

## Feedback on Practice Manual and Forms

Instructions: Based on your experience using the Practice Manual and forms issued on October 1, 2009, identify any sections/forms that need clarification in order to ensure consistent and accurate implementation. Feedback must be submitted using the attached form only. Concisely-worded input is appreciated! Please add rows to the form if needed to allow for more comments in a certain section. The form must be submitted no later than March 30<sup>th</sup> to Kyla Patterson at [kyla@alumni.duke.edu](mailto:kyla@alumni.duke.edu).

Although most chapters of the Practice Manual include sections related to ITOTS Data Entry, those sections are not listed in the table below since revisions to the ITOTS system and practices are being addressed through a separate stakeholder group and process.

I am a:

- Local System Manager
- Service Coordinator
- Other Service Provider
- Other Administrator
- Parent of a child receiving EI services
- Other (please specify) \_\_\_\_\_

### Practice Manual Comment Table:

SECTION	PAGE #	COMMENT
<b>Chapter 1: Principles of Early Intervention</b>		
<b>Chapter 2: State Infrastructure</b>		
<b>Chapter 3: Referral</b>		
<b>Public Awareness &amp; Child Find</b>		
<b>Receiving &amp; Processing a Referral</b>		
<b>Local Monitoring &amp; Supervision</b>		
<b>Chapter 4: Intake</b>		
<b>The Intake Visit</b>		
<b>Other Intake Activities</b>		
<b>Local Monitoring and Supervision</b>		
<b>Chapter 5: Eligibility Determination</b>		
<b>Virginia Part C Eligibility</b>		

SECTION	PAGE #	COMMENT
Criteria		
Planning and Preparation for Elig. Determination		
Determining Eligibility		
Interim IFSP		
Local Monitoring & Supervision		
<b>Chapter 6: Assessment for Service Planning</b>		
Service Coordinator Responsibilities		
Responsibilities of Other EI Service Providers		
Local Monitoring & Supervision		
<b>Chapter 7: IFSP Development</b>		
The Initial IFSP Meeting		
Completing the IFSP Form		
Selecting Service Providers		
Local Monitoring & Supervision		
IFSP Instructions		
<b>Chapter 8: IFSP Implementation and Review</b>		
Service Delivery		
IFSP Reviews		
Annual IFSP		
Transition		
Discharge and Child Progress at Exit		
Local Monitoring &		

SECTION	PAGE #	COMMENT
Supervision		
<b>Chapter 9: The Early Intervention Record</b>		
The Early Intervention Record		
Contact Notes		
Access to Records		
<b>Chapter 10: Dispute Resolution</b>		
<b>Chapter 11: Finance and Billing</b>		
General		
EI Rates		
Family Cost Share Practices		
Billing Procedures		
Purchase of AT Devices		
Tables at end of Chapter		
<b>Chapter 12: Personnel</b>		
Practitioner Qualifications		
Scope of Practice		
EI Certification		
Responsibilities of Certified Practitioners		
Table A		
<b>Glossary</b>		
Topics That Should be Added to the Manual		

**Forms Comment Table:**

<b>Form Name</b>	<b>Page #</b>	<b>Comment</b>
<b>Forms Needed But Not Currently Available</b>		