

Practice Manual
Version Control



| Date | Chapter | Change Description |
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| 6/17 | 12 | Added fidelity assessment requirements; updated names of EI Certification courses, timeline for Kaleidoscope – Reprint all pages |
| 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

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| Glossary | | <u>Revised definitions as needed to match those in the state regulations for Part C – Reprint all pages</u> |
| 10/29/14 | 3 | <u>Added information on referrals received through VISITS – Reprint pages 1-10, 13-14</u> |
| | 5 | <u>Revised to clarify requirements for Eligibility Determination Form – Reprint pages 6-9</u> |
| | 7 | <u>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</u> |
| | 8 | <u>Revised requirements associated with transition notification, as required by OSEP – Reprint pages 28 to the end</u> |

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| | 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.

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| 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

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| 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 |

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| 4 | Multiple changes to address new federal Part C regulations (see Track Changes) |
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| 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

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| 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 \(see Track Changes\)](#)
