

Philadelphia Infant Toddler Early intervention

Progress Monitoring

Policy

Infant Toddler Early Intervention will monitor the progress of children enrolled in the Early Intervention program relative to their Individualized Family Service Plan (IFSP) outcomes and objectives as outlined by the Commonwealth of Pennsylvania.

Procedures

All individuals providing services to children enrolled in Infant Toddler Early Intervention will monitor the child's progress relative to their IFSP outcomes and objectives. This will be done by:

1. Documenting a child's development and validating desired changes in the IFSP outcomes that are developed by the team.
2. Planning for changes in the outcomes and objectives by:
 - Collecting and analyzing progress information
 - Making decisions based on the review and analysis of progress information and
 - Reviewing the progress and visual representation of the progress with the family at each intervention session and the team during the quarterly review meetings for each child.
3. Implementation of Child Outcome reporting in PELICAN when a child enter and exits the early intervention program. [see County Child Outcome Reporting Policy]
4. Using the information about the child's progress to support discussions with the family as to whether the child continues to need early intervention services. Review progress against IFSP outcomes to determine if they have been achieved and whether the child can exit early intervention before age 3. [see County Exit Policy]

Progress monitoring will be done by each Early Intervention service provider [including service coordination] and will address these key elements: They are:

- Measurable outcomes on the IFSP
- Clear delineation on the IFSP of how outcomes/progress will be measured
- Outcomes and objectives that are sensitive to increments in progress
- Progress monitoring that can be reflected visually through charts, graphs, tables, pictures, videotapes etc.
- Progress monitoring should be the foundation of any changes that are made to the IFSP and documented in the services notes and plan
- Interventions and strategies to reach outcomes should be linked to the child's IFSP outcomes and their progress. This should be documented and evident to anyone who reviews components of a child's records.
- Process of measuring progress should be embedded in the family routines and respect cultural and diversity in the style of interactions within the family

County staff will gauge compliance with this policy during their provider monitoring visits and service observations. Evidence of progress monitoring, visual representation of progress as well as discussions of progress in service notes will be reviewed in the child