

## Initial and Annual Family Assessment

*Approved: July 1, 2019*

*Updated: January 7, 2020*

*Who is responsible: Service Coordinator*

### Purpose

The purpose of the family assessment is to establish a positive relationship with the family, assess child and family function within the family's home and community routines and activities, and, develop a list of functional outcomes for the initial and each annual Individualized Family Service Plan (IFSP).

### Procedural Safeguards for the Family Assessment

In order to protect the family's rights and protections under IDEA/Part C, the Service Coordinator will ensure that the family assessment is:

- Voluntary
- Conducted using non-discriminatory procedures in the family's native language or mode of communication unless not feasible to do so (i.e., documentation is available that describes efforts to locate an interpreter)
- Includes a Routine-Based Interview (RBI)
- Conducted by qualified personnel
- Documented and a copy provided to the parent/guardian.

### Steps in Conducting the Family Assessment

The Service Coordinator will complete the family assessment prior to development of the initial IFSP, and no more than 30 days prior each annual review of the IFSP. The Service Coordinator will provide the family with Prior Written Notice at least seven calendar days before each family assessment and give the family the opportunity to decline the family assessment.

The Service Coordinator will record the results of the routines-based interview using the RBI© protocol and provide a copy of each to the family. The results must be used to identify functional IFSP outcomes, select Part C and other services and identify service settings. Family assessment results should be shared with all members of the child's IFSP team.

**Appendix A:**

**Appendix B:**

**Appendix C:**

**Appendix D:**

**Appendix E:**

**Appendix F:**

**Appendix G:**

**Appendix H:**

**Appendix I:**