



Documentation Made Easy

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Agenda

- Intake form
- Evaluation process and forms
- Home visiting forms
- Progress record form



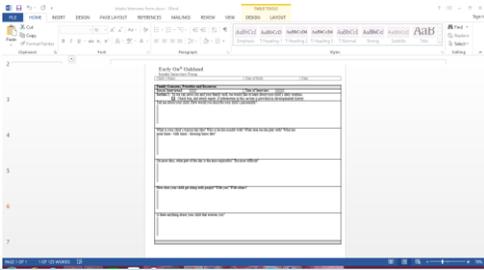
Intake

- Telephone interview is included in the intake process
- Parent interview begins here
- Gather pertinent information that may determine areas of need

Intake Interview Form

Family Concerns and Priorities

Person Interviewed:	Date:
Tell me about your child. How would you describe your child's personality?	
What is your child's typical day like? Who is he/she usually with? What does he/she like to play with? What are meal times / bath times / dressing times like?	
On most days, what part of the day is most enjoyable? Most difficult?	
How does your child get along with people? You? Others?	
Is there anything about your child that worries you?	



Parent Surveys

- Satisfaction with Home Routines Evaluation, SHoRE (Robin McWilliam, 2005)
- Used to gather information about family routines
- Emailed to parents following intake interview

Other Evaluation Sections

- Observations and Evaluation results
 - Fine Motor
 - Gross Motor
 - Speech and Language
 - Multidisciplinary tool – IDA
 - Includes comments for each section
- Summary
 - This final summary can include a statement about qualifying for Michigan Special Education and Early On Part C

Evaluation Report

- Evaluation form becomes the final report summary
- Can be used in handwritten or typed format
- Also available for iPad

- [..\\2015 EI Documents\3.24.2015 Evaluation Summary form TYPE.docx](#)

Home visit forms

- Created for parent information and PSP documentation of visits
- Provides Student Name and "week of" Date
- Area for documenting home activities
- Areas for daily notes including start and stop time, home visitor name and joint home visitor if present
- Two versions
 - Blank generic form
 - Blank form with space for outcomes
 - Can be typed for individual student
- Handwritten, NCR copies if available
- Typewritten and emailed to family

- [..\2015 EI Documents\BlankHomeVisitDocumentationForm.doc.docx](#)

- [..\2015 EI Documents\7.20.2015 Home visit documentation form with outcomes IFSP and Review dates.doc](#)



Progress record

- Adapted with permission from Lee Ann Jung, University of Kentucky
- Document that can be used by family and PSP to document progress
- Creates a rubric for documenting progress on individual outcomes over time
- Creates a visible chart



- [_\\2015 BI Documents\2.9.2015 Intervention and Progress Record Form.xlsx](#)
