



NYC EARLY INTERVENTION PROGRAM

Justification for Change in Frequency, Duration, or Length of Service Form

Child's EI ID Number: Child's DOB:
Child's Name: Last First
Name of Provider: Discipline:
Therapist Phone Number: Agency Name:
Name of Supervisor: Supervisor Phone Number:
Date of Submission to OSC:

Authorization Information: All areas must be completed on this form or it will be returned as incomplete.

IFSP Start Date: IFSP End Date: Authorized Service:
# of sessions authorized:
# of sessions delivered by provider prior to this Justification for Change:
# of sessions missed (due to either provider or parent reasons):

Date(s) of any Previous Justification for Change in this Discipline:

Request for Change (Complete all that apply): Termination of Service Increase/Change in Service

Frequency: From: times per To: times per

Length: From: minutes To: minutes

Intensity: From: To:

Required Justification Components: Justifications will be returned if all questions are not answered. Responses must be numbered and addressed in the below order. For termination of service(s), complete sections 1, 2, and 5 only. Justifications must include relevant progress notes or amendment progress notes as required by the Amendment Policy.

- 1. Current Function:
a. What is the child's current level of function?
b. If an evaluation was administered, provide the name of the test and the score, unless this information is included in an evaluation report.
c. What was the child's level of function at the last IFSP?
d. What can the child do now, that he/she was unable to do previously (give skill-based examples).
2. Service(s) Provided to Date:
a. When did you begin delivery of the service?
b. Did a different provider deliver these services before you were assigned?
c. Did service(s) begin on time?
d. Explain any gaps in service(s) including missed sessions, frequent illness, vacations etc. Include both provider and family reasons, when available.
3. Family Involvement:
a. Describe how you are supporting the family and/or caregivers in integrating suggested activities into the child's and family's daily routines (Describe specific activities).
b. What successes or difficulties has the family had in integrating these activities?
c. When suggested activities were integrated into everyday activities, what changes in the daily routines have you observed?
4. Service Plan Coordination
a. Have you coordinated with other team members to achieve IFSP outcomes?
b. Have you addressed the same or different IFSP outcomes as other therapists? Explain.
5. IFSP Outcomes:
a. What is/are the IFSP outcome(s) that you are currently working on as stated in the IFSP?
b. What are the developmental steps that you are currently working on to reach the IFSP outcome(s)?
c. What progress has the child made toward the IFSP outcomes since initiation of this service plan?
d. What alternate strategies have you used to replace ineffective strategies? Have they been effective?
6. What will the recommended change offer that the present plan does not?
a. Does the proposed plan recommend a new IFSP outcome?
b. What new developmental steps are being proposed to achieve the IFSP outcomes?
c. What are the new strategies being proposed to achieve the short-term developmental steps?
d. Will the new plan involve strategies and methods that cannot be reinforced by activities that are part of the child's daily routine? If yes, describe why and indicate if changes in the daily routine are possible.
7. List any changes in the child's medical diagnoses, conditions or medications since the last IFSP which may have an impact on the child's response to EI Services. Describe how a change in the child's medical condition or medications will affect the service delivery plan.



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**GENERAL INSTRUCTIONS**

This form is to be used for a change(s) in a **service already on an IFSP**, not to request a new service or a change to service coordination units.

- The therapist/teacher must complete this form and submit it to the Ongoing Service Coordinator (OSC) when there is a proposed termination to, or change in frequency, duration or method of, a service currently on an IFSP.
- The OSC must submit this form to the Regional Office with other required paperwork whenever there is a request for a change in frequency, intensity or method of a service in the IFSP, (please refer to Amendment Policy in this chapter).
- All justifications must include relevant progress notes. For example, if this service change request is being made before the 6-month review and 6-month progress note, an amendment progress note must be included.

**DEMOGRAPHIC INFORMATION**

Please fill out this section in its entirety. The name and contact information of the therapist’s supervisor must be indicated.

**AUTHORIZATION INFORMATION**

This section **must** be completed in its entirety. Incomplete **Justifications** will be returned to submitter.

1. IFSP Start Date: _____ IFSP End Date: _____	Provider the Begin and End dates of the IFSP being amended.
2. Authorized Service:	Indicate IFSP service type being amended.
3. # of sessions authorized:	Copy the # of session units authorized from the IFSP.
4. # of sessions completed by Provider:	Provide the total number of sessions that have been delivered (include any make-up sessions).
5. # of sessions missed (due to either provider or parent reasons):	Indicate the number of any sessions missed (exclude any sessions that were made up).
<b>Date of Previous Justification(s) for Change in this Discipline:</b> If there were prior requests to amend this service, indicate the date of request.	
<b>Request for Change:</b> Indicate all changes to this service that are being requested at this time.	
<b>Required Justification Components:</b> For requests to <b>terminate services or decrease frequency</b> , complete questions 1, 2, and 5 only. For <b>all other requests</b> , complete questions 1 through 7.	

**RELEVANT DEFINITIONS**

Consistent with Early Intervention regulations, and for the purpose of this policy and procedure, frequency, intensity, length, duration, location and method of service are defined as follows:

- *frequency* means the number of days or sessions per week the service will be provided;
- *intensity* means whether the service is provided on an individual (facility or home/community) or group basis (group, parent/child group, parent/family support group)
- *length* means the number of minutes of actual time spent delivering services during each session;
- duration means the start date and end date the service is to be provided;
- location means the actual place or places where the service will be delivered;
- method means how a service is provided