Delivered Services Notes / Checklist

CDS makes sure mandatory information like this is included when you enter the session note:

- Type of service
- Date of session
- Time session started/ended
- Child’s name and identification number
- Provider’s name
- Location of session
- Who was present for the session
- Date note was written

CDS provides a space for the “notes,” a summary of what happened at the session. Type in information useful to the IFSP team about what is being worked on and how the adult caregivers are being supported to implement their IFSP.

Include (checklist):

- What the goals/objectives were being worked on
- How the goals/objectives were being worked on
- How the adult caregiver(s) was involved (what/how the caregiver practiced the strategy/ies)
- Any modifications made when strategies did not seem to be working or child was not engaged (different routine to practice in, different toy or game, different method of teaching the child, etc)
- CLICK “SHOW ALL INCOMPLETE GOALS”
In the list of “INCOMPLETE GOALS,” enter information about child progress from the session for the objectives worked on in that session:

Include:
Complete information for the objectives that were worked on in the session:

- How many times did the child try (trials)?
- How many times did the child do the activity successfully?
- Determine the status of the objective (continue working on it, mastered, etc.
- Type in the “notes” how the child practiced the strategy, how the parent/caregiver was involved
- Type in the “notes” any modifications of the activity
- Type in the “notes” how caregiver might practice this between sessions or within other activities (if applicable)