

Practice Manual
Version Control



Date	Chapter	Change Description
4/17	3	<u>Clarified that IFSP Review not needed in order for services to start in new local system when child transfers - Reprint page 4</u>
	8	<u>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</u>
	9	<u>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</u>
10/16	4	<u>Corrected instruction for what to enter in ITOTS when the family states more than one race for their child – Reprint page 5</u>
	9	<u>Revised Contact Note Checklist – Reprint page 9</u>
	11	<u>Corrected the reference to quarterly revenue reports and clarified language about Medicaid reimbursement for eligibility determination – Reprint 6-19</u>
4/1/16	3	<u>Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (pages 3 and 9) since change is not substantive</u>
	4	<u>Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (pages 7-10) since change is not substantive</u>
	5	<u>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</u>
	6	<u>Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (all pages) since change is not substantive</u>
	7	<u>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</u>
	8	<u>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</u>
	9	<u>Change in practice related to planning and documenting service frequency – Reprint pages 4 – end of chapter</u>
	11	<u>Clarified references to EIPs, EIS, others in reimbursement tables – Optional to reprint (pages 35-37) since change is not substantive</u>
	Glossary	<u>Updated definitions to reflect change from <i>child indicators</i> to <i>child outcomes</i> – Reprint pages 2-6</u>
7/15/15	3	<u>Clarified parent consent requirement for transfer between local systems - Reprint pages 6-10</u>
	4	<u>Revised wording related to Indicator 3c to ensure consistency – Reprint pages 7-10</u>
	5	<u>Revised wording related to Indicator 3c to ensure consistency; clarified requirements and definitions in several sections – Reprint pages 2-11, 13-19, 23</u>
	6	<u>Revised wording related to Indicator 3c to ensure consistency – Reprint pages 1- 9</u>
	7	<u>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</u>
	8	<u>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</u>
	12	<u>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</u>
	Glossary	<u>Revised definitions as needed to match those in the state regulations for Part C – Reprint all pages</u>

10/29/14	3	Added information on referrals received through VISITS – Reprint pages 1-10, 13-14
	5	Revised to clarify requirements for Eligibility Determination Form – Reprint pages 6-9
	7	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
	8	Revised requirements associated with transition notification, as required by OSEP – Reprint pages 28 to the end

	11	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
	12	Deleted notice to practitioner after certification expires since this function is not working in ITOTS – Reprint page 4
2/28/14	1	Replaced principles with mission, purpose and 7 key principles (see Track Changes) - Reprint
	3	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
	4	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
	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	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
	8	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
	9	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
	10	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
	11	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
	12	Added chapter index at end of chapter – Print index if desired
4/29/13	1	Changed “Part C” to “early intervention” (see Track Changes) – Reprint page 1
	2	Changed “Part C” to “early intervention” (see Track Changes) – Reprint page 1
	3	Added table of contents. Revised to integrate child indicators; changed “Part C” to “early intervention” (see Track Changes) – Reprint all pages.
	4	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

Changes) – Reprint all pages.

5	<u>Added table of contents. Revised to integrate child indicators; changed “Part C” to “early intervention” or “ITC” (see Track Changes) – Reprint all pages.</u>
6	<u>Added table of contents. Revised to integrate child indicators; changed “Part C” to “early intervention” or “ITC” (see Track Changes) – Reprint all pages.</u>
7	<u>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.</u>
8	<u>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</u>
9	<u>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.</u>
10	<u>Added table of contents. Changed “Part C” to “early intervention” (see Track Changes) – Reprint all pages.</u>
11	<u>Added table of contents. Changed “Part C” to “early intervention” or “ITC;” updated some Medicaid requirements (see Track Changes) – Reprint all pages.</u>
12	<u>Added table of contents. Changed “Part C” to “early intervention” or “ITC;” clarified supervision requirements (see Track Changes) – Reprint all pages.</u>

10/10/12

4	<u>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</u>
5	<u>Revised to require that eligibility determination must include identifying level of functioning in all areas (see Track Changes) – Reprint pages 3-4, 6-7</u>
8	<u>Deleted requirement for multidisciplinary team at IFSP Review (see Track Changes) – Reprint pages 12-14</u>
9	<u>Updated TCM documentation requirements (see Track Changes) - Reprint pages 6, 10</u>
10	<u>Updated Notice of Action requirements (see Track Changes) - Reprint page 1</u>
11	<u>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.</u>
12	<u>Revised requirement to submit training record (see Track Changes) – Reprint page 6</u>

4	<u>Multiple changes to address new federal Part C regulations (see Track Changes)</u>
5	<u>Multiple changes to address new federal Part C regulations (see Track Changes)</u>
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8	<u>Multiple changes to address new federal Part C regulations (see Track Changes)</u>
9	<u>Multiple changes to address new federal Part C regulations (see Track Changes)</u>
10	<u>Multiple changes to address new federal Part C regulations (see Track Changes)</u>
11	<u>Multiple changes to address new federal Part C regulations and Medicaid updates (see Track Changes)</u>

8/17/11

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

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 \(see Track Changes\)](#)
