

SOONERSTART PROCEDURES

➤ COMPLETING INITIAL IFSP FOR CHILDREN WITH AUTOMATIC QUALIFYING CONDITIONS

1. Obtain medical documentation of AQ condition from referral source or parent/caregiver

1. Documentation may be sent by email or as a picture taken with cell phone and sent by text

2. Selection of Evaluator/Service Provider

1. RC contacts Lead Clinician by email and cc's REIC with the child's information and diagnostic documentation.
2. Lead Clinician selects the Service Provider and sends the child's information and diagnostic documentation to the Service Provider and cc's the RC and REIC for confirmation.
3. RC contacts the Service Provider to plan date and time for Eligibility Determination and Initial IFSP meeting with the family.

3. Schedule Eligibility/IFSP Meeting

1. RC contacts the family to explain and schedule the Eligibility/IFSP meeting.
2. RC asks if family would like to complete meeting 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 not already completed)
3. RC completes the *Informed Consent for Virtual Services* and uploads to the child's EdPlan record.
4. RC emails/texts *Notification of Meeting* for the arranged Eligibility/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 Eligibility/IFSP meeting appointment.
6. RC documents all service coordination activities in the Logging Wizard.

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4. **NEW PROCEDURE:**

- a. *Service Provider calls the family in advance to get acquainted with them and their child before the Eligibility/Initial IFSP visit. This will help the service provider and the family feel familiar with one another before developing the IFSP plan.*

5. Eligibility Determination

1. RC contacts the Service Provider and Family by preferred method as determined previously and recorded in child's EdPlan record.
2. RC obtains verbal consent from parent to complete eligibility determination and completes *Prior Written Notice and Consent for Evaluation* document.
3. Service provider facilitates conversation with the family to gather needed information regarding the child's present levels of development for each domain. RC enters the gathered information under "*Clinical Observation/Developmental Needs*" section of the Evaluation page in EdPlan.
 - *(Service Provider and RC may also add any observational information that may be gathered if the meeting is completed virtually).*
4. RC explains that child is eligible due to AQ and indicates this eligibility reason on the MECATS page in EdPlan
5. RC asks family if they have any questions about the eligibility determination and obtains verbal agreement with eligibility results. Verbal agreement is documented on the SoonerStart Verbal Consent Page.
6. RC writes "teleconference" (or FaceTime or Skype for Business) next to parent/caregiver name
7. RC writes "teleconference" (or FaceTime or Skype for Business) next to service provider name
8. RC signs name and finalizes the MECATS

6. Conduct IFSP meeting

1. RC explains the purpose of the IFSP meeting
2. RC and service provider completes the IFSP process as trained including initiating transition steps and services as appropriate and completing/reviewing the OFRA.

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3. RC enters data in the child's EdPlan record.
4. 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.**
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 *Prior Written Notice and Consent for Evaluation, 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 Eligibility and Initial IFSP (see sample PWN)

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15. RC emails/texts to family:

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

16. RC documents all activities in logging wizard.

