



**Q1. Is the 15-day time allowance to hold a review when the family transfers calendar days or business days?**

A1. If a child has an active IFSP, the requirement for the new program is to hold a review within 15 calendar days. If the child's IFSP has been closed for any reason for less than 6 months, the new program would hold an IFSP review or annual IFSP within 15 calendar days. If the IFSP had been closed for more than 6 months, the new program would have 45 days to complete a new eligibility process and a new initial IFSP.

**Q2. What report will be run to determine 15 days from transfer?**

A2. At this time, there is not a report to track the number of days between referral of a transfer child and the review held by the new program. A report will be developed for this purpose soon. The *Referrals for a Date Range* report can currently be run and contains the date a child was referred to the program. The program can then add 15 days to know when the child's IFSP review is due.

**Q3. Is 15 days a compliance issue?**

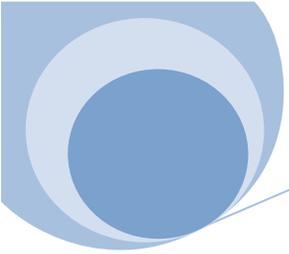
A3. This is currently not a compliance issue.

**Q4. Will we enter a late reason or not?**

A4. Not in the database. The late reason should be noted in the child's file, preferably in the FSC contact log.

**Q5. If an outcome is written for 2-3 months then does that necessitates an IFSP review at that time? Or can documentation/update of that review wait until the overall IFSP review at 6 months?**

A5. The timeline of an outcome is individualized to the work being addressed by the outcome, not by the requirement for an IFSP to be completed at least every 6 months. However, there must always be at least one outcome in effect in an active IFSP. If all outcomes have been met earlier than the 6-month requirement, a review must be held to add outcomes based on the family's priorities and concerns. If the family no longer has concerns they may wish to withdraw their child from services.



**Q6. Does the box in the transition plan still auto-populate to the database side for referral to Part B being made? We miss sending Part B referral because of this auto-populate feature.**

A6. The Referral to Part B does auto-populate from the database to the IFSP or from the IFSP to the database. Entering the date into either side will now also trigger a Referral to Part B in the CBER system.

**Q7. How will we document team member to team member discussions if we are not able to put them in the services table?**

A6. These discussions can be documented in the Description of Services.

**Q8. We are in the process of updating our equipment. Were there any changes made to the vision and hearing requirements?**

A8. There are no changes to the IFSP form, the language in the guidance document was reviewed and clarified. Vision and Hearing screenings must be completed as part of the initial evaluation process and conducted annually thereafter. If parent report of either is listed, the program must get copies of the documentation and add it to the IFSP no later than the 6-month review. Vision and hearing screenings are considered current for one year.

**Note:** During Adam's presentation on the Downloadable IFSP, he mentioned a very new update to Chrome which would open a downloaded document to the first editable page, as it does in Internet Explorer. Unfortunately, there were other issues with the new Chrome updates. Please follow the guidance document instructions and disregard his spoken message when viewing the recording.