

Policy:
 Development of Initial Individualized Family Service Plan (IFSP) and Periodic Reviews

Date Effective:
 Approved: July 1, 2019
 Updated: NA

Federal Authority:

Title 34 of the U.S. Code of Federal Regulations, Vol. II, Chapter III, Parts 300-399:
 §§ 303.7, 303.13, 303.20, 303.24, 303.25, 303.114, 303.340, 303.342, 303.343, 303.344, 303.345, 303.346, 303.441, 303.520, 303.720.

Title 20 of the U.S. Code of Law, Chapter 31.
 §1221e-3

Title 20 of the U.S. Code of Law, Chapter 33. §§1400-1499:
 §§ 1401(15), 1401(20), 1415(b)(7), 1415(c)(2), 1418, 1432(4), 1435(a)(3), 1435(a)(4), 1435(a)(10), 1435(a)(14), 1435(a)(16), 1436, 1437(a)(9)-(10), 1439, 1440, 1442.

Each Individualized Service Plan (IFSP) shall be completed in accordance with federal and state requirements.

Service Coordinator Responsibilities

The Service Coordinator is responsible for:

- Ensuring Early Intervention Services (EIS) are individualized and appropriate to meet the needs of the child and family.
- Ensuring the IFSP includes required content.
- Ensuring completion of the Consent to Use Insurance Resources, including the notice of the state’s system of payment policies;
- Implementing all applicable procedural safeguards before, during, and immediately following development or review of each IFSP; and
- Monitoring the delivery of services to ensure that the services are provided in a timely manner and as written in the IFSP.

Initial IFSP

Each eligible child and their family will have an initial IFSP developed within 45 days of referral to IDEA/Part C, unless:

- The parent and child are ***unavailable*** to complete the screening, initial evaluation, initial family assessment, initial child assessment, or the initial IFSP team meeting due to exceptional family circumstances; or
- The ***parent has not provided consent*** for screening, initial evaluation, or initial child assessment despite documented, repeated attempts by the Intake Coordinator or Service Coordinator to obtain parental consent.

The Intake Coordinator and the Service Coordinator are responsible for documenting all delays in the 45-day process and providing a reason for each delay.

Periodic Review of the IFSP

- A formal, periodic review of the IFSP will take place every six months after the most recent initial or annual IFSP. The six-month review will be led by the Service Coordinator and will include the family and all EIS providers on the IFSP team.

- A formal annual review of the plan will be led by the Service Coordinator and will include the family and all EIS providers on the IFSP team. The review will include a review of the child's eligibility status and updates to all consents, notices, and family and child assessments.
- When changes to the IFSP are needed prior to or between the six-month review and the annual review of the plan, the Service Coordinator will follow all applicable procedural safeguards and federal requirements for IFSP Team meetings, document the needed change(s), and inform all members of the IFSP team of the change(s).