



Eric Holcomb, Governor
State of Indiana

Division of Disability and Rehabilitative Services

First Steps

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Date: 2/5/2019
To: First Steps providers and Systems Point of Entry (SPOE)
From: First Steps central office
Meghan Smith, First Steps policy manager, Meghan.Smith@fssa.in.gov
Re: First Steps provider end of service reporting requirements; Discharge summaries and exit skills inventory (State Form 55620)

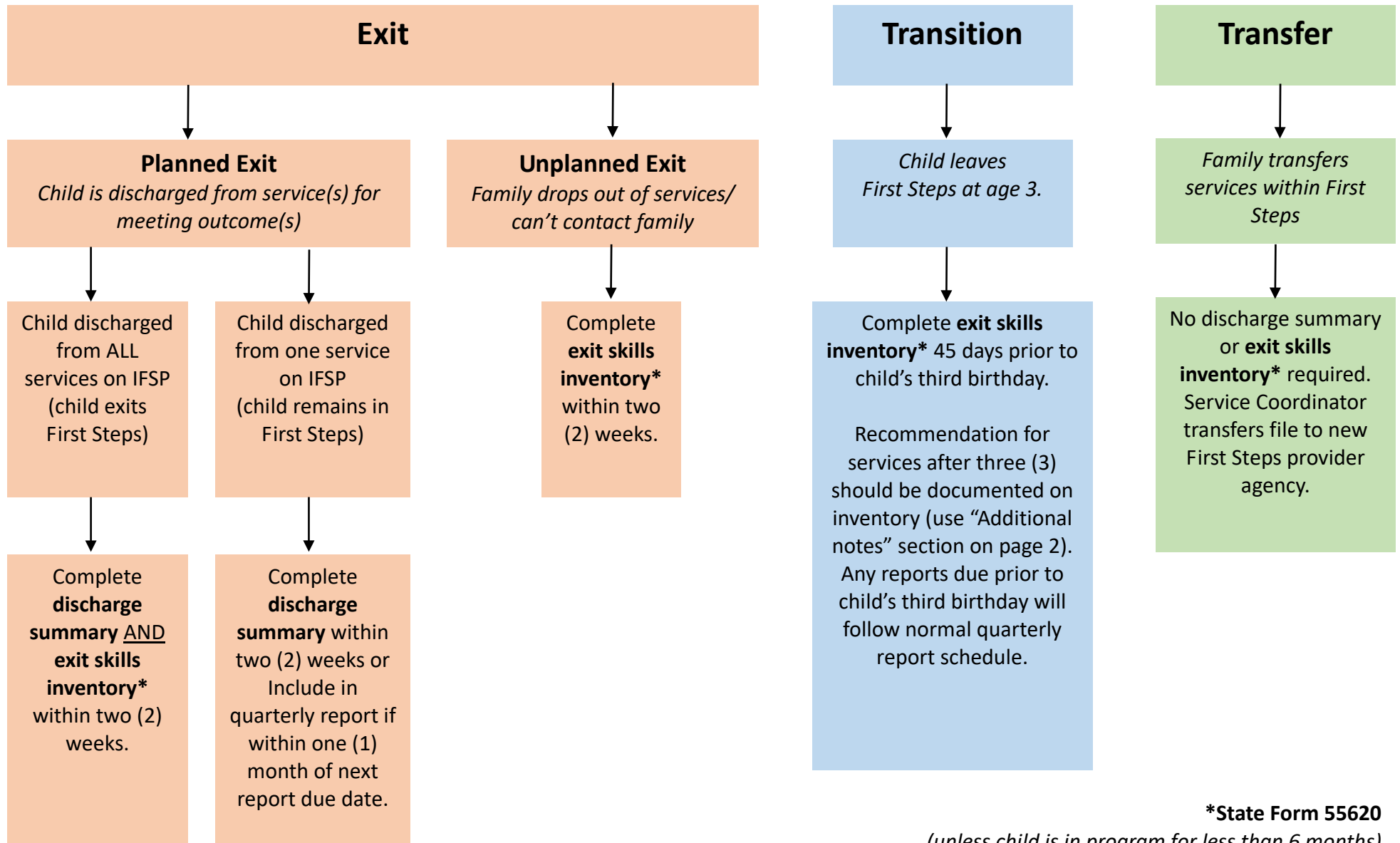
Dear First Steps providers and SPOEs,

Please see **page 2** of this memo for clarification regarding the completion of discharge summaries and the child exit skills inventory (State Form 55620). The purpose of this memo is to establish consistent terminology for the scenarios in which children leave the First Steps program or discontinue individual services after meeting goals on an IFSP. Additionally, it is important to ensure that our documentation of child exit and transition produces meaningful and accurate information for families and other service providers or other sources of family support outside of First Steps. The reporting guidelines on page 2 are effective immediately.

Please contact Meghan Smith or the First Steps general mailbox (FirstStepsWeb@fssa.IN.gov) with questions or concerns.



First Steps Provider End of Service Reporting Requirements



***State Form 55620**
(unless child is in program for less than 6 months)