

Provider Progress Note
Frequently Asked Questions

General Note Regarding Question 5 of the Progress Note:

At the 6 and 12 month Progress Note NYC does require the interventionist to state the developmental status according to the NYS Guidance Memorandum. However, the use of standardized tools is not required. The instructions related to question 5 state that if the interventionist chooses to use a standardized tool as part of routine monitoring of child progress, that it be scored appropriately.

1. Q: After reviewing the manual, we noticed that the Progress Note has been revised as well. We normally request our providers to submit their notes by the first of the month, so I'm just wondering if EI will be accepting the notes on the old forms being that we just received the new forms recently, and we are currently disseminating all this information to our providers.

A: Any Progress Note written after July 1, 2010 must use the new template.

2. Q: Since there are more detailed questions being asked on the new Progress Note, if a therapist is also approved to provide Family Training and/or Team Meeting besides their regular therapy sessions, is the therapist still going to be required to submit a Progress Note for each service type that is provided or can the therapist incorporate all in one note to avoid redundancy. Ex: PT is also providing FT and Team Meeting.

A: SDOH requires that a Progress Note be submitted for each authorized service and although each note may have some of the same information, each is different. The family training note should be looking at the primary work with the family around outcomes in the natural environments that the family has worked on; team meetings relate to discussions about what has worked/not worked in terms of the child/family taken from the perspective of each participant at the meeting.

3. Q: Is it possible to get the new Progress Note on Word?

A: We will release the Progress Note in Word format. It will be added to the forms on the EI website.

4. Q: The new Progress Note states that we should document the child's current functioning, including the use of standardized instruments (if the therapist chooses to administer) and informed clinical opinion. For previous Progress Notes, special educators utilized the HELP checklist for their assessment. Would this still be adequate?

A: The HELP can be used in the Progress Note.

5. Q: Can a caregiver other than the parent (e.g. nanny/sitter, daycare provider) sign the new Progress Note?

A: Only the Parent/guardian may sign the Progress Note.

- 6. Q:** For children who have their 3 and 6 month Progress Notes due in the next couple of months, must we use the new forms? If yes, how should we handle the fact that the therapist will not have the IFSP functional outcomes and short term objectives available to work with since the therapist will be using the previous IFSP?
- A:** You must use the new forms answering the applicable sections. If there are objectives that were not developed at the previous IFSP you would not complete that section. At the next face-to-face meeting with an EI/OD outcomes and objectives will be created and the subsequent Progress Notes, etc. must be completed in their entirety.
- 7. Q:** Are all children with Pervasive Developmental Disorder who are authorized for team meetings required to have a co-visit page completed and a Progress Note?
- A:** All children with Pervasive Developmental Disorder who are authorized for team meetings must have the co-visit page completed and would require a Progress Note. You do not have to complete the co-visit page (because it is not a co-visit session). However, anyone authorized as a provider for this service writes a Progress Note from their perspective of the meeting(s); the group can submit one Progress Note. The Progress Note must include each individual's perspective in the body of the note and all of their signatures on the Progress Note.
- 8. Q:** Can the therapist put his/her supervisor's phone number on the Progress Note?
- A:** No, the interventionist should provide his or her own number in order to facilitate the coordination of care. Any individual providing services as a student or who is in his/her CFY year must include the supervisor's contact information.
- 9. Q:** If the IFSP lists 8 functional outcomes for the upcoming 6 month period and the therapist(s) make(s) a clinical decision to work on 4 outcomes for the first 3 month period and 4 for the second 3 months of the IFSP (i.e., a total of a 6 month period) so that all original IFSP functional outcomes are addressed, where in the Progress Note form can the interventionist document his/her clinical explanation of why he/she targeted these outcomes during these periods?
- A:** Question 6 of the Progress Note would be the appropriate place to provide such clinical information.
- 10. Q:** Is there an alternative to the parents' signature? Many parents work, and may not be present at every session. How should we handle the parent signature requirement?
- A:** There is no alternative to a parent's signature. Parents must receive a copy of the Progress Note and have a chance to review and sign it before it is sent to the Regional Office.