

**Indiana First Steps
Provider Summary of Service**

This is an example. Everyone has their own style of documentation and style of writing. Please focus on the content in this sample rather than style or length.



Child Information				
Name of child Jane Doe		Child ID #	Date of birth (mm/dd/yyyy)	
Date of IFSP (mm/dd/yyyy)		Diagnosis Code(s)		
Provider Information				
Name of provider Sally Smith		Discipline DT	Name of agency Play University	
Location Information				
Street address 1123 S. Harrison Ln		City Anytown	Zip code 12345	
Location Type <input type="checkbox"/> Home <input checked="" type="checkbox"/> Community Setting <input type="checkbox"/> Office/Clinic <input type="checkbox"/> Other: _____				Location code <input checked="" type="checkbox"/> Off-site <input type="checkbox"/> On-site
Visit Information				
Date of visit	Start time	End time	Time zone <input type="checkbox"/> Central <input type="checkbox"/> Eastern	Total # of units
CPT code(s) (code/units)		Delivery Method <input checked="" type="checkbox"/> In Person <input type="checkbox"/> Virtual – Audio Only <input type="checkbox"/> Virtual – Video		
Make-up session? <input type="checkbox"/> Yes <input type="checkbox"/> No	Date of original session	Reason for make-up session <input type="checkbox"/> Family Cancellation <input type="checkbox"/> Family No Show <input type="checkbox"/> Provider Cancellation		
Session participants <input checked="" type="checkbox"/> Child <input type="checkbox"/> Parent/Caregiver <input checked="" type="checkbox"/> Child Care Provider <input type="checkbox"/> Sibling <input type="checkbox"/> Interpreter <input checked="" type="checkbox"/> Other: <u>Children in classroom</u>				
Outcome(s) addressed Jane will talk in order to ask for the toys she wants to play with at home and childcare.				
Summary of Visit				
What has happened since the last visit? (appointments, new skills, successes, new concerns, barriers) Jane was out sick Thursday and Friday last week due to stomach virus. She is eating a lot better this week. The teacher reports Jane is starting to put two words together especially if she is defending her possessions with the other kids. They have really been working on repeating the words they hear Jane say and trying to build on them. They found this is helpful for all the kids. Struggling on when to offer choices.				
What activities happened during the visit? (Activities should relate back to IFSP outcome) Jane was just getting up from nap when I arrived. I sat by her at the table for snack to encourage her to join the conversation the teacher was having with the kids. I received the updates from the teacher during this time. After snack, Jane and I sat on the floor and read some books. She is pointing and starting to name some common objects. Some of the other kids came over and joined us. Once the teachers was done cleaning up from snack and diaper/toileting was done, both teachers joined the kids on the floor. We sang songs and danced. I demonstrated hand motions to a new song and the teachers followed along with the kids. We sang it two times. During free play Jane and I and a few of the other kids did puzzles. I modeled two-word phrases for the kids to imitate during puzzle play. Jane imitated “my turn”.				
How did the family participate and what was modeled/taught/discussed? (Family Education and Involvement) The provider demonstrated hand motions to new song to the whole class including the teachers and discussed gestural and verbal imitation. We talked about how they can give Jane descriptor words to help Jane put two words together. This is a good strategy for all the kids.				
Parent/Caregiver/Child Interactions (Provider Observation) Provider observed snack and diaper changing routines which are both great opportunities for imitating words and stretching single words into two-word phrases. Teachers talk calmly to the children. They try not to say ‘no’ but use ‘pause’ instead. Both teachers narrate their actions throughout the day which is a great strategy for increasing language.				
Follow Up Needed- What needs to happen for next visit? Teaching staff will try to offer choices a few times during the day to help build on language skills. They can do it with free play time for sure but would like to work it into other routines. There are several kids that would benefit from this strategy. Hopefully more kids will be using 2–3-word phrases in the classroom. Provider will email mom to keep her in the loop and discuss how the family can implement the strategies at home.				
Next Scheduled Visit				

Day of week	Date (mm/dd/yyyy)	Time	Location
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My signature verifies that I agree to the accuracy of the time reported for this activity.	
Signature of parent/caregiver	Date (mm/dd/yyyy)
Signature of provider	Date (mm/dd/yyyy)
Signature of provider supervisor	Date (mm/dd/yyyy)

Final February 10, 2021