

IFSP Consent and Team Signatures Form INSTRUCTIONS



Updated: July 1, 2020

Who is responsible: Service Coordinators and Early Intervention Service (EIS) Providers

Purpose and Use

The purpose of the form is to document participation of the parent in the IFSP process; to safeguard the parent's right to provide consent to receipt of services; and to verify that all required participants for an Individualized Family Service Plan (IFSP) team meeting were in attendance or participated in a legally constituted manner.

The Service Coordinator is responsible for completion of the IFSP Consent and Team Signature form, and for ensuring all team members physically present provide a signature documenting their participation.

A separate signature page is required for each IFSP team meeting and must be maintained in the hard copy portion of the child's IDEA/Part C educational record.

Section 1: Child and IFSP Information

Enter child's legal first and last name, date of birth, and BRIDGES ID number.

Enter the meeting date and the type of IFSP.

Complete the meeting notes section as appropriate to document discussion, decisions, and actions to be taken.

Section 2: Acknowledgements and Consents

The Service Coordinator will review the procedural safeguards and all acknowledgements and consents regarding the IFSP and IDEA/Part C services with the parent.

The parent will initial either 'Yes' or 'No' to each acknowledgment/consent.

The parent is asked to sign and date the plan. Use the next line of parent signature to indicate the participation of a second parent in development of the IFSP team meeting if applicable. Only 1 parent signature is required.

Until the plan is signed and dated by the parent, services may not be initiated.

Section 3: Signatures of IFSP Team

The Service Coordinator and all other members of the IFSP Team that are present will sign, list their agency (if applicable), complete the method code of their attendance, and enter the date of participation in plan development or review.

Method Codes

A: Attended meeting in person.

P: Participated in meeting by phone or other electronic method (e.g., Skype).

W: Submitted written records (e.g., evaluation, assessment, progress notes) for review by IFSP Team.

Submission of written records (e.g., evaluation report or assessment summary) is only permissible as a method of participation at the initial IFSP team meeting. If participation is by written records, those documents must be received prior to the initial IFSP team meeting and documented as such in BRIDGES.

If an IFSP team member participated by telephone, the Service Coordinator must ensure the following:

- The provider **is** under contract with SCDHHS/IDEA Part C:
 - Both the IDEA/Part C Service Coordinator and the provider will document participation in the IFSP team meeting in the IDEA/Part C electronic record; and
 - Either the IDEA/Part C Service Coordinator will fax the signature form to the provider, who will sign and return the document within 2 working days of the meeting; or
 - The IDEA/Part C Service Coordinator and provider will hold a separate meeting to obtain the provider's signature.
- The provider **is not** under contract with SCDHHS/IDEA/Part C (e.g., the provider was serving the child prior to referral to IDEA/Part C, or is currently working with the child or family, but does not provide an early intervention service [such as childcare]):
 - Either the IDEA/Part C Service Coordinator will fax the signature form to the provider, who will sign and return the document within 2 working days of the meeting; or
 - The IDEA/Part C Service Coordinator and provider will hold a separate meeting to obtain the provider's signature.