

**Policy:**

Development of Initial Individualized Family Service Plan (IFSP), Periodic Reviews, and Annual Reviews

**Date Effective:**

Approved: July 1, 2019  
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**Federal Authority:**

Title 34 of the U.S. Code of Federal Regulations, Vol. II, Chapter III, Parts 300-399:

§§ 303.7, 303.13, 303.20, 303.24, 303.25, 303.114, 303.340, 303.342, 303.343, 303.344, 303.345, 303.346, 303.441, 303.520, 303.720.

Title 20 of the U.S. Code of Law, Chapter 31.

§1221e-3

Title 20 of the U.S. Code of Law, Chapter 33. §§1400-1499:

§§ 1401(15), 1401(20), 1415(b)(7), 1415(c)(2), 1418, 1432(4), 1435(a)(3), 1435(a)(4), 1435(a)(10), 1435(a)(14), 1435(a)(16), 1436, 1437(a)(9)-(10), 1439, 1440, 1442.

Each Individualized Service Plan (IFSP) shall be completed in accordance with federal and state requirements.

***Service Coordinator Responsibilities***

The Service Coordinator is responsible for:

- Ensuring Early Intervention Services (EIS) are individualized and appropriate to meet the needs of the child and family.
- Ensuring the IFSP includes required content.
- Ensuring completion of the Consent to Use Insurance Resources, including the notice of the state's system of payment policies.
- Implementing all applicable procedural safeguards before, during, and immediately following development or review of each IFSP; and
- Monitoring the delivery of services to ensure that the services are provided in a timely manner and as written in the IFSP.

***Initial IFSP***

Each eligible child and their family will have an initial IFSP developed within 45 days of referral to IDEA/Part C, unless:

- The parent and child are **unavailable** to complete the screening, initial evaluation, initial family assessment, initial child assessment, or the initial IFSP team meeting due to exceptional family circumstances; or
- The **parent has not provided consent** for screening, initial evaluation, or initial child assessment despite documented, repeated attempts by the Intake Coordinator or Service Coordinator to obtain parental consent.

The Intake Coordinator and the Service Coordinator are responsible for documenting all delays in the 45-day process and providing a reason for each delay.

***Periodic Review of the IFSP***

- A review of the IFSP for a child and the child's family must be conducted every six months, or more frequently if conditions warrant, or if the family requests such a review. The purpose of the periodic review is to determine:

- o The degree to which progress toward achieving the results or outcomes identified in the IFSP is being made; and
- o Whether modification or revision of the results, outcomes, or early intervention services identified in the IFSP is necessary.
- The review may be carried out by a meeting or by another means that is acceptable to the parents and other participants. Service Coordinators must attend 6-month review meetings in person, but other team members may participate by other means, such as telephone or video conferencing. Change review meetings may be conducted over the telephone, via video conferencing, or in person.
- When changes to the IFSP are needed prior to or between the six-month review and the annual review of the plan, the Service Coordinator will follow all applicable procedural safeguards and federal requirements for IFSP Team meetings, document the needed change(s), and inform all members of the IFSP team of the change(s).

***Annual Review of the IFSP***

- A formal annual review of the plan will be led by the Service Coordinator and will include the family and all EIS providers on the IFSP team. The review will include a review of the child's eligibility status and updates to all consents, notices, and family and child assessments.