

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 Jon 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 OT	Name of agency Play University	
Location Information				
Street address 1000 N. Main Street		City Anytown	Zip code 12345	
Location Type <input checked="" type="checkbox"/> Home <input 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 checked="" type="checkbox"/> Parent/Caregiver <input type="checkbox"/> Child Care Provider <input checked="" type="checkbox"/> Sibling <input type="checkbox"/> Interpreter <input type="checkbox"/> Other: _____				
Outcome(s) addressed Jon will increase attention to play with objects and others in order to play with his brothers at home.				
Summary of Visit				
What has happened since the last visit? (appointments, new skills, successes, new concerns, barriers) Jon's brothers are out of school for the summer, so the family schedule has shifted. Dad is not traveling this month. Jon has been playing in the backyard with brothers and mom is feeling less concerned about him running off. Mom reports that indoor play with toys is the most difficult. He will scatter his brothers' toys during play, and everyone gets frustrated. Jon is doing best eating by himself. When the boys eat together, he tends to throw his food.				
What activities happened during the visit? (Activities should relate back to IFSP outcome) Mom and the boys were outside when the therapist arrived. Therapist and mom discussed options for encouraging turn taking during outdoor and indoor play as well as supporting transitions between activities (outdoors to inside, inside to lunch) so that Jon will transition without a tantrum. Therapist observed outdoor play with brothers. Mom successfully facilitated turn taking on the swing. Therapist and mom supported Jon in the transitions to indoors and lunch using verbal and gestural cues as well as some proprioceptive activities (jumping, stomping) leading up to the transitions. Indoor play prior to lunch was brief because outdoor play was so successful. The older boys played with Legos while mom prepped lunch. Jon moved between the kitchen and the boys' play, but did not engage in Lego play today. Mom encouraged "silly stomping" to the table when lunch was ready. Jon was the last to sit down and was whining, but did not cry or run away.				
How did the family participate and what was modeled/taught/discussed? (Family Education and Involvement) The therapist provided feedback to mom on her successful use of positioning to gain Jon's attention. Mom practiced turn taking with the boys on the swing. The therapist provided information on sensory input and demonstrated ways to encourage stomping and jumping. Mom suggested "silly stomping" to the table for all of the boys. Therapist suggested mom provide some deep squeezes on Jon's shoulders once in the chair for lunch.				
Parent/Caregiver/Child Interactions (Provider Observation) Mom practiced turn taking on swing by providing an opportunity for each boy to swing and push, by giving verbal directions and gestural cues after getting on Jon's level, and by pausing and allowing Jon to process the request before he responded. She found ways to incorporate proprioceptive input into everyday transitions.				
Follow Up Needed- What needs to happen for next visit? Mom will continue to encourage "silly stomping" during transitions, particularly from outdoors to inside and when she calls the boys to the table. She will share this strategy with dad. The family will feel successful if this strategy results in increased compliance and a decrease in tantrums. Next session, mom will be indoors to start the session so we can focus on indoor play with toys with brothers.				

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