

FIRST STEPS CLUSTER B

PROVIDER BULLETIN

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Professional Conduct Guideline

Services provided must be designed to assist the child or family in addressing outcomes as outlined in the IFSP.

1. Only Early Intervention services written in the IFSP outcomes should be addressed by providers.
2. Consultative services should be considered when additional input is required to determine if the current IFSP strategies/providers are appropriate and/or need reconsideration.
3. Changes to the IFSP plan must be justified and approved by the child's ED Team.
4. The inclusion of more than one provider from the same discipline on a child's IFSP must be requested by the IFSP team with justification and be prior approved by the Bureau of Child Development Services.
5. Providers listed on the IFSP who cannot provide the level or specific type of service that is necessary to meet the IFSP outcomes, should remove themselves from the IFSP.
6. Frequency or duration of therapy must be appropriate to meet the IFSP outcomes, developmentally appropriate for infants and toddlers, and not be disruptive to family routine.
7. All services should be documented on the visit sheet. This includes date, time in and out, outcomes addressed, strategies used and parent signature.
8. Children/families meeting their goals, objectives and outcomes should be transitioned from the First Steps Program in a timely manner.

Please remember to make sure that you have accurate dates and time in and time out documented before you ask the family to sign. Failure to accurately report dates and/or times may result in a full or partial payback to the State.

You can find contact information for all Cluster B staff on our Cluster B website
www.indianafirststeps.org

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