**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**As of July 1, 2012, the SOARING note is obsolete and should not be used.**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* – complete as written on the IFSP – nicknames should not be written here

*DOB* – complete

*Provider’s Name* – complete as indicated on your certification or license.

*Provider NPI #* -

*License #* - Special educators should put their certification number (or the last 4 #s if your social security number ex. XXX-XX-1234). ***DO NOT*** write “on file with the agency”.

***Please be sure to choose the correct agency name and NPI number:***

***(This section is prefilled on the website log notes.)***

**Agency Name:** MKSA LLC - **Agency NPI #** 1700208709

*Authorization Period* – complete as it is written on the CTR

*EI Authorization Number* - complete as it is written on the CTR, for ABA services, please leave blank

*ICD9 Code* - complete as it is written on the CTR

*Authorized Service* - complete as it is written on the CTR

*Type* – Individual or group

*Location-* indicate if the setting is home, community or office as per the IFSP

1. *Enter: Date of Service, Time of Service (from-to).* The time should be the ***exact*** time.

Ex. 1 - If your session is scheduled from 1-1:30 but you arrive at 1:05, please fill in 1:05 – 1:35.

Ex. 2 – If there are back to back sessions scheduled (1-2:30 and 2:31 – 4:01) – log notes must reflect that there is no overlap.

Billing now requires the times to be entered into the database. Any overlap of sessions will lead to denials in reimbursement.

1. *CPT Codes –* 15 minute increments – this is not applicable for SPED, SPED-ABA or Family Training Services.
2. *Date note is written* – The date note is written acknowledges that there may be circumstances which do not allow for a provider to write the note at the conclusion of the session.
3. *IFSP Outcomes Addressed* – These should be the outcomes that the parents have identified as important, and that are written on the IFSP. More specific programming information will be entered in the next section (activities/strategies).
4. *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. Please see the attached document for some suggestions to consider (“menu of caregiver strategies”).

*Note child’s response to intervention* – for direct service provision, something referencing student response MUST be indicated – note should include what *you* did – and what the *child* did (this *may not* be applicable for SW, FT, consult)

1. *Note progress* – (check box) – something must be checked
2. *Describe Parent/Caregiver level of involvement in the session* (check box) - something must be checked
3. *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.
4. Parent signs attestation that services were delivered for the frequency and duration authorized in the IFSP. Parent dates and notes relationship to child.
5. Provider signs the note and enters credential.
6. Month – indicate the month of services
7. \_\_\_\_\_ of \_\_\_\_\_\_ - indicate the page number of the log notes and the total number of pages you are submitting for that child, that service, for that month.
8. 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.

EI log notes session note guidance Revised 11-2015