



Cumberland County

3/12/07

Dear Providers,

A committee of providers has been meeting regularly throughout the month of February in an attempt to make CDS Cumberland's quarterly reports format simpler, less time consuming and consistent across disciplines. Four different disciplines were represented by the members of this committee along with additional CDS Child and Family specialists and service providers.

Below is a list of anticipated questions that may arise as you review the new template please read through them carefully.

Q: When does the new form need to be implemented?

A: All providers should be utilizing the revised template no later than September 1st, 2007.

Q: How does the Plan of Care (P.O.C.) date differ from the initial IFSP date?

A: The IFSP date marks the day the child's current IFSP/IEP or amendment was written.
The P.O.C. date marks the initial date that a provider begins treatment.

Q: How does the comment section on the revised form differ from that which is currently being used?

A: This committee recommends that comment be kept brief and include only specific information regarding progress towards his or her objective that is not clearly conveyed with the numbers.

Q: Should comments from previous quarters remain on the current quarter's progress report?

A: No, only numbers from previous progress reports should be left from 1 quarter to the next.

Q: Should the number rating system reflect progress made over the individual quarter, or should it indicate continuous progress made throughout the treatment plan?

A: Comments and scores should reflect the child's progress being towards the objective over the course of their plan of care. The child's scores should continue on a scale from 7-1 unless regression has occurred.

Q: How many objectives should be listed under long term goals?

A: This group suggests an initial plan contain no more than four objectives per goal/outcome. Remember that objectives (not long term goals/outcomes) can be added at anytime during the year. * This guidance may vary for ABA programs, you can contact Lori Whittemore directly for additional guidance in regards to this question.

Q: What dates should be listed in the individual columns on the right hand side of the revised progress report?

A: Please add the month and year depending on when you started with the child.
For example, if you start working with a child in March, then column one would be dated June, 2007, when the next progress report would be due.

Q: What does n/a mean?

A: Most but not all objectives can be measured by percentages. If for example, the objective is to use 10 new words #7 (n/a) might be used but explained further in the comment section (with the number of new words he/she has acquired) rather than a percentage.

If you have any further questions or comments regarding the use of this revised template please attend the provider meetings which are held on the third Wednesday of every month at CDS Cumberland at 3:30. *Dates may vary during school vacation weeks.

Thank you for your time and we hope that this form works well for all of you,
Progress Report Revision Committee

Kellie Irving, DT
Jennifer Kemp, PT
Jaime Storey-Smith, OT
Laurie Mack, SLP
Tracy Cheney, COTA
Sally Group, PT
Jill Andrews, SLP
Cheryl Hillicoss, DT