

Documenting Progress

Requirements

- Service Coordinators are required to keep a log of all services—direct/indirect.
- Home visits must be documented on a home visit log, which must include start/end times, signed by family, the IFSP outcomes and appropriate elements of coaching used during the session, and the joint plan made by the team member(s) and the family at the end of the session.



How do we meet the requirements?

DES/AzEIP forms:

[Primary Caregiver Visit Log](#)—Use this or your agency’s form, with the same elements as the DES/AzEIP form as required in Chapter 3 of the AzEIP Policies and Procedures and the Scope of Work.

[Quarterly Progress Report](#)—Use of the DES/AzEIP form is mandatory, and may not be substituted with an Agency developed form.

Where are completed forms kept?



The Service Coordinator is responsible for the Child Record File. The Service Coordinator collects, distributes, copies and/or files the logs in the official Child Record File, along with original copies of: IFSP, PWN, medical documentation, etc.

Team members may hand deliver completed forms at team conference meetings, or provide forms to the Service Coordinator using secure email.

Access to the Child Record File

Families or DES/AzEIP may request access to the Child Record file at **any** time and all records **must** be complete and accurate.

Additional Resources

DES/AzEIP developed forms, as part of our work with M’Lisa Shelden and Dathan Rush of [The Family, Infant and Pre-school Program](#), to document how teams are: addressing outcomes identified by families, working as a team to support the family, and making decisions collectively. Please see the DES/AzEIP [2014 Spring Newsletter](#) to learn more about all four forms and how they work together .