

ANNOUNCEMENT: EI-13 #03
Effective Date: April 26, 2013

SUBJECT: Session Notes

TO: Infant Toddler Program Leadership

FROM: Barbara G. Minzenberg, Ph.D.
Deputy Secretary, Office of Child Development and Early Learning



PURPOSE:

The purpose of this announcement is to notify infant toddler early intervention (EI) programs of a new session note form. Guidance on the use of the standardized session note form for infant toddler (EI) services issued in Announcement EI-10 #03 remains unchanged. Announcement EI-10 #03 becomes obsolete on the issue date of this announcement.

BACKGROUND:

The Office of Child Development and Early Learning (OCDEL) developed a standardized session note form to be used by all infant toddler EI programs in response to requests for a statewide process. The session note form documents the provision of services and supports, assures communication with families or caregivers and provides a mechanism to monitor the quality of services.

DISCUSSION:

The session note form is a record of the service provided to the child and family or caregiver by the EI service providers. It includes information related to how the service assists the child and family or caregiver to achieve the IFSP outcome, the progress being made and recommendations for the family or caregiver. The information in the session notes may also be a resource for team members as they work together at achieving the outcome and goals for the child and family.

A session note form must be completed by an EI professional when IFSP services are delivered to the child. A copy of the session note form must be given to the family or caregiver at the end of the session. When a planned service delivery does not occur (i.e. child or EI professional is absent; cancellation without notice or an act of nature) the EI professional should document this occurrence, including the reason, in the child's record but should not utilize the NCR version of the session note format.

The session note needs to be written in a manner with acronyms or technical jargon defined. It also needs to be written legibly so that it can serve as a resource to the family, other team members, and service providers. The session note should be written in an objective format and not include personal feelings, beliefs, judgments, or assumptions. The form, along with

annotated guidance for completion of each section of the session note can be found at www.pattan.net.

The session note serves as an important component of on-going assessment so that the service provider can review and revise strategies. A review and analysis of session notes provides the basis for documentation of progress that supports the requirement for ongoing progress monitoring of the IFSP outcomes and goals.

If service is provided by someone who requires supervision under their scope of practice, then there must be a supervisory signature on the session note (indicating that appropriate supervision was performed according to applicable standards).

NEXT STEPS:

1. Infant toddler EI Coordinators should review current practices and revise any local procedures to ensure the guidance in this Announcement is implemented.
2. Infant toddler EI Programs should contact Early Intervention Technical Assistance for additional copies of the NCR version of the standardized session note form.

Comment and questions should be directed to the Office of Child Development and Early Learning, Bureau of Early Intervention Services at 717-346-9320 or ra-ocdintervention@pa.gov.