

Timely Receipt of Service (TRS) Verification Standards

Component	Verification document	Source of information	Indicator requirements	Additional requirements
ETID # on child record	Every document	Upper right corner of each page, if not already on page	Must be on all pages	
IFSP date, PWN of the start of a new EI service, and consent	IFSP	Header Section 8	IFSP type and date Parent signature and date EI Service Coordinator signature and date Service Provider/s signature and date for any new service Waiver of timeline initialed and dated if service to start within 10 days	The contents of the IFSP must be fully explained to the parents and informed written consent must be obtained prior to the provision of EI services described in the IFSP. Informed consent and PWN need to be documented in case notes. 303.342, 303.420, 303.421
New service added	IFSP	Section 4 and/or 5 Section 6 Section 7	Functional outcome written Date added complete All new EI services listed on the grid Service type (including PSP or SSP), Method, Location, Frequency, Session length, Provider agency, Funding source, Projected start date, and Projected end date complete Projected end date not past third birthday or more than 180 days from IFSP Provider details documented under Team Participation Provider box and applicable disciplines checked	The IFSP must include the specific EI services, based on peer-reviewed research (to the extent practicable), that are necessary to meet the unique needs of the child and the family to achieve the results or outcomes identified. The IFSP must include a statement that each EI service is provided in the natural environment for that child or service to the maximum extent appropriate, or a justification as to why an early intervention service will not be provided in the natural environment. 303.344

Component	Verification document	Source of information	Indicator requirements	Additional requirements
<p>Service delivery and start date (within 30 days of being added to the IFSP)</p> <p>5123-10-02</p>	<p>Service provider note or form</p>	<p>Written note or form from the applicable service provider</p>	<p>Documentation of the EI services provided, including: date, length, duration, frequency, method of delivery, location, and all activities related to IFSP outcomes</p> <p>Service provided is consistent with what is written on IFSP</p> <p>Any variations from IFSP (e.g., length of visit differs from the grid) are explained in note</p> <p>Provider name and discipline</p> <p>Provider meets qualified personnel requirements</p> <p>Provider acting within their licensure (provider and service type must match)</p> <p>Information was provided to, or intervention occurred with, the family</p> <p>Provider signature (physical or electronic signature) or name entered into role-based system (e.g., Gatekeeper, Brittco, etc.) that identifies and authenticates the author of the note.</p>	<p>An EI service provider is responsible for</p> <ol style="list-style-type: none"> 1) Participating in the multidisciplinary IFSP Team’s ongoing assessment of child and, if applicable, a family-directed assessment, in the development of integrated goals and outcomes for the IFSP; (2) Providing EI services in accordance with the IFSP and (3) Consulting with and training parents and others regarding the provision of the EI services described in the IFSP <p>Each EI service described in the IFSP must be provided as soon as possible after the parent provides consent for that service, but in no case more than 30 days after the parent consents.</p> <p>303.12, 303.13, 303.342</p>
<p>NCR</p>	<p>Case note</p> <p>Other sources, such as a newspaper article, email, etc.</p>	<p>Case note with date/s (Case notes may be documented on paper or electronically)</p> <p>Dated document with details of event (weather emergency, closure, etc.)</p>	<p>Must support reason and reflect date within 30-day window (e.g., contact attempts, cancellations, family availability, etc.)</p> <p>Date of case note</p> <p>Signature or initials of service provider</p> <p>Documentation with details of event</p>	