

# SOONERSTART PROCEDURES

## ➤ PROCEDURES FOR COMPLETING THE ANNUAL IFSP

### 1. Prior to the Annual Review

1. RC contacts the family to complete/update an Annual OFRA
2. RC contacts Service Provider to arrange date and time for Initial IFSP

### 2. Schedule Annual IFSP Meeting.

1. RC contacts the Family to schedule the IFSP meeting. RC asks if family would like to complete IFSP by teleconference, Skype for Business or FaceTime). If family chooses Skype for Business or FaceTime, RC reviews the *Informed Consent for Virtual Services* and obtains verbal consent to proceed with virtual services. If the Service Provider has already obtained consent for virtual services and completed the *Informed Consent for Virtual Services*, then this requirement is met.
2. RC arranges date and time to complete the child's Annual IFSP with the family.
3. RC completes the *Informed Consent for Virtual Services* and uploads to the child's EdPlan record (if not previously completed).
4. RC emails/texts *Notification of Meeting* for the arranged IFSP meeting and a copy of the *Informed Consent for Virtual Services* (if applicable) to the family. RC also emails/texts the website link for **SoonerStart Procedural Safeguards and Parent Rights** to the family.
  - <https://sde.ok.gov/sites/default/files/Parents%20Rights%20March%202019%5B1%5D.pdf>
5. RC emails/texts service provider to confirm IFSP meeting appointment.
6. RC documents all service coordination activities in the Logging Wizard.

### 3. Conduct Annual IFSP Meeting

1. RC contacts the Service Provider and Family by preferred method as determined previously and recorded in child's EdPlan record.
2. RC, Service Provider and Family reviews and completes the IFSP process including initiating transition steps and services as appropriate and a review of the family's Annual OFRA to determine needed services.

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3. RC enters data in the child's EdPlan record.
4. Service Provider reviews and discusses preferred method of providing intervention visits (phone or virtual). If family chooses "virtual" services, Service Provider completes the Consent for Virtual Services if no consent is currently on record.
5. Service Provider determines a date and time for the first intervention visit to be entered as the begin date on the Services and Environment page of the IFSP in EdPlan.
6. Enter service location as "**Teleconference/Virtual**" (This has been added to the drop-down list of locations on the Services and Environments page of the IFSP in EdPlan).
7. RC asks family if they have any questions about the IFSP and obtains verbal consent to carry out the IFSP. Verbal consent is documented on the SoonerStart Verbal Consent Page.
8. RC asks if family has any questions about Procedural Safeguards and Parents Rights and offers to send another copy or website link.
9. RC explains Family Survey and asks family if they would like to receive the website link or an emailed survey form.
  - <https://www.surveymonkey.com/r/SDXB57F> (English)
  - <https://www.surveymonkey.com/r/family-spanish>
10. RC selects "display errors"
11. RC writes "teleconference" (or FaceTime or Skype for Business) next to parent/caregiver name
12. RC writes "teleconference" (or FaceTime or Skype for Business) next to service provider name
13. RC uploads *SoonerStart Verbal Consent Page, and Informed Consent for Virtual Services* (if not already uploaded) into child's EdPlan record.
14. RC completes Prior Written Notice for Annual IFSP (see sample PWN)

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15. RC emails/texts to family:

- i. *SoonerStart Verbal Consent Page*
- ii. *IFSP*
- iii. *PWN (Eligibility and IFSP completed)*
- iv. *Family Survey* website link or form
- v. *Informed Consent for Virtual Services* (if not already provided to family)
- vi. *Parent Rights* website link (if requested)

16. RC documents all activities in logging wizard.

