



PROGRESS SUMMARY FORM

A committee was formed to develop a discharge summary format and procedure. After much discussion, the committee recommended to develop a form for multiple purposes, including but not limited to times of discharge, called a Progress Summary Form.

- I. **Purpose:** The purpose of this policy is to provide a consistent format for practitioners to summarize the child's developmental status/ progress. The Progress Summary Form provides a mechanism for practitioners to communicate information to families and other IFSP team members for discussion and consideration at an IFSP review meeting or a Transition meeting. The family may be able to use this form with the school district, primary healthcare provider, and/ or healthcare specialist.
- II. **Reference Documents:** IDEA, NJ State Plan, NJEIS Transition Booklet, NJEIS Guidelines for Children with Autism Spectrum Disorders.
- III. **Persons Affected:** This policy applies to EI practitioners (consultants, employees, part-time, per diem, independent contractors), service coordinators, and families.
- IV. **Policy:** The Progress Summary Form may be used for practitioners to communicate with other IFSP team members so that IFSP decisions about services will be made as a team based on outcomes. It includes information about age levels for all areas of development and successful intervention techniques that support the child's participation in daily family activities.
 - A. The Progress Summary Form will be used to prepare for periodic reviews, annual IFSPs, when discontinuing one or more services, and when discharging child from Early Intervention at or before age 3.
 - B. The focus of the summary is to describe the child and intervention techniques and suggested strategies/ adaptations/ modifications/ supports that should be considered to help the child and family.
 - C. Emphasis is on present level of functioning—providing a "picture of the child." Describe where the child started and ended and describe progress made.
 - D. The practitioner should NOT RECOMMEND specific services at this time. Service decisions will be made at an IFSP review with the team based on progress toward outcomes.

V. **Definitions:**

Developmental Status: Age level, developmental skills used by child.

Periodic Review: "A review of the IFSP for a child and the child's family must be conducted at least every 6 months, or more frequently if conditions warrant, or if the family requests such a review. The purpose of the review is to determine: the degree to which progress toward achieving outcomes is being made; and whether modification or revision of the outcomes or services is necessary" (NJ State Plan). Completed by IFSP team—service coordinator, family, practitioner(s).

VI. **Responsibility:** Program administrators are responsible for ensuring compliance with this policy. Early intervention practitioners will use the Progress Summary Form (instead of IFSP pages) to communicate progress and recommendations to the service coordinator and family. The service coordinator will review the Progress Summary Form(s) at IFSP meetings and facilitate discussion at IFSP meetings.

VII. **Procedure:**

- A. Practitioners will share information about the child's developmental progress and about intervention strategies with the rest of the IFSP team (the family and the service coordinator).
- B. IFSP team members will utilize information from the Progress Summary Form to make decisions about outcomes and services at an IFSP review meeting. IFSP pages will only be completed at an IFSP review meeting to document the team's decision.
- C. Progress summary form should be completed *in conjunction with the family* during one intervention session with a family or over the course of several intervention sessions.

D. **When to complete a Progress Summary Form**

- ☐ In preparation for the six-month periodic review of the IFSP
- ☐ In preparation for the annual IFSP review meeting
- ☐ In preparation for an unscheduled periodic IFSP review (that is, when a team member feels a change in services is needed)
- ☐ The IFSP team has decided to discontinue (discharge) one service, but the child continues to be eligible for the NJEIS and will continue to receive other services.
- ☐ The child is no longer eligible for the NJEIS prior to age 3.
- ☐ The child is turning age 3 and will be transitioning out of Early Intervention. This report is completed in preparation for the Transition Planning Conference.

- E. Ongoing progress notes or a formal evaluation/ assessment tool/ checklist can be used to summarize the child's developmental status.
- F. Over the course of the last few intervention sessions, the practitioner will update/ finalize the Progress Summary Form, if needed, to give the family a final report upon discharge from the EI system.
- G. All areas of development must be summarized. One practitioner can summarize all areas of development, or the team can determine who will report on the various developmental areas to ensure age levels are reported for all areas of development. This information will then be shared with the rest of the IFSP team for discussion at an IFSP review.
- ☐ When there are multiple practitioners providing services, they will talk and develop one report whenever possible.
 - ☐ If practitioners are unable to get together to write the report, the supervisor indicates which practitioner completes age level and developmental summary for each area of development. Alternatively, the team can talk and decide who will complete age levels for each developmental area. If there are multiple practitioners working with child/ family, each practitioner summarizes own area(s) working on.
 - ☐ If there is only one practitioner working with the family, (s) he will summarize all areas of development.
 - ☐ If only one service is being discontinued, but other services will continue to be provided. Age level can be informally reviewed. The decision to discontinue an IFSP service must be made at an IFSP review based on outcomes. The Progress Summary Form completed with the family can be used as the basis of the team decision.
 - The Progress Summary Form can also be used as the final progress note.
- H. Transition: The Progress Summary Form will be used to help the family prepare for Transition to the school district. The Progress Summary Form provides a mechanism for Early Intervention practitioners to share information with the school district (with family consent).
- Reminders:
- The emphasis of the summary is on description: the Progress Summary Form should describe the child and intervention techniques and suggested strategies/ adaptations/ modifications/ supports that should be considered to support the child to participate in daily activities.
 - The Progress Summary Form gives the practitioner the opportunity to give input for consideration in development of IEP by documenting: areas of concern that may require evaluation, functional skills, and adaptations/ supports that the school district might want to consider.
 - The practitioner DOES NOT recommend specific placement or services in this report.
 - Discussion of the Progress Summary Form should occur at the Transition Planning Conference for a child preparing to leave EI at age 3.