



WebSPOE Outline of an Electronic Record

(effective November 2018)

CHILD

Child Detail

Primary Contact
Milestones (*Important dates*)
Meetings (*Timelines*)
Transition
Combined Enrollment form

Service Coordination

EIT Primary Provider

Enrollment

Transfer History

REFERRAL

Referrals

Child
Parent/Primary Contact
Alternate Contact
Referral Contact

FAMILY

Family Members for Household ID

Mailing Address
Physical Address

INTAKE

Parental Consent

Observations

Vision Information

Hearing Information

Parents As Teachers

Child Care

HEALTH

Health Summary/Medical Records

Neonatal

General Health

Diagnosis

Prescription (*Physician Script*)

EVAL AND ASSESS

Requests

Child
Physician
Requested/Developmental Information
Additional Comments
Service Coordinator

ELIGIBILITY

Eligibility Determination

Eligibility Reason
Eligibility Sources

FCP & INSURANCE

Health Plans

Fee Determination

Monthly Fee Determination
Household Income
Insurance
MO HealthNet
Fee Adjustments
Calculated Fee

A/R Account

Account Summary
Aging Balance as of
75 Day Notifications
Transactions
Statement History
Account Notes

Suspend Household



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IFSP

IFSP Meetings

- Meeting Planner
 - IFSP Information
 - Meeting Members and Attendance
- Family Assessment
 - Getting to Know Our Family
 - Parents As Teachers
 - Child Care
 - Family Assessment
- Health & Medical
 - General Health
 - Vision Information
 - Other Concerns
 - Hearing Information
 - Other Concerns
- Routines & Activities
- Outcomes
 - Outcome Statement
 - Evaluation of Progress
 - Strategies and Activities
 - Outcome Review
- Parental Consent
- Authorizations
- Other Services
- Transition
- Team Communications

IFSP Team

Lapsed

SERVICES

- All Authorizations
- Services Provided
- Progress Notes

ECO

Early Childhood Outcomes

NOTES

- Case Notes
- Exceeded 45 Days
- Release of Information
- Timely Services
- Transition Delays
- E-Access

FORM LETTERS

- Various Letter Templates