

Feedback on Practice Manual and Forms

Instructions: Based on your experience using the Practice Manual and forms issued on October 1, 2009, identify any sections/forms that need clarification in order to ensure consistent and accurate implementation. Feedback must be submitted using the attached form only. Concisely-worded input is appreciated! Please add rows to the form if needed to allow for more comments in a certain section. The form must be submitted no later than March 30th to Kyla Patterson at kyla@alumni.duke.edu.

Although most chapters of the Practice Manual include sections related to ITOTS Data Entry, those sections are not listed in the table below since revisions to the ITOTS system and practices are being addressed through a separate stakeholder group and process.

I am a:

- Local System Manager
- Service Coordinator
- Other Service Provider
- Other Administrator
- Parent of a child receiving EI services
- Other (please specify) _____

Practice Manual Comment Table:

SECTION	PAGE #	COMMENT
Chapter 1: Principles of Early Intervention		
Chapter 2: State Infrastructure		
Chapter 3: Referral		
Public Awareness & Child Find		
Receiving & Processing a Referral		
Local Monitoring & Supervision		
Chapter 4: Intake		
The Intake Visit		
Other Intake Activities		
Local Monitoring and Supervision		
Chapter 5: Eligibility Determination		
Virginia Part C Eligibility		

SECTION	PAGE #	COMMENT
Criteria		
Planning and Preparation for Elig. Determination		
Determining Eligibility		
Interim IFSP		
Local Monitoring & Supervision		
Chapter 6: Assessment for Service Planning		
Service Coordinator Responsibilities		
Responsibilities of Other EI Service Providers		
Local Monitoring & Supervision		
Chapter 7: IFSP Development		
The Initial IFSP Meeting		
Completing the IFSP Form		
Selecting Service Providers		
Local Monitoring & Supervision		
IFSP Instructions		
Chapter 8: IFSP Implementation and Review		
Service Delivery		
IFSP Reviews		
Annual IFSP		
Transition		
Discharge and Child Progress at Exit		
Local Monitoring &		

SECTION	PAGE #	COMMENT
Supervision		
Chapter 9: The Early Intervention Record		
The Early Intervention Record		
Contact Notes		
Access to Records		
Chapter 10: Dispute Resolution		
Chapter 11: Finance and Billing		
General		
EI Rates		
Family Cost Share Practices		
Billing Procedures		
Purchase of AT Devices		
Tables at end of Chapter		
Chapter 12: Personnel		
Practitioner Qualifications		
Scope of Practice		
EI Certification		
Responsibilities of Certified Practitioners		
Table A		
Glossary		
Topics That Should be Added to the Manual		

Forms Comment Table:

Form Name	Page #	Comment
Forms Needed But Not Currently Available		