

**Central Indiana First Steps
Documentation of Service Start Date**

The State requires that all services for children in First Steps begin within 30 days of the parent signature date (initial IFSP's) or anticipated start date (IFSP changes and annual IFSP's). Providers are responsible to report service start dates for children on their caseloads following initial IFSP, addition of service via change page, and annual IFSP. Please provide your service start date for the following child:

SC Use Only

Child's Name _____ DOB _____ ID # _____

Initial IFSP signature date: _____

Change Page anticipated start date: _____

Annual IFSP anticipated start date: _____

To be completed by Provider:

Provider Name	Service	Start Date

If service did not start within 30 days, please briefly explain why:

Provider Signature

Date

PLEASE RETURN TO:

- Jerri Jones, Admin. Assistant Fax: 644-8089/Email: jjones@cibaby.org**
- Emily Skelton, Admin. Asst. Fax: 644-8086/Email: eskelton@cibaby.org**
- Elizabeth Voge-Wehrheim, Admin. Assistant**
Fax: 644-8088/ Email: evoge-wehrheim@cibaby.org
- Kitty Hart, Admin. Assistant Fax: 644-8095/Email: khart@cibaby.org**
- Ashley Gould, Admin. Assistant Fax: 644-8091/Email: agould@cibaby.org**

Service Coordinator Signature: _____ Date: _____

Failure to report the service start date will result in a formal complaint to the LPCC.