ESIT-DMS Replacement:
Training Guide
Version 1.1

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Document History

Author(s)	Version	Date	Comments
Adrienne Huss, Jeff Parks (Cayzen Technologies)	1.0	9/20/2011	
Adrienne Huss	1.1	10/5/2011	Inserted new pictures without Reports tab. Reports will still be available, but not through a tab.

Chapter 0. Introduction to the System

Welcome to the Department of Early Learning's (DEL's) Early Support for Infants and Toddlers Data Management System (ESIT-DMS)—a case management tool for children entering, currently enrolled in, and exiting the federal IDEA Part C program.

This training guide contains exercises that you can use to navigate through the entire system, from entering a child's referral to completing an IFSP, to finally transitioning the child out of the program. Since it is unlikely that you will have time to go through all the exercises in one sitting, each chapter covers a logical portion of the application. That way, you can stop when it makes sense for you and return later to exactly where you left off.

Important: Your DEL administrator provided you with a link to a training environment. This system is not linked in any way to the production system, so feel free to play around and make up your own scenarios. **But remember**, your colleagues are also using the training environment. It's best to set up your own children for your exercises so you don't interfere with someone else's work.

How ESIT-DMS is Designed

ESIT-DMS is designed with tabs and sub-tabs that guide you through the logical workflow of the Part C program and completing an IFSP. It is flexible, though, and in most cases allows you to enter data in the order that makes sense for your caseload. For example, before starting the 45-day clock, you can enter all child and family information, input diagnoses, and document any tests you know have been completed for the child.

There are two main tabs at the top of the screen:

- Your dashboard is first and is filled with overview information to help you do your job.
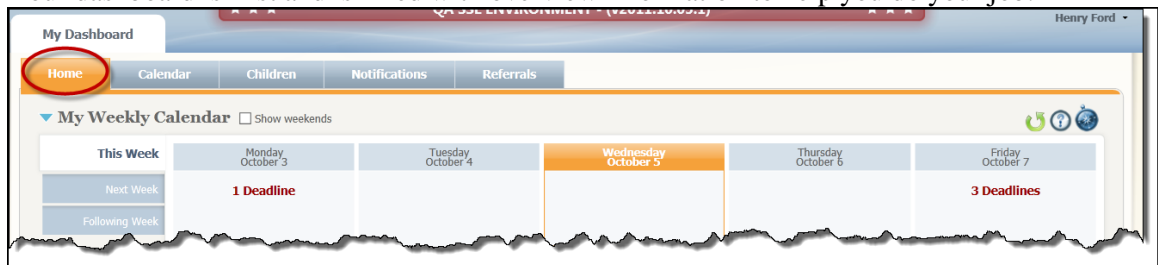
- When a child is selected, that child's name is displayed on the second tab. This is the Child Dashboard, which stores all needed data and documents about the child.
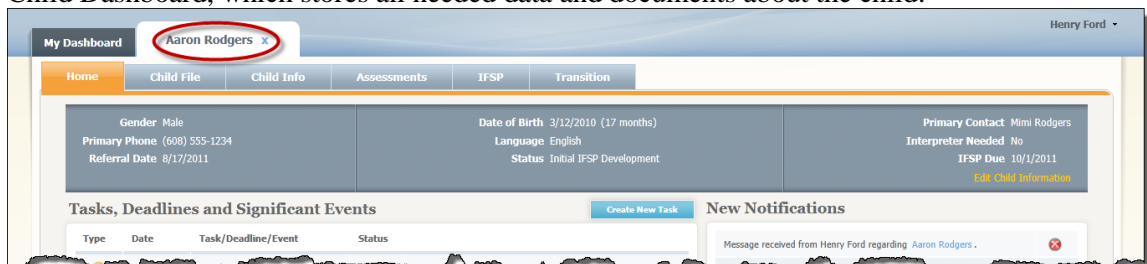
Main Dashboard

The main Dashboard contains seven tabs that give an overview of the user's entire caseload:

- **Home.** Start here every day for a calendar of tasks and events, an overview of the number of children on your caseload and the status of each, and to get system notifications.
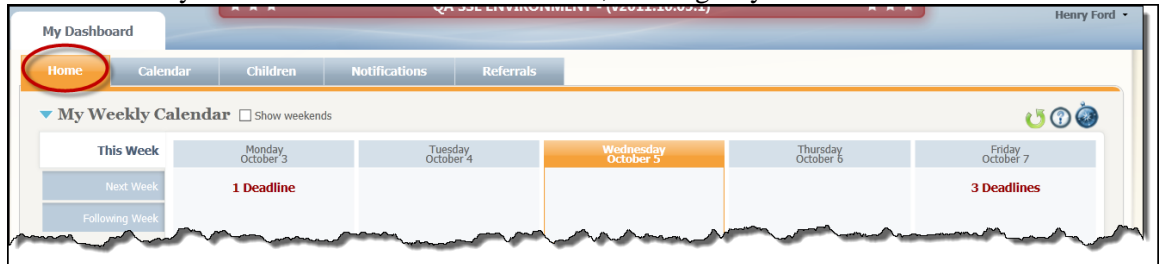
- **Calendar.** To see a whole month at a time, review past tasks, or see what is coming up more than three weeks in the future, go to this tab.
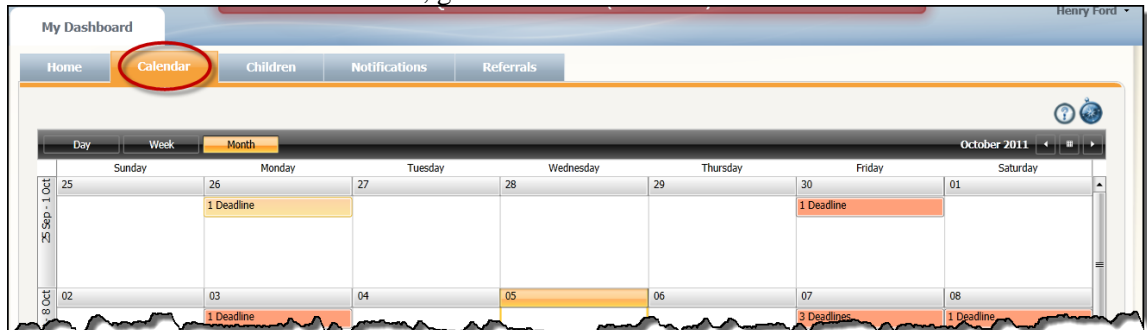
- **Children.** This gives a complete list of children assigned to you and is a good place to go if you need to search for a child.
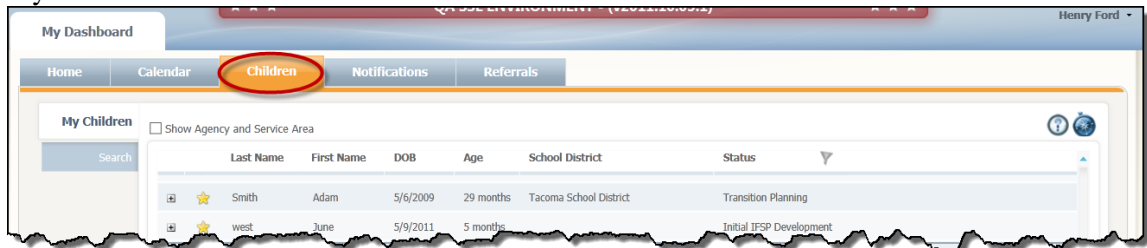
- **Notifications.** This tab displays your system-generated notifications for things like new referrals assigned to you and reminders of upcoming tasks and events. You can also see these on the Home tab, but the Notifications tab gives you a screen-wide view and

includes history.

- **Administration.** System administrators will use the Administration tab to set up new users, enter new service providers, transfer many cases at a time between FRCs, and more. **Note:** Only certain users will even see this tab for security reasons. When they do see it, it will be after the Notifications tab.

- **Referrals.** Come to this tab for a complete list of all your referrals and who they are assigned to. If any are overdue they will be displayed in red at the top of the screen. If you need to enter referrals, this is also your starting point.
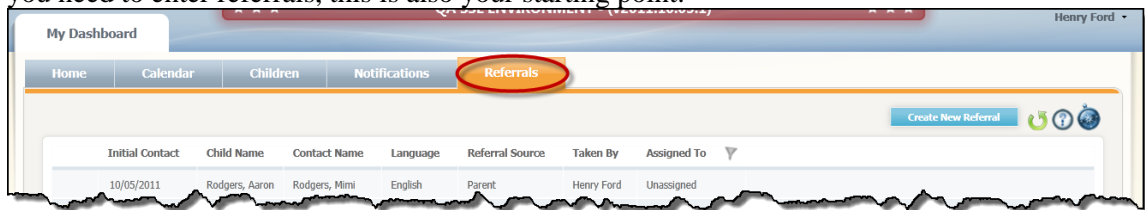
The easiest place to start each day may be the Dashboard - Home tab, as it contains the day's tasks and deadlines. Simply click a link on this screen to be taken to the correct area of the system, and then start filling in the requested information. If you click a child's name, the system will open the Child Dashboard.

Child Dashboard

The Child Dashboard contains six tabs specific to the selected child:

- **Home.** Similar to the Main Dashboard Home tab, this one shows lists of tasks, deadlines, and notifications for the selected child. While it does not have a calendar, it does include a list of upcoming and completed deadlines for the child.

- **Child File.** This tab serves as a filing area for progress notes on the child's case, internal messages to anyone on the child's team, medical records and other documents, and other notes. It will be a useful research area, since all the notes and documents are in one place.
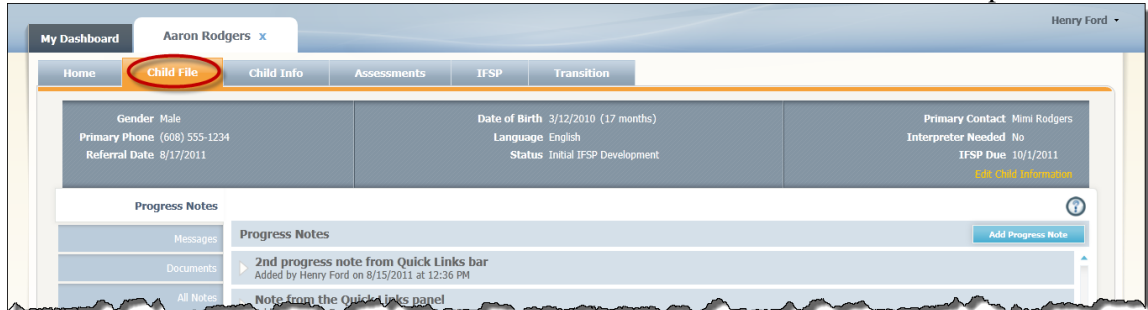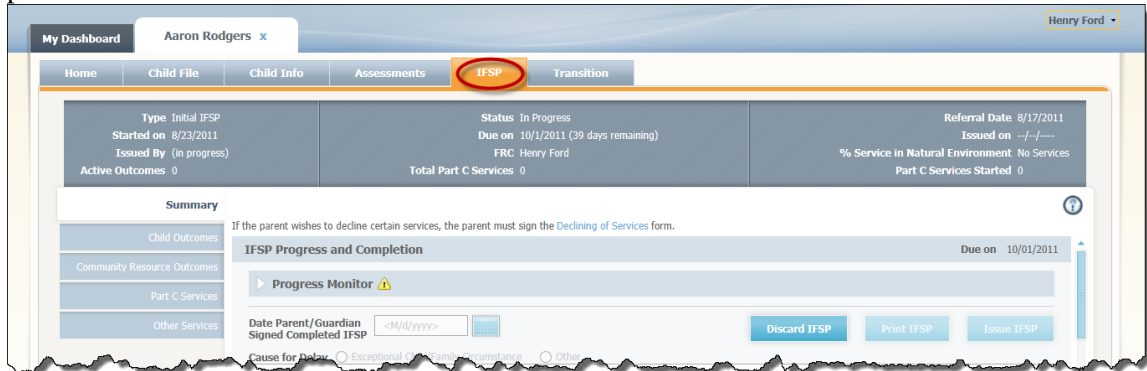
- **Child Info.** This is the start of the actual workflow. When you're working on a referral that goes through the matching process successfully, it becomes a child record and the system brings you to this tab. All of its sub-tabs will hold the information gathered about the child through family interviews and other sources. Parental interest (consent to move forward with the program) is recorded on this tab.

- **Assessments.** Portions of the Assessments tab are unavailable until the child's referral date and parent interest are recorded. This tab holds the components critical to determining a child's eligibility for the program, including the medical diagnosis, any administered tests, and all evaluations/assessments.

- **IFSP.** This tab is only unlocked when the parents' interest is recorded (i.e., the 45-day clock is started). It documents the specific outcomes the team hopes the child can achieve, the services designed to help the child reach those outcomes, and the people who provide those services.

- **Transition.** Children who have completed their time in the program need to be transitioned out. Since that can happen at any time, this tab is always available. Ideally, the tab contains a plan for the child's transition out of the program and documents the dates of a transition conference with the parents to explain next steps.

Helpful Hints

The system includes a few features to improve your view of information.

Hint 1: Recommended screen resolution is 1280 x 1024

Although the system can support down to 1024 x 768, you'll get the best visual results if you set your screen resolution to 1280 x 1024 or higher. The instructions to change this vary by system. With Windows 7, right-click on your desktop, select **Screen Resolution**, and then make your change on the resulting screen. Click **Apply** when you are finished.

Hint 2: You can resize columns throughout the system

Whenever you see a screen with information displayed in a grid, you can resize <u>any</u> of the columns to show details that might be too long to see in the default view. A good example is the Children tab of your dashboard. You may find it useful to lengthen the name columns. To do that, follow these steps.

1. In the column headings row, move your cursor to the right of the column you want to resize until you see the arrow change to a horizontal bar with arrows on each end.
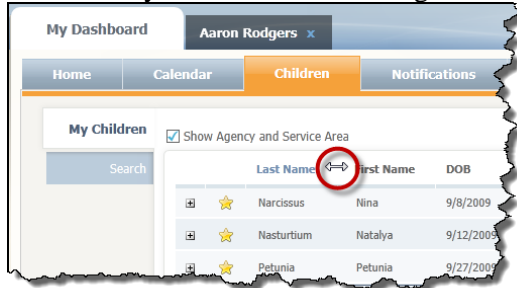
2. Press your left mouse control as you drag the column line where you need it to go.

3. Release your mouse.

Hint 3: Most columns can be sorted

Each screen in the system displays with a default order. You can change most views by clicking the column name to resort the entire grid. For example, the Children tab of your dashboard normally displays with in ascending alphabetical order by child's last name. If you'd like to see that the list in order by the children's first names, click the First Name column.

Hint 4: When you see a funnel icon, you can filter the information displayed

Some grids in the system display funnel icons ( ) next to certain column names. These allow you to filter the details shown by what you select for the column. For example, the Children tab of your dashboard allows you to filter by Status, Agency, and Service Area. That way, you can decide to view only children in a status of Annual IFSP, in your agency, and in a specific service area.

Hint 5: The child banner can be collapsed

When you are on a child's dashboard, all tabs but the Home tab display a Child Banner at the top.

Child Banner		
Gender Male	**Date of Birth** 6/1/2009 (27 months)	**Primary Contact** Adrienne Huss
Primary Phone (608) 555-1212	**Language** English	**Interpreter Needed** No
Referral Date 8/26/2011	**Status** Transition Planning	**IFSP Due** 10/10/2011
		Child Info History Edit Child Information

These three rows of information about the child can be collapsed by clicking anywhere in the Child Banner headline bar.

Chapter 1. Referrals

The goals of this chapter are for trainees to:

- Learn where to create and manage a referral and, when ready, to convert it to a child record.
- Learn about the new concepts of child reactivation and transfer requests.
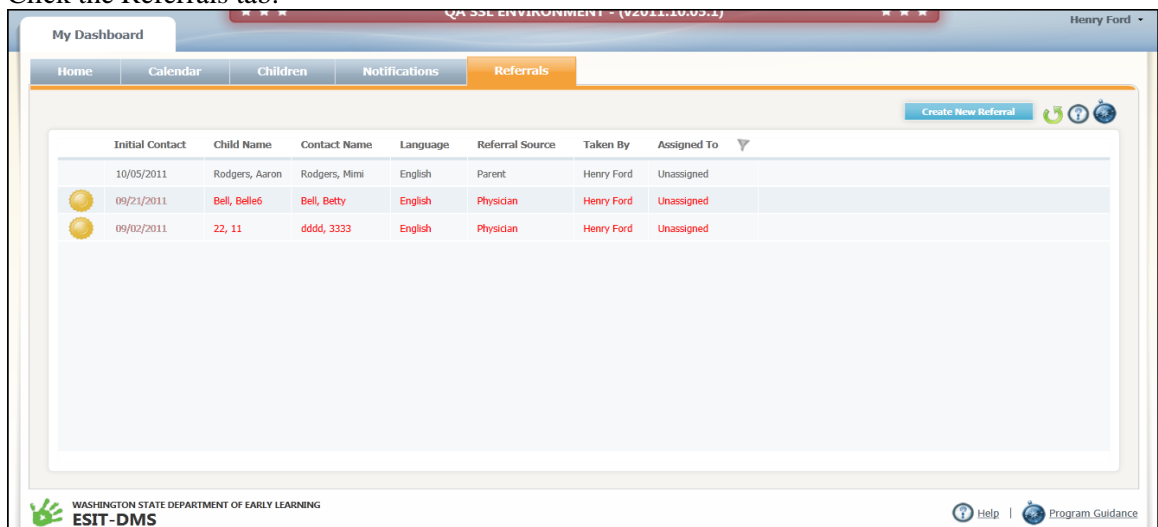
Exercise 1.1: Create a New Referral

Children begin their journey toward Part C services based on a referral from a doctor, parent, child care provider, or other person. This referral must then be documented in the system.

In the old system, you did this on the Intake screen. You had to enter all the data and the child record was created immediately.
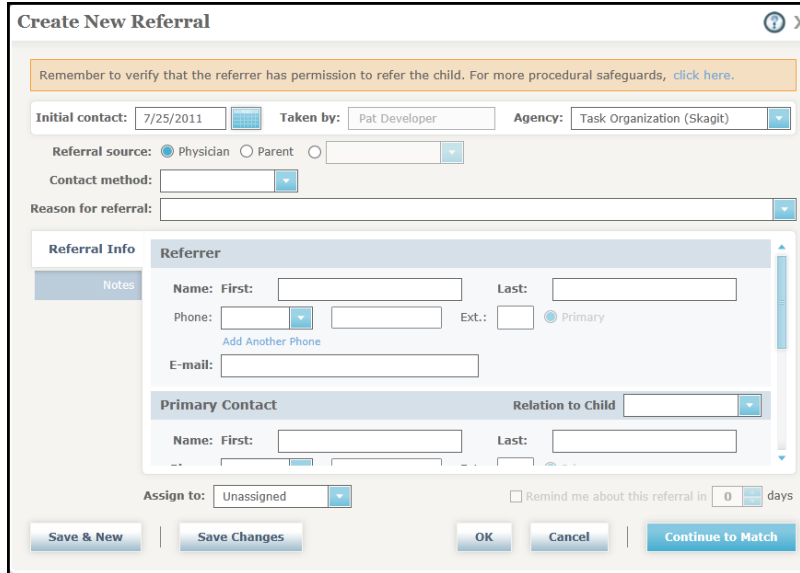
Now all children start first as a Referral. ESIT-DMS leads you through the needed information after that, and you don't necessarily have to finish the referral right away. Follow these steps to create a new referral and save it for later.

1. Log in to your training environment.

2. Click the Referrals tab.

3. Click **Create New Referral**.

4. Ensure the **Initial contact date** (defaulted to today) is correct. If it isn't, enter a new one or select one using the calendar icon.

5. If you belong to more than one agency (and use the same user ID for them), select the applicable one from the **Agency** list.

6. Choose the **Referral source.** Click back and forth between the Physician and Parent sources. Notice that your choice changes the section below slightly and the amount of data that needs to be entered.
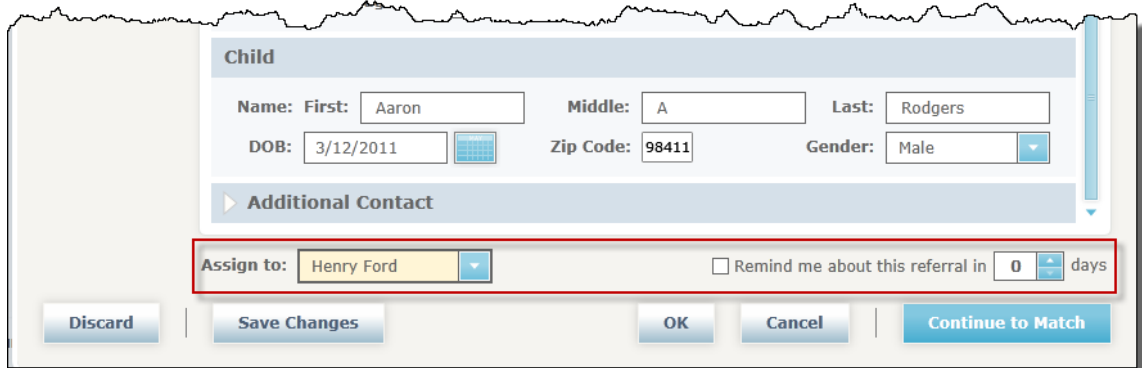
   If it is not a physician or a parent, click the third radio button and select an option from the list. If your referrer is not in the list, select "Other" and enter the source in the resulting box.

7. Select the **Contact method** to describe how the referral came to you.

8. Select the **Reason for referral**.

9. If you chose a **Referral source** of Physician or Other, enter data in the Referrer, Primary Contact, and Child sections. If you chose a Referral source of Parent, enter data in the Primary Contact and Child sections. **Important:** When you are filling out the Child section, use a DOB that makes the child 2 years and 4 months old. This will make later transition planning exercises much easier.

10. Click **OK**. The referral is saved and the window closes. You can now see the referral in your list on the Referrals tab. **Note:** It is not yet a child record.

Exercise 1.2: Update a Referral

Once a referral has been saved to the system (and before the child record is created), you may find that you need to update it with new or changed information. You are now going to update the referral you created earlier.

1. Click the Referrals tab on the Main Dashboard if you are not still there.

2. Double-click the row for the child you created in the previous exercise.

3. Expand the Additional Contact section and fill it out. **Note:** Make sure you choose a **Relation to Child**.

4. At the bottom of the window, assign the referral to yourself by selecting your name from the dropdown.

5. Then set a reminder. Click the **Remind me...** box and enter a number of days. (When that number of days is reached, you will see a notification on the Dashboard - Home tab.)

6. Click **Save Changes**. The referral remains open.

7. If you have time, continue to the next exercise to create the child record.

Exercise 1.3: Convert a Referral to a Child Record (Child Match Process)

Before a referral can be converted into an actual record for a child, the system checks for duplicates. Use the referral you worked on in the first two exercises to see this in action.

1. You should still have the referral from Exercise 1.2 open. If not, click the Referrals tab on the Main Dashboard and double-click that referral.

2. Click **Continue to Match**.

3. The Child Match screen shows the referred child's last name, first name, middle name, date of birth, and gender. Below that, it displays any potential matches. (You may not see

any in your list.)

4. Click **Continue to Child Info**.

5. The system displays a window notifying you that a new record will be created for the child. Click **OK**. The system closes the window, saves the record, and takes you to the Child Info tab of the Child Dashboard. **Important:** You'll be using this record throughout many of the other exercises, so you may want to jot the child's name down.

   Here is a space to do that: _____

Exercise 1.4: Reactivate a Child

It is quite easy to reactivate a child who has been transitioned out of ESIT-DMS, but it will take a bit of maneuvering to set this up in the training environment. First, you'll need to transition a child out of the system so that you can then reactivate him or her.
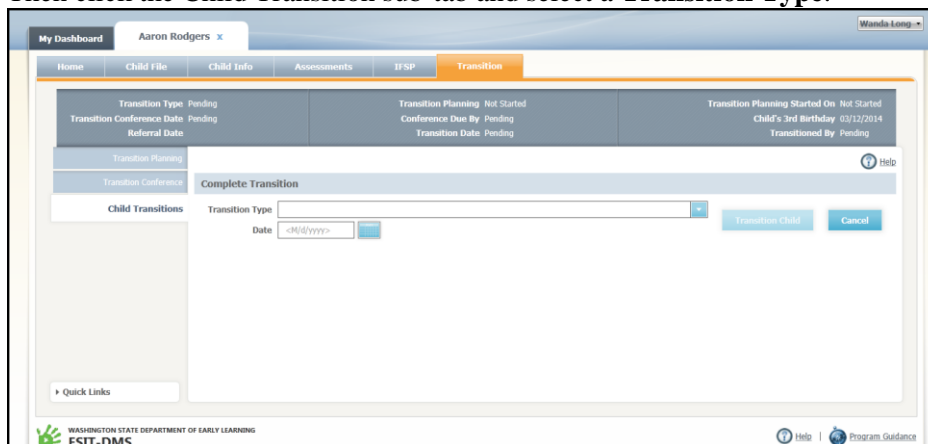
Create the Referral and Child Record

1. Click **Create New Referral** on the Referrals tab of the Main Dashboard.

2. Leave the **Initial contact date** as it is.

3. If you belong to more than one agency, select the applicable one from the **Agency** list.

4. Choose a **Referral source** of Parent.

5. Select a **Contact method**

6. Select a **Reason for referral**.

7. Enter data in the Primary Contact and Child sections. **Important:** In the Primary Contact Section, make sure you select something for **Relation to Child**.

8. Click **Continue to Match**.

9. On the Child Match screen, click **Continue to Child Info**.

10. The system displays a window notifying you that a new record will be created for the child. Click **OK**. The system closes the window, saves the record, and takes you to the Child Info tab of the Child Dashboard.

Transition the Child out of ESIT-DMS

11. Click the Transition tab on the Child Dashboard.

12. Then click the Child Transition sub-tab and select a **Transition Type**.

13. Enter a **Transition Date** or select one using the calendar icon.

14. Click **Transition Child** when you are finished, and then click **OK** in the resulting window. The system transitions the child out of the program.

15. Close the dashboard tab for the child you just transitioned out.

Reactivate the child

The only way children can be reactivated is if they come in through a new referral. **Note:** The ability to reactivate a transitioned child is new from the previous system.

16. Repeat steps 1-8 above to create a referral. **Use the same child name and a different date of birth**.

17. The Child Match screen now displays a possible duplicate that has been transitioned out.

    You can tell by the Reactivate icon ( ) next to it.

18. Rather than continuing with the current referral and creating a duplicate, simply click the **Reactivate** icon next to the child's name.

19. Click **OK** on the resulting screen. The system closes the window, saves the record, and takes you to the Child Info tab of the Child Dashboard.

20. Close the dashboard tab for that child.

Exercise 1.5: Learn about Transfer Requests

In the list of possible duplicates on the Child Match screen, you may see that your child is already in the system but assigned to another FRC. You can tell by the Transfer Request icon ( ) in front of the child's name. That indicates that you can request to have that child moved to your caseload. There are two parts to each transfer request: (1) the request itself, and (2) the response of the current FRC who has the child on his/her caseload.

- In the System Help, search for the term "Request a Transfer" to see what you will have to do to get a child moved onto your caseload.

- Then, search for "Resolve Request Transfer" to see what the other FRC will do to review your request. (You will also follow these steps when you get requests for transfers.)

Chapter 2. Pre-45-day-Clock Data Entry ("Intake")

The goals of this chapter are for trainees to:

- Learn how much data can be entered before starting the 45-day clock (including diagnosis).
- Practice entering that data so the test child has a complete file for later exercises.
- Learn that recording parent interest starts the 45-day clock.

After a referral goes through the matching process and becomes an actual child record, the system automatically brings you to the Child Info tab on the Child Dashboard. While you are on this screen and throughout the Child Dashboard, the three rows at the top (the child banner) give you a constant, at-a-glance view of the child's primary contact phone number, referral date, current age, and status, among other details.
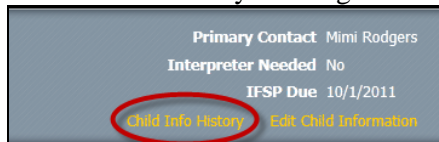
Exercise 2.1: Edit a Child's Information

If you are the child's FRC or a system administrator and the child has not yet transitioned out of the program, you will see a link to **Edit Child Information** in the child banner. Follow these steps to see what you can edit.

1. If you are not already there, select the child you created in *Exercise 1.3: Convert a Referral to a Child Record (Child Match Process)* on page 12 by clicking the name in the Children tab on your own dashboard. You'll be taken to the Child Info tab on the Child Dashboard.

2. Click **Edit Child Information** in the child banner.

3. You can edit anything in the resulting window. For now, just change/add the child's middle name and click **OK**.

4. If you follow steps 3 and 4 tomorrow (the day after the child record is created), you'll see an additional link for **Child Info History**, which displays whenever someone edits the child's information. When you see it, click the link to see the history of changes and then close the window by clicking the red x in the upper right corner.

Note: If you make multiple changes to a child's information in the same day, the history will only show a single entry with the most recent change.

Also Note: You can also see the link to Record Parent Interest in the child banner. Ignore this for now, as you'll do this at the end of this chapter to start the 45-day clock.

Exercise 2.2: Review the Referral sub-tab

This sub-tab displays the details from the child's most recent referral in sections that are collapsed by default. Follow these steps to review each section.

1. Find the child you have been using and navigate to the Child Info tab.

2. On the Referrals sub-tab, review the **Referral Creation** section. The most important information in this area shows the initial contact date, agency, referral source, and the reason for referral.

3. Click the **Primary Contact/Referrer** section(s) to expand it (them). These sections are split into two separate ones when the primary contact and referrer are different people. It shows the first and last name, and gives a link to View Current Child Contacts, which you can click to go directly to the Child Contacts sub-tab.

4. Click the **Additional Contact** section to expand it. This section only appears if an additional contact was entered when the referral was created.

5. Click the **Referral Notes** section to expand it. This area displays any notes that were entered on the referral.

6. Finally, click the **View Referral History** button at the top of the sub-tab to see all the referrals ever submitted for the child.

Exercise 2.3: Enter a Child Contact

Follow these steps to see where you will enter additional child contacts.

1. Find the child you have been using and navigate to the Child Info tab.

2. Click the Child Contacts sub-tab.

3. Because we must know who the child lives with, you have to document this before adding any new contacts. Click **Edit** below the primary contact.

4. On the Edit Primary Contact screen, click the **Child Lives With** box.
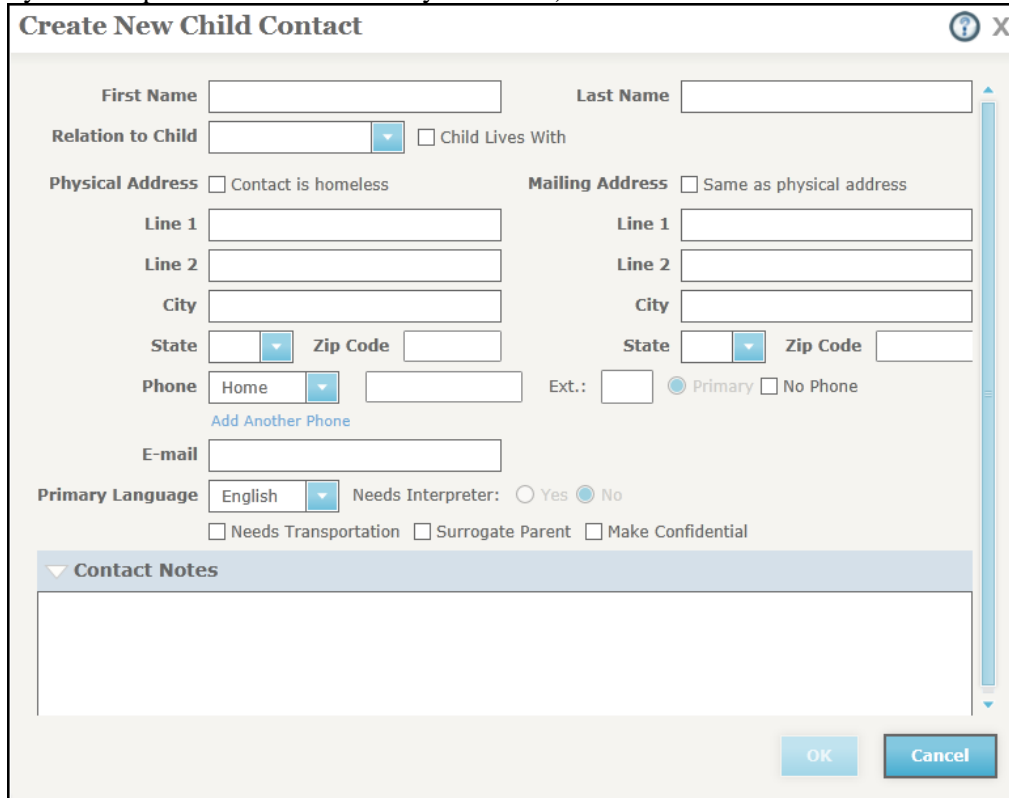
5. Enter an address for the contact and then click **OK.**

6. Now it's ok to add a new contact. Click **Add Another Contact**.

7. Fill out the screen with complete details and click **OK** when you are finished. (See the System Help for more details on any one field.)

8. The system returns you to the Child Contacts sub-tab with your changes displayed.

Exercise 2.4: Enter a Service Provider

Follow these steps to see where you will add service providers to the child's team.

1. Find the child you have been using and navigate to the Child Info tab.

2. Click the Service Area and Providers sub-tab.

3. Click **Add Service Provider**.

4. Since most service providers are already in the system, the first step is to search for the one you need. You can search by any combination of Name, Service, and Organization. For now, make sure the Organization field is defaulted to your own and click **Search**.

5. The list in the bottom of the screen is populated with the providers for your organization.

Add Service Provider

| First Name | | Last Name | |
| Service | | Organization | Boyer LLA |

Clear   Search

Service Providers

Name	Service	Organization	
Amanda Tola	Special Instruction,Transportation a	Early Head Start Agency	Add
Anthony Borde	Resource Coordination	Boyer LLA	Add
Bob Curtis	Family Training, Counseling, and F	Boyer LLA	Add

Cancel

6. Click **Add** next to one of the providers.

7. When the next screen displays, select whether the provider will have a **Role** of "Service Provider" or "Other." Then select the **Access Level** of "Full," "Limited," or "Read Only" and add any **Note** you might have. (For more information on Access Levels, search for that term in the System Help.)

Set Role And Access Level

You have chosen to add Anthony Borde as a Service Provider.
Please select a role and access level for this Service Provider and click OK to add them to the child's team, or click Cancel to select another Service Provider.

Role on Child's Team	
Access Level	
Note	

OK   Cancel

8. Click **OK** when you are done. The system closes the window, adds the provider to the child's team, and displays the provider in the grid on the Service Area and Providers sub-tab.

9. Follow steps 3 – 8 to add one more provider to the child's team. This will come in handy for later exercises when adding people to different teams.

Exercise 2.5: Enter Child and Family Info

Follow these steps to see where you will add information about the child's ethnicity, school district, who lives in the family's home, and any previous therapies the child has received.

1. Find the child you have been using and navigate to the Child Info tab.

2. Click the Child and Family Info sub-tab.

3. Ensure the **Language for Procedural Safeguard Forms** is correct, as all forms generated from the system will use that language.

4. Select the **Child's Primary Language**. If you select "Other," enter the language into the resulting box.

5. Select the **Mother's Education Level**.

6. If the child was referred under the **Child Abuse Prevention and Treatment Act (CAPTA)**, check that box.

7. Answer the question about whether the child is Hispanic or Latino.

8. For the child's race, check all the boxes that apply. At least one race is required.

9. Choose the family's **County of Residence** and **School District**.

10. Enter any details you know about who lives in the home with the child.

11. Enter any information you have about previous evaluations or services the child has received.

12. When you are finished, click **Save**.

Exercise 2.6: Enter Medical Information

Follow these steps to see where you will add details about the child's primary care provider and the child's health.

1. Find the child you have been using and navigate to the Child Info tab.

2. Click the Medical Information sub-tab.

3. Enter the primary care provider's name, address, e-mail address, and phone number. If the provider has another phone, click the **Add Another Phone** link and enter it. **Note:** This section is optional.

4. Expand the Child Health Information bar. After a review of pertinent medical records, enter all the information you have about the child's health, including the birth history, any medical conditions or diagnoses, etc.

5. Answer the question about anything else the child's team should know to provide services for the child and the family.

6. Click the Allergies, Medications and Alerts bar to expand it. Enter all known information about the child's allergies, medications, and medical alerts. If you have no applicable information for an item, enter "None."

7. When you are finished, click **Save**.

Exercise 2.7: Enter Child Routines and Activities

Follow these steps to see where you will add details about what the child does during the day and what the family enjoys, among other information. **Note:** When a section is collapsed, simply click its title bar to expand it.

1. Find the child you have been using and navigate to the Child Info tab.

2. Click the Child Activities sub-tab.

3. Answer the questions about how the child spends the day and with whom.

4. Describe what the child enjoys most.

5. Describe the things the family enjoys, who is involved, and when these activities occur.

6. Answer the question about which activities and relationships are going well.

7. Describe any activities or routines that are difficult for the family.

8. Answer the question about the activities the family does not participate in because of the child's needs.

9. Click **Save** when you are finished.

Exercise 2.8: Enter Family Concerns, Resources, and Priorities

Follow these steps to see where you will record the parent's concerns, current resources, and priorities for the child.

1. Find the child you have been using and navigate to the Child Info tab.

2. Click the Family Concerns sub-tab.

3. If parents didn't want to answer the questions in this section, you could check the box at the top. For this exercise, leave that box unchecked.

4. Enter details about the family's concerns around everyday activities. Summarize what is challenging or difficult for their child and family.

5. Based on those concerns, enter what the family considers to be priorities.

6. Summarize the resources the family already has to meet their child's needs.

7. Document any additional concerns the family has.

8. Click **Save** when you are finished.

Exercise 2.9: Enter Medical Diagnosis
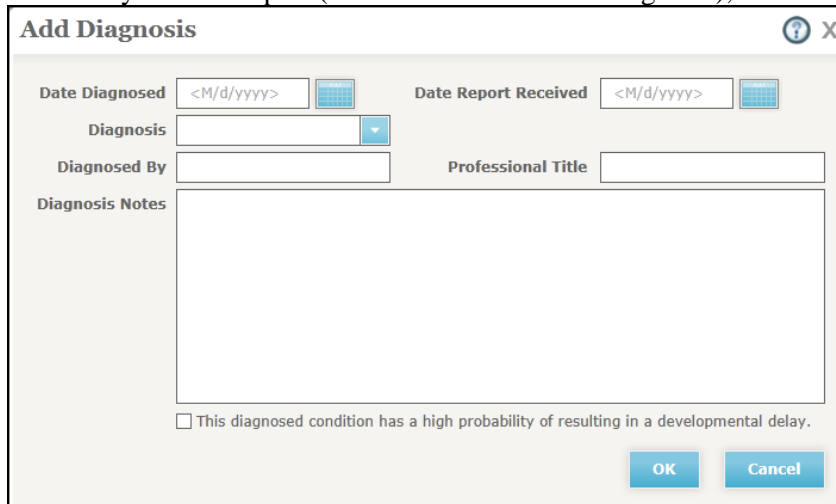
In the previous exercises in this chapter, you filled out the Child Info tab completely without starting the 45-day clock. In this exercise, you will see that you can enter a medical diagnosis for the child before starting the clock, too.

1. Find the child you have been using and navigate to the Assessments tab, Medical Diagnosis sub-tab.

2. Click **Add Diagnosis**.

3. Enter the **Date Diagnosed** or select one using the calendar icon. The date cannot be more than four years in the past (to allow for an in utero diagnosis), nor can it be in the future.

4. Enter the **Date Report Received** or select one using the calendar icon. This date cannot be more than three years in the past, nor can it be in the future.

5. Select the child's **Diagnosis** from the dropdown.

6. Enter the name of the person who diagnosed the child in the **Diagnosed By** field.

7. Then enter the **Professional Title** of that person.

8. Enter any **Diagnosis Notes** you might have. These notes become a permanent part of the child's file that can be read at the diagnosis level or on the All Notes sub-tab of the Child Info tab.

9. Check the "This diagnosed condition has a high probability…" box at the bottom of the screen. When this is selected, the system automatically recognizes the child as eligible to receive Part C IDEA services and sends this information to the Eligibility sub-tab for later use. A banner with the text "This diagnosed condition has a high probability of resulting in a developmental delay" will display beneath the diagnosis on the Medical Diagnosis sub-tab.

10. Click **OK** when you are finished to return to the Medical Diagnosis sub-tab.

Exercise 2.10: Record Parent Interest (Start the 45-Day Clock)

In the previous exercises, you have entered almost all the data that you could without starting the 45-day clock. (You could also add the tests administered to the child if you wanted to.) Follow these steps to record parent interest and start the clock.

1. Find the child you have been using and navigate to the Child Dashboard.

2. Click the **Record Parent Interest** link in the child banner.

3. In the resulting screen, the **Referral Date** defaults to today's date. You can change this if you want, but remember that the 45 days will be counted from this date. **Important:** This date cannot be before the Initial Contact Date, nor can it be a future date.

4. If you have permission over more than one **Service Area**, make sure the correct one is selected.

5. If you have permission over more than one **Assigned Agency**, make sure the correct one is selected.

6. If you have the authority to assign children to **FRCs**, ensure the correct one is chosen. **Important:** If you are an FRC, assign it to yourself so you can use the child in future exercises.

7. Enter comments. These are recorded as a progress note (subject will automatically be "Recording of Parent Interest") and become a permanent part of the child's record.

8. Click **OK** when you are finished. The system:

   ▪ Returns you to your starting point with the Referral Date you entered displaying in the child banner. Assuming the child's third birthday is more than 45 days from the referral date, the status is now set to "Initial IFSP Development."

   ▪ Assigns the child's case to the selected FRC.

   ▪ Creates the Initial IFSP deadline on the child's calendar. The due date is the Referral Date plus 45 calendar days.

   ▪ Creates the Transition Conference deadline on the child's calendar for 90 days before the child's third birthday.

   ▪ Creates the Transition deadline on the child's calendar. This is the same date as the child's third birthday.

   ▪ Because you entered comments in the Record Parent Interest box, saves it as a progress note and puts it at the top of the list on the Progress Notes sub-tab of the Child File tab.

Chapter 3. Testing and Evaluation/Assessment

The goals of this chapter are for trainees to:

- Learn where to enter the tests performed on the child, and then the results of those tests.

- Learn how to attach those tests to the evaluation results.

The system breaks testing documentation into these steps:

- Documenting each normed test, curriculum-based tool, and other method used to assess the child (Testing sub-tab).

- After each test is chosen, entering the results of that test (Testing sub-tab).

- Documenting the participants in each evaluation/assessment (Evaluation and Assessment sub-tab).

- Attaching the results of each test to at least one developmental domain. The percent of the child's developmental delay in given domains helps determine eligibility for the program (Evaluation and Assessment sub-tab).

- Finally, completing the overall evaluation or assessment.

Exercise 3.1: Add a Normed Test and its Results

In the previous chapter, you entered the Medical Diagnosis on the Assessments tab. The exercises in this chapter will take you through the rest of that tab, starting with the Testing sub-tab. It documents the normed tests, curriculum-based tools, and other methods used to assess the child. In this exercise, you'll add a normed test for the child's initial evaluation. **Note:** You can add all the tests you know about <u>before</u> starting the 45-day clock.

Select a Normed Test

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**.
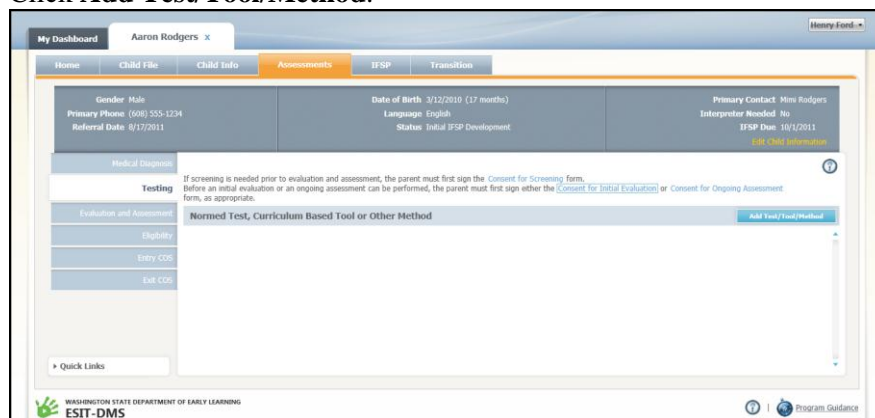
3. When this window displays, all three sections are defaulted to a collapsed view. Click anywhere in the Normed Tests section's title bar to expand it and see more details.
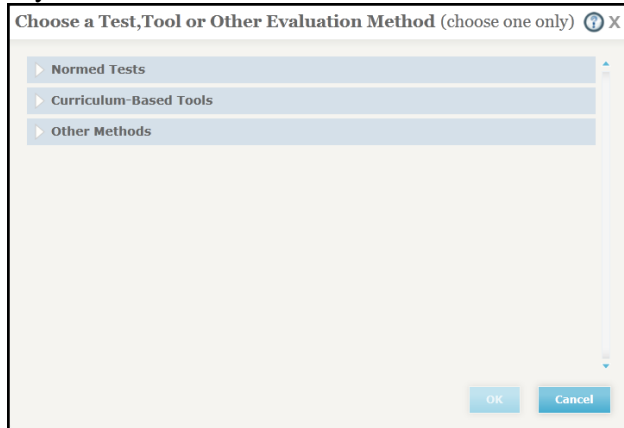
4. Scroll down and select **Developmental Assessment of Young Children (DAYC)**.
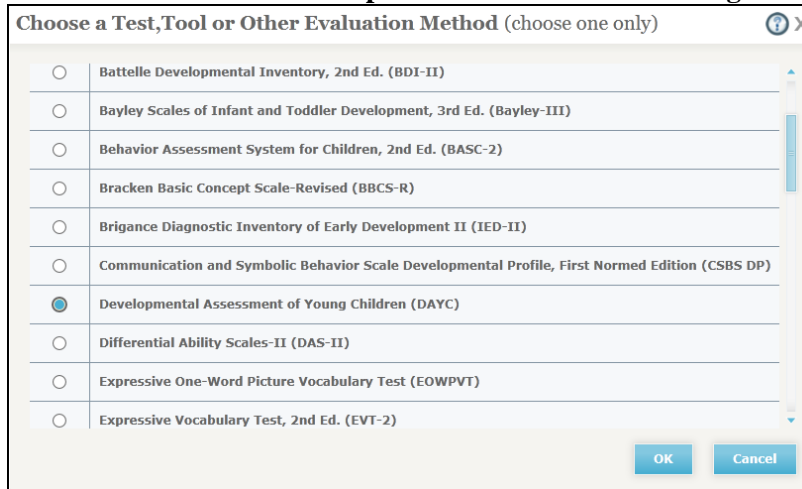
5. Click **OK**.

Enter the Normed Test's Results

The screen that displays next is where you'll enter the results of the DAYC.

6. Enter a person's name in the **Administered By** field.

7. Select a **Date Performed** using the calendar icon. Just like other dates on the Assessments tab, this date cannot be more than three years in the past, nor can it be in the future.

8. Enter "In the office" in the **Location Performed** field.

9. Check the **Cognitive** box.

10. Because this is a normed test, you must enter either the **Percentage Delay** or **Std. Deviation** or both. Enter a percentage delay of 25.

11. Enter notes in the **Present Level of Development** field.

12. Minimize the **Cognitive** section by clicking the title bar.

13. Follow steps 9-12 for these sections: **Adaptive**, **Expressive Communication**, **Social/ Emotional**, and **Physical: Gross Motor**. **Important:** Use a percentage delay of <u>under 25%</u> for these.

14. Click **OK** when you are finished. The system returns you to the Testing sub-tab with your selected test displaying.

Exercise 3.2: Add a Curriculum-Based Tool and its Results

In this exercise, you'll add a curriculum-based tool.

Select a Curriculum-Based Tool

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 Curriculum-Based Tools section's title bar to expand it and see more details.
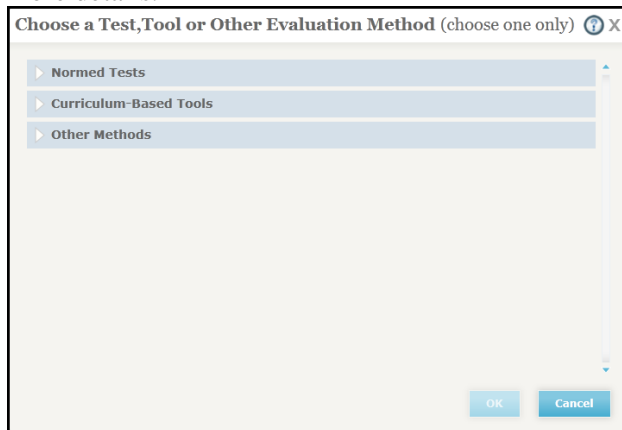
4. Scroll down and select **Transdisciplinary Play Based Assessment**.

5. Click **OK**.

Enter the Curriculum-Based Tool's Results

The screen that displays next is where you'll enter the results of that tool.

6. Enter a person's name in the **Administered By** field.

7. Select a **Date Performed** using the calendar icon.

8. Enter "In the child's home" in the **Location Performed** field.

9. Check the **Social/Emotional** box.

10. Enter notes in the **Present Level of Development** field.

11. Close the **Social/Emotional** section by clicking the title bar.

12. Follow steps 9-11 for **Receptive Communication**.

13. Click **OK** when you are finished. The system returns you to the Testing sub-tab with your selected test displaying.

Exercise 3.3: Add an "Other Method" and its Results

In this exercise, you'll add an "Other Method."

Select 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.
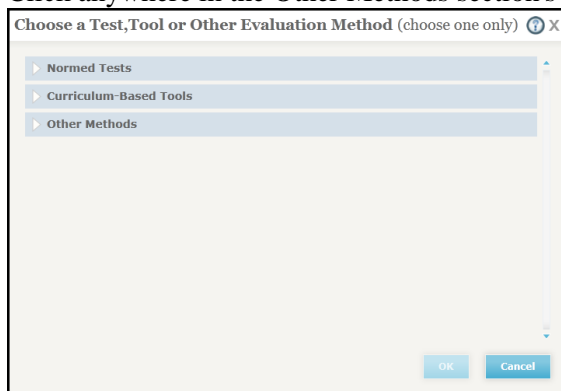
4. Click **Other** and then enter "Clinical Observation" in the resulting box.

5. Click **OK**.

Enter the Results of the Other Method
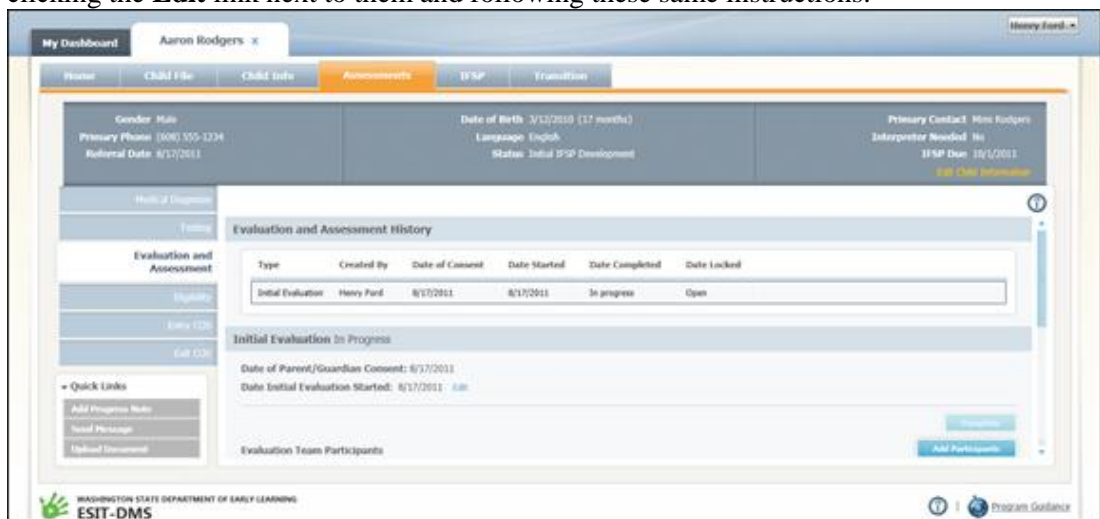
The screen that displays next is where you'll enter the results of that method.

6. Enter a person's name in the **Administered By** field.

7. Select a **Date Performed** using the calendar icon.

8. Enter "In the child's home" in the **Location Performed** field.

9. Check the **Vision**, **Physical: Fine Motor**, and **Hearing** boxes and enter notes in the **Present Level of Development** field for each one.

10. Click **OK** when you are finished. The system returns you to the Testing sub-tab with your entry displaying.

Exercise 3.4: Add Evaluation Participants

The Part C program requires that each person who participated in a child's evaluation be documented before the evaluation can be considered complete. Continue with the child you have been using throughout this chapter and follow these steps.

1. Click the Assessments tab and then the Evaluation and Assessment sub-tab on the Child Dashboard.

2. Click **Begin Evaluation**.

3. At the resulting window, enter both a parental consent date and an evaluation start date or select them using the calendar icons. The system shows you the range of allowed dates.

4. Click **OK** and the system will return you to the Evaluation and Assessment sub-tab to start the evaluation. As long as the evaluation is active, you can change the dates by clicking the **Edit** link next to them and following these same instructions.

5. Click **Add Participants** for the initial evaluation. (You'll see the resulting screen whether you are documenting participants for the initial evaluation or for additional evaluations/assessments. The steps are the same for both.)

6. Review the combined list of the child's active contacts and service providers and their roles.

7. Click the box next to at least one person. To select everyone, click the box next to the Name heading.

8. Click **OK** when you are finished. You'll be returned to the Evaluation and Assessment sub-tab where you can see the selected people listed in the Team Participants area of the screen.
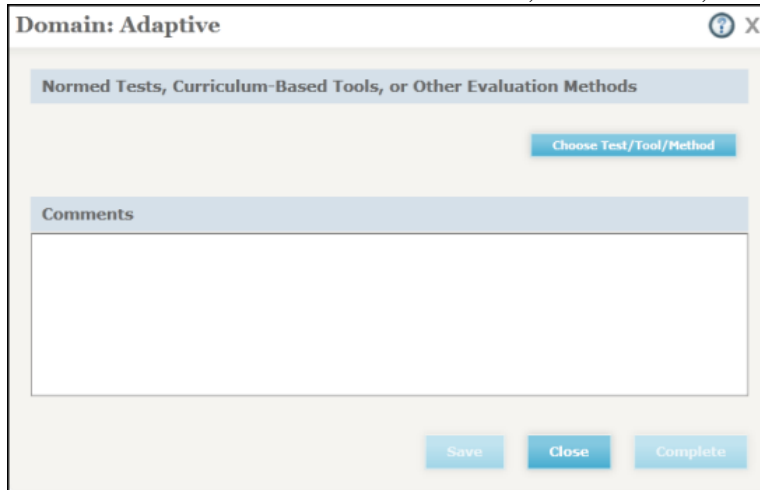
Exercise 3.5: Attach Tests to Results for Each Domain

Now that you have entered all the tests administered to the child and documented their results, you must separately attach results to each of the child's nine developmental domains. Only then can either the initial evaluation or additional evaluation/assessment be considered complete.

Continue with the child you have been using throughout this chapter and follow these steps.

1. If you are not already there, click the Assessments tab and then the Evaluation and Assessment sub-tab on the Child Dashboard.

2. Since this is probably your first time on this screen, click the **Begin Evaluation** button.

3. In the resulting screen, enter the dates for the parental/guardian consent and then the date the evaluation started.

4. Then click **OK**.

5. Once you are on the Evaluation and Assessments sub-tab, scroll down and click the **Not Started** link next to the Adaptive domain.

6. Click the **Choose Test/Tool/Method** button, select **DAYC**, and click **OK**.

7. Enter notes in the Comment box.

8. Click **Save** to save your changes. **Note**: This button is only available when a test, tool, or method has been selected.

9. Then click **Complete** when you are finished editing the domain. The system returns you to the Evaluation and Assessment sub-tab and puts an **Edit** link next to the **Adaptive** 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 a domain. You must click **Complete** to finish the task.

10. Follow steps 2-6 for these domains: **Cognitive**, **Expressive Communication**, **Social/ Emotional**, and **Physical: Gross Motor**.

11. Now you need to attach the results of the Transdisciplinary Play Based Assessment tool to the **Receptive Communication** domain. It's the same process you just went through in steps 2-6. (Click the **Not Started** link, then choose the test, then enter your recommendations, and click the **Complete** button.)

12. Now do the same for the Other method you entered and attach its results to the **Vision**, **Physical: Fine Motor**, **Hearing** domains.

13. Click **Complete**.

14. When you return to the Evaluation and Assessment sub-tab, all domains should now have the word **Edit** next to them. If any of them do not, please make sure they do before continuing to the next exercise.

Exercise 3.6: Mark the Initial Evaluation Complete

Throughout this chapter, you have been working on the child's initial evaluation. The **Complete** button at the top of the Evaluation and Assessment sub-tab was disabled until you added at least one participant and attached data to all nine evaluation domains. Since you just took care of all those requirements with the previous exercises in this chapter, the **Complete** button is now enabled.

Continue with the child you have been using throughout this chapter and follow these steps.

1. If you are not already there, click the Assessments tab and then the Evaluation and Assessment sub-tab on the Child Dashboard.

2. At the top or bottom of the Initial Evaluation section, click the **Complete** button.

3. The system marks the initial evaluation as complete and places it into view-only mode.

You are now ready to determine the child's eligibility.

Chapter 4. Part C Eligibility

The goals of this chapter are for trainees to:

- Discover the three ways a child can be found eligible within the system.
- Learn how to document eligibility in the system.

A child's eligibility for Part C services is recorded on the Eligibility sub-tab of the Assessments tab. There are different pathways to eligibility, including a medical diagnosis that automatically qualifies, results of testing that show specific levels of development delay, or the informed clinical opinion of the eligibility team. Any one of these is enough to make the child eligible.

Exercise 4.1: See Eligibility Due to Medical Diagnosis

Continue with the child you have been using in previous chapters and follow these steps to understand the eligibility determinations.

1. If you are not already there, click the Assessments tab and then the Eligibility sub-tab on the Child Dashboard.

2. Since it's your first time on this sub-tab for this child, click **Enter Eligibility Determination**.

3. Then look at the Eligibility for Part C Services section. The system calculates eligibility based on the child's diagnosis or initial evaluation and checks the appropriate boxes in this section. Because you checked the "High probability of developmental delay" box in *Exercise 2.9: Enter Medical Diagnosis* on page 25, the system calculates that the child is eligible.
Note: It also shows that the child is eligible due to the percent delay greater than 25% you entered in *Exercise 3.1: Add a Normed Test and its Results* on page 29.

Eligibility For Part C Services

The ESIT system has calculated the eligibility determination shown below, based on the evaluation or diagnosis information that was entered for this child.

☑ The child is eligible for Part C Services because he/she has:
  ☑ A 1.5 standard deviation or 25% delay in development in one or more areas:
  ☑ A diagnosed condition that is likely to result in delay in development:
☐ The Child is not eligible for Part C services because he/she does not meet the above criteria.

Exercise 4.2: See Eligibility Due to Developmental Delay

Continue with the child you have been using in previous chapters and follow these steps to understand the eligibility determinations.

1. On the Assessments tab of the Child Dashboard, click the Medical Diagnosis sub-tab.

2. Click the title bar of the current diagnosis to expand it.

3. Click **Deactivate** to change the status of the current diagnosis from "(active)" to "(inactive)." On the resulting window, enter a reason and click **OK**. The system will change the status, and display the deactivation date and reason on the Medical Diagnosis sub-tab.

4. Since you still need a diagnosis for eligibility, select a new one. If you can't remember how, see *Exercise 2.9: Enter Medical Diagnosis* on page 25. **Important:** Just don't click the "This diagnosis has a high probability…" box.

5. Now click the Eligibility sub-tab and look at the Part C Services section. You can see that the child is still eligible, but only now because of the 25% delay.

Eligibility For Part C Services

The ESIT system has calculated the eligibility determination shown below, based on the evaluation or diagnosis information that was entered for this child.

☑ The child is eligible for Part C Services because he/she has:

    ☑ A 1.5 standard deviation or 25% delay in development in one or more areas:

    ☐ A diagnosed condition that is likely to result in delay in development:

☐ The Child is not eligible for Part C services because he/she does not meet the above criteria.

Exercise 4.3: See Eligibility Due to Informed Clinical Opinion

Continue with the child you have been using in previous chapters. Pretend that child is not eligible based on the 25% delay in the Cognitive domain.

1. Scroll down to the Informed Clinical Opinion Summary section. This section is <u>always</u> required. Your opinion should include a synthesis of the information obtained through parent interviews, evaluations, observations, and other assessment data.

2. Because you are pretending the system did not find the child eligible based on a medical diagnosis or delay based on formal test results, check the box that this was the only

method used to determine eligibility.

3. Click **Save** to save your changes.

Exercise 4.4: Complete Eligibility Documentation Process

The Part C program requires that each person who participated in a child's eligibility decision be documented. Continue with the child you have been using throughout this chapter and follow these steps to complete the eligibility documentation.

Add Eligibility Participants

1. If you are not already there, click the Assessments tab and then the Eligibility sub-tab on the Child Dashboard.

2. Click **Add Participants**.

3. Review the combined list of the child's active contacts and service providers and their roles.

4. Click the box next to at least one person. To select everyone, click the box next to the Name heading.

5. Click **OK** when you are finished. You'll be returned to the Eligibility sub-tab where you can see the selected people listed in the Team Participants area of the screen.

Complete Eligibility

6. Now it's time to finalize the child's eligibility. Under the Eligibility for Part C Services section, select **Eligible**.

7. Enter today's date as the **Eligibility Decision Date**.

8. Click **Save** to save your changes.

9. Click the **Complete** button to make the eligibility decision read-only and see the Date Completed and Determination filled in at the top of the screen.

Note: You cannot click the **Complete** button until at least one Eligibility Team participant has been added, text has been entered into the Informed Clinical Opinion Summary, and the Child Eligibility section has selections made.

Chapter 5. Entry COS and Initial IFSP

The goals of this chapter are for trainees to:
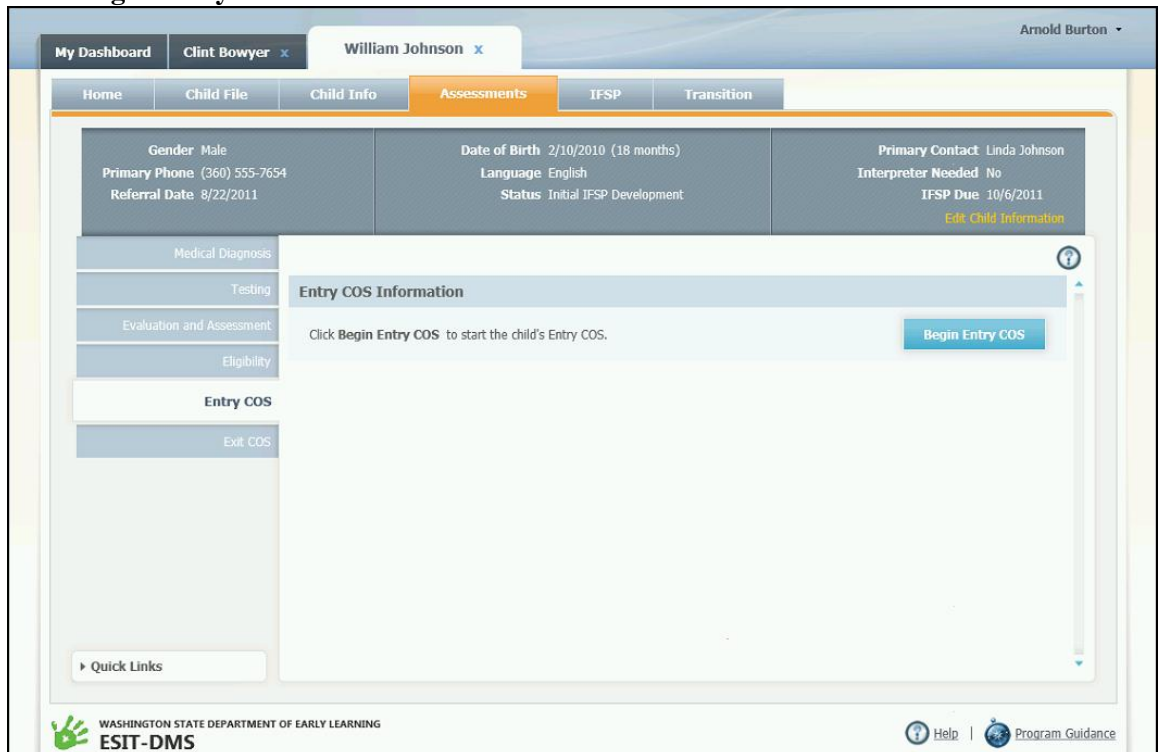
- Learn where to enter child outcome summaries.

- Discover where to document the Part C services.

- Learn how to complete and issue the Initial IFSP.

Note: The child must be found eligible to receive services before you can begin the Entry COS. If the child is 30 months old or older as of the Parent Interest Date, an Entry COS is not required and cannot be performed.

Exercise 5.1: Document Participants for an Entry Child Outcome Summary (COS)

In this exercise you'll begin an Entry COS and select the Entry COS participants. Entry COS participants are those members of a child's team who contribute information for the Entry COS or assist in selecting outcome descriptors.

1. If you are not already there, click the Assessments tab and then the Entry COS sub-tab on the Child Dashboard.

2. Click **Begin Entry COS**.

3. The Entry COS sub-tab is enabled so that you can begin entering information. Begin by selecting the Entry COS participants. Click **Add Participants**.

4. The Add Entry COS Participant dialog box appears, listing all of the members of the child's team. Click the **Add** link to the right of the first team member that you want to add as an Entry COS participant.

5. The Entry COS Activity Level dialog box appears for the team member you selected. Check the boxes corresponding to the team member's assessment activities, and then click **OK**. You must select at least one check box.
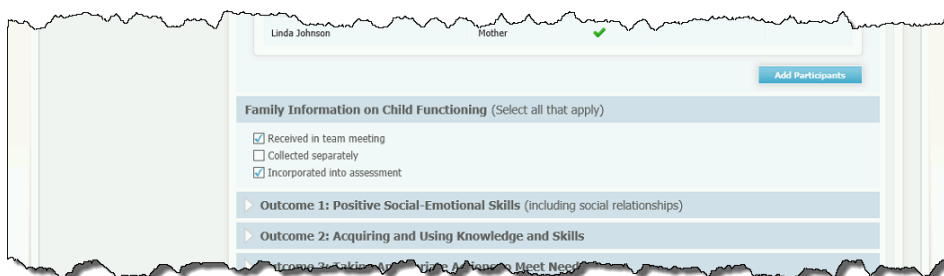
6. If there are more team members who can be selected as participants, the Add Entry COS Participant dialog box reappears. Continue adding participants as needed. The names, roles, and activity levels of the participants you added are shown in the Entry COS Participants section of the Entry COS sub-tab.

7. If you need to edit the activity levels of any of the participants you selected, click the **Edit** link to the right of that participant's row. To remove a child's team member from the participants list, click the red remove icon to the right of the **Edit** link.

Exercise 5.2: Specify Information Provided by the Family

In this exercise you'll select the ways in which information received from the child's family is applied to the child's Entry COS.

1. In the Family Information on Child Functioning section, check the box next to each of the applicable descriptions. You are not required to select any of the descriptions if they do not apply. The available descriptions are:

   - Received in team meeting
   - Collected separately
   - Incorporated into assessment

2. Once you have selected at least one of the descriptions, the **Save** and **Cancel** buttons are enabled. Click **Save** if you want to save your selections now.

Exercise 5.3: Enter Summary for Entry COS Answer

In this exercise, you'll learn how to enter a summary of the child's functioning for the outcome answer you selected. This summary is <u>required</u> for each outcome answer.

1. Next to the **Choose Answer** button, click **Edit Summary of Functional Performance**. The Summary of Functional Performance dialog box appears.

2. In the text box provided, type a summary statement describing the child's current functioning and indicating why the selected outcome answer is appropriate.

3. Click **OK** to close the dialog box and return to the Entry COS sub-tab. To edit the summary you created, click **Edit Summary of Functional Performance** again.

Exercise 5.4: Answer Entry COS Question

You must answer a question and provide additional information for each of three outcome areas:

- Positive Social-Emotional Skills (including social relationships)
- Acquiring and Using Knowledge and Skills
- Taking Appropriate Actions to Meet Needs

Each outcome area has its own expandable section on the Entry COS sub-tab. In this exercise, you'll choose an answer for the question in Outcome 1.

1. Click the header row of the Outcome 1 section to expand it. The question related to this outcome is presented, along with guidance for answering the question. Click **Choose Answer**.

2. The Entry COS – Choose Answer for Outcome 1 Question dialog box appears. Select the descriptor statement that best answers the outcome question. Note that if you select either of the two descriptor statements in the 6-point category, you must complete the descriptor

statement by entering a value in the text box provided.

3. When you have finished selecting a descriptor statement, click **OK**. The dialog box closes, and the descriptor statement you selected is shown as the answer in the Outcome 1 section. If you need to change the answer that you selected, click **Choose Answer** again.

Exercise 5.5: Enter Evidence for Entry COS Answer

In this exercise, you'll learn how to enter evidence supporting the outcome answer you selected. Entering supporting evidence is optional, as you may not always have it; however, you should enter this evidence whenever possible.

1. In the Supporting Evidence area at the bottom of the Outcome 1 section, click **Add Evidence**. The Add Supporting Evidence for Outcome 1 dialog box appears.

2. Expand the **Information Source** list and click the name of the applicable source. If you do not see the specific source for your answer, click "Other."

3. If you selected either "Other" or "Test, Tool or Other Evaluation Method," an additional text box appears. In this box, type the name of the other source, or the name of the applicable test, tool or evaluation method.

4. In the **Date** box, enter the date when this supporting evidence was collected. The date can be from the child's date of birth through either the current date or the child's third birthday, whichever is earlier.

5. In the **Summary of Relevant Results** box, type a summary of the supporting evidence that you selected.

6. Click **OK**. The dialog box closes, and the information source you entered appears in a table format in the Supporting Evidence area. To edit an information source, click the **Edit** link at the right edge of its row. To delete an information source, click the red delete icon to the right of the **Edit** link.

7. You can enter as many pieces of supporting evidence for an outcome answer as are needed. To add another piece of supporting evidence, click **Add Evidence** again.

Exercise 5.6: Complete Additional Entry COS Questions

Once you have selected an answer for the Outcome 1 question, and have entered supporting evidence for and a summary of that answer, repeat the steps from Exercises 5.3 through 5.5 for Outcome 2 and Outcome 3.

Exercise 5.7: Complete the Entry COS

When you are finished documenting the child's outcomes, scroll back to the top of the screen and enter the **Date Accepted by Team**. Then click the **Complete** button.

Once you click the button, the system marks the Entry COS complete, adds the Completion Date to the top of the screen with the date you entered, and places the Entry COS into view-only mode.

Exercise 5.8: Document IFSP Participants

In this exercise, you'll learn how to begin entering information for a new IFSP, including how to select the child's team members who will participate in drafting the IFSP.

1. To begin the Initial IFSP, go to the Summary sub-tab on the IFSP tab. Click **Create Initial IFSP**.

2. On the Summary sub-tab, take note of the IFSP Completion Status section. The section's label displays a yellow warning triangle to indicate that you have not yet entered all of the information required for issuing an IFSP. Click this section's header to expand the section and display a list of the information that you must still provide. Later, when you have finished supplying all of the required information, the yellow warning triangle will
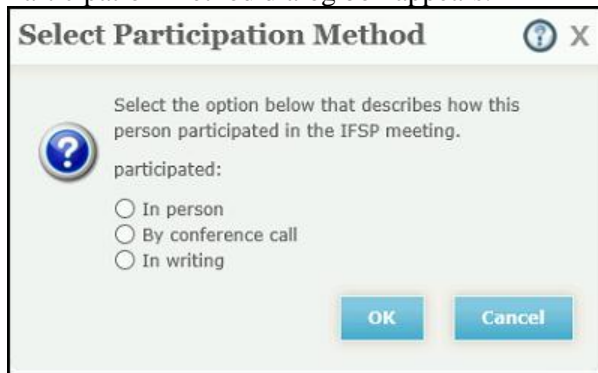
change to a green check mark.
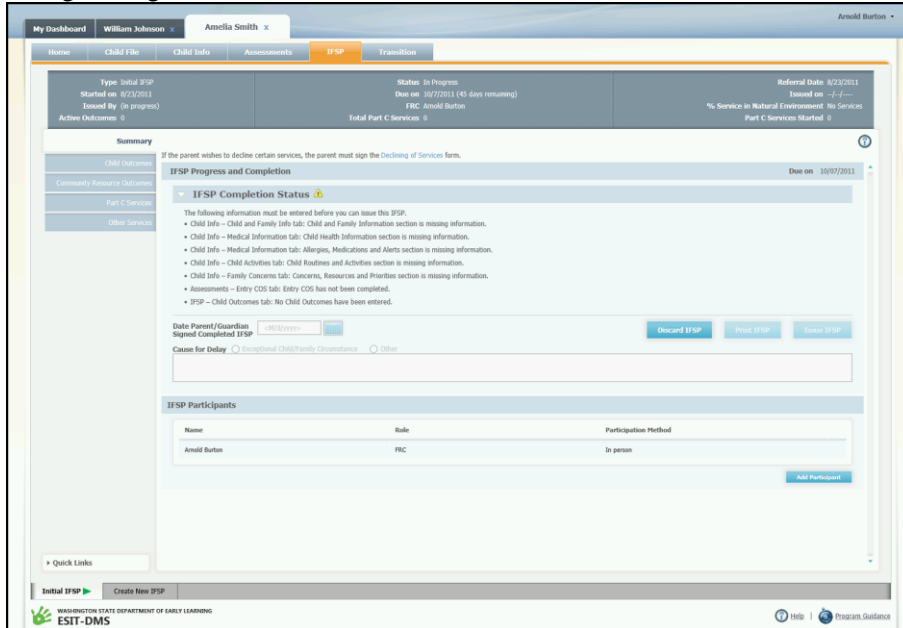
3. Look further down the Summary sub-tab to the IFSP Participants section. Here you will select which members of the child's team will be included as participants in drafting this IFSP. A child's FRC is always a participant by default, so your name, role and participation method are already displayed in the participants table (provided you are viewing this child's record as their FRC). As FRC, your participation details cannot be edited.

4. Click **Add Participant**. The Add IFSP Participant dialog box appears.
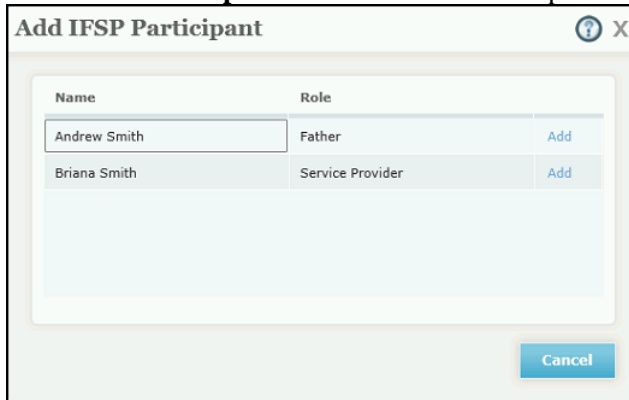
5. Click the **Add** link to the right of the participant whom you want to add. The Select Participation Method dialog box appears.

6. Select the option describing how the person will participate in the IFSP meeting, and click **OK**.

7. If there are more team members who can be selected as participants, the Add IFSP Participant dialog box reappears. Continue adding participants as needed. The names, roles, and participation methods of the participants you added are shown in the IFSP Participants section of the Summary sub-tab.

8. If you need to edit the participation method of any of the participants you selected, click the **Edit** link to the right of that participant's row. To remove a child's team member from the participants list, click the red remove icon to the right of the **Edit** link.

Exercise 5.9: Add Child Outcomes

In this exercise, you'll learn how to add child outcomes to an IFSP. The instructions below assume that you are already on the IFSP tab.

1. Click the Child Outcomes sub-tab and then click the **Add Outcome** button. The Add Outcome #1 dialog box appears.
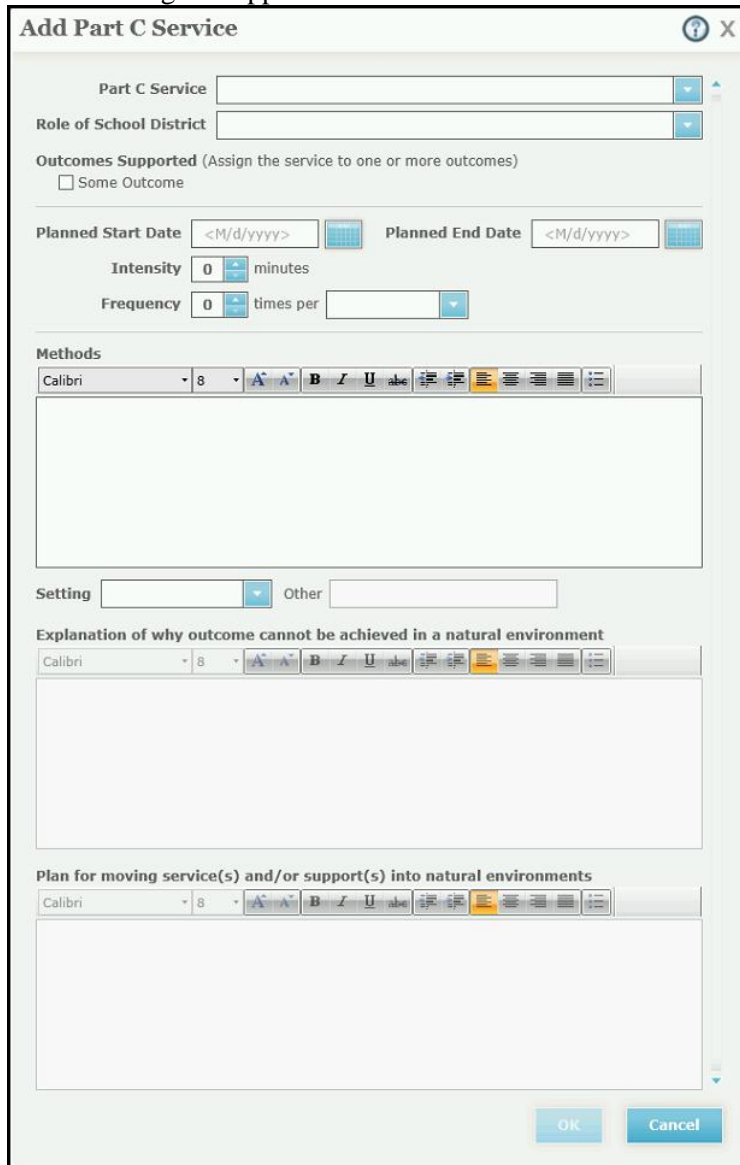
2. In the Add Outcome #1 dialog box, type a description of the outcome in the **Title** field.

3. In the **Start Date** and **Target Date** fields, enter the expected start and completion dates for the outcome.

  - A valid start date is from the current date through the child's third birthday. However, a start date cannot be earlier than the IFSP's issue date, so if you attempt to issue the IFSP with an issue date later than an outcome's start date, you will first have to correct the outcome's start date before you can issue the IFSP.
  - To be valid, a target date cannot be earlier than the start date, or later than the child's third birthday.

4. In the boxes provided, type answers for each of the four questions asked about every child outcome:

- What would the family like to see happen for the child/family?

- What's happening now related to this outcome? What is the family currently doing that supports achieving this outcome?

- What are the ways in which the family and team will work toward achieving this outcome? Who will help and what will they do?

- How will we know we've made progress or if revisions are needed to outcomes or services?

5. When you have finished entering the required information for the child outcome, click **OK**. The dialog box closes, and the outcome you entered is now displayed in its own section on the Child Outcomes sub-tab. To edit this outcome, click its **Edit** button, found at the bottom-right corner of the outcome's section. To discard this outcome, click its red discard icon, located at the right edge of the outcome section's header row.

6. Continue adding at least three more child outcomes for this IFSP (you will need at least four child outcomes to perform the exercises in the next chapter). Click **Add Outcome** to begin adding the next outcome.

Exercise 5.10: Add Part C Services, Funding Sources, and Service Providers

Each child outcome on an IFSP must be supported by at least one Part C service, and each Part C service must in turn have at least one specified funding source and service provider. In this exercise, you'll learn how to add a Part C service to an IFSP, associate it with a child outcome, and enter the remaining required information about the service.

1. Click the Part C Services sub-tab and then click the **Add Service** button. The Add Part C Service dialog box appears.

2. Expand the **Part C Service** list and choose a service.

3. Expand the **Role of School District** list and click the appropriate descriptor of the school district's role in delivering this service:

   ▪ Contracted Federal Source

   ▪ Direct Service Provider/Agency

   ▪ Both a Funding Source and Direct Service Provider

4. Under the Outcomes Supported section, check the box of the child outcome to be supported by this service. If the service will support multiple child outcomes, select each of the applicable outcomes.

5. In the **Planned Start Date** and **Planned End Date** fields, enter the dates when you expect the delivery term of the service to begin and end.

    - To be valid, a start date cannot be earlier than the entered start date of the child outcome it will support. (If a single Part C service supports multiple child outcomes, the Part C service's start date cannot be earlier than the latest of the child outcome start dates.) A start date cannot be later than the child's third birthday.

    - A valid end date cannot be earlier than the Part C service's start date, and cannot be later than the child's third birthday.

6. In the **Intensity** box, type the number of minutes for which the service will be performed each time it is delivered.

7. In the **Frequency** boxes, enter how often the service will be delivered. In the first box, type the number of times the service will be delivered, and then expand the accompanying list and click the appropriate unit of time (Day, Week, Month, Quarter).

    For example, "3 times per Day" or "12 times per Month."

8. In the **Methods** box, type a description of the methods that will be used to deliver the service.

9. Expand the **Setting** list and click the type of setting where the Part C service will be delivered. In almost all cases, this should be either "Home" or "Community-Based."

    In the case where "Other" is the selected setting, you must provide additional information:

    - In the **Other** box, type a description of the other service setting.
    - In the additional two text boxes that become enabled at the bottom of the dialog box, type the information requested by each box.

10. When you have finished entering the required information for the Part C service, click **OK**. The dialog box closes, and the service you entered is now displayed in its own section on the Part C Services sub-tab. To edit the service information you just entered, click the **Edit Service** link at the right edge of the service's section. To discard this service, click its red discard icon, located at the right edge of the service section's header row.

11. Now that you have created the Part C service, you should enter a funding source. Each Part C service is required to have one or more specified funding sources before you can issue the IFSP. Next to the Funding Sources label in the service's section, click the **Edit**

Funding Sources link. The Funding Sources dialog box appears.

12. Check the box for each funding source applicable for the Part C service. If you have an ID number for a selected source, type it in the provided **ID number** box. When you have finished entering funding sources, click **OK**. The dialog box closes and the selected funding sources are displayed in the service's section on the Part C Services sub-tab.

13. Select the service provider who will deliver the Part C service. Next to the Providers label in the service's section, click the **Add Provider** link. The Add Service Provider dialog box appears.
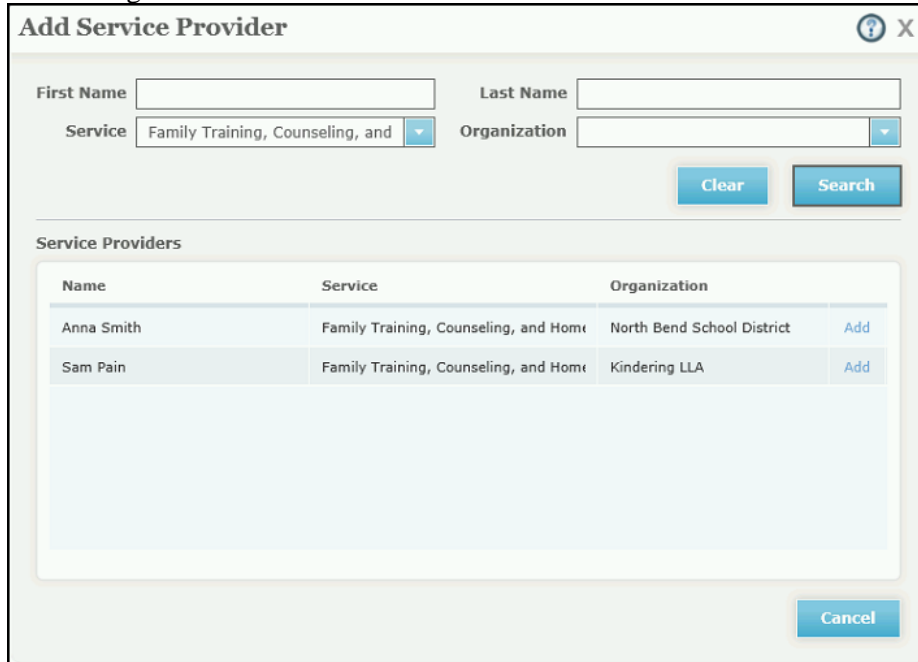
14. In the **First Name** and **Last Name** boxes and **Service** and **Organization** lists, enter as much or as little information is necessary to locate your desired provider. Your organization is pre-selected in the Organization list by default. When you have finished entering your search criteria, click **Search**. The search results are presented in the Service Providers grid.

15. Click the **Add** link to the right of the service provider whom you want to select for this Part C service. The Add Service Provider dialog box closes, and the provider you selected appears in the service's section on the Part C Services sub-tab. To remove a provider from a service, click the **Remove** link to the right of the provider's name.

16. Because you added four child outcomes, you need to add at least four Part C services. Follow steps 1-15 to add three more services.

Exercise 5.11: Issue the IFSP

Once you have finished entering outcomes and services and have provided all of the other required information, and the IFSP has been signed, the IFSP can be issued. In this exercise, you'll learn how to print and issue the IFSP.

1. Click the Summary sub-tab and review the IFSP Completion Status section and ensure that all required information has been entered for the IFSP. If all information has been entered and saved, a green check mark icon appears in the section header. If any required information is missing for the child, you must supply it before you can issue the IFSP.

2. Click **Print IFSP**. In the printing dialog box that appears, select the option to print the full IFSP, and click **Print**.

You would next present the printed IFSP form to the child's parent or guardian for signature. Once signed, you would continue with the next step below.

3. In the **Date Parent/Guardian Signed Completed IFSP** field, enter the IFSP's signature date. **Note:**

   ▪ For an Initial IFSP, the valid date range is from the Referral Date (date when parent interest was recorded) to the current date.

   ▪ For a Review or Annual IFSP, the valid date range is from the previous IFSP's signature date through the current date.
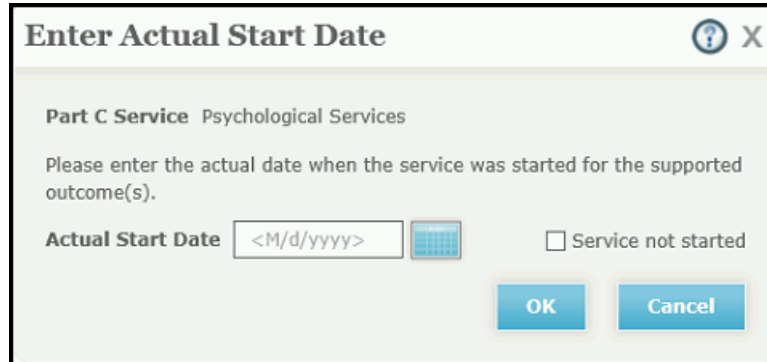
Note: If the signature date is later than the due date for the IFSP, you must select the appropriate "Cause for Delay" option and enter additional information describing the reason for the delay.

4. Click **Issue IFSP**. The "Issued on" date for the IFSP now appears at the right edge of the IFSP Progress and Completion section header. Most of the IFSP-related sub-tabs are now read-only for this IFSP. The exceptions are the Child Outcomes and Community Resources Outcomes sub-tabs, which allow outcomes to be reviewed, and the Part C Services sub-tab, which allows you to enter each service's actual start date. Reviewing outcomes is explained in the next chapter, and starting services is covered in the next exercise below.

Exercise 5.12: Start Part C Services

Once you have issued an IFSP, as the delivery of each of the IFSP's Part C services is started, you will enter the actual start date for each service. In this exercise you'll learn how to enter a service's actual start date.

1. Click the Part C Services sub-tab and then click the header row of the desired service's section to expand it (if it is not already expanded).

2. Click the **Enter Actual Start Date** link. The Enter Actual Start Date dialog box appears.

3. In the **Actual Start Date** box, enter the date when delivery of this service started. A service must be started within 30 days of its planned start date. If the start date you enter

is more than 30 days later than the service's planned start date, the dialog box indicates that the service was started late, and you must specify the reason for the late start.

If the service was not started, instead of entering a start date you must select the Service not started check box, and then specify the reason why the service did not start.

Note: Service start dates can be entered either before or after you begin creating the next IFSP, but you must enter a start date for each service on the current IFSP before you can issue the next IFSP. However, *when* you enter the start date – i.e., before you begin creating the next IFSP, or after – can affect how the service is depicted on federal reporting. Since services support child outcomes, if a particular child outcome is continued from one IFSP to the next (covered in the next chapter), its supporting service will be continued as well. A continued service will be reflected in one of two ways on a federal report:

- If a service's actual start date is entered <u>before</u> you begin creating the next IFSP, and the child outcome supported by that service is continued on the next IFSP, that service will be counted on federal reports as a continuation of the previous service.

- If a service's actual start date is entered <u>after</u> you begin creating the next IFSP, and the child outcome supported by that service is continued on the next IFSP, that service will be counted on federal reports as a new (though identical) service.

Chapter 6. IFSP (Review/Annual)
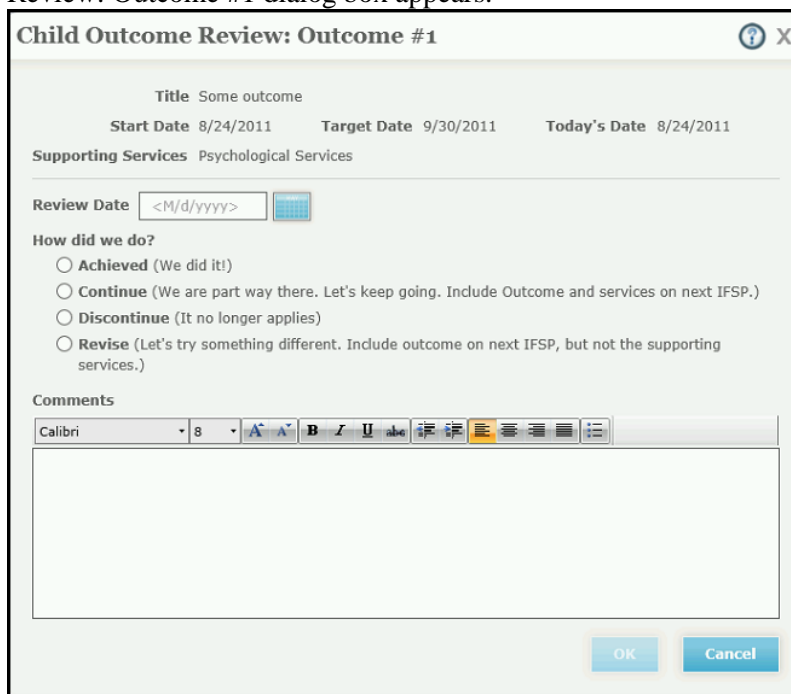
The goals of this chapter are for trainees to:

- Learn how to review the effectiveness of the current IFSP.

- Carry over some/all/no data to the next IFSP (Review or Annual).

Exercise 6.1: Review the Previously Issued IFSP's Outcomes

In the last few exercises of the previous chapter, you entered several child outcomes and supporting Part C services for an Initial IFSP, and then issued the IFSP. In this exercise, you'll learn how to review the child outcomes from that IFSP and decide which ones to carry forward to the next IFSP.

1. On the IFSP tab, click the Child Outcomes sub-tab.

2. Begin reviewing the first child outcome from the IFSP. To do this, on the header row of the first child outcome listed, click the **Enter Outcome Review** link. The Child Outcome Review: Outcome #1 dialog box appears.

3. In the **Review Date** box, type the date when you reviewed the outcome. Valid dates are from the IFSP's issue date through the current date.

4. In the "How did we do?" section, select the appropriate review option. The four available options are:

   - **Achieved** – The goal of the outcome was met. The outcome will not be carried forward to the next IFSP.

   - **Continue** – The goal of the outcome was met partially, and you want to continue towards it on the next IFSP. The outcome and its supporting services will be carried forward to the next IFSP.

   - **Discontinue** – You do not want to pursue this outcome any further. The outcome will not be carried forward to the next IFSP.

   - **Revise** – You still want to pursue the outcome, but not via the same services. The outcome will be carried forward to the next IFSP, but its supporting services will not.

   You should have created at least four outcomes in *Exercise 5.9: Add Child Outcomes* on page 52, so select any of the four review options here; you will select one of each by the time you complete this exercise.

5. In the **Comments** box, type your comments about the outcome you are reviewing, such as a justification of the review option you selected.

6. Click **OK**. The dialog box closes and returns you to the Child Outcomes sub-tab.

7. Repeat the above steps for each of the additional child outcomes on the IFSP. Be sure to select each one of the outcome review options at least once. This way, you will be able to see the result of each of the four options when you create the next IFSP.

Note: Community resource outcomes (entered on the Community Resource Outcomes sub-tab) are reviewed in the same fashion as child outcomes. For more information about reviewing these outcomes, refer to the online help.

Exercise 6.2: Begin the Next IFSP

Now that you have reviewed the outcomes from the previous IFSP, you can begin creating the next IFSP, which is either a Review or Annual IFSP. In this exercise, you'll see how your selected outcome reviews affect the outcomes you entered on the previous IFSP.

1. At the bottom of the IFSP tab, click **Create New IFSP**.

2. The New IFSP dialog box appears. The dialog box informs you of the type of IFSP you are creating, along with the IFSP's due date. It also indicates which outcomes are being carried forward from the previous IFSP, and provides a reminder to review the information on the Child Info and Assessments tabs to ensure that it is still up to date. Read the information presented, and click **OK** to close the dialog box.

3. Click the Child Outcomes sub-tab. You will see that only those outcomes for which you selected either "Continue" or "Revise" are displayed. Any outcome that had a review of "Revise" will need to have a Part C service associated with it.

4. Click the Part C Services sub-tab. You will see that only those services supporting outcomes for which you selected "Continue" are displayed.

5. To continue configuring the new IFSP, proceed with the steps you have learned in previous exercises.

Chapter 7. Exit COS and Transition

The goals of this chapter are for trainees to:

- Learn where to enter exit child outcome summary.

- Learn how to transition cases in different statuses.

Exercise 7.1: Document Participants for an Exit COS

The Part C program requires that each person who participated in the exit outcome summary be documented, just like in the entry outcome summary. Unlike other areas where you document participants, though, this one requires that you document each person's involvement, too.
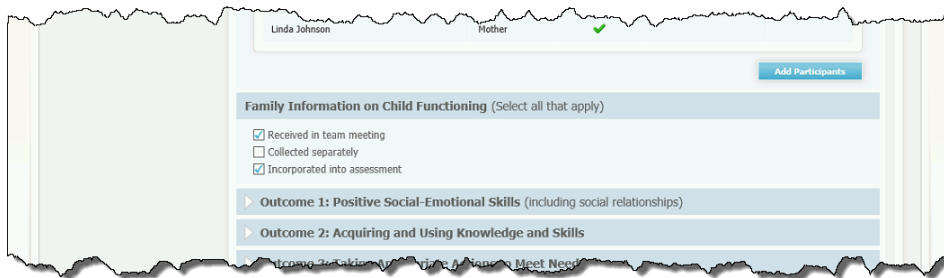
Continue with the child you have been using throughout the previous chapters and follow these steps. (This will look almost identical to what you did in *Exercise 5.1: Document Participants for an Entry Child Outcome Summary (COS)* on page 44.)

1. If you are not already there, click the Assessments tab and then the Exit COS sub-tab on the Child Dashboard.

2. Click **Begin Exit COS**.

3. Click **Add Participants**.

4. Review the combined list of the child's active contacts and service providers and their roles.

5. Click **Add** next to a person you want to add.

6. The system displays a small window to qualify the participant's activity level in the preparing the Exit COS. Check one or both boxes and click **OK** when you are finished. The system returns you to the list of active contacts and service providers so you can choose another if needed.

   - **Note:** When the score is <u>higher</u> than the same outcome for the child's Entry COS, the system returns you to the Exit COS sub-tab. Your answer will be displayed, as well as an additional one that confirms the child has made progress.

   - **Also Note:** When the score is the <u>same as or lower</u> than the same outcome for the child's Entry COS, the system will display a box with an additional question about whether the child has shown any improvement. Answer that question and click **OK**. The system then returns you to the Exit COS sub-tab.

7. Follow steps 3 - 6 until you are done adding COS participants and then close the Add window. The system returns you to the appropriate COS sub-tab where you can see the resulting list of participants and what they contributed (based on what you selected).

Exercise 7.2: Specify Information Provided by the Family

In this exercise you'll select the ways in which information received from the child's family is applied to the child's Exit COS. This will look similar to *Exercise 5.2: Specify Information Provided by the Family* on page 46.

1. In the Family Information on Child Functioning section, check the box next to each of the applicable descriptions. You are not required to select any of the descriptions if they do not apply. The available descriptions are:

   ▪ Received in team meeting

   ▪ Collected separately

   ▪ Incorporated into assessment

2. Once you have selected at least one of the descriptions, the **Save** and **Cancel** buttons are enabled. Click **Save** if you want to save your selections now.

Exercise 7.3: Enter Summary for Exit COS Answer

In this exercise, you'll learn how to enter a summary of the child's functioning for the outcome answer you selected. This summary is required for each outcome answer.

1. Next to the **Choose Answer** button, click **Edit Summary of Functional Performance**. The Summary of Child Functioning dialog box appears.

2. In the text box provided, type a summary statement describing the child's current functioning and indicating why the selected outcome answer is appropriate.

3. Click **OK** to close the dialog box and return to the Exit COS tab. To edit the summary you created, click **Edit Summary of Functional Performance** again.

Exercise 7.4: Answer Exit COS Question

You must answer a question and provide additional information for each of three outcome areas:

- Positive Social-Emotional Skills (including social relationships)
- Acquiring and Using Knowledge and Skills
- Taking Appropriate Actions to Meet Needs

Each outcome area has its own expandable section on the Exit COS tab. In this exercise, you'll choose an answer for the question in Outcome 1. This Exercise should remind you of *Exercise 5.3: Enter Summary for Entry COS Answer* on page 47.

1. Click the header row of the Outcome 1 section to expand it. The question related to this outcome is presented, along with guidance for answering the question. Click **Choose Answer**.

2. The Exit COS – Choose Answer for Outcome 1 Question dialog box appears. Select the descriptor statement that best answers the outcome question. Note that if you select either of the two descriptor statements in the 6-point category, you must complete the descriptor statement by entering a value in the text box provided.

3. When you have finished selecting a descriptor statement, click **OK**. The dialog box closes, and the descriptor statement you selected is shown as the answer in the Outcome 1 section. If you need to change the answer that you selected, click **Choose Answer** again.

Exercise 7.5: Enter Evidence for Exit COS Answer

You have the option to enter evidence for Exit COS answers just as you do for Entry COS answers. You practiced this in *Exercise 5.5: Enter Evidence for Entry COS Answer* on page 48.

If you would like to do it again for this Exit COS answer, return to that exercise. The steps are exactly the same.

Exercise 7.6: Complete Additional Exit COS Questions

Once you have selected an answer for the Outcome 1 question, and have entered supporting evidence for and a summary of that answer, repeat the steps from Exercises 7.3 through 7.5 for Outcome 2 and Outcome 3.

You have now completed the work necessary on the Assessments tab for the current IFSP.

Exercise 7.7: Complete the Exit COS

When you are finished documenting the child's outcomes, scroll back to the top of the screen and enter the **Date Accepted by Team**. Then click the **Complete** button.
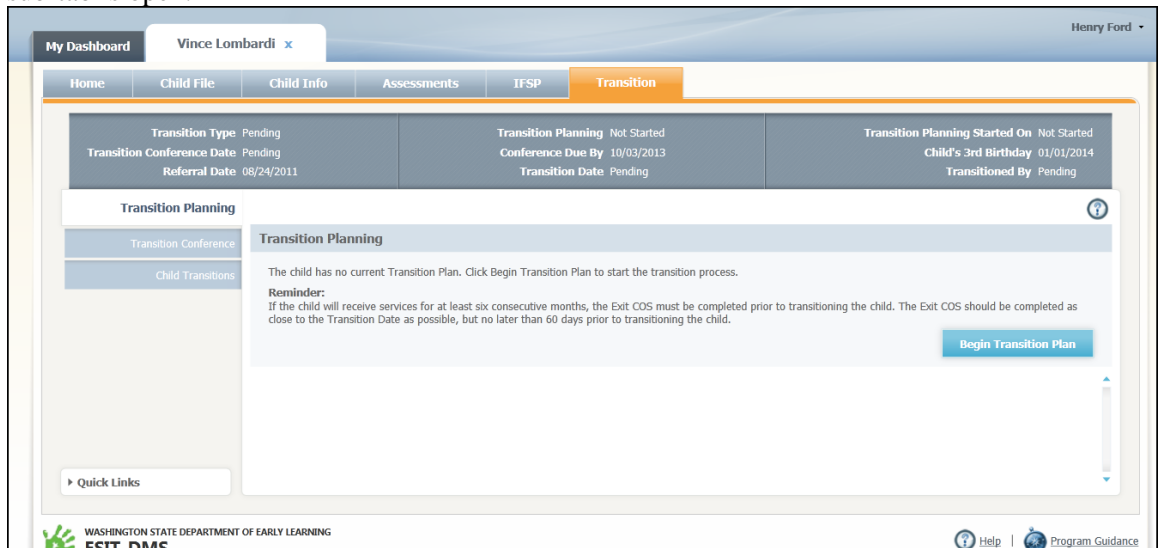
Once you click the button, the system marks the Exit COS complete, adds the Completion Date to the top of the screen with the date you entered, and places the Exit COS into view-only mode.

Exercise 7.8: Begin Transition Planning

Children who have completed their time in the program need to be transitioned out. Since that can happen at any time, this sub-tab is always available after a child's eligibility has been confirmed.

In this exercise, you will continue with the child you have been using in previous chapters and assume the child is getting ready to transition out of the Part C program. Follow these steps to begin to plan the transition.

1. If you are not already there, click the Transition tab. You will see the Transition Planning sub-tab is open.

2. Since it's your first time on this sub-tab for this child, click **Begin Transition Plan**.

3. The next step is to enter priorities and goals for the child's transition. Click **Enter Priorities and Goals**. On the resulting screen, simply enter text around the family's goals

for the child's transition out of the Part C program.

4. Click **OK** when you are finished and the system will return you to the Transition Planning sub-tab with your entry displayed.

5. In the Planning Steps section, you'll see eight topics to discuss and plan for with the child's parents. For Step 1, click the **Complete Step** button.

6. Enter the dates (or select them using the calendar icon) that the parental discussion was initiated and then completed. The dates cannot be after the child's third birthday.

7. Select the **Role of the Person Responsible** for implementing the action steps. If you choose "Other," enter text to specify the role.

8. Enter the action steps needed to plan for this particular aspect of the child's transition.

9. Click **OK** when you are finished. The system returns you to the Transition Planning sub-tab with your entered data displayed in the appropriate step's section.

10. The follow steps 5-9 above to complete the planning areas in the rest of the Planning Steps section.

Exercise 7.9: Document the Transition Conference

If a child has been in the program longer than 90 days before his or her third birthday <u>and</u> the third birthday is less than nine months away, a transition conference is required. Continue with the child you have been using throughout this chapter and follow these steps to document the Transition Conference.

Document Transition Conference

1. If you are not already there, click the Transition tab and then the Transition Conference sub-tab on the Child Dashboard.

2. Assume that the parents agreed to the conference and click **Conference Was Held**.

3. In the resulting window, enter the date (or select it using the calendar icon) that the parents agreed to the transition conference. **Note:** This is the date the parents signed the Confirmation of Individualized Family Service Plan (IFSP) Schedule form.

4. Enter the actual date of the transition conference.

5. Click **OK** when you are finished. The system returns you to the Transition Conference sub-tab and displays your entered information. It also removes the transition conference deadline task from the Dashboard - Home tab.

Add Transition Conference Participants

6. The next step is to document the people who participated in the transition conference. Click **Add Participants**.

7. In the resulting window, review the combined list of the child's active contacts and service providers and their roles.

8. Click the box next to each person involved with the meeting. To select everyone, click the box next to the Name heading.

9. Click **OK** when you are finished. You'll be returned to the Transition Conference sub-tab where you can see the selected people listed in the Conference Participants area of the screen.
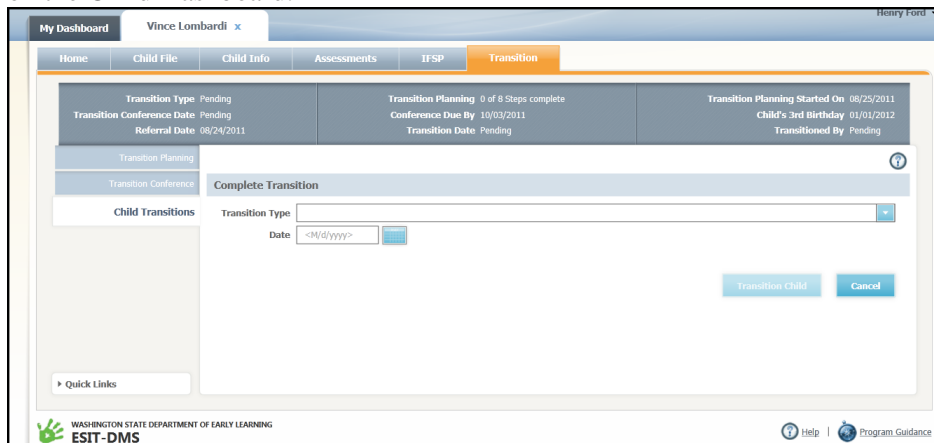
Document Each Transition Step

10. Finally, you need to answer several questions about the transition meeting and its goals. For Step 1, click **Complete Step**.

11. In the resulting screen, enter the dates that the action steps were initiated and then completed. The dates cannot be after the child's third birthday.

12. Select the role of the person responsible for implementing the action steps. If you choose "Other," enter text to specify the role.

13. Enter the action steps needed to complete this particular aspect of the child's transition.

14. Click **OK** when you are finished. The system returns you to the Transition Conference sub-tab with your entered data displayed in the appropriate step's section.

Exercise 7.10: Transition the Child Out

The final step in transitioning the child out of the Part C program, once all meetings have been held and actions have been completed, is to simply complete the transition. Continue with the child you have been using throughout this chapter and follow these steps to complete the Transition.

1. If you are not already there, click the Transition tab and then the Child Transition sub-tab on the Child Dashboard.

2. Select the **Transition Type**.

3. Enter the date the child transitioned out.

4. Click **Transition Child** to complete the process, and then click **OK** in the resulting window. The system:

   ▪ Transitions the child out of the program according to the transition type you selected.

   ▪ Sets the child's status to "Transitioned."

   ▪ Removes any existing IFSP deadlines from the child' calendar (and thus your Dashboard - Home tab).

   ▪ Returns you to the Child Transition sub-tab, which now shows the completed transition as a "Previous Transition."

Note: For a variety of reasons, children may have multiple transitions before their third birthday. All completed previous transitions for a child are listed on this sub-tab.
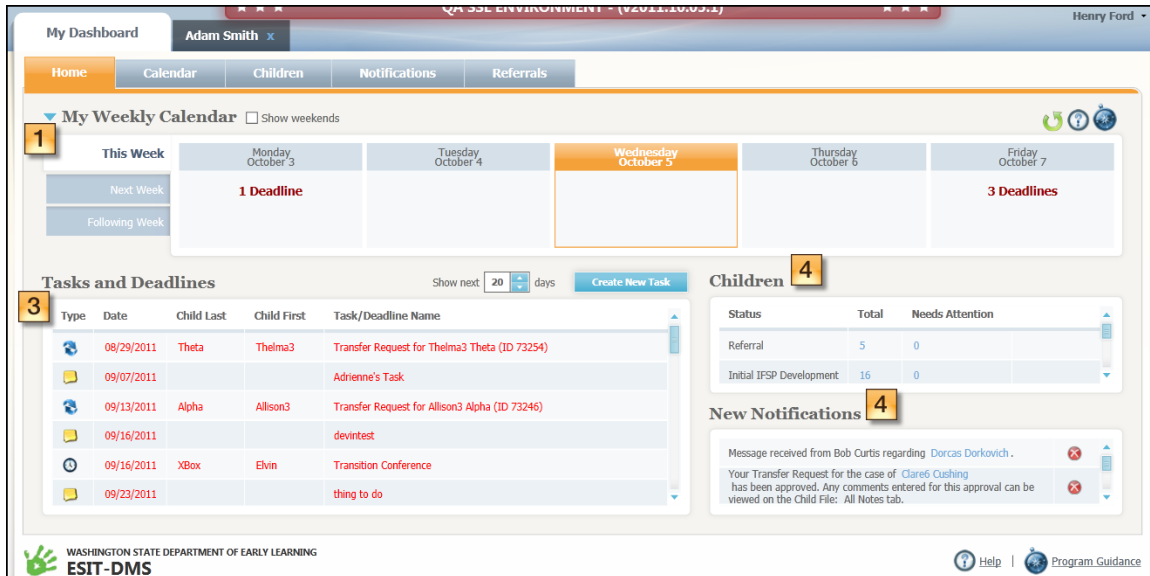
Chapter 8. Other Useful Tasks Not Covered Elsewhere

The goals of this chapter are for trainees to learn application tasks not covered in other chapters.

Exercise 8.1: Create a Task (Main Dashboard)

The Home tab of the Dashboard is the main, high-level view into your current caseload and upcoming tasks.

Each screen region contains links that can quickly take you to the associated areas of the system. The four regions are:

1. **My Weekly Calendar.** Displays deadlines, meetings, and to do's for each day of the selected week.

2. **Tasks and Deadlines.** Shows a scrollable list of upcoming tasks, their dates, and their associated children.

3. **Children.** Shows the number of children assigned to you with cases in the statuses of Referral, Initial IFSP Development, IFSP Review, Annual IFSP, and Transition Planning.

4. **New Notifications.** Displays your system-generated notifications for things like new referrals assigned to you and reminders of upcoming tasks and events.

In this exercise, you will create a both a personal task and a task associated to a child.

Create a Personal Task

1. On the Dashboard – Home tab, click the **Create New Task** button above the Tasks and Deadlines list.

2. In the resulting screen, you can set up tasks for yourself, or tasks related to a specific child. Select the **Task Type** of "To Do."
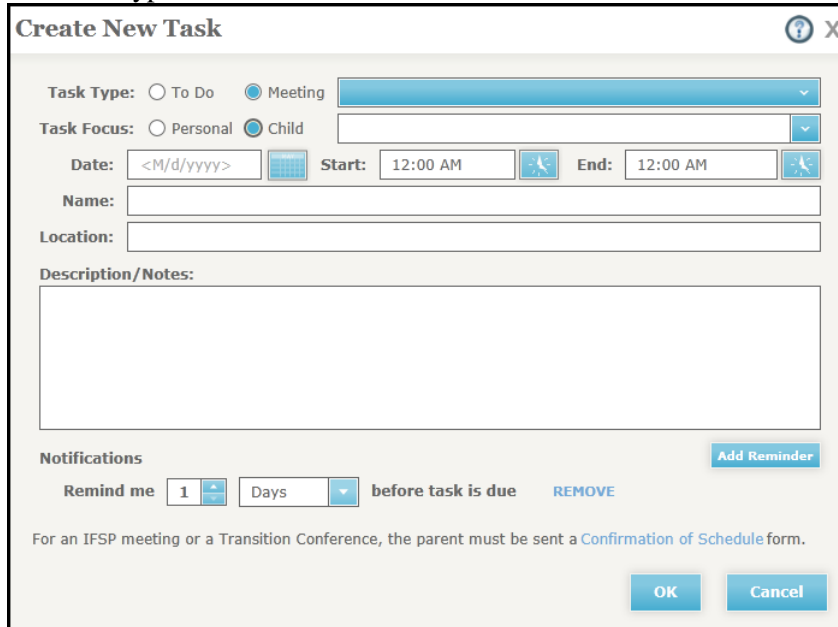
3. Select a **Task Focus** of "Personal."

4. Select a **Date Due** for seven days from today.

5. Give your task a **Name**.

6. Enter any notes to help describe the task.

7. Click **Add Reminder**.

8. In the resulting row, enter a "6" and then select "Days." This will give you a reminder on your Dashboard – Home tab tomorrow, which will be 6 days before the task's due date. **Note:** You can add up to five reminders for any given task as long as they are each at least one day before the event.

9. Click **OK**. The system returns you to the Dashboard – Home tab where you can see your task listed in the My Weekly Calendar section for next week. (Click the Next Week sub-tab.) The task also displays on the Calendar tab.

   If you want to wait until tomorrow before continuing this exercise, you will see that the reminder you set displays in the New Notifications section of the Home tab <u>and</u> on the Notifications tab.

Create a Child-Related Task

10. Once again, click the **Create New Task** button above the Tasks and Deadlines list on the Dashboard - Home tab.

11. In the resulting screen, select the **Task Type** of "Meeting."

12. Select a **Task Focus** of "Child." Notice that the system gives you new boxes to fill in for the Task Type and the Task Focus.
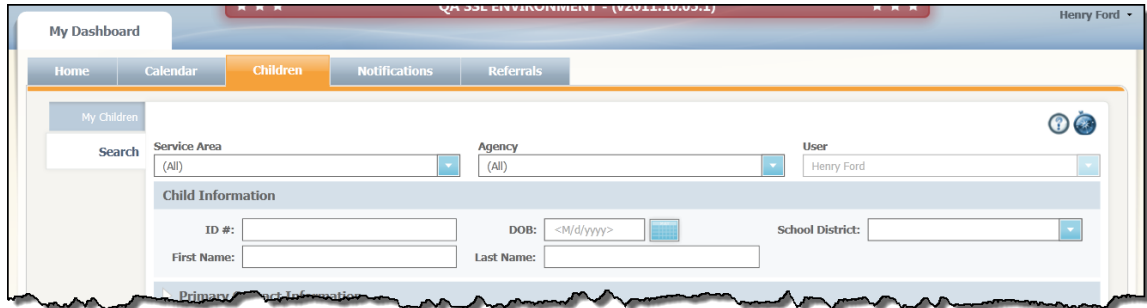
13. For the **Task Type**, select the type of meeting from the dropdown.

14. For the **Task Focus**, choose one of your children's names from the dropdown.

15. Enter tomorrow's **Date**, **Start** and **End** times, a **Name** for the meeting, and its **Location**.

16. Enter any notes to help describe the meeting. These notes become a part of the child's file that can be read at the task level or on the All Notes sub-tab of the Child Info tab.

17. Click **OK**. The system returns you to the Dashboard – Home tab where you can see your meeting listed in the My Weekly Calendar section for next week. The task also displays on the Calendar tab <u>and</u> on the Child's Dashboard – Home tab.

For extra credit, you can go the Child's Dashboard – Home tab and set up tasks and meetings for that child right from there. The steps are fairly similar, except that the child's name is locked and you can't create any personal tasks.

Exercise 8.2: Search for a Child Record

If you have quite a large caseload, you may find it faster to search for a child than to scroll through the list on your Children tab. The Search screen allows you to quickly find a specific child, even if that child is no longer active in the system. Follow these steps to search for a child.

1. From your dashboard, click the Children tab.

2. Then click the Search sub-tab.

3. Notice that the **Service Area**, **Agency**, and **User** fields are pre-populated with your information. You can only change these values if you have the proper authority. If you do have that authority, change the **User** field to "(All)."

4. If you knew the child's ID, you could enter it into the **ID #** field. If you don't have the ID, however, you can search for a child using one or a combination of the remaining fields. And if you believe the child has been transitioned out, click the **Include Transitioned (Inactive) Children** box to return those children in your search results.

   Click that **Inactive** box and then click **Search** without entering any data. You should get a list of children, especially as time goes on in the training environment and more children are created.
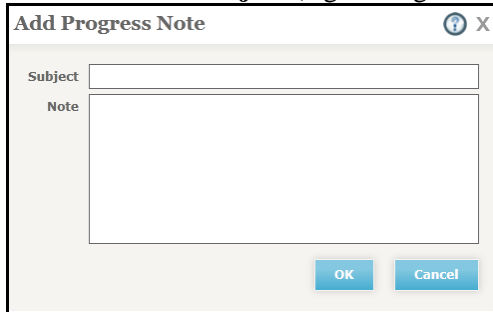
5. Click any child to be taken directly to that child's Dashboard – Home tab.

Exercise 8.3: Add a Progress Note

Follow these steps to add a progress note to a child's file.

1. Open the Child – Dashboard for one of the children on your caseload.

2. Select one of the following methods to start your note, all of which take you to the same screen:

   - On the Progress Notes sub-tab of the Child File tab, click **Add Progress Note** (or **Edit** next to an existing note).
   - On the Part C Services sub-tab of the IFSP tab, click **Add Note**.

- Click **Add Progress Note** from the Quick Links menu in the lower left corner of the Child Info, Assessments, IFSP, or Transition tabs. (Just click the box to expand it.)

3. Give the note a **Subject** (e.g., "Progress Toward Final IFSP").

Add Progress Note ⓘ X

Subject [   ]

Note [   ]

OK   Cancel

4. Enter your text. These notes become a permanent part of the child's file that can be read at the progress note level or on the All Notes sub-tab of the Child Info tab.

5. Click **OK** when you are finished to be returned to where you started from. The system saves the progress note to the sub-tab you were on and puts it at the top of the list on the Progress Notes sub-tab of the Child File tab.

Note: You will only be able to edit (or discard) this note for 24 hours. After that time, you will have to contact an ESIT system administrator to do this for you.

Exercise 8.4: Upload a Document

Follow these steps to upload a document to a child's file.

1. Open the Child – Dashboard for one of the children on your caseload.

2. Select one of the following methods to add your document, all of which take you to the same screen:

- On the Documents sub-tab of the Child File tab, click **Add Document**.
- Click **Upload Document** from the Quick Links menu in the lower left corner of the Child Info, Assessments, IFSP, or Transition tabs. (Just click the box to expand it.)

3. Select the **Type** of document from the dropdown. If you don't see yours in the list, choose "Other" and specify the type in the resulting box.

4. Click the **Browse** button to search for the file on your computer. (Just use any file. Or if you like, save a sample document to your desktop to use for this exercise.)

5. Once you find the file, select it and then click **Open**. The file name will appear in the Add Document window.

6. Enter a description. This description should help someone scanning the child's entire document list understand what the file contains without having to open it.

7. Click **Upload** when you are finished. The document appears in the grid on the Documents sub-tab.

Note: The system can only accept documents of 4 MB or less. If your document is larger, you might try breaking it into smaller pieces and uploading those files individually.
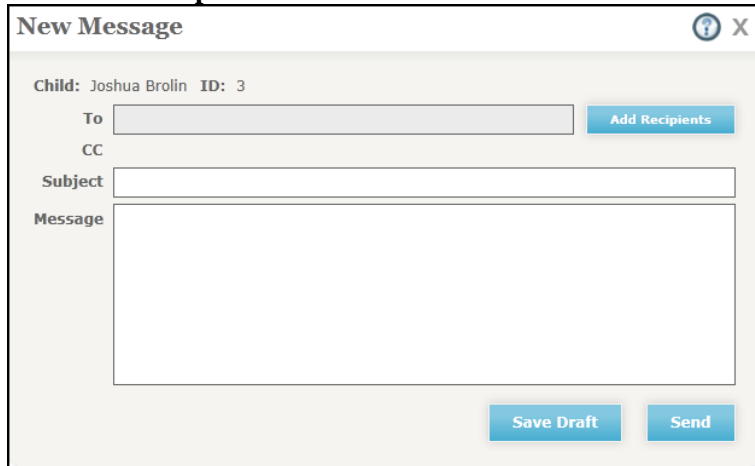
Exercise 8.5: Work with Internal Messages

ESIT-DMS has its own secure e-mail component. Follow these steps to create a new message and see the area where your messages are contained.

Create a New Message

1. Open the Child – Dashboard for one of the children on your caseload.

2. Select one of the following methods to create a new message, all of which take you to the same screen:

   - On the Messages sub-tab of the Child File tab, click **New Message**.
   - On the Service Area and Providers sub-tab of the Child Info tab, click **New**.
   - Click **Send Message** from the Quick Links menu in the lower left corner of the Child Info, Assessments, IFSP, or Transition tabs. (Just click the box to expand it.)

3. Click **Add Recipients**.
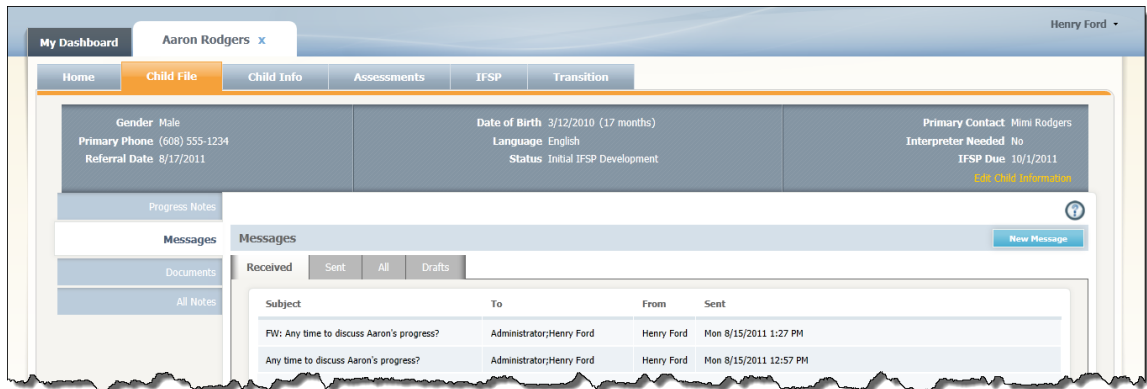

4. In the resulting window, choose your recipients and click **OK**.

5. Enter a **Subject** line.

6. Enter your text in the **Message** field.

7. When you are finished with your message, click **Send**. All recipients listed in the **To** and **CC** fields get a new message notification on their Dashboard – Home tabs.

See Where Messages are Contained

8. If you are not already there, navigate to the Messages sub-tab of the Child File tab. This area contains the system's internal e-mail messages. If you are an FRC, you can see all the messages in a child's record. Otherwise, you can only see messages you have sent or received.

9. Notice that the default view is for **Received** messages. If you have any, you can click one to open and view it.

10. Click the **Sent** tab. Here, you can see all the messages you have sent about this child's case.

11. Click the **All** tab. This view gives you all the messages you have ever sent and received in one list.

12. Click the **Drafts** tab. Here, you can see all the messages you have saved in draft form.

Note: You will find that working with e-mails in this system is quite similar to your usual e-mail. If you need more details on any specific task, see the System Help.

Exercise 8.6: Print Forms

Follow these steps to print commonly used forms.

1. Choose one of your children and navigate to the Child File tab.

2. Notice the **Print Forms** menu in the bottom left corner. (This is the only tab where you can see this.) Click to expand it and see links to the following forms:

   - Authorization for Record Release
   - Declining Participation in ESIT
   - Parent Written Prior Notice
   - Record of Access

3. Select one of the forms. When opened, it is pre-populated with basic information about the child and is ready for you to print.

4. If your computer is connected to a printer, go ahead and print your selected document.