

Practice Manual
Version Control



Date	Chapter	Change Description
5/17	11	Updated Medicaid procedure code for Nursing – Reprint pages 35 and 38
4/17	3	Clarified that IFSP Review not needed in order for services to start in new local system when child transfers - Reprint page 4
	8	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
	9	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
10/16	4	Corrected instruction for what to enter in ITOTS when the family states more than one race for their child – Reprint page 5
	9	Revised Contact Note Checklist – Reprint page 9
	11	Corrected the reference to quarterly revenue reports and clarified language about Medicaid reimbursement for eligibility determination – Reprint 6-19
4/1/16	3	Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (pages 3 and 9) since change is not substantive
	4	Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (pages 7-10) since change is not substantive
	5	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
	6	Changed <i>child indicators</i> to <i>child outcomes</i> – Optional to reprint (all pages) since change is not substantive
	7	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
	8	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
	9	Change in practice related to planning and documenting service frequency – Reprint pages 4 – end of chapter
	11	Clarified references to EIPs, EIS, others in reimbursement tables – Optional to reprint (pages 35-37) since change is not substantive
	Glossary	Updated definitions to reflect change from <i>child indicators</i> to <i>child outcomes</i> – Reprint pages 2-6
7/15/15	3	Clarified parent consent requirement for transfer between local systems - Reprint pages 6-10
	4	Revised wording related to Indicator 3c to ensure consistency – Reprint pages 7-10
	5	Revised wording related to Indicator 3c to ensure consistency; clarified requirements and definitions in several sections – Reprint pages 2-11, 13-19, 23
	6	Revised wording related to Indicator 3c to ensure consistency – Reprint pages 1- 9
	7	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
	8	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
	12	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
	Glossary	Revised definitions as needed to match those in the state regulations for Part C – Reprint

[all pages](#)

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

10/10/12

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

4	Multiple changes to address new federal Part C regulations (see Track Changes)
5	Multiple changes to address new federal Part C regulations (see Track Changes)
6	Multiple changes to address new federal Part C regulations (see Track Changes)
7	Multiple changes to address new federal Part C regulations (see Track Changes)
8	Multiple changes to address new federal Part C regulations (see Track Changes)
9	Multiple changes to address new federal Part C regulations (see Track Changes)
10	Multiple changes to address new federal Part C regulations (see Track Changes)
11	Multiple changes to address new federal Part C regulations and Medicaid updates (see Track Changes)

8/17/11

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

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 \(see Track Changes\)](#)
