

Welcome!

The session will begin
shortly

A graphic of six white footprints arranged in a diagonal line, ascending from the bottom left towards the top right. The footprints are stylized with small dots representing toes.

TRAC-IT

Welcome!

- Outcomes and Goals
- Timeliness
 - 45 day
 - 30 day
- IFSP Corrections
- Print Templates and Documents



Outcomes and Goals

1. What happens when I end date a long-term outcome?

IFSP Outcome: IFSP Outcome Added on: 03/20/2023

IFSP
[IFSP](#)

Date Outcome Added	Target Date for Outcome	Date Met, Changed, or Ended
03/20/2023	03/20/2024	

Outcome

In order to help your child and family receive the supports and services you need, your service coordinator will assure:
That the IFSP addresses your identified concerns, priorities and resources;
The appropriateness and adequacy of supports and services;
Your satisfaction with supports and services; and
That your child's and family's rights are protected.;

Learning opportunities and activities that build on your child's and family's interests and abilities
optional

Goals

Goal	Target Date	Date Met	Import	Exp
Assist your family with the development and ongoing review and revision of the IFSP.	03/20/2024			➔
Provide information and support your family, as needed, in accessing routine medical care for your child.	03/20/2024			➔
Provide support and assistance to your family in addressing issues or concerns that emerge over time.	03/20/2024			➔
Provide supports identified by your family to include resources for.	03/20/2024			➔

Rows per page: 10 1-4 of




Outcomes and Goals

2. Should I end date the short-term goals when ending a long-term goal?

When ending a long-term goal, you should end date all the associated short-term goals.

IFSP Outcome: IFSP Outcome Added on: 05/03/2024

[Edit](#) 

IFSP

[IFSP](#)

Date Outcome Added	Target Date for Outcome	Date met, changed, or ended
05/03/2024	05/03/2026	07/22/2024



Outcome

XX

Learning opportunities and activities that build on your child's and family's interests and abilities

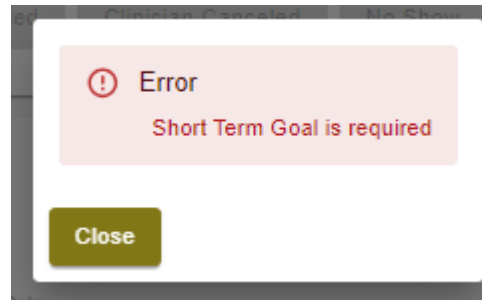
Xx

Goals

Goal	Target Date 	Date Met 
XX	05/03/2024	07/22/2024

Outcomes and Goals

3. Error message "Short term goal is required" when trying to complete an IFSP Task




If a BLANK short-term goal is accidentally added, please contact the Support Desk to have BLANK short-term goal removed from outcome.




45-Day Timeliness

IFSP meeting must be completed within 45-day timeline TRAC IT uses from the first referral date.

Enrollment: PURPLE, EVELYN 09/08/2021

Save 

TRAC-IT ID 252345-01	Enrollment Status IFSP
Child PURPLE, EVELYN 09/08/2021	Local System ITC Chesapeake
Intake Intake Visit on 06/01/2022	Click to View IFSP IFSP
First Referral Date 05/31/2022 	Reason For No Exit Date None selected



When TRAC-IT verifies 30-Day Timeliness

TRAC-IT checks timeliness:

1. When a service is end-dated
2. When the first contact note for the service is created
3. At discharge

30-Day Timeliness

Timeliness of services is based on:

- the date the service is added to the IFSP and
- the first date of service reflected in a completed Contact Note.

The *Service Type* added to the IFSP must exactly match *Service Type* in the contact note.

Referral Information, Medical History & Health Status Daily Activities & Routines Family Concerns, Priorities & Resources Summary of Child Development Age & Developmental Levels Outcomes of Early Intervention Services Needed to Achieve Early Intervention Outcomes	Services Needed to Achieve Early Intervention Outcomes		
	Primary Setting Home		
	Service Plan		
	Date Added	End Date	Type of Service
	01/04/2024		Service Coordination
	03/01/2024		Speech-Language Path
	Physician Certification Dates		
	Services needed, but not entitled under Part C - including medical services purposes		
	Other Services		

Referrals Insurance Enrollment Billing Eligibility Determinations Contact Notes	Contact Notes	
	Visit Time	Service Type
	01/23/2024 10:00 AM	Service Coordination
	04/30/2024 9:00 AM	Speech-Language Path



How timeliness reasons can be entered

Timeliness reasons can be entered in three different tasks:

1. Provide Reason for Not Timely Service

Provide Reason for Not Timely Service - Audiology

Due Date: 07/27/2022

Assignee:

Reason for Late Service *
None selected

2. Enter Reason for Late Services

Enter Reason for Late Services

Due Date: 03/05/2024

Assignee:

Services

Entitled Services Service Plan added on: 01/04/2024	Projected End Date 07/06/2024 <input type="text"/> <input type="calendar"/>
Entitled Service Type Service Coordination	Reason for Late Service Family scheduling - compliant
Entitled Services Service Plan added on: 03/01/2024	Projected End Date 05/04/2024 <input type="text"/> <input type="calendar"/>
Entitled Service Type Speech-Language Path	Reason for Late Service None selected

3. Discharge

Discharge

Due Date: 10/31/2024

Assignee:

Discharge Date *
02/27/2024

Discharge Reason *
Another Part C System in Virginia

Services

Entitled services Service Coordination	User Assigned <input type="text"/>
Projected end date 07/06/2024 <input type="text"/> <input type="calendar"/>	Reason for late Child III - compliant

How to Make Corrections to IFSP

- **Creating an IFSP Review task:**
 - Edit/add service plans and outcomes
 - Adds an “IFSP Review Date” to the IFSP
 - Creates a IFSP Review Print Template
- **Creating an Annual IFSP task:**
 - Edit the entire IFSP
 - Adds a new version of the IFSP to the child’s record
 - Creates a IFSP Print Template

Corrections to a signed IFSP by the Support Desk are not permitted and should be made through these tasks.



IFSP Print Templates

TWO Print Templates:

Document created when IFSP tasks are COMPLETED:

- Stored in the Documents section
- Contains information from the task from this moment in time

Referrals	Documents
Insurance	Document
Enrollment Billing	Document ⌵ Document Type ⌵
Eligibility Determinations	IFSP Review signed on 05/20/2024.docx IFSP
Contact Notes	IFSP Review signed on 07/15/2024.pdf IFSP PDF
Established Conditions / Diagnosis	IFSP Review signed on 07/15/2024.docx IFSP
Prior Notices	IFSP signed on 03/13/2024.docx IFSP
Contacts	IFSP signed on 01/04/2024.docx IFSP
Communication Log	IFSP signed on 03/14/2024.docx IFSP
Documents	Create +

IFSP Print Templates

TWO Print Templates:

Current IFSP print template:

- Created on request
- Contains current information on active IFSP
- Includes changes to services and outcomes made in IFSP Reviews
- DOES NOT include Transition and Signature pages

1. Click on View IFSP:

The screenshot shows an enrollment form for a child named Berries, Straw, enrolled on 11/01/2021. The form includes fields for TRAC-IT ID (253526-01), Enrollment Status (Services), Child name and date, Local System (ITC Chesapeake), Intake date (01/02/2024), and a button to 'Click to View IFSP'. There is also a 'Save' button at the top left.

2. Click on Print Templates:

The screenshot shows a vertical menu of options for the IFSP. The top option is 'Referral Information, Medical History & Health Status'. Below it are 'Daily Activities & Routines', 'Family Concerns, Priorities & Resources', 'Summary of Child Development', 'Age & Developmental Levels', 'Outcomes of Early Intervention', 'Services Needed to Achieve Early Intervention Outcomes', and 'Print Templates' at the bottom.

3. Click on IFSP Print Template:

The screenshot shows a page titled 'Print Templates'. Below the title, it states 'Print templates will be available on Online mode' and provides a blue link labeled 'IFSP Print Template'.



Open Floor