

Forms Needed for First Steps Processes

	Form	State Form #	Comments
Referral	Referral Form	-	Each SPOE has its own form.
	Any other SPOE specific forms	-	
Intake Meeting	Full rights	-	Each SPOE has a copy.
	First Steps Early Intervention System Documentation of Receipt of Rights/Consent to Proceed/Permission to Assess	51842 (R/4-05)	Spanish version available
	Provider Reciprocal Consent to Release and Share Information	47960 (R2/1-05)	
	General Reciprocal Consent to Release and Share Information	51675	
	Electronic Database Collection Systems Authorization for the Collection of Information	49006 (R/1-00)	
	Combined Enrollment Form	49006 (R/1-00)	
	CSHCS Enrollment Checklist	48134	
	Hoosier Healthwise Enrollment Checklist	-	
	Physician's Health Summary	51929 (R/4-06)	
	Maternal Child Health Services, Hoosier Healthwise, First Steps Early Intervention System, Children's Special Health Care Services Consent to Release and Share Medical Information	49006 (R/1-00)	Commonly referred to as the Consent to Release and Share Information
	First Steps Cost Participation Expenses Worksheet	51359 (R/4-06)	
	First Steps Cost Participation Schedule of Costs	-	
	Referral form to ED Team for Evaluation	-	SPOE specific

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	Form	State Form #	Comments
	Private Medical Insurance Supplement	51309 (R2/4-06)	
	First Steps Private Medical Insurance Consent	51308 (R2/4-06)	
	10-day, prior written notice	-	Each SPOE has its own form.
	Any other SPOE specific forms		
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Famiy Interview	Indiana First Steps Early Intervention System Family Interview	51313 (R2/2-07)	Also in Spanish version
	Any other SPOE specific forms	-	
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Eligibility Meeting	First Steps Part C Eligibility Determination Statement	50054 (R3/4-06)	
	Copy of ED Team report	-	Used as a reference to determine eligibility.
	Any other SPOE specific forms	-	
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IFSP Meeting	Indiana's Individualized Family Service Plan to Enhance the Capacity of Families to Meet the Special Needs of Their Child	46514 (R9/3-05)	
	Copies of Matrices for each direct service provider for each domain area of concern	-	Obtained from the First Steps web site.
	First Steps Cost Participation Co-Payment	51361 (R/4-06)	
	Any other SPOE specific forms	-	
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1st Quarterly Home Visit	Each SPOE has its own form that is used to document the visit.	-	

Forms Needed for First Steps Processes

	Form	State Form #	Comments
	30-day Verification of Start Date	-	SPOE specific
	Any other SPOE specific forms	-	
6-Month IFSP Review	10-day, prior written notice (would have been completed before the review)	-	Each SPOE has its own form.
	Direct Service Provider's five month IFSP Progress Report (would have been obtained before the meeting)	-	Used for reference.
	Any other documentation or records that will be needed (obtain them before the meeting)	-	Used for reference.
	Indiana's Individualized Family Service Plan to Enhance the Capacity of Families to Meet the Special Needs of Their Child	46514 (R9/3-05)	
	A Family's Guide to Procedural Safeguards	-	
	6-Month (or other planned) IFSP Review Cover Sheet	51840 (R/3-05)	
	Outcome Review	51838 (R/3-05)	
	Changes to the IFSP (commonly referred to as the Change Page)	(R2/12-05)	
	Family Information Update, if necessary	51358 (R2/4-06)	
	First Steps Cost Participation Expenses Worksheet, if necessary	51359 (R/4-06)	
	First Steps Cost Participation Schedule of Costs, if necessary	-	
	Request for Authorization/Meeting Minutes	51839 (R/3-05)	
	Any other SPOE specific forms	-	

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	Form	State Form #	Comments
3rd Quarterly Home Visit, which may be used as Meeting to Prepare for Annual IFSP Review	Physician's Health Summary	51929	Send to physician to get signature
	A Family's Guide Through Procedural Safeguards	-	
	First Steps Cost Participation Expenses Worksheet, if necessary	51359 (R/4-06)	
	First Steps Cost Participation Schedule of Costs, if necessary	-	
	First Steps Early Intervention System Documentation	51842	
	Family Information Update	51358	
	Private Medical Insurance Supplement	51309	
	First Steps Private Medical Insurance Consent	51308 (R2/4-06)	
	Electronic Database Collection Systems Authorization for the Collection of Information	49006 (R/1-00)	
	Maternal Child Health Services, Hoosier Healthwise, First Steps Early Intervention System, Children's Special Health Care Services Consent to Release and Share Medical Information (Commonly referred to as the Consent to Release and Share Information)	49006 (R/1-00)	
Provider Reciprocal Consent to Release and Share Information	47960 (R2/1-05)		
General Reciprocal Consent to Release and Share	51675		
10-day prior written notice	-		
Any other SPOE specific forms.	-		

Forms Needed for First Steps Processes

	Form	State Form #	Comments
Between 3rd Quarterly Home Visit and Annual IFSP Review	See forms listed under 3rd Quarterly Home Visit - if they were not been completed at 3rd Quarterly Home Visit, then complete them now.	See above	
	Referral for Evaluation and Assessment	-	Each SPOE has its own form.
	Any other SPOE specific forms.	-	
Eligibility/ IFSP Annual Review Meeting	Annual IFSP Checklist	51919 (10-04)	
	Indiana's Individualized Family Service Plan to Enhance the Capacity of Families to Meet the Special Needs of Their Child	46514 (R9/3-05)	
	First Steps Part C Eligibility Determination Statement	50054 (R3/4-06)	
	Copy of ED Team report		
	Families Always Have Rights	-	
	A Family's Guide Through Procedural Safeguards	-	
	First Steps Cost Participation Co-Payment	51361 (R/4-06)	would have been signed at meeting to prepare for IFSP review
	First Steps Cost Participation Schedule of Costs	-	
	Direct Service Providers IFSP Progress Reports		
	ED Team Report from annual IFSP review		

Forms Needed for First Steps Processes

	Form	State Form #	Comments
	Any other SPOE specific forms.	-	
Changes to the IFSP	To add or increase services:		
	First Steps Request for Change or Addition in Service with ED Team Response	-	Commonly referred to as Request for Change. Direct Service Provider completes this and sends to ongoing service coordinator.
	Service Change to the IFSP checklist	51921 (10-04)	
	Changes to the IFSP	51841 (R3/1-07)	commonly referred to as Change Page
	10-day prior written notice	-	
	First Steps Documentation of Team Discussion	51928 (R/10-06)	
	Outcomes Page - blank	-	copied from blank IFSP
	Maternal Child Health Services, Hoosier Healthwise, First Steps Early Intervention System, Children's Special Health Care Services Consent to Release and Share Medical Information	49006 (R/1-00)	
	First Steps Early Intervention System Documentation of Receipt of Rights/Consent to Proceed/Permission to Assess	51842 (R/4-05)	
	General Reciprocal Consent to Release and Share Information	51675	

Forms Needed for First Steps Processes

	Form	State Form #	Comments
	ED Team Report		
	10-day prior written notice of approval of changes in service		SPOE specific
	Families Always Have Rights	-	
	Any other SPOE specific forms.		
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Changes to the IFSP	To decrease or terminate services:		
	10-day prior written notice		
	Changes to the IFSP	51841 (R3/1-07)	Commonly referred to as the Change Page.
	First Steps Documentation of Team Discussion	51928 (R/10-06)	
	Written request from direct service provider to decrease or terminate services	-	no state or SPOE form
	Families Always Have Rights	-	
	Service Change to the IFSP checklist	(10-04)	
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Family Moves to Another County	Documentation of Child Transfer to Another County	52000 (1-05)	
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Assistive Technology	No prior approval required:		
	Request for Assistive Technology	50881 (5-02)	listed on webpage as Final AT Policy and Form; completed by direct service provider and sent to ongoing service coordinator

Forms Needed for First Steps Processes

	Form	State Form #	Comments
	direct service provider written justification explaining how AT will help child reach the outcomes	-	
	physician's prescription for AT	-	direct service provider will obtain
	Families Always Have Rights	-	
	Changes to the IFSP	51841 (R3/1-07)	Commonly referred to as the Change Page.
	Any other SPOE specific forms		
	Prior approval required:		
	direct service provider written justification explaining how AT will help child reach the outcomes	-	
	physician's prescription for AT	-	direct service provider will obtain
	2 documented product quotes from approved First Steps provider list		direct service provider will obtain
	HCPC code		direct service provider will obtain
	First Steps Documentation of Team Discussion	51928 (R/10-06)	
	Prior Approval Request	51311 (R/10-04)	
	Changes to the IFSP	51841 (R3/1-07)	Commonly referred to as the Change Page.
	Families Always Have Rights	-	
Audiology	First Steps Early Intervention System Documentation of Receipt of Rights/Consent to Proceed/Permission to Assess	51842 (R/4-05)	

Forms Needed for First Steps Processes

	Form	State Form #	Comments
	Request for Authorization for Audiology Services	51930 (R2/1-07)	
	Referral form		SPOE specific
	10-day prior written notice		if services added; SPOE specific
	Changes to the IFSP	51841 (R3/1-07)	if services added
	Service Change to the IFSP checklist	51921 (10-04)	
	First Steps Documentation of Team Discussion	(R/10-06)	
Transition Planning Meeting	First Steps 30-Month Notice to Local Educational Agency (LEA)	51673 (R3/3-07)	
	General Reciprocal Consent to Release and Share Information	51675 (R3/4-07)	
	Families Always Have Rights	-	
	Transition Meeting Notification	(R2/1-05)	
Transition Meeting	Individualized Family Transition Plan	51672 (R2/1-05)	
	First Steps Transition Meeting Minutes	51674(R 2/1-05)	
	Meeting/Transition Checklist	(R3/3-07)	
Exit Interview	Indiana First Steps Early Intervention System Exit Summary	51310	Also in Spanish
	Ongoing Record Termination	52001 (1-05)	

Addressed in Module
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Addressed in Module
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Addressed in Module
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