

Post 6 Month Review Case Note Example

This is case note is an example only. All case notes should reflect the activities and events that occurred for the individual child/family. All entries to records shall be kept current and must be legible, dated and the author designated. If hard copy, the author shall sign and date the entry. For more information on the policies for recordkeeping please visit the Child and Family Connections Procedure Manual section on [Recordkeeping](#).

**anything italicized indicates when you will need to include your case specific information*

EI

This writer completed 6 month review meeting at (*location*), with (*list parent and all others in attendance including their title*). This writer distributed copies of updated progress reports (*specify*) to all IFSP team members. Together we reviewed family priorities, outcomes, strategies, progress towards outcomes, and the service plan. Family priorities discussed included (*list family priorities*). Progress is documented on outcome pages and IFSP team decided to continue all services without any changes to the service plan. Services will continue as follows (*list services and their place of service*).

This writer reviewed family rights, HIPAA, insurance, family income, and IFSP Implementation Page (section 7 of the IFSP) with (*parent*). (*Parent*) signed doc of receipt/informed consent for family rights, doc of receipt for HIPAA, and updated section 7 of the IFSP. (*Parent*) confirmed nothing has changed with their family income or their insurance.

IFSP meeting authorizations were entered in the presence of all therapists in attendance and authorization numbers were distributed to each therapist. A printed authorization will be forwarded to each therapist in attendance upon return to the CFC office and IFSP updates will be sent out to all IFSP team members.

Name, SC