

Routing sheet for 5-area protocol to be completed for annual or exit review

Child's name:

Child's DOB:

SC Name:

PSP Name:

Secondary Provider(s):

Date pulled by SC from file: _____ (optional! does not have to be completed)

Date SC delivered to PSP: _____ circle one: left in box in person

Date returned to SC from PSP: _____ circle one: left in box in person

Date turned in by SC: _____ necessary only if not turned in with paperwork
(should be turned in with completed paperwork – attach this form to protocol)

NOTES: (please use this space for any notes to help clarify any info needed to share as this tool is being completed)

Protocol should be pulled a minimum of six weeks prior to the meeting.

The HELP protocol is to be completed at annual and exit reviews, the information from this 5 area evaluation is crucial to either writing of the new IFSP or to score the Child Outcome Summary Form (COSF). The HELP booklet should be completed prior to the meeting and given to the SC at the end of the meeting.

Teams meet twice a month and the HELP booklets can be exchanged easily at least six weeks before the child's meeting, giving the therapists time to complete the booklets. We suggest that the exchange of the booklet takes place at the team meeting.

When completing the protocol, please remember to put a new date on the front of the booklet with the name of the person who is completing it for this meeting. Also remember to write in a different color of ink, so the different assessment dates are easily discerned.

This routing sheet has been designed to assist in ensuring that the protocol is delivered to the provider with ample time for completion prior to the meeting and then is returned to the SC on the day of the meeting. As of October 1st, this form should be attached to all protocols that should also be turned in with the paperwork from the meeting. **All protocols must be turned in when the paperwork is turned in by the SC five days after the meeting.**

The original of this form should remain with the protocol booklet. The SC should keep a copy of the form to keep track of protocols delivered to therapists. The original should be turned in with the protocol when it is returned to the SC.

Once protocols begin coming in consistently with paperwork, this form will no longer be necessary and will most likely be discontinued.