

Dear Parent/Caregiver:

Please be advised that you may request to see the information in your child's file at any time. You may however, not keep the file. (Daycare workers, babysitters, relatives etc. must have signed permission from a parent to look at the file.) If you would like to review the file, please notify your therapist at the beginning of the session, if possible. This will allow adequate time for questions and explanations.

The file may contain the following items: (some files may not contain all of the information listed below, ask your therapist to explain why a particular item is not in your child's file)

- IFSP (Individualized Family Service Plan)
- First Step Evaluation (if one was requested)
- Progress Notes
- Service/Support Plan
- 3 Month Reports
- Access To File Form (a list of people who have requested to look at the file)
- Consent form
- Transition Meeting Summary
- Permission to Evaluate
- Prescription from Doctor (Physical Therapy clients only)
- Data Management Form
- Authorization for Service
- Assessment Tests: (may include one or more of the following)
 - The Rossetti Infant-Toddler Scale
 - The CELF Preschool Scale
 - Preschool Language Scale
 - Developmental Profile

If you have any questions or find any incorrect information concerning your child's file, please contact your therapist. If your therapist is unable answer your question, please contact Roberta Kornfield at (717) 569-8972 or toll free (866) 569-8972.

Sincerely,

Roberta T. Kornfield, M.S., CCC/SLP
President