Scribe

1 In the child's record, go to Program History > Early Intervention. This brings you to the child's Program Episode Details screen where forms are located.

⚠️ Updates to IFSP Services are documented by copying the most recent EXISTING IFSP-Services form in the child's record and revising that copy. A "new" form is only created ONCE for each client. All subsequent updates are documented by Adding A Revision to the most recent form. This ensures that the grid on the most recent form (which is the one reports will pull from) will always contain a full record of services over time.

2 In the Paperwork/Forms section, find IFSP - Services and click on the GRAY plus sign to find the most recent version of the Services form.

3 There may be multiple versions listed, depending on how many updates have been completed. Find the most recent version (it will appear at the bottom of the list) and click "Add" in the last column

4 The IFSP-Service form screen appears - allow this to refresh twice and WAIT for the pop-up that says "Data Record has been successfully inserted". This means you've created a copy of the existing form and can now revise.

5 Change status to complete and enter the date of this update

ing Status: Complete

te Page: G Select Language | ▼

tion Code:

ted Program: Early Intervention
Status: Active
Intake Date: 10-Jun-2022

ing Mode:

n: Test Location

stered By (Name): Sara Lowell 🔍

Date: 🗓 Time:

?   No

6 In the "Early Intervention Services" tab, update the IFSP type. In this example, the copy already has Initial checked - we will uncheck "Initial" and change it to "Update".

es Information - June, May (ID# 7128597 DOB: 22 mths days) (Idle Period:0 Minutes)

Early Intervention Services

EARLY INTERVENTION SERVICES

ntion Services

es

ement and Consent

IFSP type

Interim

Initial

Update   X

Annual

Services

Date added	EI Service	Provider	Location
* 01-JUL-2022 🗓	Family Training/Counseling	Sara Lowell	Home
* 01-JUL-2022 🗓	Speech/language	Leslie Bobrowski	Home

7 Because this form was copied from the existing form, the services grid already lists the existing services, which you can now end as needed. Add "Date Ended" in the last column for the service you are ending. In this example, we are ending the one-time SLP service (eval) and leaving FTC alone (because it is continuing)

	Location	Natural Setting*	Method	Frequency (#times per week)	Intensity (Length of session)	Duration (months)	Date ended
	Home	Yes	Individual	1x/week	60min	12 months	
	Home	Yes	Individual	Once	90min	One month	

Calendar popup:
	Jul	2022				
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(!) NOTE: Even if you are only adjusting frequency/intensity, you should add Date Ended for that service and record the service again in a new row with the updated frequency/intensity.

8 Add new service in the next blank row. In this example, we are adding SLP 2x/month. Make sure "Date Added" aligns with the IFSP Meeting date (and the date you used in the setup tab).

9 Complete all columns EXCEPT for Date Ended.

10 Click on the "Acknowledgement and Consent" tab. Because this is a copy, a section is already completed from the last time it was done. First, uncheck those responses; then, complete the boxes in the correct section for this IFSP Type.

Edit IFSP - Services Information - June, May (ID# 7128597 DOB: 22 mths days) (Idle Period:0 Minutes)

⚙ Setup

⚙ Early Intervention Services

⚙ Other Services

⚙ Acknowledgement and Consent

I understand that this is my prior written notice to begin with services listed on this interim IFSP.

I have received a copy of my procedural safeguards. These rights have been explained to me and

INITIAL IFSP

I give my consent to implement this Individualied Family Service Plan for my child and family as w

I give my consent to implement this Individualized Family Service Plan for my child and family with

Characters Left

I understand that early intervention services will be paid for by private health insurance, Medicaid

X

I understand that this is my prior written notice to begin the services listed on the IFSP.

X

I have received a copy of my procedural safeguards. These rights have been explained to me and

11 Click "Save".

Other »   Save   Close

m IFSP.

me and I understand them.

nily as written.

mily with the following changes

Medicaid or state funds.

me and I understand them.

> ⚠ After saving, the parent needs to sign. To make the Sign option available, REFRESH THE PAGE - do this by right clicking in the blue bar and selecting 'Refresh'.

12 After refreshing, click "Other" and then "Sign".

Other »	Save	Close

Copy

New Assessment/Screening Tool

New Consent/Disclosure

New Message

Print Standard Version

Sign

Program Express Enrollment

View Document Details

Attachments

View/Edit Demographics

View/Add Addendum

Print Blank Data Entry Form
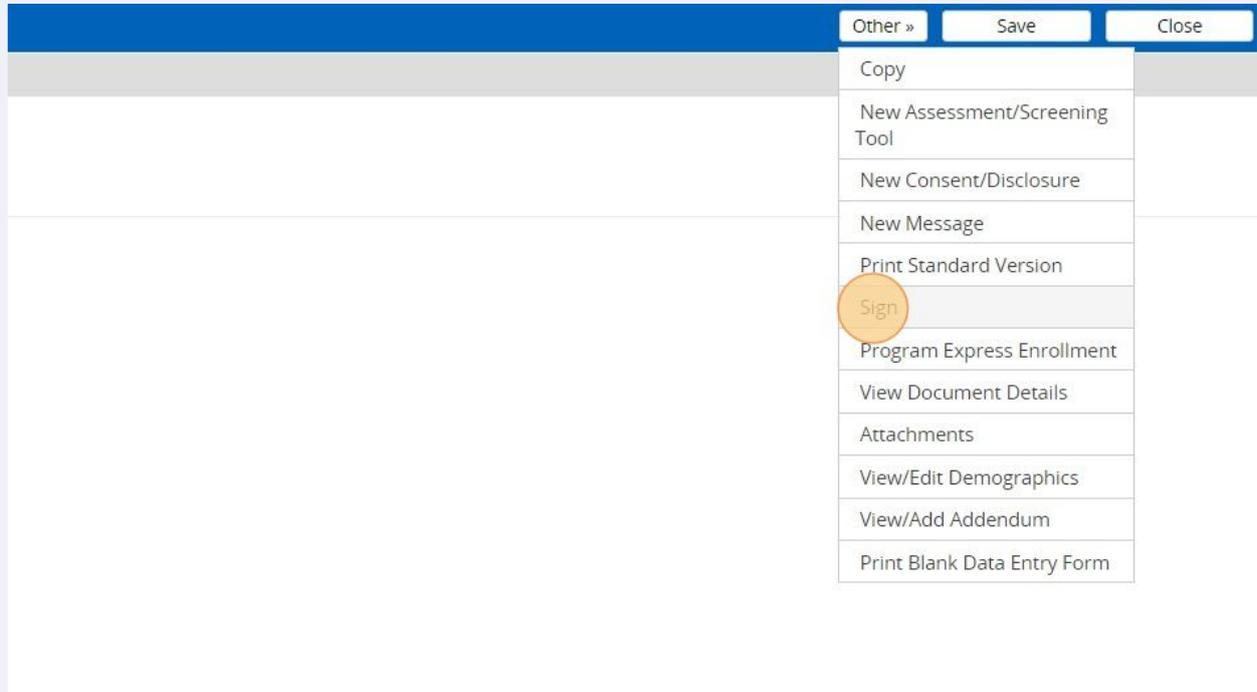
13 Click the radio button to select "Mouse Signature" and proceed with Parent signature.

Welligent E-Signature Pad - Assessment Tools

Add Electronic Signatures

Signature Type
○ E-Signature ○ Mouse Signature

Logged in As	○ Signee? ○ Other Welligent User?
Signature Title	▼
User Account	SARA.LOWELL@RIEISAND *
Password	*
Notes	

	Signatures Colle...
Title	Date

No Signatures Collected...

14 Once parent signs (with mouse or touchpad), click "Save Signature"

Signature

Save Signature   Clear

s Collected 🖨

	Signed By	Delete?

15   Click "Close" to exit signature.

	Signature		

Save Signature   Clear

Collected 🖨

	Signed By	Delete?
	Parent's name (D)	🗑

16   Click "Close" on the form. Form is now saved and signed.

Other »   Save   Close

dren who are eligible for Early Intervention and are in need of immediate services. I also understand that a full IFSP still needs to be completed.

d and family as written.

Medicaid, or state funds.

m IFSP.

me and I understand them.

nily as written.

17 In Paperwork/Forms, click "Refresh". Click the gray plus sign next to IFSP-Services. You should see your completed forms here. In this example, we can see the signed, initial IFSP-Services completed on 7/1; as well as the revised, signed IFSP-Services from 7/14/22.

⊞	✚	IFSP - (Entry) Present Levels of Development and Child Outcomes Summary(0)
⊞	✚	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(0)
⊟	✚	IFSP - Services(2)

	Date	Password Signed?	Mouse/Pad Signed?	Approved?	Update/Revision?
Edit	01-Jul-2022	No	Yes 🖨	No	*Add*
Edit	14-Jul-2022	No	Yes 🖨	No	Yes; *Add*

⊞	✚	IFSP - Transition Steps(0)
⊞	✚	Physician's Authorization(0)
⊞	✚	Procedural Safeguards and Prior Written Notice(0)
⊞	✚	RI Early Intervention Consents(0)

⊘ NOTE: The next time IFSP-Services are updated, click "Add" next to the MOST RECENT revision (in this example, the 7/14/22 form). The most recent form will always be at the bottom.