

1701: INDIVIDUALIZED FAMILY SERVICE PLAN

The **Individualized Family Service Plan (IFSP)** 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 Resource Coordinator to:

- arrange the IFSP meeting in a timely manner;
- provide notice to parents (**Notification of Meeting (OK-SS-Meeting-Notice)**);
- facilitate the **Oklahoma Family Interview (OFI)** for all families with the exception of children/families who will receive “service coordination” only
- facilitate a family assessment (OFRA – OK Family Resource Assessment), at each Initial IFSP and/or annual IFSP and enter all IFSP information into EdPlan
- submit the IFSP for PHOCIS data entry within 10 working days 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 recorded 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 recorded in the early intervention record.

It is the responsibility of the Resource 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 Resource 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 through other means, including one of the following:

- Participating by telephone with the Resource Coordinator and parent
- Having a knowledgeable authorized representative attend the meeting (i.e. the most likely service provider)
- 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 working days of the IFSP date.

Note: If it is suspected that the child/family will only be receiving "transition/service coordination" services with the Resource Coordinator serving as the IFSP primary service provider, the IFSP participant requirements are still the same.

Types of IFSPs:

INTERIM:

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.

INITIAL:

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

ANNUAL:

The Annual IFSP meeting must be conducted at or before twelve months from the Initial IFSP or previous Annual IFSP meeting to evaluate and revise, if necessary, the IFSP for the child and family. The results of any current evaluations or assessments should be used to determine the early intervention services needed. The participants required to attend the Annual IFSP meeting are the same as for the Initial IFSP meeting. The Annual IFSP meeting date will serve as the closeout date for current IFSP and outcomes. If there are outcomes that have not been accomplished or discontinued and are still a need, then they should be addressed during the annual review of the IFSP. A statement of progress towards each outcome must be documented on the IFSP in EdPlan.

PERIODIC REVIEW:

Six Month Periodic Review

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

- The parent
- The Resource Coordinator
- Individuals invited by the family (if any)

The Six Month Periodic Review meeting is less formal than the Initial/Annual IFSP meeting and may be done over the phone, through a teleconference, face-to-face meeting or other means acceptable to the parents and/or other participants. The Six Month Periodic Review determines the degree to which progress toward achieving the IFSP outcomes is being made and 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 each IFSP outcome must be documented on the IFSP. If the review is completed by phone, the Six Month Periodic Review is finalized in EdPlan with only the signature of the Resource Coordinator. If the review is completed in person with the family and/or other participants, all participants will sign the IFSP when finalizing the Six Month Periodic Review in EdPlan. The Six Month Periodic Review is not considered a formal IFSP meeting, therefore neither a Notification of Meeting nor a Prior Written Notice (PWN) is required unless modifications are being made to the IFSP.

If a family has requested to withdraw from services due to no longer having any concerns about their child's development, the Resource Coordinator should make efforts to offer and complete a periodic review of the IFSP in order to close out the existing IFSP document. Since this review is to discuss progress toward achieving IFSP outcomes, the meeting follows the same requirements as the Six Month Periodic Review. This may also be done over the phone or other means acceptable to the parents/guardians. Only the Resource Coordinator's signature is required on the finalized IFSP document in EdPlan if the review is completed by phone (see above).

IFSP MODIFICATION:

If a service or an outcome is to be added/revised, a provider is to be added/removed or a service delivery frequency/time/intensity/location is to be changed, a Periodic Review meeting for the purpose of modifying the IFSP must take place. The participants required to attend the IFSP Modification (periodic review) meeting are the same as for the Initial/Annual IFSP meeting. Parental consent must be obtained for any changes to IFSP services or outcomes. The IFSP Modification (periodic review) is finalized in EdPlan with signatures of the parent, the Resource Coordinator and the all other IFSP team members participating. A Notification of Meeting and a Prior Written Notice are required any time changes and/or modifications are made to the IFSP.

IFSP Content:

The IFSP must contain family demographic information, family resources/priorities/concerns, child specific information and child/family outcomes. The IFSP is required to include the name of the Resource Coordinator who will be responsible for the implementation of the IFSP and coordination with other agencies/persons including transition services. The primary service provider information must also be included.

Present Levels of Development:

The IFSP must include a statement of the child's present levels of development in the following areas:

- adaptive development
- social-emotional development
- communication development
- physical/motor development
- cognitive development
- health (including vision and hearing)

Information must be based on professionally acceptable objective criteria. Although developmental evaluation or assessment scores may be recorded in this section but they should always be accompanied by a brief explanation or description of actual observations or parent report of each developmental area. Results of vision and hearing screenings completed as part of the initial evaluation, annual screening and/or any additional screenings following evaluation/IFSP or review are also to be included. Health information should include specific information regarding a child's diagnosis if there is a known diagnosed health/medical condition(s) for the child. (Health information should be included even if the diagnosis is NOT an automatic qualifier). Any other additional health, medical or developmental information known or gathered at the IFSP meeting may be added during the IFSP completion process with the family.

Family Assessment:

With the concurrence of the family (documented in EdPlan at the top of the IFSP Family Assessment page), the IFSP will 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. Per IDEA, a family assessment must be completed utilizing a tool and an interview. Resource Coordinators will inform families of the family assessment process/IDEA requirement and provide the OK Family Resource Assessment (OFRA) to each family at the intake appointment. The RC will also provide the OFRA form to the family at each Annual IFSP Review (Note: Families always have the option to answer or decline to answer any questions and/or portions of the OFRA but the RC will always offer the OFRA form to them.)

Daily Routines:

The IFSP must include information gathered from the Oklahoma Family Interview (OFI). This is done by capturing information about various daily child and family routines and activities including the following:

- Waking Up**
- Diapering/Toileting/Dressing**
- Eating (Meals/Snacks/Feeding/Meal Prep)**
- Hanging Out**
- Outings
- Bath Time
- Sleeping (Nap/Bedtime/Nighttime)**

Within each routine, staff should gather information regarding the following:

1. What is the child doing during that each routine/daily activity?
2. What is the child level of engagement, independence and social relationships?
3. What is everyone else (siblings, parents/caregiver) doing during each routine/daily activity?
4. Over the next 6-12 months, what would you like to see happening that isn't happening now?*
5. Is there anything that would make these times better?*

****Required questions to be asked for each routine/daily activity***

*****These routines may need to be addressed with childcare also if the child is attending childcare and/or services will be provided in the childcare setting.***

As the OFI is completed, specific pieces of information within each section/routine/activity should be "starred" utilizing an asterisk or other indicator in EdPlan. These stars may include the following:

- Actions/activities/routines that do not seem to be going well or are challenging for the child or family
- Anything that the parent/caregiver would like to see different or changed in the future
- Anything that the parent/caregiver would like to see happening that isn't happening now
- Any service coordination needs to potentially be addressed (family/child needs – resources, services, etc.)
- Any concerns you as an interviewer may have heard during discussion of a specific area/activity/routine

Staff will end the OFI by asking the three "wrap up" questions and discussing as needed:

- Are there any activities that you, your family or your child participate in that we have not discussed? Would you like to discuss them now?
- Are there any additional activities that you'd like yourself, your family or your child to be able to participate in? Would you like to tell us about that?
- Is there anything that weighs on your mind? Would you like to share that with us?

"Starred" information will then be recapped with the parent/caregiver and outcomes selected for inclusion on the IFSP. For additional information regarding the OFI, contact your Regional Early Intervention Coordinator (REIC).

Outcomes:

The IFSP must include measurable, developmentally appropriate results or "outcomes" expected to be achieved by the child and/or family (including pre-literacy and language skills). For each outcome, the IFSP must also include the following information:

- Measurability criteria (statement of desired action, frequency of desired action, timeline/timeframe for the desired action)
- Strategies and methods to be used to meet the outcome including a statement of "who" on the IFSP team(RC or Provider) is responsible for ensuring that the outcome is addressed
- Identification of the plan to measure progress (provider progress note, parent report, service coordinator contact with the family, other)

- At IFSP reviews, a statement of progress must also be included for each outcome

Informal outcomes are generated through the OFI process completed with the family/caregivers. These outcomes are determined by the family based on a review of specific routines/daily activities of the child and family including their resources, priorities and concerns. The informal outcomes are then developed into formal IFSP outcomes preserving as much of the family's wording as possible. Formal IFSP outcomes must be functional, participation-based and chosen by the family. The criteria for functional outcomes are:

- Reflect the priorities of the family
- Useful and meaningful
- Reflect real-life situations (daily activities of the child and/or family)
- Free of discipline-specific jargon
- Measurable

For more information regarding IFSP outcomes, please refer to the **IFSP Outcomes Technical Assistance Document (Appendix S)**.

Procedures and methods used to measure progress can include parent report, provider progress note, service coordinator contact with the family and/or product (Medicaid application, obtaining an assistive technology device). The family's opinions about the measurement and progress towards an outcome should be respected and noted on the IFSP document.

Services and Environment:

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 initial or annual 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. If the family declines a timely start date (within 15 working days), the start date will be the actual first date of service even if it falls outside of the 15 working day timeframe. The provider should document the family's "decline" of a timely start date in the IFSP progress note.

c) End Date – (Duration) the projected length of time a given service will be provided to enable the child to achieve his or her outcomes on the IFSP.

d) Frequency – the number of days or sessions that the service will be provided (1 day per week, 14 sessions in 6 months, 24 times in 12 months, etc.)

e) Length – length of time the service will be 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) Natural Environment – if NO, then justification as to why an early intervention service is not conducted in the natural environment must be provided

h) Intensity – whether the service is provided on an individual or group basis.

i) Method – how the service is provided (direct therapy, consultation, family education and support)

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) Payment Source – The payment source for all early intervention services in Oklahoma is either “Part C funds” or “Medicaid”.

The IFSP must also include information regarding any medical and/or other services that the child or family needs or is currently receiving through other sources outside the SoonerStart program. These services are neither required, nor funded, under IDEA, Part C. These types of services (i.e. private physician, eye specialist, private physical therapy services, independent hearing evaluations, etc.) that the child and/or family is currently accessing or plans to access should be listed on the IFSP. This information may be included on the “Create Final” IFSP landing page in the box titled “Medical and Other Services that the Family or Child needs or is receiving through other sources (neither required nor funded under Part C). Again, these are services not required through the IFSP nor funded by SoonerStart.

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.

The parent survey is provided to the family at the Initial IFSP meeting and at each subsequent annual IFSP meeting.

Transition:

The Transition Plan must be developed and added to the IFSP when the child is between the ages of 27 and 33 months of age. Adding the Transition Steps and Services page to the IFSP takes place at a Periodic Review – IFSP Modification meeting if completed at any time other than the Initial or Annual IFSP meeting. The required participants at the transition initiation meeting to develop the transition plan and add the steps and services page are the same as the required participants for the initial or Annual IFSP meetings. The transition initiation meeting may be completed in conjunction with an Initial IFSP and/or Annual IFSP review(if the annual review meeting is held within the required timeframe). The transition initiation meeting must also meet IFSP accessibility and notification requirements therefore a Notification of Meeting and a Prior Written Notice are required.