

(Please print legibly-use black ink)

DAILY NOTES/ATTENDANCE SHEET

DOH EIOD:

Ongoing Service Coordinator:

Child's Name: _____		Date of Birth: ____ / ____ / ____		Age: ____	
IFSP Period: ____ / ____ / ____ to ____ / ____ / ____			Service: _____		
		Type	Location	Frequency	Duration
# Authorized Sessions: _____		Authorization #: _____		ICD-9 Code: _____	
Provider/Agency Name: _____			Provider: _____		
			Name	Professional Title	

[Key] C= Clinician cancelled FV= Family Vacation H= Holiday I= IFSP meeting M= Make-up N= No one home
P= Parent cancelled PV= Provider Vacation S= Child sick/hospitalized X= Treatment session

DATE: ____ / ____ / ____ [] IN: ____ OUT: ____ *Parent/Caregiver Signature: _____		SESSION #: ____	
Desired Outcome/Goals: _____		Makeup for: _____	
Session Content: _____		CPT CODES: _____	
Provider Signature/License Initials: _____			

DATE: ____ / ____ / ____ [] IN: ____ OUT: ____ *Parent/Caregiver Signature: _____		SESSION #: ____	
Desired Outcome/Goals: _____		Makeup for: _____	
Session Content: _____		CPT CODES: _____	
Provider Signature/License Initials: _____			

DATE: ____ / ____ / ____ [] IN: ____ OUT: ____ *Parent/Caregiver Signature: _____		SESSION #: ____	
Desired Outcome/Goals: _____		Makeup for: _____	
Session Content: _____		CPT CODES: _____	
Provider Signature/License Initials: _____			

DATE: ____ / ____ / ____ [] IN: ____ OUT: ____ *Parent/Caregiver Signature: _____		SESSION #: ____	
Desired Outcome/Goals: _____		Makeup for: _____	
Session Content: _____		CPT CODES: _____	
Provider Signature/License Initials: _____			

Recommendations for support, education, and guidance for parents: (Complete)

I certify that all the information listed above is correct to the best of my knowledge.

Provider Signature/License Initials: _____

DATE: / / [] IN: OUT: *Parent/Caregiver Signature: SESSION #: _____
 Desired Outcome/Goals: _____
 Makeup for: _____
 Session Content: _____ CPT CODES: _____
 Provider Signature/License Initials: _____

DATE: / / [] IN: OUT: *Parent/Caregiver Signature: SESSION #: _____
 Desired Outcome/Goals: _____
 Makeup for: _____
 Session Content: _____ CPT CODES: _____
 Provider Signature/License Initials: _____

DATE: / / [] IN: OUT: *Parent/Caregiver Signature: SESSION #: _____
 Desired Outcome/Goals: _____
 Makeup for: _____
 Session Content: _____ CPT CODES: _____
 Provider Signature/License Initials: _____

DATE: / / [] IN: OUT: *Parent/Caregiver Signature: SESSION #: _____
 Desired Outcome/Goals: _____
 Makeup for: _____
 Session Content: _____ CPT CODES: _____
 Provider Signature/License Initials: _____

*Confirms provider's attendance

Recommendations for support, education, and guidance for parents: (Complete)

SPECIFIC CONTACT AND COMMENTS BETWEEN TEAM MEMBERS, DOH, AND OTHERS (Doctors, etc.)

DATE	CODES	NOTES

Codes: TC: Telephone Contact AV: Agency Visit HV: Home Visit IFSP: Indiv Fam Svc Plan
 TM: Team Meeting CN: Communications Notebook PC: Teacher/Therapist Consult

I certify that all the information listed above is correct to the best of my knowledge.

Providers signature/License Initials: _____