



Memo Clarification – Quality Child Progress Reports

Date: March 2, 2026

Purpose: BCDS is issuing guidance to providers clarifying the submission of the Child Progress Report found within the EI Hub system.

Audience: First Steps Agency Admin, Providers, and System Point of Entry (SPOE)

Background: In accordance with [Child progress reports memo update \(8/6/2019\)](#) “The submission of progress reports are required at a minimum of a semi-annual basis. Providers must continue to monitor child outcome progress and ensure that service coordinators receive reports by the 1st of the 5th and 10th month periods of the child’s IFSP as these reports are critical for IFSP review and development.” This form is utilized by Service Coordinators to write annual Individualized Family Service Plans (IFSPs), ED Team Members to redetermine eligibility and complete the AEPS, and families to understand their child’s progress. In certain specialized cases, this form may also be used for insurance prior authorizations, high-intensity service requests, or for sharing with medical professionals. As a result of statewide conversations and monitoring, the state has determined that significant improvements in the quality of Child progress reports is required.

Guidance: Providers **must complete and submit** the Child Progress Report for all outcomes they are addressing to the service coordinator for all children on their caseload by the 1st of the 5th and 10th month periods of the child’s IFSP. To support consistency and quality, a Child Progress Report template is attached. This template outlines key information that should be included in provider reports. While the topics listed are not exhaustive, they represent critical areas that must be addressed when applicable to the child. Please use the template as a guide and quality rubric when preparing reports.

The state will begin monitoring for quality and completeness of progress notes during upcoming provider monitoring cycles. High-quality progress reports are vital to ensuring accurate annual eligibility evaluations, IFSP reviews, and meaningful family engagement.

Thank you for your compliance with this requirement. For questions pertaining to this guidance, please contact the First Steps Web at FirstStepsWeb@fssa.in.gov

First Steps State Administration

Bureau of Child Development Services
Division of Disability and Rehabilitative Services
Indiana Family and Social Services Administration

402 W. Washington St.
W453, MS-51
Indianapolis, IN 46204-2739

Toll-free: 800-545-7763
FAX: 317-234-6701
FirstStepsWeb@fssa.in.gov