

NYC Early Intervention Program

Session Note Instructions

1. Complete a Session Note for each session.
2. Complete all areas as follows:
 - Child's Name, DOB, and EI number:** Make sure this information is consistent with the information in the EI system.
 - Interventionist's Name:** The individual providing the intervention.
 - Discipline:** The appropriate discipline of the interventionist (e.g., PT, ST).
 - Location of Service:** Where the session took place, e.g., home, center-based program, community location.
 - Date and Time:** The date and time during which the session took place.
 - Service Type:** The service type as listed on the IFSP, such as Speech Therapy or Family Training.
 - Date Note Written:** The date the session note was completed.
 - IFSP Outcome(s) Addressed:** The target outcome(s) from the IFSP, which were the focus of that session's intervention.
 - Progress by child/family related to outcomes:** Brief description of progress toward reaching the outcomes listed, including achievements and/or obstacles.
 - Worked with parent/caregiver and child together...:** Check the appropriate box indicating those involved in this session (child/family/caregiver)
 - Activity During Session:** Brief description of the therapeutic activity in the session.
 - Activity with parent/caregiver:** The activities done with the parent/caregiver. Check all that apply.
 - List Family Plan/Calendar activity for next week:** One or more activities agreed upon by the interventionist and the parent/caregiver that will be used during the coming week(s). (Note that these should also be written on the FAP Calendar under 'Family Plan'). If a co-visit is authorized, list the family plan on the session note as agreed upon at the co-visit. Describe modifications to that plan as needed. If a tool other than the calendar is being used, indicate what tool is being used to help the parent/caregiver plan activities to help his/her child during the week or time frame in question. For example, if a notebook is used instead of calendar the interventionist could write *'Parent will do stretching exercise with Joey while diapering him. Recorded in parent-therapist notebook.'* Activities for parents (on the FAP Calendar, or with other tool) are expected to span a minimum of one week. However, a therapist may see the child/family more than once per week; or activities may be recommended for multiple weeks. Indicate in this section if you are working on the calendar activity from the previous Session Note.
 - Parent/Caregiver Signature and Relationship to Child:** The parent/caregiver present during the session signs and lists his/her relationship to the child.
 - Provider's Signature and Credential:** The interventionist's signature and credentials.
3. Keep the Session notes in child's file at the provider site.