

## 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

The screenshot shows the 'Carlton Crunch' software interface. At the top, it says 'Delivered Service >> Add New' and 'Status: Receiving Services'. There are 'Cancel' and 'Save' buttons. The form includes a 'Service' dropdown menu with 'Developmental Therapy (Facility XYZ) [8/1/2016 thru 12/30/2016]' selected, and a 'Therapist' dropdown menu with '-- Select Therapist --' selected. There are 'Date', 'Time In' (with AM/PM radio buttons), 'Time Out' (with AM/PM radio buttons), and 'Duration (minutes)' fields. There are also checkboxes for 'Child Present' and 'Parent/Caregiver Participated'. A 'Location' dropdown menu is set to 'Relative'.

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”**

The screenshot shows the 'Session Notes' field, which is a large text area for entering notes. Below it is the 'Session Objectives & Progress' section. A red box highlights a button labeled '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)

Session Notes

Session Objectives & Progress Show all incomplete goals.

**Goal:** Kendra will participate in play with neighbors by walking on her own so that she does not need to be carried. We will know she can do this when Kendra walks independently across the yard twice a week for 3 weeks.  
**Benchmark:** E 1 B **Area of Development:** Physical: Gross Motor

**Objective:** Kendra will “cruise” (walk holding on to couch or coffee table) during family time in the living room and cruise around on the back porch holding onto the porch railing.

How will I know it is accomplished?  
 How Many Times? Trials? Sessions?  
 3 3 3

Who will work on it?  
 Developmental Therapist  
 Physical Therapist  
 Parent\*

When will it be accomplished?  
 Start: 03/03/2017  
 Target: 06/02/2017  
 Completed:

Past Sessions

Did work on this objective during this session?

Trials? Successes? Objective Status  
 -- Select Current Status --

Notes

**Objective:** Kendra will participate in play time inside and outside in the yard by walking. (A parent will hold her hands to support her, parent gradually removing support as her skill increases).

How will I know it is accomplished?  
 How Many Times? Trials? Sessions?  
 3 3 3

Who will work on it?  
 Developmental Therapist  
 Physical Therapist  
 Parent\*

When will it be accomplished?  
 Start: 03/03/2017  
 Target: 06/02/2017  
 Completed:

Did work on this objective during this session?

Trials? Successes? Objective Status  
 -- Select Current Status --

Notes

**Goal:** Kendra will use her spoon to feed herself at meal times so that she is less messy. We will know she can do this when she uses her spoon independently with minimal spilling each meal for a week.  
**Benchmark:** 5.4.B **Area of Development:** Adaptive

**Objective:** Kendra will participate in play time by cutting play dough with her toy knife and scooping it with a spoon to feed her babydoll.

How will I know it is accomplished?  
 How Many Times? Trials? Sessions?  
 3 3 3

Who will work on it?  
 Developmental Therapist  
 Physical Therapist  
 Parent\*

When will it be accomplished?  
 Start: 03/03/2017  
 Target: 06/02/2017

Past Sessions

11/14/2017	Provider Therapist 5	8 Trials	4 Successes	50% Successful	Continue
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parent put mat on table and got out playdoh and toys. I modeled for parent how to cut pieces of play food and scooped them with a spoon to feed Kendra's doll then asked Kendra if she wanted to feed her doll and she did cut pieces and scoop them. Most of the time, Kendra had trouble scooping and holding the spoon level/flat with item on it to feed the doll. Kendra tired of this activity after 4 tries to feed the doll and got down from the table. Parent said they could try this in the bathtub, be

**Objective:** Kendra will participate in meal time by using her spoon to eat foods with a thick consistency (mashed potatoes, oatmeal, etc). Parent may use hand over hand technique to guide her, backing off support as her skills improve.

How will I know it is accomplished?  
 How Many Times? Trials? Sessions?  
 3 3 3

Who will work on it?  
 Developmental Therapist  
 Physical Therapist  
 Parent\*

When will it be accomplished?  
 Start: 03/03/2017  
 Target: 06/02/2017

Past Sessions

11/14/2017	Provider Therapist 5	4 Trials	1 Successes	25% Successful	Continue
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Ms. Thomas set up a yogurt snack for Kendra to practice using her spoon. Showed parent how to prop her elbow after she scoops to help support her motion to her mouth. Suggested parent back off support as Kendra's aim/life improves. Mom brainstormed other foods Kendra likes that stick well to a spoon like oatmeal and mashed potatoes and will also practice at breakfast and dinner.

Cancel Save