

The Individualized Family Service Plan (IFSP) (**Appendix P**) is completed for infants and toddlers and their families from birth to three years of age who have been found eligible for early intervention services. An IFSP provides information detailing the early intervention services or supports a child and or his/her family receives in the SoonerStart program.

It is the responsibility of the service coordinator to:

- arrange the IFSP meeting in a timely manner;
- provide notice to parents (Notification of Meeting)
- ensure that the IFSP document is completed properly;
- submit the IFSP for data entry within seven working days of the IFSP date;
- provide Prior Written Notice to the family following the IFSP meeting;
- coordinate, facilitate and monitor the delivery of services

IFSP Timeline:

The IFSP must be completed within 45 calendar days of the child's referral to the SoonerStart program. The 45 day timeline may not apply if:

- The child or parent is unavailable to complete the initial evaluation and/or the initial assessment, or the initial IFSP meeting due to exceptional family circumstances. This may include, but is not limited to, child or family member hospitalization, illness, cancellation, no-show, etc. Documentation must be provided in the early intervention record.
- The parent has not provided consent for the initial evaluation or initial assessment despite documented, repeated attempts by SoonerStart to obtain parental consent. This may include, but is not limited to, family does not return telephone calls or respond to written correspondence, family moved and left no forwarding address, foster child relocated to another foster home, etc. Documentation of all attempts to contact must be provided in the early intervention record.

It is the responsibility of the service coordinator to document each step of the SoonerStart process, including the exceptions listed above when the 45 day timeline is not met.

IFSP Participants:

The IFSP is developed by a **multidisciplinary** team which must include:

- the parent,
- the service coordinator and
- the person(s) directly involved in conducting the evaluation or assessment.

If the person conducting the evaluation or assessment is unable to attend the IFSP meeting, arrangements may be made for the person's involvement by:

- Participating in a conference call
- Having a knowledgeable authorized representative attend the meeting
- Making pertinent records available at the meeting (i.e. developmental scores, medical records, etc. used to determine eligibility).

Other participants may include persons who will be providing early intervention services and, at the parent’s request, additional family members or an advocate or person outside of the family. A service provider may or may not be assigned when IFSP services are determined, but should be decided and services initiated within 15 days of the IFSP date.

IFSP Content:

| Section 1A: Child Information | | |
|--------------------------------------|--|----------------|
| Child’s name: | | Date of Birth: |
| AKA name: | Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female | Client ID: |
| County: | School District: | |

The IFSP should contain child specific information including the child’s SoonerStart ID number and the child’s school district.

| Section 1B: Family Contact Information | |
|---|------------------------|
| Primary Contact Name: | Relationship to Child: |
| Mailing Address: | Phone: |
| Physical Address: | Language: |
| Other Contact: | Relationship to Child: |
| Mailing Address: | Phone: |

The IFSP should contain family demographic information.

| Section 1C: SoonerStart Contact Information | |
|--|--------|
| Service Coordinator: | |
| Address: | Phone: |
| Email Address: | |
| Primary Provider: | |
| Email Address: | Phone: |

In addition to the child and family specific demographic information, the IFSP is required to include the name of the service coordinator from the profession most immediately relevant to the child’s or family’s needs (or who is otherwise qualified to carry out all applicable responsibilities), who will be

responsible for the implementation of the IFSP and coordination with other agencies and persons including transition services. The primary service provider information is also included in this section.

| Section 1D: Individualized Family Service Plan (IFSP) Type |
|---|
| Interim IFSP: |
| Initial IFSP: |
| Annual IFSP: |

An **Interim IFSP** meeting may be conducted BEFORE eligibility is determined and assessments are completed if the SoonerStart team, with parental consent, determines that early intervention services are needed immediately by the child and the child’s family. However, the eligibility evaluation, assessment and initial IFSP are still required to be developed within the 45-day timeline.

A meeting to develop the **Initial IFSP** for a child determined eligible for SoonerStart services must be conducted within 45 days from the referral date.

The **Annual IFSP** meeting must be conducted at or before twelve months from the Initial IFSP meeting to evaluate and revise, if necessary, the IFSP for the child and family. The results of any current evaluations or assessments must be used in determining the early intervention services needed.

| Section 1E: Medical and other services that the family or child needs or is receiving through other sources (neither required nor funded under Part C) |
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The IFSP must identify medical and other services that the child or family needs or is receiving through other sources but that are neither required, nor funded, under IDEA, Part C. List any services that the family is currently accessing (i.e. private physician, eye specialist,) or plans to utilize (i.e. private physical therapy services, hearing evaluation) that are not required through the IFSP nor funded by SoonerStart.

| Section 2A: Concerns, Priorities and Resources |
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| The family chooses to share information about their concerns, priorities and resources and include this information in the IFSP. The family understands that if their child is eligible, s/he can still receive services if they do not complete this section. The family gave permission? <input type="checkbox"/> YES <input type="checkbox"/> NO Date: _____ |
| What are the family’s concerns? |
| Of the concerns, what would the family like to focus on (priorities)? |
| What resources does the family use? |

With the concurrence of the family, the IFSP must include a statement of the family’s resources, priorities, and concerns related to enhancing the development of the child as identified through the assessment of the family. The family-directed assessment is voluntary on the part of each family member participating in the assessment. Prior Written notice is not required if this assessment is declined by the family.

| Section 2B: Present Levels of Development | |
|--|--|
| Adaptive: | |
| Social-Emotional | |
| Communication: | |
| Motor/Physical: | |
| Cognitive: | |
| Health: (Including Vision and Hearing) | |

The IFSP must include a statement of the child’s present levels of adaptive development, social-emotional development, communication development, physical/motor development, cognitive development, and health (including vision and hearing). The information must be based on professionally acceptable objective criteria. Although developmental evaluation or assessment scores may be recorded in this section they should always be accompanied by a brief explanation or description of actual observations or parent reports of each developmental area and the results of vision and hearing screenings. Health information must be included if a child has a diagnosed condition. (Health information should be included even if the diagnosis is NOT an automatic qualifier).

| Section 3: Outcomes | |
|--|---------------------------------|
| <input type="checkbox"/> Child | <input type="checkbox"/> Family |
| Outcome # _____ | |
| <p>Strategies and Activities: (Include activity settings, people, and everyday routines of the family and child).</p> | |

The IFSP must include a statement of the measurable results or outcomes expected to be achieved for the child and family including pre-literacy and language skills, as developmentally appropriate for the child, and the criteria, procedures, and timelines used to determine the degree to which progress toward achieving the outcomes is being made.

A measurable outcome should enable the child to be involved in and make progress in their natural environment and/or enhance the family’s ability to meet the developmental needs of their child. A measurable outcome should state what the child or family will do, under what circumstance, and by what criteria it will be measured.

It is the responsibility of SoonerStart staff to share recommendations for addressing child and/or family concerns and to facilitate parent decision-making. Family identified outcomes should be written in language that parents and professionals understand and are comfortable using. The outcomes should fit as naturally as possible into the family’s daily life.

Outcomes are understood to be achieved in a 12-month period. If an outcome is expected to be achieved in less than 12 months, add the date by which it will be completed.

When staff training is completed in Routines Based Interview techniques, child and family outcomes will be derived from the family’s daily routines activities.

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| How does the team plan on measuring progress? | |
| <input type="checkbox"/> Provider progress notes | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Parent report | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Service Coordinator contact with the family | <input type="checkbox"/> Other: _____ |

Procedures and methods used to measure progress can include parent report, progress note documentation, observation of parent/child interaction, observation of child’s play skills and developmental milestones, a specific assessment tool or standardized test, or a completed work

product (Medicaid application, obtaining an assistive technology device). The measurement criteria should fit the intent of the outcome. The family’s opinions about the progress of an outcome should be respected and noted on the IFSP document.

| | | |
|--|--------------------------------|--|
| <input type="checkbox"/> Periodic Review <input type="checkbox"/> Annual Review <input type="checkbox"/> Other | Modification to Outcome | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Outcome Status | <input type="checkbox"/> Continue with changes <input type="checkbox"/> Continue as written <input type="checkbox"/> Discontinue per parent request <input type="checkbox"/> Accomplished |
| | Summary of Progress | |
| <input type="checkbox"/> Periodic Review <input type="checkbox"/> Annual Review <input type="checkbox"/> Other | Modification to Outcome | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Outcome Status | <input type="checkbox"/> Continue with changes <input type="checkbox"/> Continue as written <input type="checkbox"/> Discontinue per parent request <input type="checkbox"/> Accomplished |
| | Summary of Progress | |
| <input type="checkbox"/> Periodic Review <input type="checkbox"/> Annual Review <input type="checkbox"/> Other | Modification to Outcome | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| | Outcome Status | <input type="checkbox"/> Continue with changes <input type="checkbox"/> Continue as written <input type="checkbox"/> Discontinue per parent request <input type="checkbox"/> Accomplished |
| | Summary of Progress | |

PERIODIC REVIEW: The IFSP must be reviewed every six months or more frequently if conditions warrant or if the family requests a review. Participants for the Periodic Review must include:

- The parent
- The service coordinator
- Individuals invited by the family (if any)

The periodic review is less formal than the initial or annual IFSP meeting and may be done through a teleconference, face-to-face meeting or other means acceptable to the parents or other participants. The Periodic Review determines whether a modification or revision of the outcomes or services on the IFSP is necessary. Staff members who are directly involved in conducting evaluations and assessments or who provide early intervention services are not required to attend unless services, frequency of services or outcomes need to be modified. A statement of progress towards the outcome must be documented.

The family must be involved in the development of the transition plan. The formal discussion is initiated by the service coordinator when the child is between the ages of 27 months and 33 months of age. The required participants at the meeting to develop the Transition Plan are the same as the required participants for the Periodic Review IFSP meeting. The Transition Plan may be completed in conjunction with an IFSP periodic review, if the IFSP meeting is held within the required time frame. The Transition Plan development meeting must also meet IFSP accessibility and notification requirements. The meeting to complete the Transition Plan is considered the initiation of Transition services and this date should be entered into the SoonerStart database on the IFSP screen as Transition Start Date. Adding the Transition Steps and Services page to the IFSP is considered a modification if completed at any time other than the Initial or Annual IFSP meeting and a Modification page is required.

SoonerStart staff should present transition options to the family that are applicable to the community in which the family lives. These options may include Headstart, childcare facilities, preschool, etc. in addition to the local school program (Part B services). Program options for the period from the toddler’s third birthday through the remainder of the school year must be considered if relevant. If the family declines to consider Part B services as a transition option for their child, this should be documented on the Transition Steps and Services page and in the service coordinator’s progress notes.

SoonerStart must document that additional information (i.e. evaluation results, assessments, IFSPs) has been transmitted, with written parental consent, to the LEA or other community programs considered as a transition option.

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| <p>Referral to LEA (Part B Services)</p> <p>Coordinated and facilitated Transition Planning Conference (TPC) with LEA:</p> <p>Local school district determines eligibility for IDEA, Part B services:</p> <p>Referrals to other community resources:</p> <p>Steps and activities to prepare the family and child for the new setting:</p> <p>Individual Education Plan (IEP) meeting scheduled by local school district:</p> | |
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Referral to LEA (Part B services)

If the family has agreed to seek Part B services through the LEA, the service coordinator must coordinate and facilitate a Transition Planning Conference (TPC) with the LEA no later than 90 days but, at the discretion of all parties, up to nine months before the child’s third birthday. The TPC must include the same participants as are required at IFSP periodic review meeting. (See *Transition–Transition Planning Conference*).

The LEA must be invited to participate in the transition conference under IDEA. However if the LEA does not participate in the conference, SoonerStart must still hold a transition conference at least 90 days prior to the child’s third birthday.

The LEA representative should provide information on the types of services available from the local school district and explain how and when the evaluation(s) and eligibility determination will occur.

Additional resources available to the child and family, as well as the specific steps and services to prepare the child for transition to Part B or other community services should be included on the IFSP Transition Plan.

The Individualized Education Program (IEP) for a child transitioning from SoonerStart and who is eligible for Part B services must be developed and implemented by the child’s third birthday.

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| <p>Referral to Community Programs or Agencies</p> <p>Coordinated and facilitated Transition Planning Conference with Family and/or Community Programs:</p> <p>Referrals to other community resources:</p> <p>Steps and activities to prepare the family and child for the new setting:</p> | |
|---|--|

Referral to Community Programs or Agencies:

With the family’s approval, SoonerStart must conduct a transition conference for a toddler with disabilities who is receiving early intervention services and who will be exiting the SoonerStart program. If the family of a toddler with a disability has declined a referral for preschool services under Part B, then reasonable efforts should be made to hold a transition planning conference to discuss other appropriate services the toddler may receive. The TPC participants are the same as are required for the initial and annual IFSP meeting. Representatives of other programs and agencies may also be invited to attend at the family’s discretion. The 90 day timeline requirement is not

applicable for children not referred for Part B services (See *Transition-Transition Planning Conference*).

Additional resources that are available to the child and family as well as the specific steps and services to prepare the child for transition to other community services should be included on the IFSP Transition Plan.

| Section 5: Service(s) Needed to Achieve Outcomes | | | | | | | | |
|--|------------|----------|---------------------------------|---------------------------------|--------|----------------|----------|-------------------|
| EI Service | Start Date | End Date | Frequency, Length, and Location | Intensity (Group or Individual) | Method | Payment Source | Provider | Modified End Date |
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Service Delivery:

The IFSP must include a statement of the specific early intervention services that are necessary to meet the unique needs of the child and family to achieve the identified results or outcomes. This must include the:

- a) **Early Intervention service** – developmental services designed to meet the developmental needs of the infant and toddler as identified by the IFSP team. These services may include:
 - Assistive Technology device and service
 - Audiology
 - Child Development services
 - Family Training, Counseling and home visits
 - Health services
 - Medical services
 - Nursing services
 - Nutrition services
 - Occupational Therapy
 - Physical Therapy
 - Psychological services
 - Service Coordination
 - Sign Language and Cued Speech services
 - Social Work services
 - Special Instruction
 - Speech-Language Pathology
 - Transportation and Related Costs
 - Vision services

- b) **Start Date** – the projected date for the initiation of each early intervention service which must be as soon as possible after the parent consents to the service but no more than 15 working days from the IFSP date. The start date may or may not be the same date as the IFSP date.

With the family's permission, a provider may initiate services the same day as the IFSP as long as the services are equal in duration to the services promised in the IFSP. "IFSP/Intervention" should be indicated on the provider's progress note as documentation of both activities.

- c) **End Date** – (Duration) the projected length of time a given service is provided to enable the child to achieve his or her outcomes on the IFSP. This is listed as a calendar date. The End Date noted on the IFSP form is not entered into the SoonerStart database until the service being provided is closed.
- d) **Frequency** – the number of days or sessions that the service will be provided (1 day per week, 14 sessions in 6 months, etc.)
- e) **Length** – length of time the service is provided in each session (45 minutes, one hour, etc.)
- f) **Location** – actual place or places where a service will be provided (home, childcare, community setting, etc.)
- g) **Intensity** – whether the service is provided on an individual or group basis.
- h) **Method** – how the service is provided (direct therapy, consultation, family education and support)
- i) **Payment Source** – The payment source for all early intervention services in Oklahoma is "state funds" or "medicaid".
- j) **Provider** - The service provider who provides the specific early intervention service on the IFSP. It is possible that multiple EI services will have the same provider (i.e. physical therapy and assistive technology services could have the same physical therapist listed)
- k) **Modified End Date** – When a modification or change is made to a particular EI service listed on the IFSP before the projected end date previously listed, the new end date is entered in this column.

| Section 6: Natural Environment | | |
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| Early Intervention Service | Is the Early Intervention Service Provided in the natural environment? | If not, the justification for that determination based on the family and child's outcomes. |
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The IFSP must contain a statement that each Early Intervention service is provided in the natural environment to the maximum extent appropriate, or a justification as to why an early intervention service will not be provided in the natural environment. The determination of the appropriate setting for providing early intervention services must be made by the IFSP team (which includes the parent and other team members) and be based on the child's outcomes that are identified by the IFSP team.

| Section 7: Consent | | |
|---|-------------------|--------------|
| <p>I have participated in the development of this Individualized Family Service Plan (IFSP) and understand the content. I understand I can accept or refuse any or all of the services identified on the IFSP. I understand that my consent for services may be withdrawn at any time.</p> <p>_____ I understand my rights under this program and have received a written copy of my parent rights.</p> <p>_____ I give permission to carry out this IFSP as written.</p> | | |
| Title: | Signature: | Date: |
| Parent/Caregiver | | |
| Parent/Caregiver | | |
| Service Coordinator and Discipline | | |
| Early Interventionist and Discipline | | |
| Early Interventionist and Discipline | | |
| Other | | |
| Other | | |

The contents of the IFSP must be fully explained to the family and informed written consent must be obtained prior to the provision of early intervention services described in the IFSP.

| Section 8: Modification | | |
|---|--------------------|-------|
| IFSP Modification Date: | Modification made: | |
| <p>I have participated in the development of this Individualized Family Service Plan (IFSP) and understand the content. I understand I can accept or refuse any or all of the services identified on the IFSP. I understand that my consent for services may be withdrawn at any time.</p> | | |
| Title: | Signature: | Date: |
| Parent/Caregiver | | |
| Service Coordinator | | |
| Early Interventionist | | |
| Early Interventionist | | |

Any time a service or an outcome is added or removed, a provider is added or removed, or frequency, time, intensity or location is changed, an IFSP review meeting must take place and an explanation of the modification must be documented on the IFSP Modification Page. Parental consent must be obtained for any changes to IFSP services. When an existing service is modified, the date is entered on the *IFSP Service Delivery Page* as the “modified end date.” The service start date is also entered on the *IFSP Service Delivery Page* for the new or updated service specifying the required beginning, length, duration, frequency, intensity, method of delivery, and location of the early intervention services. The new early intervention service must be initiated within 15 working days of the IFSP modification date. Prior Written Notice is required for any changes to the IFSP.