

SOONERSTART PROCEDURES

➤ PROCEDURES FOR DEVELOPING THE INITIAL IFSP

1. Determination of Service Provider

1. RC emails Lead Clinician (with cc: to REIC) asking for assignment of service provider.
2. RC contacts Service Provider to arrange date and time for Initial IFSP

2. Schedule Initial IFSP Meeting

1. RC contacts family to confirm they wish to proceed with services knowing those services will be by teleconference or held virtually until further notice.
2. If the family would like to receive services, RC arranges date and time to complete the child's initial IFSP with the family.
3. RC asks if family would like to complete meeting by teleconference, Skype for Business or FaceTime.
4. 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.
5. RC completes the *Informed Consent for Virtual Services* and uploads to the child's EdPlan record.
6. 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%20202019%5B1%5D.pdf>
7. RC emails/texts service provider to confirm IFSP meeting appointment.
8. RC documents all service coordination activities in the Logging Wizard.

3. NEW PROCEDURE:

- a. **If Service Provider did not participate in eligibility evaluation, he/she calls the family in advance to get acquainted with them and their child before the Initial IFSP visit. This will help the service provider and the family feel familiar with one another before developing the IFSP plan.**

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4. Conduct Initial IFSP Meeting

1. RC contacts the service provider and family by preferred method as determined previously when appointment was scheduled.
2. RC explains the purpose of the IFSP meeting
3. RC and service provider completes the IFSP process as trained including initiating transition steps and services as appropriate and completing/reviewing the OFRA.
4. RC enters data in the child's EdPlan record.
5. Service Provider discusses with family their preferred method of receiving intervention services. If family chooses virtual services (Skype or FaceTime), service provider reviews the *Informed Consent for Virtual Services* and obtains verbal consent **if not completed previously.**
6. 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.
7. 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).
8. 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.
9. RC asks if family has any questions about Procedural Safeguards and Parents Rights and offers to send another copy or website link.
10. 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>
11. RC selects “display errors”
12. RC writes “teleconference” (or FaceTime or Skype for Business) next to parent/caregiver name
13. RC writes “teleconference” (or FaceTime or Skype for Business) next to service provider name
14. RC uploads *SoonerStart Verbal Consent Page, and Informed Consent for Virtual Services* (if not already uploaded) into child's EdPlan record.

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15. RC completes Prior Written Notice for Initial IFSP (see sample PWN)
16. 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)*
17. RC documents all activities in logging wizard.

