



## **Progress Report Documentation**

The Progress Report page on TOTS is designed so that all Individualized Family Service Plan (IFSP) team members can quickly enter the required progress reports and ensure that they are properly documenting the evidence-based practices (EBPs) used with the child and family. All early intervention service providers must continually assess children and families' progress during the IFSP period. No IFSP team decision can be made without data to support it.

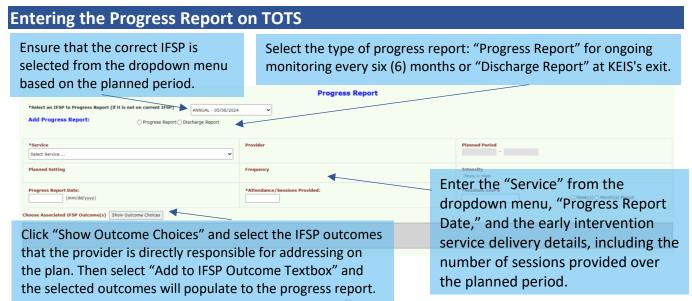
Federal regulations emphasize this continual assessment. The regulations define one (1) of the roles of an early intervention service provider as "...participating in the multidisciplinary IFSP team's ongoing assessment of the infant or toddler with a disability and the family-directed assessment of the resources, priorities, and concerns of the family, as related to the needs of the infant or toddler, in the development of integrated goals and outcomes for the IFSP" (34 CFR 303.12 (b) (1). Further, the regulations require that a "statement of the measurable results or measurable outcomes expected to be achieved for the child and family..." (34 CFR 303.344 (c)) be included in each IFSP. Measurable implies data collection- how can the team determine if progress is adequate without knowing the data?

Checklists, frequency counts, curriculum probes, and re-administration of sections of the five-area assessment (5AA) sections are a few ways progress data can be collected. Each IFSP team member should have a plan for data collection based on the frequency of sessions implemented during the IFSP planned service period. Data must be collected regularly based on whatever best fits the intervention, provider, and frequency of visits. All providers on the IFSP team must complete progress reports and discharge summaries.

The Primary Service Provider/Primary Coach (PSP) on the plan is responsible for completing the annual and exit 5AA and a progress report. The annual assessment gives the IFSP team insight into the child's level of development across five (5) developmental domains. The progress report documents the progress made on the specific IFSP outcomes they have worked on during the planned period.

## **Timelines**

- Every six (6) months, each IFSP team provider must complete a progress report on TOTS.
- Progress reports must be provided to the family five (5) working days before the IFSP meeting/discharge. The provider must document on TOTS that the report was given to the family.

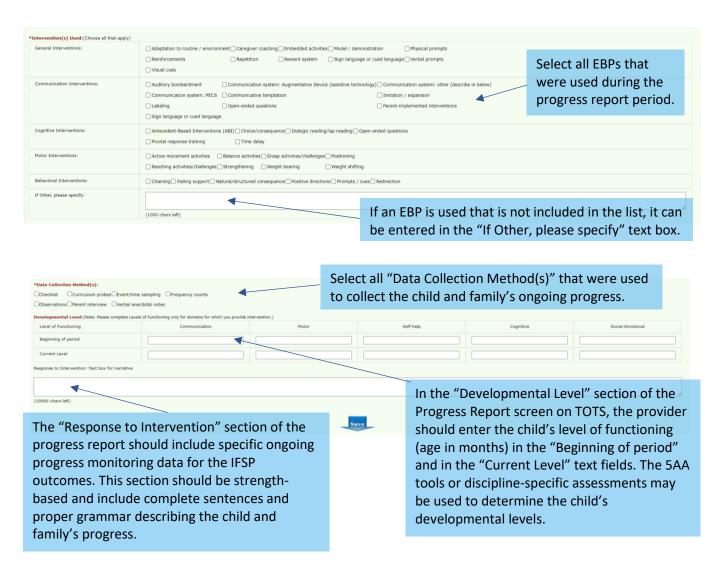






## **Entering the Progress Report on TOTS**

The "intervention(s) Used (Choose all that apply):" section documents EBPs used during early intervention sessions. Many providers use a variety of strategies, so more than one (1) EBP can be selected in the data system. The EBPs are grouped into categories due to their specificity and to make it easier for providers to find and select the ones used.



Once the progress report has been entered completely, providers should review their work for spelling and grammar errors. The progress report cannot be opened to make corrections once it has been saved. Once the review is complete, select the blue "Save" arrow at the bottom of the page. Once saved, the report will be archived at the bottom of the Progress Report page on TOTS in the "Progress Report Log" section. Select the "Report" button and TOTS will generate the progress report. Before printing the document, select the "Export to Word". The report includes a section for the provider's signature and date. Be sure to sign this document and provide a signed copy to the family. Document in the communication log that the progress report was provided to the family five (5) working days prior to the IFSP meeting/discharge.