

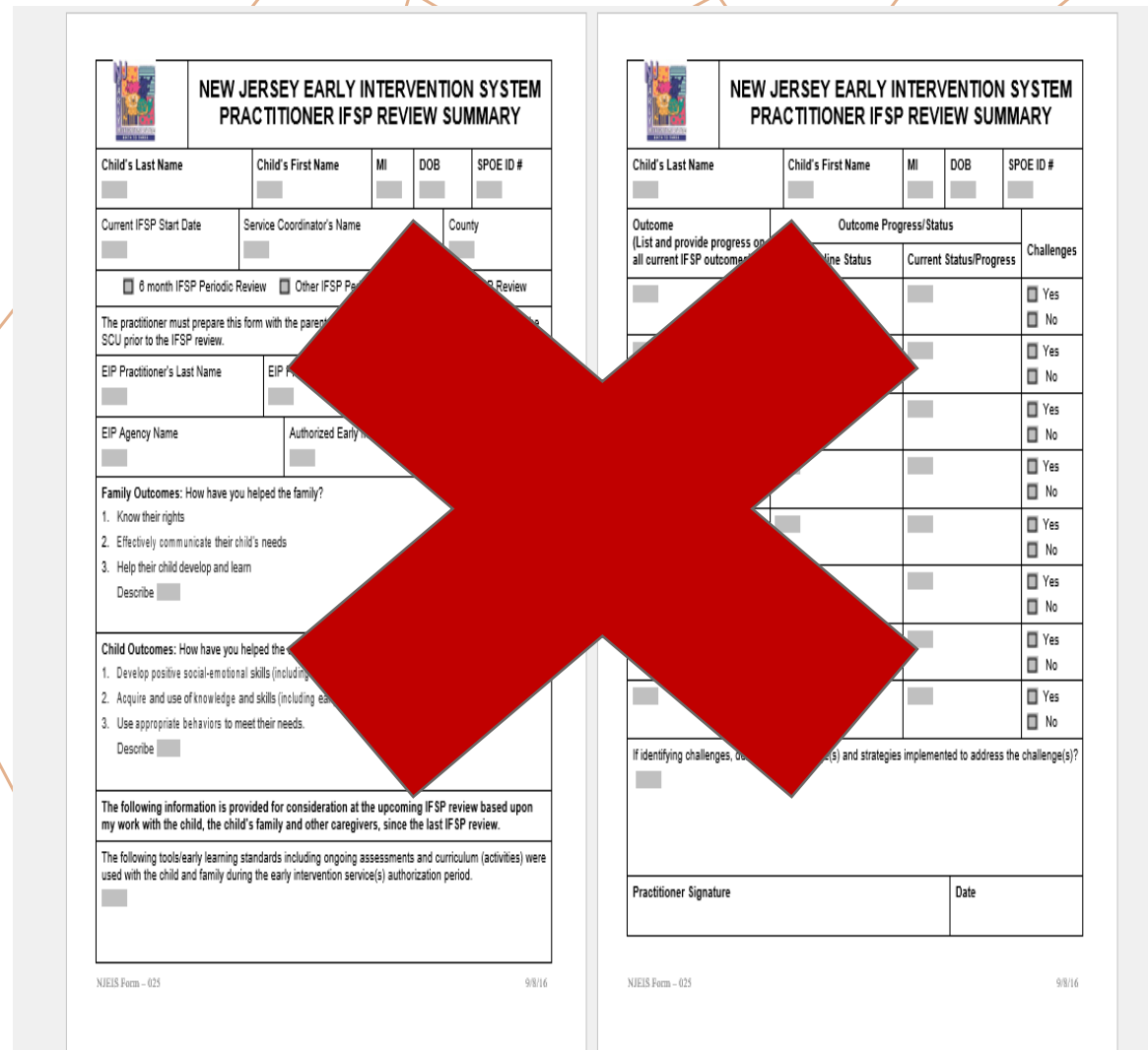
NEW NJEIS EIMS FEATURE: FORM 13

Progress Review Summary
(formerly FORM 25)

EIMS

We are excited to present to you a new feature in EIMS:

Form 13 (Formally Form 25)



**NEW JERSEY EARLY INTERVENTION SYSTEM
PRACTITIONER IFSP REVIEW SUMMARY**

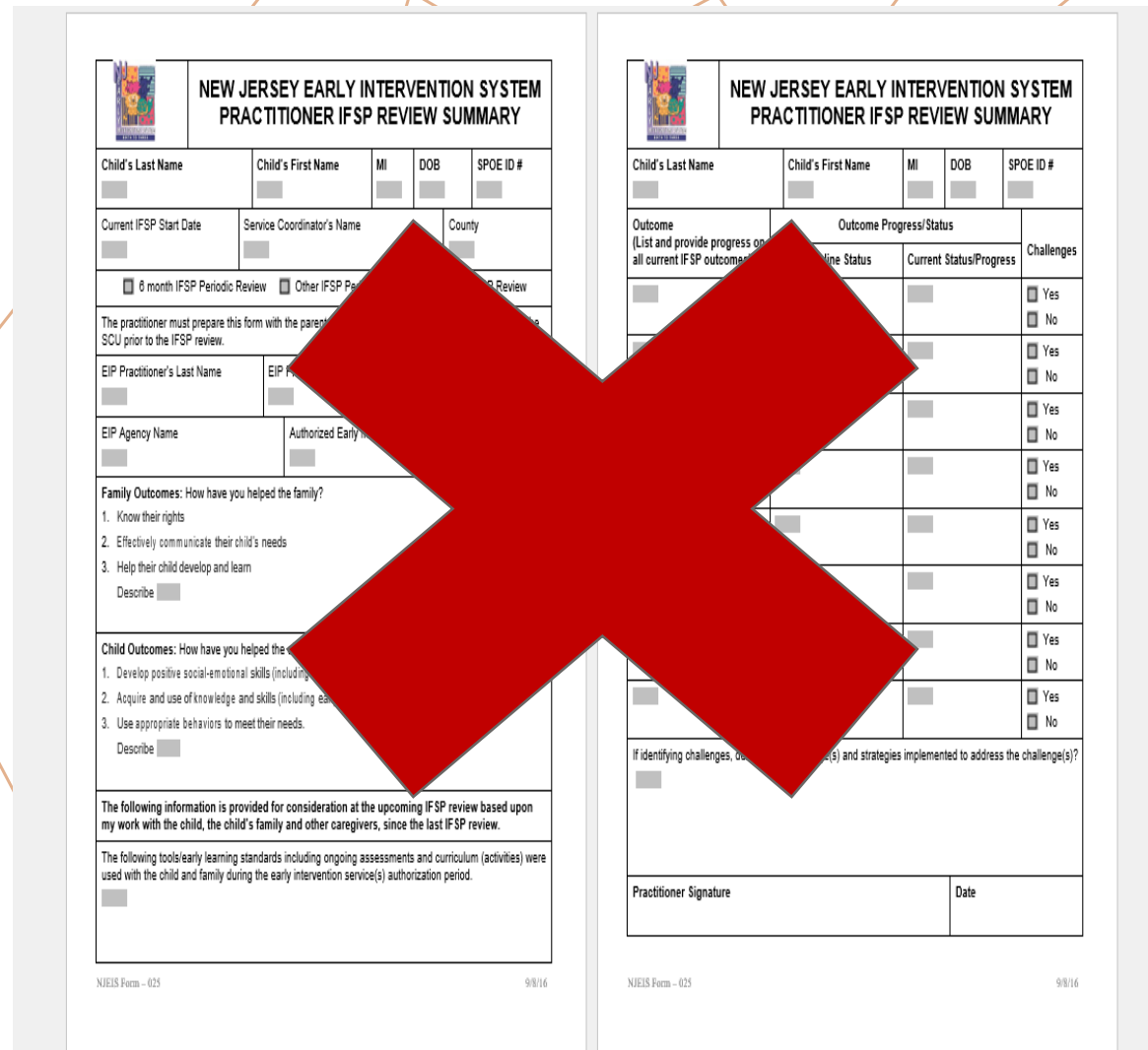
Child's Last Name	Child's First Name	MI	DOB	SPOE ID #																		
Current IFSP Start Date	Service Coordinator's Name	County																				
<input type="checkbox"/> 6 month IFSP Periodic Review <input type="checkbox"/> Other IFSP Periodic Review <input type="checkbox"/> IFSP Review																						
The practitioner must prepare this form with the parent(s) and the IFSP Reviewer/SCU prior to the IFSP review.																						
EIP Practitioner's Last Name	EIP Practitioner's First Name																					
EIP Agency Name	Authorized Early Intervention Service																					
Family Outcomes: How have you helped the family?																						
1. Know their rights																						
2. Effectively communicate their child's needs																						
3. Help their child develop and learn																						
Describe																						
Child Outcomes: How have you helped the child?																						
1. Develop positive social-emotional skills (including self-regulation)																						
2. Acquire and use of knowledge and skills (including early academic and language skills)																						
3. Use appropriate behaviors to meet their needs.																						
Describe																						
The following information is provided for consideration at the upcoming IFSP review based upon my work with the child, the child's family and other caregivers, since the last IFSP review.																						
The following tools/early learning standards including ongoing assessments and curriculum (activities) were used with the child and family during the early intervention service(s) authorization period.																						
<table border="1"> <tr> <th>Outcome Progress/Status</th> <th>Challenges</th> </tr> <tr> <td>Outcome (List and provide progress on all current IFSP outcomes)</td> <td>Challenges</td> </tr> <tr> <td>Line Status</td> <td>Current Status/Progress</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>					Outcome Progress/Status	Challenges	Outcome (List and provide progress on all current IFSP outcomes)	Challenges	Line Status	Current Status/Progress		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No
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If identifying challenges, describe the challenge(s) and strategies implemented to address the challenge(s)?																						
Practitioner Signature				Date																		

NIEIS Form - 025 9/8/16

EIMS

Form 13 (Formally Form 25)

Go live date: **4/25/24**



**NEW JERSEY EARLY INTERVENTION SYSTEM
PRACTITIONER IFSP REVIEW SUMMARY**

Child's Last Name	Child's First Name	MI	DOB	SPOE ID #
Current IFSP Start Date	Service Coordinator's Name	County		
<input type="checkbox"/> 6 month IFSP Periodic Review <input type="checkbox"/> Other IFSP Periodic Review <input type="checkbox"/> IFSP Review				
The practitioner must prepare this form with the parent and the Service Coordinator (SCU) prior to the IFSP review.				
EIP Practitioner's Last Name	EIP Practitioner's First Name	MI	DOB	SPOE ID #
EIP Agency Name	Authorized Early Intervention Service Provider			
Family Outcomes: How have you helped the family?				
1. Know their rights				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Effectively communicate their child's needs				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Help their child develop and learn				
Describe				<input type="checkbox"/> Yes <input type="checkbox"/> No
Child Outcomes: How have you helped the child?				
1. Develop positive social-emotional skills (including self-regulation)				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Acquire and use of knowledge and skills (including early learning standards)				
				<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Use appropriate behaviors to meet their needs.				
Describe				<input type="checkbox"/> Yes <input type="checkbox"/> No
The following information is provided for consideration at the upcoming IFSP review based upon my work with the child, the child's family and other caregivers, since the last IFSP review.				
The following tools/early learning standards including ongoing assessments and curriculum (activities) were used with the child and family during the early intervention service(s) authorization period.				
Practitioner Signature				Date

NIEIS Form - 025 9/8/16

ADVANTAGES TO THE EIMS FORM 13

Log directly into EIMS

Enter your progress review summary notes

No paper, scanning or emailing

Easily submitted during the open review period

STEP 1

The ongoing service coordinator will open the review period so that you can enter your progress review summary notes into the child record.

STEP 2

You will receive an email notification from the ongoing service coordinator that the review period is open along with a deadline for your submission. You will typically have one month to complete the **FORM 13** in EIMS.

STEP 3

Notify your Regional Administrator that you completed the **FORM 13**. The Regional Administrator will review your documentation.

STEP 4

Finalize your notes as part of the child record.

GENERAL STEPS

NJEIS POLICY 19

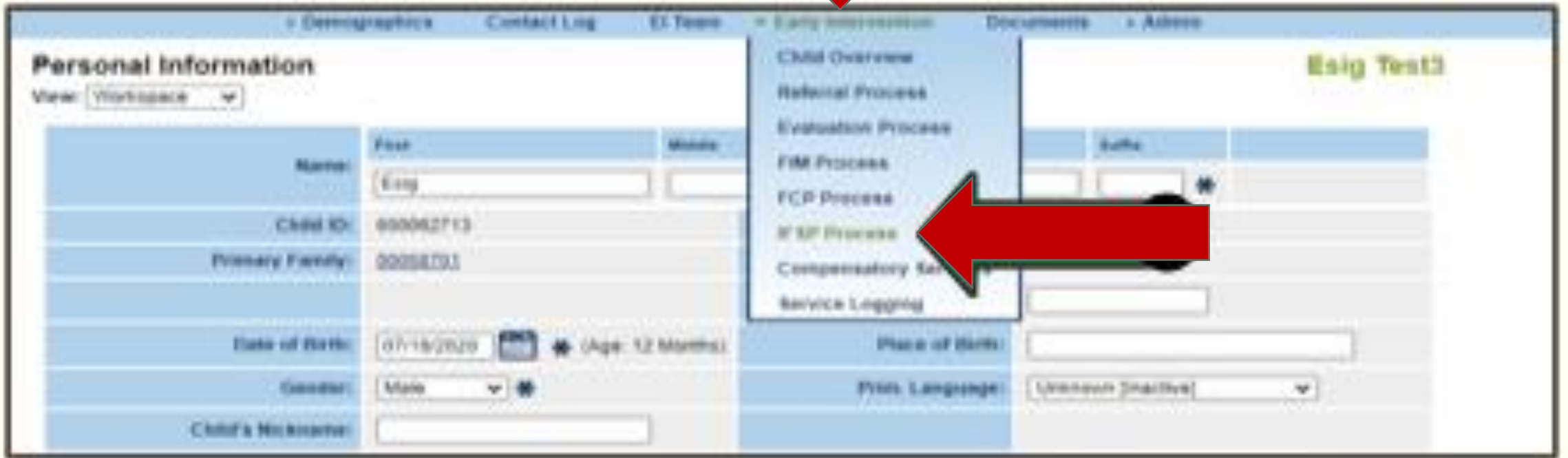
PLEASE REVIEW:

[HTTPS://WWW.NJ.GOV/HEALTH/FHS/EIS/
DOCUMENTS/POLICIES/NJEIS-19.PDF](https://www.nj.gov/health/fhs/eis/documents/policies/njeis-19.pdf)

DOH STATES THAT PER POLICY 19, EACH PRACTITIONER PROVIDING SERVICES TO THE CHILD/FAMILY IS **REQUIRED** TO COMPLETE A PROGRESS REVIEW SUMMARY.



HOW TO ENTER
PROGRESS
REVIEW
SUMMARY NOTES
INTO EIMS



The screenshot displays the EIMS software interface. At the top, there are navigation tabs: Demographics, Contact Log, EI Tools, Early Intervention, Documents, and Address. The 'Early Intervention' tab is selected. On the left, the 'Personal Information' section is visible, showing fields for Name (Esig), Child ID (600042713), Primary Family (00058701), Date of Birth (07/18/2020), Gender (Male), and Child's Nickname. A red arrow points to the 'Early Intervention' tab. Another red arrow points to the 'IFSP Process' option in the dropdown menu under the 'Early Intervention' tab. Other options in the menu include Child Overview, Referral Process, Evaluation Process, FIM Process, FCP Process, Compensatory Services, and Service Logging. The right side of the screen shows a form for 'Esig Test3' with various input fields.

- 1- Log into EIMS account (no changes).
- 2- Look up the child on your caseload.
- 3- Go to the **Early Intervention Tab** and select **IFSP Process**.

IFSP Process

Esig Test3 - 1 Year 1 Month (✓)

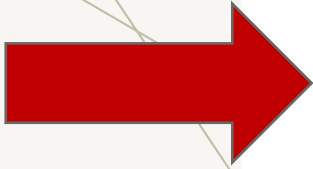
Meeting Purpose and Demographic Information ✓

IFSP Extension ✓


Progress Review Summary ✓

OSC Initiate Progress Review ✓

4- Select the **PROGRESS REVIEW SUMMARY** Bubble in the child's record.



- Service Coordination
- Team Meetings
- Assessment
- Occupational Therapy
- Occupational Therapy
- Physical Therapy
- Physical Therapy


 For Each Outcome you are reviewing, please indicate the outcome and provide progress report. Saving will store the information you have entered. Finalizing will make the text read-only and be considered complete for the periodic or annual review.

- Stephanie [REDACTED]
- Robe [REDACTED]
- [REDACTED]
- Patric [REDACTED]
- Juan [REDACTED]
- Hecto [REDACTED]
- [REDACTED]

5- Review the IFSP Outcomes on the top portion of the page.

[-] Occupational Therapy

Outcome	Narrative
Matthew will be able to crawl on hands and knees independently across the room to reach for toys and sit without loss of balance.	He is able to sit but falls backwards if losing balance and is able to army crawl across the room.
Matthew will bring both hands to mid line to clap hands, bang objects together, and stack 2 blocks in order to increase eye hand coordination needed for self-help independence.	Matthew is not clapping, banging objects together or stacking blocks and pulls away from hand over hand instruction.




[-] Physical Therapy

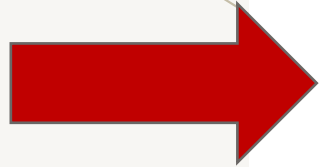
Outcome	Narrative
Matthew will be able to crawl on hands and knees independently across the room to reach for toys and sit without loss of balance.	He is able to sit but falls backwards if losing balance and is able to army crawl across the room.
Matthew will bring both hands to mid line to clap hands, bang objects together, and stack 2 blocks in order to increase eye hand coordination needed for self-help independence.	Matthew is not clapping, banging objects together or stacking blocks and pulls away from hand over hand instruction.

5- Continued: Review each of the IFSP Outcomes by selecting the “+” sign to expand the child outcomes.

- Service Coordination
- Team Meetings
- Assessment
- Occupational Therapy
- Occupational Therapy
- Physical Therapy
- Physical Therapy

 For Each Outcome you are reviewing, please indicate the outcome and provide progress report. Saving will store the information you have entered. Finalizing will make the text read-only and be considered complete for the periodic or annual review.

- Stephanie [redacted]
- Robe [redacted]
- [redacted]
- Patric [redacted]
- Juan [redacted]
- Hecto [redacted]
- [redacted]

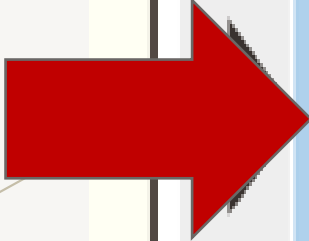


6- Click on the “+” sign next to your name to open up the progress review summary fields.

☰ Stephanie [Redacted]

Outcome Reviewed	<p>☰ say at least 20 understandable words to communicate for a variety of purposes (requests, label, comment, protest and respond to questions) during a variety of routines such as dressing, snacks, and play.</p> <p>☰ abc ✓</p>	Progress Report	<p>☰ ...cal and is ... to objects</p> <p>he wants and uses some hand gestures to songs. He can follow simple routine directions. SA 8/12/21</p>	Marked complete	No
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Add Row



7- Copy and Paste the Child Outcomes (from the top of the page) from the current IFSP into the first window **OUTCOME REVIEWED** field .

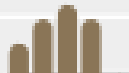

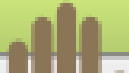



Outcome Reviewed	<p>[redacted] say at least 20 understandable words to communicate for a variety of purposes (request, comment, protest, questions) during routines such as dressing, snacks, and play.</p> <p>[redacted]</p> <p>abc ✓</p>	Progress Report	<p>[redacted] cal and is [redacted] to objects</p> <p>he wants and uses some hand gestures to songs. He can follow simple routine directions. SA 8/12/21</p>	Marked complete	No
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8- Enter your progress review summary notes into the **PROGRESS REPORT** field: **REVIEW SUNNY DAYS FORM 13 EXPECTATION & GUIDELINES.**

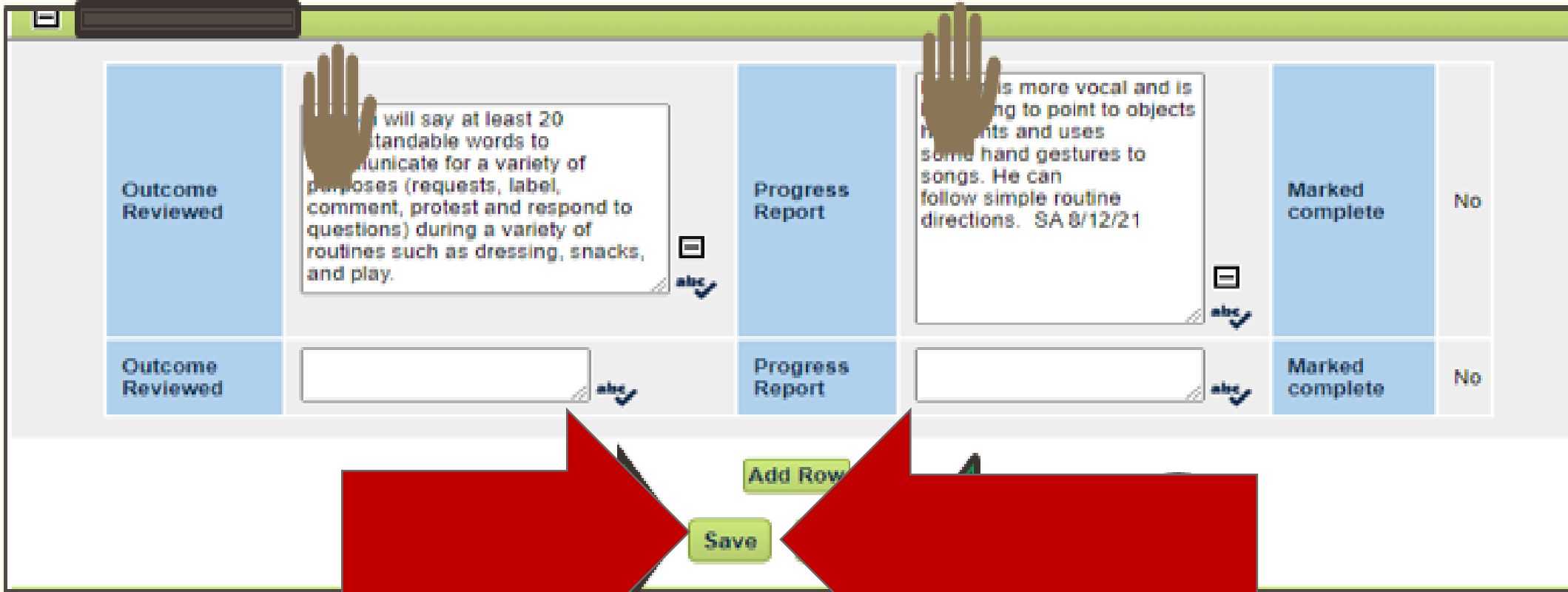
9- At the end of your summary, enter your **full name** as it appears in EIMS along with your credentials and the **date completed.**

Stephan

Outcome Reviewed	 <p>will say at least 20 understandable words to communicate for a variety of purposes (requests, label, comment, protest and respond to questions) during a variety of routines such as dressing, snacks, and play.</p> 	Progress Report	 <p>is more vocal and is willing to point to objects he wants and uses some hand gestures to songs. He can follow simple routine directions. SA 8/12/21</p> 	Marked complete	No
Outcome Reviewed	<input type="text"/> 	Progress Report	<input type="text"/> 	Marked complete	No

 [Add Row](#)

10- **ADD ROW** for **EACH** child outcome on the current IFSP and document the progress for each outcome.



Outcome Reviewed	Progress Report	Marked complete	
Outcome Reviewed	Progress Report	Marked complete	No
Outcome Reviewed	Progress Report	Marked complete	No

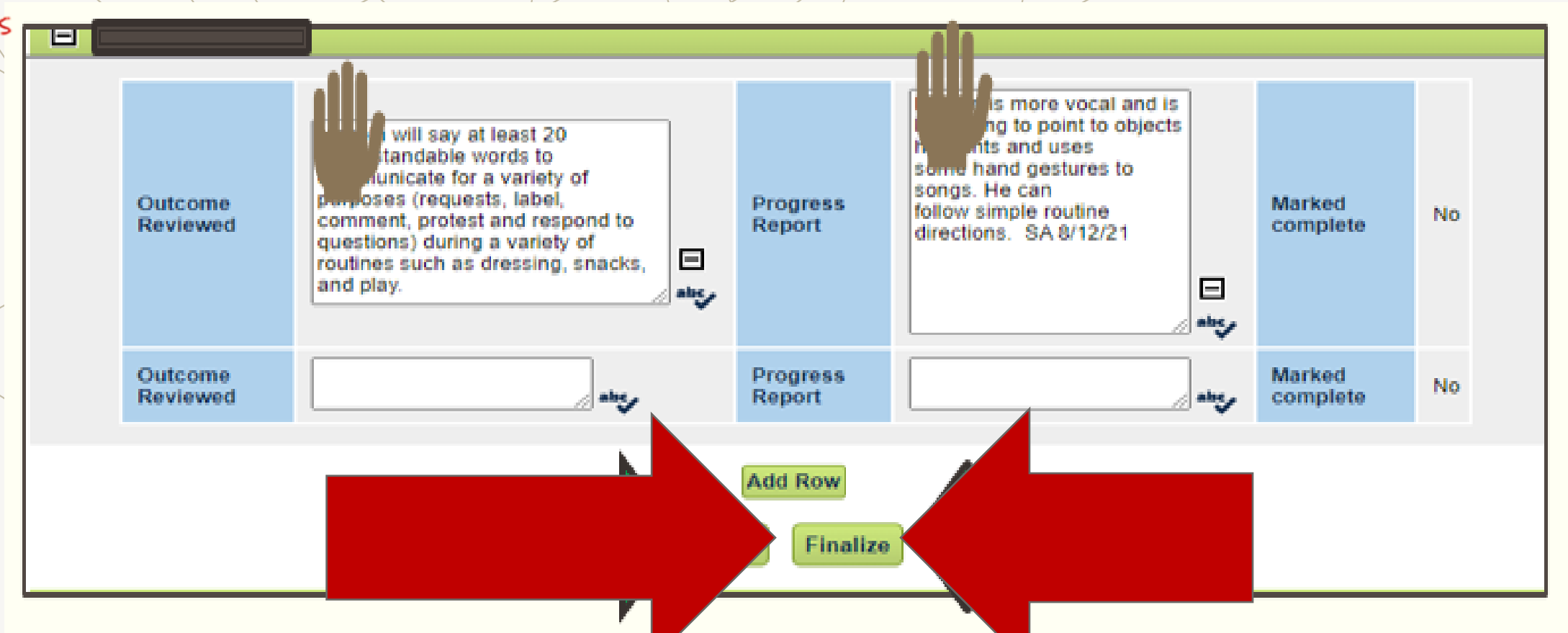
Outcome Reviewed: [Text: ... will say at least 20 understandable words to communicate for a variety of purposes (requests, label, comment, protest and respond to questions) during a variety of routines such as dressing, snacks, and play.]

Progress Report: [Text: ... is more vocal and is beginning to point to objects he wants and uses some hand gestures to songs. He can follow simple routine directions. SA 8/12/21]

Buttons: Add Row, Save, Marked complete

11- **SAVE** your notes at any point in the process to save in draft.


12-Contact Regional Administrator to review the Progress Review Summary in draft.



Outcome Reviewed	Progress Report	Marked complete	
	... will say at least 20 understandable words to communicate for a variety of purposes (requests, label, comment, protest and respond to questions) during a variety of routines such as dressing, snacks, and play.	... is more vocal and is ... g to point to objects ... ts and uses some hand gestures to songs. He can follow simple routine directions. SA 8/12/21	No
			No

Buttons: Add Row, Finalize

13- After the Regional Administrator reviews the Progress Review Summary note, you will need to **FINALIZE.**

Stephan [Redacted]					
Outcome Reviewed	 will say at least 20 understandable words to communicate for a variety of purposes (requests, label, comment, protest and respond to questions) during a variety of routines such as dressing, snacks, and play.	Progress Report	 is more vocal and is beginning to point to objects he wants and uses some hand gestures to songs. He can follow simple routine directions. SA 8/12/21	Marked complete	Yes
Outcome Reviewed		Progress Report		Marked complete	Yes

13- After you finalize your notes, the outcome will be **MARKED COMPLETE.**

NOTE: your notes will not be editable once finalized!



SUNNY DAYS REGIONAL ADMINISTRATOR GENERAL SUPERVISION PLAN

CONTACT (EMAIL) YOUR REGIONAL ADMINISTRATOR THAT YOUR PROGRESS REVIEW SUMMARY IS SAVED IN DRAFT.

AFTER REGIONAL ADMINISTRATOR REVIEWS YOUR NOTE, FINALIZE YOUR PROGRESS REVIEW SUMMARY IN EIMS.



ONGOING SERVICE COORDINATOR

The Ongoing Service Coordinator will contact you with the IFSP meeting dates to review the progress review summaries with the EI team (no change).

REVIEW, SIGN AND RETURN THE FORM 13 ACKNOWLEDGEMENT FORM



Form13 Acknowledgement Form

I have reviewed the below documents in NJEIS Compliance:

- 1- NJEIS Policy 19:
[HTTPS://WWW.NJ.GOV/HEALTH/FHS/EIS/DOCUMENTS/POLICIES/NJEIS-19.PDF](https://www.nj.gov/health/fhs/eis/documents/policies/njeis-19.pdf)
 - a. Each practitioner providing services to the child/family is required to complete a Progress Review Summary (Form 13) for every FSP meeting.
- 2- EIS Progress Review Summary (Form 13) step by step instructional PowerPoint.
- 3- Sunny Days Form 13 Expectations and Guidelines.

Return signed form by 4/15/24 to Form13@sunnydays.com

Practitioner Name (print clearly)	Signature	Date

**Return as a PDF by 4/14/24:
form13@sunnydays.com**



SUPPORT

The training team at Sunny Days will be providing

“Live Demonstrations” of this new EIMS feature:

Please register for a Let’s Chat Meeting:

- | | |
|---------------------------|--|
| Date/Time: 3/21/24 4pm | Registration Link https://attendee.gototraining.com/r/4024902389301001986 |
| Date/Time: 3/25/24 5pm | Registration Link https://attendee.gototraining.com/r/6805192362498426882 |
| Date/Time: 3/26/24 8:30am | Registration Link https://attendee.gototraining.com/r/2367529347938112003 |
| Date/Time: 4/4/24 6pm | Registration Link: https://attendee.gototraining.com/r/5335852302138519298 |
| Date/Time: 4/10/24 7pm | Registration Link: https://attendee.gototraining.com/r/5893572978241218050 |
| Date/Time: 4/16/24 8:30am | Registration Link: https://attendee.gototraining.com/r/8414474964310927107 |

Please visit sunnydays.com for more dates and times.



FOR ADDITIONAL QUESTIONS

Email the Sunny Days Training Team @

form13@sunnydays.com