

NYC Early Intervention Program

CO-VISIT Session Note Instructions

(Co-Visit Session Notes must be used for Family Training or Team Meeting)

1. Each interventionist must complete his/her own session note for the Co-visit session.
2. Complete all areas as follows:
 - Child's Name, DOB, and EI number:** Ensure this information is consistent with the information in the EI system.
 - Participants:** Each individual participating in the co-visit and their role. This includes the parent/caregiver and interventionists. Include parent/caregiver's relationship to child (role) and the interventionists' discipline (e.g., PT, OT, ST). Co-visits must follow all billing rules, e.g., no more than three interventionists from different disciplines can participate in a co-visit without a pre-authorized waiver, etc.
 - Date and Time:** The date and time during which the session took place.
 - Date Session Note Written:** The date the note was completed.
 - Location of Co-visit:** Home/community or center as appropriate.
 - IFSP Outcome(s) Addressed:** The target outcome or outcomes from the IFSP which were the focus of intervention for that session.
 - Progress of Child/Family....** Brief description of the progress that the child has made toward the IFSP outcome.
 - Discussion at Co-visit:** The current concerns of parent/caregiver and/or interventionists. If applicable, confirm which interventionists are assigned to Family Training sessions in next month. Indicate date, time and place of next Co-visit session.
 - Activity at Co-visit:** Check all that apply indicating the child/parent/caregivers involved in the co-visit session. Briefly describe the activities done with the parent/caregiver and/or child.
 - List Family Plan for Next Time Period...:** The activities planned until the next co-visit as agreed upon by the interventionists and the parent/caregiver. These are the same activities described on the FAP Calendar under 'Family Plan'. The time span between co-visits is specified on the IFSP. If a tool other than the calendar is being used, indicate here what tool is being used to help the parent/caregiver plan activities to help his/her child for the upcoming time period. For example, if a notebook is used instead of a calendar, the interventionist could write *'Parent will do stretching exercise with Joey while diapering him. Parent will record in parent-therapist notebook.'*
 - Follow-Up by Team of Interventionists:** Plans and strategies to support the Family Plan in the next month. For example, *"PT will pick up piece of equipment for bath. Speech therapist will help parent determine appropriate toys or objects that can be used at bath time. ."* List plans and strategies to integrate services. For example, *"To promote talking, physical therapist will show parent and Speech Therapist how to use household item (e.g., towel) to position child for better breath control."*
 - Parent/Caregiver Signature and Relationship to Child:** The parent/caregiver signs the Co-Visit session note for each interventionist and lists his/her relationship to the child next to the signature.
 - Interventionist Signature:** Service provider signs and lists his/her credential.
3. Keep Session notes in child's file at the provider site.