



- Other: \_\_\_\_\_
- Age 3, Part B eligible (i.e. eligible for Preschool Disabled Program through local school district).
- Age 3, Part B not eligible.
- Age 3, Part B not determined.
- Parent did not give consent for Part B referral.
- Age 3, not eligible for Part B; exit with referral to other early childhood program or other health/nutritional services. Report types of other services below. (Children can be listed in more than one service)
  - Head Start
  - Child Care
  - Preschool (Public/Private)
  - SCHS/CMU
  - Medical Child Care
  - Private Therapy
  - Home
  - Other

**Follow-up Considerations: (check all that apply)**

- Contact Service Coordination (see above) if future developmental concerns develop (if the child is ineligible before the age of three).
- Contact Case Management \_\_\_\_\_  
(contact name and telephone number)
- Contact Child Study Team for an Evaluation
- Contact another EI provider if the child has moved.
- Other: \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_  
**Parent/Guardian Signature      Date**

\_\_\_\_\_  
**E.I. Provider Signature**

cc:    Service Coordination  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## **Policy and Procedure**

### **Early Intervention Discharge Summary**

**Purpose:** To establish a regional procedure to ensure consistency among all providers as children are being discharged from individual early intervention programs. After children are no longer receiving early intervention services they should be formally discharged from the early intervention program provider. The early intervention program provider should complete a formal discharge summary on each child.

#### **Procedures:**

1. A discharge summary is to be completed by the designated early intervention provider on or before the last early intervention session and/or meeting. Please make sure that the discharge occurs within the last month of providing services to the child and family. If the child is being discharged due to the lack of contact/communication with the family, a discharge summary will be completed by the early intervention provider at the end of the letter series sent from service coordination.
2. If the Annual and/or Periodic review falls within three months of the impending discharge the family is given the option at the meeting to either continue with the current IFSP or to develop a new IFSP to be effective through the time of discharge. The service coordinator must be invited to any IFSP meeting in accordance with Federal regulations.
3. Ideally, the discharge summary is to be completed in collaboration with the parent, however, if this is not possible, the discharge summary is to be completed and entered into the child's record.
4. The entire IFSP team should be aware of the impending discharge through communication with one another.
5. Reasonable attempts will be made to provide the parent with a copy of the discharge summary. A copy can also be forwarded to any other individual the family chooses with written consent.
6. The Service Coordinator shall receive a copy of the discharge summary within two weeks of discharge.
7. In the case of death, the early intervention provider should complete the discharge summary, however do not send a copy to the parent.