

# THE BABYNET BRIEF

## *IFSP TEAM MEETINGS*

- All IFSP Team members must be invited to Initial, 6-Month, and Annual IFSPs. Only providers associated with changes need to be invited to change review meetings (example: Team is changing the frequency of speech services, so only the SLP must be invited to meet with the service coordinator and family.)
- Parents must receive 7 days Prior Written Notice, but all team members should receive an invitation to the meeting in a timely manner in order to make plans to participate.
  - Parents may choose to meet prior to the end of the 7-day notice.
- If team members (other than the family and service coordinator) cannot attend the meeting in person, they can participate by one of the following methods:
  - Telephone/Conference Call
  - Sending an authorized representative
  - Making pertinent records available
- It is the responsibility of service coordinators to facilitate and plan IFSP meetings in a timely manner, but all team members should be familiar with IFSP due dates and service start/end dates (found in BRIDGES).
- Parents and Primary Care Physicians must always receive a copy of the IFSP following the meeting. Other team members can view the IFSP in BRIDGES.

4/21/2023