

Outcomes Sharing Workflow

Follow this process to know when to share information with essential service providers.

At initial individual service plan (ISP) development and at annual CLTS recertification:

1

- Work with the child and family to develop or update the ISP based on their desired outcomes.
- Discuss and make sure the family understands that each of the essential service providers on the ISP will receive a copy of the outcomes.

2

- Distribute the outcomes (F-20445A) to **all** of the essential service providers.
- Document when, to which agencies, and how it was sent.
- Request that any essential service provider who was newly added to the ISP return a signed copy, or otherwise indicate that they received the information.

The family may sign as the employer for caregivers who are paid through fiscal agents. Provide enough copies of the outcomes forms for the family to share with these caregivers.

When a new essential service provider is added before the next annual recertification:

1

- Work with the child and family to update the ISP based on their desired outcomes.
- Discuss and make sure the family understands that each of the essential service providers on the ISP will receive a copy of the outcomes.

2

- Distribute the outcomes (F-20445A) to each **newly added** essential service provider.
- Document when, to which agencies, and how it was sent.
- Request that every newly added essential service provider return a signed copy, or otherwise indicate that they received the information.

The family may sign as the employer for caregivers who are paid through fiscal agents. Provide enough copies of the outcomes forms for the family to share with these caregivers.