



Consultation Documentation

(To be completed by those participating in consultation session)

Parent was notified and invited to participate on _____ by (method) _____

If the consultation meeting will potentially result in change of outcomes or services, the Primary Service Provider will contact Service Coordinator prior to meeting. Service Coordinator contacted on _____ by (method) _____

Child's Name: _____

DOB: _____

Service Coordinator: _____

Date of Consultation: _____

Start Time: _____ End Time: _____

Location: _____

- Successes to implementing strategies and achieving goals for Outcome # _____

- Challenges to implementing strategies and achieving goals for Outcome # _____

The team (family, caregivers, primary service provider and supporting providers) will continue or modify the following strategies to achieve goals for Outcome # _____

IFSP Team meeting is needed to discuss recommended changes in services, frequency, and/or duration of services:

YES NO

Participating Team Members/Signatures: (PSP indicated with *)

Parent/ Guardian: _____

Face-to-Face Phone

ITDS _____

Face-to-Face Phone

OT _____

Face-to-Face Phone

PT _____

Face-to-Face Phone

SLP _____

Face-to-Face Phone

EI _____

Face-to-Face Phone

Service Coordinator: _____

Face-to-Face Phone

Other _____

Face-to-Face Phone

Copy to: Family/ Guardian
Early Steps Service Coordinator within 5 business days
Team Providers (whether present or not)

Revised Jan 2015

Consultation Documentation, Continued

Child's Name: _____

DOB: _____

Service Coordinator: _____

Date of Consultation: _____

- **Successes to implementing strategies and achieving goals for Outcome # _____**

- **Challenges to implementing strategies and achieving goals for Outcome # _____**

The **team** (*family, caregivers, primary service provider and supporting providers*) will continue or modify the following strategies to achieve goals for Outcome # _____

- **Successes to implementing strategies and achieving goals for Outcome # _____**

- **Challenges to implementing strategies and achieving goals for Outcome # _____**

The **team** (*family, caregivers, primary service provider and supporting providers*) will continue or modify the following strategies to achieve goals for Outcome # _____

CONSULTATION DOCUMENTATION FORM INSTRUCTIONS

The purpose of this form is to serve as uniform documentation of consultation services. Each team member who is billing must have a form completed for each Consultation in which they participate. During consultation sessions, the members participating should appoint a recorder to LEGIBLY complete the form from *Child's Name* to *IFSP Team Meeting Yes No*. Copies should then be made for each participant and the family. The original goes to the Service Coordinator to place in the child's file. Each enrolled Early Steps provider can bill for Consultation using the form as invoice documentation. Although they may participate in the consultation, professionals and providers who are not enrolled would not be able to bill. If any team provider did not participate in the Consultation session, a copy should be provided to them so they can be informed.

Instructions:

Child's Name: Full name of child

DOB: Date of birth of child

Service Coordinator: Name

Date of Consultation: MM/DD/YYYY

Start Time: Beginning time of consultation session

End Time: End time of consultation session

Location: This is the location where the meeting occurred. If face-to-face, enter the location as i.e. Home, Local Early Steps, Playpen Therapy; if occurred by phone, enter the location as Phone.

Successes and-Challenges to implementing strategies and achieving goals: Narrative of the discussion, by individual outcome.

The team (family, caregivers, primary service provider and supporting providers) will continue or modify the following strategies to achieve goals: Narrative of the recommendation(s) resulting from the consultation, by individual outcome.

PSP: Name and credentials of the current Primary Service Provider

Consulting Team Members: List all members participating in the consultation and check Face-to-Face or Phone and obtain signatures of those present.

Family Participation: The name(s) of the family member(s) and check Phone, Face-to-Face or Declined Invitation

ALL THE ABOVE FIELDS SHOULD BE IDENTICAL FOR ALL PARTICIPANTS' FORMS

When each provider receives their copy of the completed form, they will complete the remaining fields before billing.

Provider/Participant Name (Print): LEGIBLE name of provider/participant **Signature:** Provider/Participant signature

Each participant should find their designation and sign, if face-to-face. Provider signature lines should include the code signifying if participation was Face-to-Face or Phone

Consultation time must be authorized on the Individualized Family Support Plan (IFSP). Billing is based on the location of the Consultation session.

Revised-Jan 2015