



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services

First Steps

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Date: 8/6/2019
To: First Steps Providers and Systems Point of Entry (SPOE)
From: First Steps State Office
Re: Child progress reports - Update

Dear First Steps Providers and SPOEs,

First Steps has made an update to the child progress report requirements. The submission of progress reports are required at a minimum of a semi-annual basis rather than quarterly.

Providers must continue to monitor child outcome progress and ensure that service coordinators receive reports by the 1st of the 5th and 10th month periods of the child's IFSP as these reports are critical for IFSP review and development. If determined appropriate for the unique needs of the child and family, an IFSP may require more frequent reports. **Providers must implement this change by October 1, 2019.**

Please see the revised progress report submission schedule below and progress report forms attached.

Contact the First Steps general mailbox (FirstStepsWeb@fssa.IN.gov) with questions or concerns.



Progress Report Submission Schedule

Provider input from the child's progress report is imperative to the review and development of the IFSP.

| Initial /Annual IFSP meeting month: | 5 month report due: | 10 month report due: |
|--|----------------------------|-----------------------------|
| January | 6/01/-- | 11/01/-- |
| February | 7/01/-- | 12/01/-- |
| March | 8/01/-- | 1/01/-- |
| April | 9/01/-- | 2/01/-- |
| May | 10/01/-- | 3/01/-- |
| June | 11/01/-- | 4/01/-- |
| July | 12/01/-- | 5/01/-- |
| August | 1/01/-- | 6/01/-- |
| September | 2/01/-- | 7/01/-- |
| October | 3/01/-- | 8/01/-- |
| November | 4/01/-- | 9/01/-- |
| December | 5/01/-- | 10/01/-- |