

Documenting Three-Pronged Approach in the ESIT Data Management System

ESIT Instruction Sheet

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Purpose and Introduction

The purpose of this instruction sheet is to explain how to document the Three-Pronged Approach (TPA) administration, results and follow up plans in the ESIT Data Management System (DMS).

The TPA screening of vision and hearing should be completed:

- Before the initial Individualized Family Service Plan (IFSP) meeting
- At the IFSP annual update and
- At least every 6 months throughout a child’s enrollment in ESIT services.

After completing an initial or updated TPA, enter the results from the TPA Summary Form and any follow-up recommendations into the DMS.



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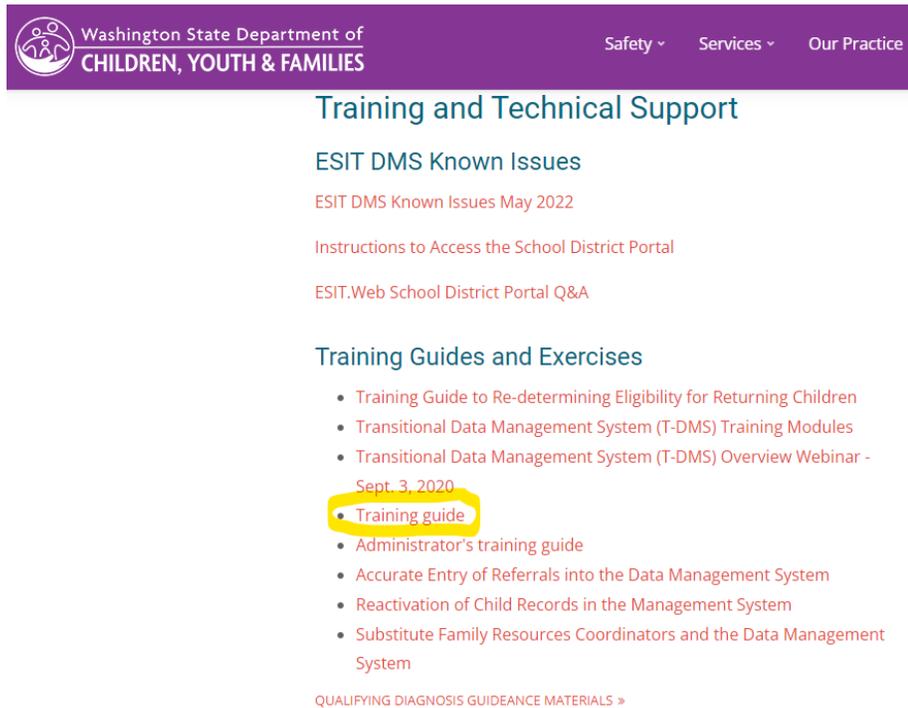
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Instructions

ESIT/DMS Training Guide Version 1.1

For more thorough information on entering evaluation results into the DMS, see the [ESIT-DMS Replacement Training Guide Version 1.1](#) Chapter 3. Testing and Evaluation/Assessment in the Training Guides and Exercises section of the [ESIT Data Management System \(DMS\) webpage](#) of the [ESIT website](#).



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Training and Technical Support

[ESIT DMS Known Issues](#)

[ESIT DMS Known Issues May 2022](#)

[Instructions to Access the School District Portal](#)

[ESIT.Web School District Portal Q&A](#)

Training Guides and Exercises

- [Training Guide to Re-determining Eligibility for Returning Children](#)
- [Transitional Data Management System \(T-DMS\) Training Modules](#)
- [Transitional Data Management System \(T-DMS\) Overview Webinar - Sept. 3, 2020](#)
- [Training guide](#)
- [Administrator's training guide](#)
- [Accurate Entry of Referrals into the Data Management System](#)
- [Reactivation of Child Records in the Management System](#)
- [Substitute Family Resources Coordinators and the Data Management System](#)

[QUALIFYING DIAGNOSIS GUIDANCE MATERIALS >](#)

Entering TPA information on an Initial IFSP

Enter TPA results and attach them to a test and a domain with these instructions, based on Exercises 3.3 and 3.5 of the ESIT-DMS Replacement Training Guide Version 1.1.

Add an “Other Method”

1. If you are not already there, click the **Assessments** tab and then the **Testing** sub-tab on the Child Dashboard.
2. Click **Add Test/Tool/Method**.
3. Click anywhere in the Other Methods section’s title bar to expand it.
4. Click **Other** and then enter “Three-Pronged Approach” in the resulting box.
5. Click **OK**. The screen that displays next is where you’ll enter the results of that method.

Initial IFSP, Add an Other Method, Step 5 Screenshot

Choose a Test, Tool or Other Evaluation Method (choose one only) X

▶ Normed Tests

▶ Curriculum-Based Tools

▼ Other Methods

Other Three-Pronged Approach

OK Cancel

Enter the Results of the “Other Method”

6. Enter the name of the professional who administered the TPA in the **Administered By** field.
7. Select a **Date Performed** using the calendar icon.
8. Type in the location the TPA was administered in the **Location Performed** field.
9. Next, select the **Vision and Hearing** boxes.
10. The **Present Levels of Development (PLOD)** text box will appear for each area. Enter a brief summary of the TPA Summary Form notes and any needed follow up. Include:
 - a. Any concerns identified
 - b. A brief description of current visual and hearing risk factors
 - c. Any recommended follow-up.

See the screen shot example below of a PLOD summary for a child with hearing concerns, but no vision concerns, identified by the TPA.

Initial IFSP, Enter Results of Other Method, Step 10 Screenshot

Enter Results of Test, Tool or Other Evaluation Method

▼ **Vision**

Present Level of Development

No vision concerns identified at this time. IFSP team will continue to monitor.

▼ **Hearing**

Present Level of Development

Few responses to sound. Does not turn when name is called and does not make a lot of different sounds. Recommended follow-up: Refer to pediatric audiologist for evaluation.

11. Click **OK**. The system will return you to the Testing subtab on the Assessments tab again and you will see both your entries for Hearing and Vision.

Attach TPA Results to Hearing and Vision Domains

Now that you have entered the TPA administration and results, you must separately attach the TPA results to the child's Hearing and Vision domains. This will allow your results to display on the IFSP. Only then will the TPA documentation be considered complete.

1. From the Child Dashboard **Assessments** tab, choose the **Evaluation and Assessment** subtab.
2. If no **Evaluation and Assessment** information has been entered, begin by clicking the **Begin Evaluation** button.
3. If the **Evaluation and Assessment** tab has information from a previous referral please refer to the training guide to **Re-determining Eligibility for Returning Children**.
4. In the resulting screen, enter the dates of the parental/guardian consent and then the date the evaluation started. Click on **Add Participants** and select all participants that participated in the evaluation.
5. Then click **OK**.
6. Once you are on the **Evaluation and Assessment** subtab, scroll down and click the **Not Started** link next to the **Vision** domain.
7. Click anywhere inside the box with the Three-Pronged Approach details.



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Initial IFSP, Attach Results to Domains, Step 6 Screenshot

Domain: Hearing X

Normed Tests, Curriculum-Based Tools, or Other Evaluation Methods

Click on one of the following tests to select it.

Three-Pronged Approach	6/28/2022
Administered By: FRC	Date Performed: 6/28/2022
Age Equivalence:	Location Performed: In the child's home
Percentage Delay:	Standard Deviation:

8. Add any relevant comments and select **Complete**. The system returns you to the **Evaluation and Assessment** subtab and puts an **Edit** link next to the Hearing domain to indicate that it is done. You can click this to edit the domain if you need to. **Important:** Clicking **Save** alone does not complete the domain. You must click on **Complete** to finish the task.

Initial IFSP, Attach Results to Domains, Step 7 Screenshot

Domain: Hearing X

Three-Pronged Approach

Administered By: FRC

Location Performed: In the child's home Date Performed: 6/28/2022

Developmental Levels

Present Level of Development:

Few responses to sound. Does not turn when name is called. Does not make a lot of different sounds. Recommended follow-up: Refer to pediatric audiologist for evaluation.

Comments

9. Follow steps 5-7 for Vision.
10. Click **Complete**.

- When you return to the **Evaluation and Assessment** subtab, the Hearing and Vision domains should both now have the word **Edit** next to them. If all the domains do not have **Edit** next to them it means that a test has not been attached and you cannot move on to the next step. This is the last step you need to complete if you are documenting TPA results into an Initial IFSP.

Initial IFSP, Attach Results to Domains, Step 10 Screenshot

Medical Diagnosis	
Testing	
Evaluation and Assessment	Adaptive Not Started Cognitive Not Started Expressive Communication Not Started Receptive Communication Not Started Physical: Fine Motor Not Started Physical: Gross Motor Not Started Social/Emotional Not Started Vision Edit Hearing Edit
Eligibility Determination	
Entry COS	
Exit COS	
Quick Links	

Entering TPA information into an Annual IFSP Update

- Before beginning an annual review, under the **IFSP** tab, and then **Child Outcomes** subtab, click on **Enter Outcome Review** for each respective outcome. In the **Child Outcome Review popup** enter the review date, outcome status and comments. Click **OK**.

Add an "Other Method" and its Results

- Follow the above steps 1-11 for Adding and Entering an Other Method on an Initial IFSP.
- The system will return you to the **Testing** subtab on the **Assessments** tab again and you will see your entries for both the current and prior TPAs administered.

Attach TPA Results to Hearing and Vision Domains

- In the **Evaluation and Assessment** subtab, and click **Begin New Ongoing Assessment**. Enter the dates of the parental/guardian consent and then the date the ongoing assessment started. Click on **Add Participants** and select all participants in the assessment. Click **OK**.
Once you are on the **Evaluation and Assessment** subtab, scroll down and click the **Not Started** link next to the **Vision** domain.

5. Click anywhere in the box with *the most recent* Three-Pronged Approach information.
6. Add any relevant comments and select **Complete**. The system returns you to the **Evaluation and Assessment** subtab. You can click **Edit** next to either the Hearing or Vision domain if you need to make changes.
7. Repeat steps 5-6 for Hearing.
8. Click **Complete**.
9. When you return to the **Evaluation and Assessment** subtab, Hearing and Vision domains should now have the word **Edit** next to them. If all the domains do not have Edit next to them it means that a test has not been attached and you cannot move on to the next step. This is the last step you need to complete if you are documenting TPA results into an Annual IFSP Update.

Annual IFSP Update, Attach Results to Domains, Step 9 Screenshot

Medical Diagnosis	
Testing	
Evaluation and Assessment	Adaptive Not Started Cognitive Not Started Expressive Communication Not Started Receptive Communication Not Started Physical: Fine Motor Not Started Physical: Gross Motor Not Started Social/Emotional Not Started Vision Edit Hearing Edit
Eligibility Determination	
Entry COS	
Exit COS	
Quick Links	

When all domains have been entered, you can move on to creating a new IFSP.

Entering TPA information with all other IFSP Reviews

If, because of new concerns, you revisit the TPA between Annual IFSP Updates, you will conduct an IFSP Review and enter your results into the DMS. You will complete steps 1-11 in the above section titled [Entering TPA information on an Initial IFSP](#). The DMS will not allow you to Attach TPA Results to the Hearing and Vision Domains when completing an IFSP Review. Because of this, your TPA result updates will display in the child's DMS file, but they will not display on the IFSP.

If you have additional questions, please contact the ESIT Help Desk at dcyf.esithelp@dcyf.wa.gov.

Resources

[ESIT-DMS Replacement Training Guide Version 1.1](#)

<https://www.dcyf.wa.gov/sites/default/files/pdf/esit/ESITTrainingGuide.pdf>

[ESIT Data Management System \(DMS\) webpage](#)

<https://www.dcyf.wa.gov/services/child-dev-support-providers/esit/dms>

[Training Guide to Re-determining Eligibility for Returning Children](#)

[Three-Pronged Approach Forms- English Packet](#)



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