

## INTAKE MEETING DOCUMENTATION CHECKLIST

### **All meeting documentation (forms signed by parent are asterisked (\*)):**

- Prior Written Notice of Review Meeting
  - FC Parent Participation Agreement\*
  - FC Family Rights Brochure Documentation page\*
  - PUB-408\*
  - Race and Ethnicity Data Collection form\*
  - FC-D Consent to Evaluate\*
  - FC Medicaid Authorization OR Private Insurance Authorization\*
  - FC-C Notice of Remote Meeting Outcome\*
  - Any DHS 4000s\* needed to share information with other programs or family members
- FC Child & Family Assessment *[The family assessment would not be part of the documentation for an intake if it will be completed at the virtual initial IFSP meeting or at a separate teleconference between intake and initial IFSP.]*

- [optional -- page 1 of the IFSP]

### OTHER GENERAL DOCUMENTATION:

Send CDS-generated letter – Notice of Meeting Outcome sent to parent. Print IFSP from CDS and send with the notice. Document in CDS “Notices and Communication” then upload copy of letter to case notes.