

### **Post IFSP Meeting Case Note Example**

*This case note is an example only. All case notes should reflect the activities and events that occurred for the individual child/family. All entries to records shall be kept current and must be legible, dated and the author designated. If hard copy, the author shall sign and date the entry. For more information on the policies for recordkeeping please visit the Child and Family Connections Procedure Manual section on [Recordkeeping](#).*

Post IFSP Case Note example:

EI

This writer completed initial IFSP meeting with mom, DT (therapist name), and OT (therapist name) at family's home. Together we reviewed family priorities, levels of development, outcomes, strategies, and developed a service plan. OT and DT evaluation reports were distributed to all IFSP team members. Family priorities include (list family priorities). IFSP team agreed that service plan should include..... Team discussed place of service and natural learning environments and team agreed that outcomes can be met in a natural environment, therefore, early intervention will be delivered in the home. Team discussed ongoing service providers and.....

This writer reviewed family rights, informed consent, HIPAA, consent for releases, insurance use, and family fee with mom. Mom signed documentation of receipt/informed consent for family rights, HIPAA doc of receipt, and updated consent for releases to and from ..... Mom provided this writer with proof of income in the form of the 1040 of the tax return. This writer entered IFSP meeting authorizations for ..... at the IFSP meeting and reviewed the authorization numbers with both of them. This writer will forward the meeting authorizations along with ongoing authorizations, insurance affidavit, insurance card, insurance report, prescription, and IFSP to the ongoing service providers ..... and the IFSP, Insurance Affidavit, and Family Fee Report to the family ASAP.

Name, SC