

## Family Service Coordination (FSC) Guidelines for Secondary Providers and Managers

Generally, the Primary Service Provide (PSP) is completing coordination tasks. At PIC, the PSP is the assigned Family Service Coordinator. However, recognizing that a secondary provider may participate in family service coordination activities, a secondary service provider may be added to the FSC goal and note their activities. This grid describes A child/family may only have one Family Service Coordinator listed on the Summary of Services page of the IFSP. Do not add the secondary to the IFSP Summary of Services page.

As a reminder, FSC may overlap with other services (i.e. DT, OT, PT, SLP, SW).

2 <sup>nd</sup> Provider FSC Activities	Examples	Documentation
Attending eligibility meeting due to:	<ol style="list-style-type: none"> <li>1. Complex share out that is best explained by that evaluator</li> <li>2. Secondary expected to be on IFSP</li> <li>3. Primary would like support of second evaluator</li> </ol>	FSC clock times Daily note>subjective
Attending initial IFSP meeting	<ol style="list-style-type: none"> <li>1. Expected to be on the IFSP or invited back as a consult in the future</li> <li>2. Developing goals together</li> </ol>	Initial IFSP clock times Daily note>subjective
Attending 6 month/annual reviews	<ol style="list-style-type: none"> <li>1. Part of team; should be present</li> <li>2. Supporting discussion goals/POCs</li> </ol>	IFSP clock times Daily note
Attending ASD meetings	Due to complex needs of child; consider being part of 90 day meeting (at discretion of PSP/family)	FSC clock times Daily note
Supporting a family but no therapy taking place	<ol style="list-style-type: none"> <li>1. Pic at the Park, PIC a Boo</li> <li>2. Attends specialist appointment – such as hearing, FASDx, in absence of PSP (due to schedules or illness)</li> </ol>	FSC clock times Daily note
Ordering of special equipment	<ol style="list-style-type: none"> <li>1. Paperwork with forms associated with ordering orthotics, equipment</li> <li>2. Letters of medical necessity</li> <li>3. Conversations with other involved agencies/providers</li> <li>4.</li> </ol>	All Providers: FSC clock times Daily note
Orthotic Management and Training by OT/PT	<ol style="list-style-type: none"> <li>1. Measuring</li> <li>2. Casting</li> <li>3. Fitting</li> <li>4. Counseling use/treatment</li> </ol>	Only PT/OT: Enter clock times under 97760/97762* Daily note  *Code to change 01/2018

<p>One-time In office consultation with the PSP without family present and specific to child.</p>	<ol style="list-style-type: none"> <li>1. Collating information about intervention to try</li> <li>2. Looking at a video of child</li> <li>3. Home program activities/strategies</li> </ol>	<p>FSC appt type for <u>Secondary</u>  Therapy clock times  Daily note&gt;subjective</p> <p>FSC appt type <u>Primary</u>  FSC clock times  Daily note</p>
<p>Covering of an appointment during PSP's extended leave</p>	<p>PSP is out for more than two-three weeks and family needs on-going intervention</p>	<p>Therapy clock times  Daily note</p>
<p>Manager/supervisor involvement</p>	<ol style="list-style-type: none"> <li>1. Phone call from family wishing to discuss services and/or PSP</li> <li>2. Facilitates a meeting with another agency (e.g. OCS)</li> </ol>	<p>FSC appt type  FSC clock times  Daily note</p>
<p>Supporting another provider without providing services and the family is present.</p>	<ol style="list-style-type: none"> <li>1. Safety for another provider</li> <li>2. Observation</li> <li>3. Supervisor</li> <li>4. Offering environmental/moral support ('babysitting/offering distraction for' other kids)</li> </ol>	<p>Appt type: Other  Brief description in comment box</p>
<p>Supporting the provider without providing services, and family <u>not present</u></p>	<p>Therapist to therapist discussion aimed at problem-solving, clarifying information, service planning/coaching, and providing resources.</p>	<p>No note by secondary or manager, but primary to document the interaction</p>