

Suffolk County Department of Health Services Early Intervention Program

Dear Providers:

Suffolk County Early Intervention Program services are expected to be provided following the routines based intervention model. Parents and caregivers are an integral part of this model and the therapist is expected to work with the parent or caregiver to develop outcomes for the child that are important to the family and to devise strategies that the family can learn and embed into the child's daily routines. The revised session note reflects this model of service.

As of July 1, 2012, the SOARING note is obsolete and should not be used.

INSTRUCTIONS FOR THE REVISED SESSION NOTE

1. Enter all of the demographic information on the top portion of the note. (Child's Name, DOB, Provider's Name, Provider NPI #, License #, Agency Name, Agency NPI #, Authorization Period, EI Authorization Number, ICD 10 Code, Authorized Service, Type, Location.
2. Enter: Date of Service, Time of Service (from-to).
3. CPT Codes – 15 minute increments
4. Date note is written
5. IFSP Outcomes Addressed – These should be the outcomes that the parents have identified as important, and that are written on the IFSP.
6. Strategies used during session to achieve outcomes – list specific strategies used. Do strategies reflect routine based intervention? (describe) Was parent/caregiver shown how to work with child and was there a discussion about how strategies can be incorporated into the child's routines. Note child's response to intervention.
7. Note progress – (check box).
8. Describe Parent/Caregiver level of involvement in the session (check box).
9. Describe which activities family will attempt to carryover. Identify family routines that you have discussed with parents which would be a good time to carryover strategies.
10. Parent signs attestation that services were delivered for the frequency and duration authorized in the IFSP. Parent dates and notes relationship to child.
11. Provider signs the note and enters credential.
12. Notes should be completed and signed as soon after the session has been provided as feasible. A parent should never be asked to sign a blank session note. There must be written permission from the parent for someone other than the parent to sign a session note.