

**New York City Early Intervention Program  
Parent Consent for the Use of an Interventionist with a Formal Plan of Supervision**

Child's Name:	Child's NYEIS Reference Number:
Parent Name:	Parent Phone:
OSC Agency:	OSC Phone:
OSC Name:	OSC NPI #:
Service Provider Agency Name:	
Name of Supervisor:	
Supervisor NPI #:	Agency Phone:

(Agency Name) \_\_\_\_\_ will provide Early Intervention services using  
(Interventionist Name) \_\_\_\_\_ with the following credentials or area of study

(Check one):  Physical Therapy Assistant (PTA)  Certified Occupational Therapy Assistant (COTA)  
 Speech Pathologist in clinical fellowship year (CFY) or  student/intern enrolled in a university program in the  
 following area of study (Check one):  physical therapy  occupational therapy  speech therapy  
 audiology  psychology  social work

This Interventionist requires a formal plan of supervision. The plan of supervision has been approved by the NYC Bureau of Early Intervention. Supervision will be provided by an experienced provider licensed by New York State. Under the Plan of Supervision, the supervisor will (Check all that apply):

- Attend initial session with child, parent, and interventionist to observe the child and family in routine activities, discuss family priorities, set goals in line with functional outcomes developed at the Individualized Family Service Plan (IFSP) meeting, and plan intervention using an approach that will enable the family to support the child's development during routine activities.
- Maintain ongoing involvement in the care provided, and review the need for ongoing services Regularly observe early intervention services to ensure overall quality, and to ensure parent/caregiver feedback is incorporated into intervention. Observations will be conducted (number of times per week): \_\_\_\_\_
- Regularly review session notes, quarterly progress reports, and justifications for change in frequency, intensity or method of service, and assistive technology request forms.
- Co-sign session notes, quarterly progress notes, and justifications for change in frequency, intensity or method of service, and assistive technology request forms.
- Attend final intervention session for purposes of discharge planning.
- Other: \_\_\_\_\_

The following service type authorized by my child's IFSP will be provided by an Interventionist with a formal plan of supervision:

physical therapy  occupational therapy  speech therapy  audiology  psychology  social work  
 NYEIS service authorization reference number associated with the plan of supervision \_\_\_\_\_

I, (Parent's name) \_\_\_\_\_, parent/guardian of (Child's Name) \_\_\_\_\_, consent to the provision of the service indicated above by an interventionist working under a formal Plan of Supervision.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I, (OSC name) \_\_\_\_\_, OSC for (Child's Name) \_\_\_\_\_, have been informed of the provision of the service indicated above by an interventionist working under a formal plan of supervision.

OSC Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Procedure:**

- The Plan of Supervision must be provided to the parent and OSC, and their written agreement must be obtained prior to using an interventionist working under a Plan of Supervision.**
- The OSC will attach the completed consent form to the child's integrated case in NYEIS.**

**New York City Early Intervention Program  
Individual Request for Use of an Interventionist with a Formal Plan of Supervision  
Instructions to Provider Agency**

All agencies with a Provider Agreement with the New York State Department of Health are required to submit proposed plans of supervision for approval by New York City Early Intervention Program for the following categories of interventionists providing Early Intervention services:

- physical therapy assistant (PTA),
- certified occupational therapy assistant (COTA),
- speech pathologist in clinical fellowship year (CFY), and
- students/interns enrolled in a university program for physical therapy, occupational therapy, speech therapy, audiology, psychology and social work.

Note: Session notes documenting services provided by student interns must be co-signed by licensed supervisors.

Procedure:

1. Submit a formal plan of supervision for every category listed above that the provider agency intends to utilize for the provision of Early Intervention services
  - a. Detail the terms of supervision, including:
    - i. the nature and frequency of observation and ongoing involvement of the supervisor
      - Describe how the supervisor will evaluate the interventionist's performance to ensure that the intervention is delivered using an approach that enables the family to support the child's development within natural routines aligned with the child's functional outcomes.
      - Describe the method that will be used by the supervisor and interventionist to exchange feedback and monitor modifications in intervention approaches (as appropriate).
    - b. Early Intervention documents that will be written by the interventionist and reviewed by the supervisor (e.g., session notes, quarterly progress notes, justification for change in frequency, intensity or method of service, assistive technology request form)
      - Indicate if session note, progress notes, and justifications will be co-signed.
    - c. The schedule for review of documentation (ex: every Monday)
    - d. How the supervisor will ensure that Early Intervention documents prepared by the interventionist will be reviewed, approved and submitted on the timeline that is specified in the NYC Policy and Procedure Manual.
2. Email the Plan(s) of Supervision to the NYC Early Intervention Program at [EITA@health.nyc.gov](mailto:EITA@health.nyc.gov)
3. The NYC Early Intervention Program Technical Assistance Unit will review the proposed plans of supervision within five (5) business days of submission.
  - a. The NYC Early Intervention Program Technical Assistance Unit will approve the agency's Plan(s) of Supervision via email notification.
    - i. A copy of the email must be kept in agency records.
4. Upon receipt of approval from NYC Early Intervention Program Technical Assistance Unit, the provider agency may proceed to obtain parental consent to the use of an interventionist requiring a Plan of Supervision, using the attached form entitled **Parent Consent for the Use of an Interventionist with a Formal Plan of Supervision**.

**Directions for completion: Parent Consent for the Use of an Interventionist with a Formal Plan of Supervision form:**

1. Complete this form, filling in all fields.
2. Provide the Plan of Supervision to the parent and obtain parent consent to use an interventionist working under a Plan of Supervision.
3. Send the signed **Parent Consent for the Use of an Interventionist with a Formal Plan of Supervision form** and the **Supervision Plan** to the Ongoing Service Coordinator (OSC).
4. The OSC signs the form to indicate appropriate notification of the OSC and the parent.
5. The OSC must provide a copy of the signed form to the parent.
6. The OSC must attach the completed form to the child's integrated page in NYEIS.

**Note: If the parent does not consent to the use of an interventionist working under a Plan of Supervision, a rendering provider who does not require a Plan of Supervision must be assigned.**