

Practice Manual  
Version Control



Date	Chapter	Change Description
9/18	3	<a href="#">Clarified the late referral timeline that allows the local early intervention system to refer the child directly to the local school division – Reprint pages 6 - 7</a>
	6	<a href="#">Specified expectations associated with required use of the Decision Tree - Reprint pages 7 - 14</a>
	7	Moved details regarding transition activities to Chapter 8 - Reprint pages 37 to the end. Please note: Due to the extensive re-work involved in combining and attempting to clarify language in Chapters 7 and 8 related to transition, no track changes version was created
	8	<a href="#">Combined transition information from Chapters 7 and 8; Specified expectations associated with required use of the Decision Tree at exit; Added the timelines to follow if a child's EI benefit is dropped in the Medicaid VaMMIS system - Reprint pages 26 to the end. Please note: Due to the extensive re-work involved in combining and attempting to clarify language in Chapters 7 and 8 related to transition, no track changes were used in that section</a>
	11	<a href="#">Added the timelines to follow if a child's EI benefit is dropped in the Medicaid VaMMIS system – Reprint pages 8 - 14, 30 - 33</a>
6/17	12	<a href="#">Added fidelity assessment requirements; updated names of EI Certification courses, timeline for Kaleidoscope – Reprint all pages</a>
5/17	11	<a href="#">Updated Medicaid procedure code for Nursing – Reprint pages 35 and 38</a>
4/17	3	<a href="#">Clarified that IFSP Review not needed in order for services to start in new local system when child transfers - Reprint page 4</a>
	8	<a href="#">Revised instructions regarding discharge reasons when the parent feels their child has reached age level; revised language to be consistent with coaching – Reprint pages 2, 12-19</a>
	9	<a href="#">Contact note checklist revised to clarify that “Title” means provider discipline and credentials, consistent with information on page 5 of the chapter – Reprint page 9</a>
10/16	4	<a href="#">Corrected instruction for what to enter in ITOTS when the family states more than one race for their child – Reprint page 5</a>
	9	<a href="#">Revised Contact Note Checklist – Reprint page 9</a>
	11	<a href="#">Corrected the reference to quarterly revenue reports and clarified language about Medicaid reimbursement for eligibility determination – Reprint 6-19</a>
4/1/16	3	<a href="#">Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (pages 3 and 9) since change is not substantive</a>
	4	<a href="#">Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (pages 7-10) since change is not substantive</a>
	5	<a href="#">Changed <i>child indicators</i> to <i>child outcomes</i>; clarified eligibility in relation to articulation – Optional to reprint (pages 4 and 12-15) since changes are not substantive</a>
	6	<a href="#">Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (all pages) since change is not substantive</a>
	7	<a href="#">Changed <i>child indicators</i> to <i>child outcomes</i>; change in practice related to planning service frequency – Must reprint at least pages 30-35; optional to reprint changes in terminology (pages 1-4, 9, 13-14, 16, 18-26, 28, 41, 45, 47, 49, 51-52, Index) since change is not substantive</a>
	8	<a href="#">Changed <i>child indicators</i> to <i>child outcomes</i>; revised information about exit ratings – Must reprint pages 32-end; optional to reprint changes in terminology (pages 1-2, 7, 9-14, 17, 20, 22-23, 26) since change is not substantive</a>
	9	<a href="#">Change in practice related to planning and documenting service frequency – Reprint pages 4 – end of chapter</a>
	11	<a href="#">Clarified references to EIPs, EIS, others in reimbursement tables – Optional to reprint (pages 35-37) since change is not substantive</a>
	Glossary	<a href="#">Updated definitions to reflect change from <i>child indicators</i> to <i>child outcomes</i> – Reprint</a>

7/15/15	3	<a href="#">pages 2-6</a> <a href="#">Clarified parent consent requirement for transfer between local systems - Reprint pages 6-10</a>
	4	<a href="#">Revised wording related to Indicator 3c to ensure consistency – Reprint pages 7-10</a>
	5	<a href="#">Revised wording related to Indicator 3c to ensure consistency; clarified requirements and definitions in several sections – Reprint pages 2-11, 13-19, 23</a>
	6	<a href="#">Revised wording related to Indicator 3c to ensure consistency – Reprint pages 1- 9</a>
	7	<a href="#">Revised wording related to Indicator 3c to ensure consistency; clarified requirements regarding physician certification and sharing IFSP with providers – Reprint pages 1-2, 7–end of chapter to keep page numbering correct and catch all changes</a>
	8	<a href="#">Revised wording related to Indicator 3c to ensure consistency; clarified requirements regarding physician certification and determining continued eligibility – Reprint pages 8-19, 22-23, 33 – end of chapter</a>
	12	<a href="#">Revised requirement for minimum hours per training activity; revised practitioner requirements table to be consistent with state regulations for Part C and current DOE licensure names – Reprint pages 6-8, 10-14</a>
	Glossary	<a href="#">Revised definitions as needed to match those in the state regulations for Part C – Reprint all pages</a>
10/29/14	3	<a href="#">Added information on referrals received through VISITS – Reprint pages 1-10, 13-14</a>
	5	<a href="#">Revised to clarify requirements for Eligibility Determination Form – Reprint pages 6-9</a>
	7	<a href="#">Revised requirements associated with parent choice of provider and transition notification, as required by OSEP – Reprint pages 11 to the end; reprint page 1 if you want an updated table of contents for the chapter</a>
	8	<a href="#">Revised requirements associated with transition notification, as required by OSEP – Reprint pages 28 to the end</a>

	11	<a href="#">Revised information about program income, as required by OSEP, and clarified information in billing table – Reprint pages 2-19 and last page before index; reprint page 1 if you want an updated table of contents for the chapter</a>
	12	<a href="#">Deleted notice to practitioner after certification expires since this function is not working in ITOTS – Reprint page 4</a>
2/28/14	1	<a href="#">Replaced principles with mission, purpose and 7 key principles (see Track Changes) - Reprint</a>
	3	<a href="#">Added information on parental rights for same-sex couples; added chapter index at end of chapter (see Track Changes) – Reprint pages 7-10 for content; reprint page 1 if you want an updated table of contents for the chapter; print index if desired</a>
	4	<a href="#">Revised to address use of texting as method of contact for EI TCM; clarified use of records for determining eligibility; added chapter index at end of chapter (see Track Changes) – Reprint pages 4-10 for content; reprint page 1 if you want an updated table of contents for the chapter; print index if desired</a>
	5	Added chapter index at end of chapter – Print index if desired
	6	Added chapter index at end of chapter – Print index if desired
	7	<a href="#">Revised to clarify a number of issues that have been discussed since the 2013 manual revision; added chapter index at end of chapter (see Track Changes) – Reprint pages 7, 19-24, 29-38, 43, 46, 49 for content; reprint page 1 if you want an updated table of contents for the chapter; print index if desired</a>
	8	<a href="#">Revised to address changes related to texting, inactive status, exit indicators, and other clarifications; added chapter index at end of chapter (see Track Changes) - Reprint pages 3-16, 26-37 for content; reprint page 1 if you want an updated table of contents for the chapter; print index if desired</a>
	9	<a href="#">Revised to address change related to texting and to clarify documentation requirements when service delivered differs from that listed on IFSP; added chapter index at end of chapter (see Track Changes) - Reprint pages 4-7 for content; reprint page 1 if you want an updated table of contents for the chapter; print index if desired</a>
	10	<a href="#">Revised to address changes related to inactive status; added chapter index at end of chapter (see Track Changes) - Reprint pages 2-5 for content; print index if desired</a>
	11	<a href="#">Revised to clarify child not required at IFSP review meeting and to address issues identified through QMR; changes related to texting, TPL for service coordination, inactive status; added chapter index at end of chapter (see Track Changes) - Reprint pages 1- 21, 23-32, 34-39 for content; reprint page 1 if you want an updated table of contents for the chapter; print index if desired</a>
	12	Added chapter index at end of chapter – Print index if desired
4/29/13	1	<a href="#">Changed “Part C” to “early intervention” (see Track Changes) – Reprint page 1</a>
	2	<a href="#">Changed “Part C” to “early intervention” (see Track Changes) – Reprint page 1</a>
	3	<a href="#">Added table of contents. Revised to integrate child indicators; changed “Part C” to “early intervention” (see Track Changes) – Reprint all pages.</a>
	4	<a href="#">Added table of contents. Revised to integrate child indicators; updated EI TCM document at ion r eq uir ement s; chang ed “Part C” to “ear ly inter vent ion” (see T r</a>

Changes) – Reprint all pages.

5	<a href="#">Added table of contents. Revised to integrate child indicators; changed “Part C” to “early intervention” or “ITC” (see Track Changes) – Reprint all pages.</a>
6	<a href="#">Added table of contents. Revised to integrate child indicators; changed “Part C” to “early intervention” or “ITC” (see Track Changes) – Reprint all pages.</a>
7	<a href="#">Added table of contents. Revised to integrate child indicators; revised IFSP instructions; revised requirements for assessments after the initial; changed “Part C” to “early intervention” or “ITC” (see Track Changes) – Reprint all pages.</a>
8	<a href="#">Revised to integrate child indicators; revised requirements for assessments after the initial; updated EI TCM requirements; changed “Part C” to “early intervention” or “ITC” (see Track Changes) – Reprint all pages</a>
9	<a href="#">Added table of contents. Updated and clarified EI Record and contact note requirements; changed “Part C” to “early intervention” or “ITC” (see Track Changes) – Reprint all pages.</a>
10	<a href="#">Added table of contents. Changed “Part C” to “early intervention” (see Track Changes) – Reprint all pages.</a>
11	<a href="#">Added table of contents. Changed “Part C” to “early intervention” or “ITC;” updated some Medicaid requirements (see Track Changes) – Reprint all pages.</a>
12	<a href="#">Added table of contents. Changed “Part C” to “early intervention” or “ITC;” clarified supervision requirements (see Track Changes) – Reprint all pages.</a>

10/10/12

4	<a href="#">Revised to require use of screening tool in all areas of development for eligibility determination (see Track Changes) - Reprint page 6 to end of chapter</a>
5	<a href="#">Revised to require that eligibility determination must include identifying level of functioning in all areas (see Track Changes) – Reprint pages 3-4, 6-7</a>
8	<a href="#">Deleted requirement for multidisciplinary team at IFSP Review (see Track Changes) – Reprint pages 12-14</a>
9	<a href="#">Updated TCM documentation requirements (see Track Changes) - Reprint pages 6, 10</a>
10	<a href="#">Updated Notice of Action requirements (see Track Changes) - Reprint page 1</a>
11	<a href="#">Eliminated requirement for child to be present in order to get Medicaid reimbursement for IFSP meetings; updated TCM documentation requirements (see Track Changes) – Reprint pages 5, 23-25.</a>
12	<a href="#">Revised requirement to submit training record (see Track Changes) – Reprint page 6</a>

4	<a href="#">Multiple changes to address new federal Part C regulations (see Track Changes)</a>
5	<a href="#">Multiple changes to address new federal Part C regulations (see Track Changes)</a>
6	<a href="#">Multiple changes to address new federal Part C regulations (see Track Changes)</a>
7	<a href="#">Multiple changes to address new federal Part C regulations (see Track Changes)</a>
8	<a href="#">Multiple changes to address new federal Part C regulations (see Track Changes)</a>
9	<a href="#">Multiple changes to address new federal Part C regulations (see Track Changes)</a>
10	<a href="#">Multiple changes to address new federal Part C regulations (see Track Changes)</a>
11	<a href="#">Multiple changes to address new federal Part C regulations and Medicaid updates (see Track Changes)</a>

8/17/11

3	<a href="#">Updates in ITOTS Data Entry section (see Track Changes)</a>
4	<a href="#">Multiple changes related to EI TCM (see Track Changes)</a>
5	<a href="#">Few changes in ITOTS Data Entry and Local Monitoring and Supervision sections related to EI TCM and other updates (see Track Changes)</a>
6	<a href="#">Multiple changes related to EI TCM and clarifications from Q&amp;As (see Track Changes)</a>
7	<a href="#">Multiple changes related to EI TCM and clarifications from Q&amp;As (see Track Changes)</a>
8	<a href="#">Multiple changes related to EI TCM and clarifications from Q&amp;As (see Track Changes)</a>
9	<a href="#">Multiple changes related to EI TCM and clarifications from Q&amp;As (see Track Changes)</a>



Changes)

---

11 [Multiple changes related to EI TCM and clarifications from Q&As \(see Track Changes\)](#)

---

12 [Multiple changes related to EI TCM, other updates and clarification \(see Track Changes\)](#)

---

Glossary [Multiple changes to address new federal Part C regulations \(see Track Changes\)](#)

---