



Serving Atchison, Brown, Doniphan, Jackson, Jefferson & Nemaha Counties

Northeast Kansas Infant-Toddler Services

PO Box 320 Lecompton, KS 66050
1-913-538-5383
Toll free 1-877-245-4681

Paperwork Checklist

Child _____ Date of Birth _____

Date referral received _____ 45 days _____

[] PT prescription

Contacts with Family:

[] Evaluation completed Date _____

[] Report completed on webforms Date _____

[] IFSP completed and on webforms Date _____

[] Susan notified of eligibility and webforms Date _____

[] ECO Indicators to office within 30 days Date _____

[] All original paperwork sent to office

[] Requests for Susan to mail IFSPs/reports

[] Changes in services- notify Susan of changes in providers and/or frequency

[] 90 Day Transition Date _____ Meeting Held _____

For Exit

[] IFSP completed on webforms- including dates of transition meetings

[] Notify Susan of exit date and reason for exit

[] If child entered after April 2006, ECO summary form completed and given to Susan (unless moving to another IT network)