

**Importing IFSP Reviews in the Database- (FAQ)
February 19, 2018 Revised Webinar**

Question 1: Are services only to be written for 6 months? We thought that services could be written for one year.

The projected end date for services should be no more than one year from the IFSP date, and no service date can extend past the annual IFSP due date, or the child's third birthday, unless the child will be served over the summer.

Recommended practice is to write services in intervals of 6 months or less to ensure that services are meeting the needs of the child and family.

Resources: End Dates on IFSPs – Guidance document -11.25.2014, FAQ Fall of 2014
Guidance document (see: http://www.ksits.org/guidance_docs.htm)

Question 2: We have had issues in the database when a family and child are “lost to services”, meaning that we began serving them, and then the family becomes unresponsive. The IFSP has not expired, so we cannot exit the child out of services. To remedy this situation, I sometimes write FSC services for a year and write other services for 6 months, is that acceptable?

Yes, as stated above, the projected end date for services should be no more than one year from the IFSP date. Your practice of writing other services for six-months also shows a commitment to following recommended practices.

Please note: It is required that a review of the IFSP occur within six months from the date the IFSP is written/signed. It is not optional. The exception to this would be if the family requested a review date that is past the six-month time period. This request should be documented in the child's file.

Resources: 34CFR §303.342, Kansas Infant-Toddler Services Procedure Manual, Section XII-2.

Question 3 : Where in the law is it required that an update of the FSC name requires an IFSP Review?

In the comments section of the Federal Regulations in “Section 303.34(a)(2)(ii) (proposed § 303.33(a)(3)) stipulates that a service coordinator, or case manager, serves as the single point of contact for the family. This provision means that only one person may serve as the service coordinator or case manager for a particular family at a given time. However, the regulations do not prohibit more than one person from serving as the service coordinator or case manager over the entire period that the eligible infant or toddler is receiving early intervention services under part C of the Act, provided that only one service coordinator or case manager is assigned to an infant or toddler at a given time to ensure that parents and EIS providers for a particular child have a single point of contact.

Therefore, if you have an instance where FSC change needs to occur or take place, you would need to complete an IFSP review and revise the IFSP to change the “official” FSC to the new person who will be taking over. Additionally, you will need to provide the parent with this new information so they are clear about who is their single point of contact within the tiny-k program.

Resources: 34 CFR §303.34, §303.344

Question 4 : How do I indicate services provided in the dad’s home and services provided in the mom’s home on the service lines or service description of the IFSP?

In your example, the child’s services are in the child’s home, either the mother’s home or the father’s home, but both are at the child’s home. One service line can be used and “home” the location of the services. The distinction can be clarified in the services description to expand on the explanation.

The Natural Environments guidance on page 26 of the IFSP Guidance document states: list the natural environment where service will take place (e.g., child’s home, childcare, Early Head Start). If the service is provided in more than one location, then, both locations should be indicated, and an additional line added to the summary of services.

See question 5 below for additional information regarding how to indicate the number and length of visits to give the team the most flexibility in delivering services to families.

Resource: IFSP Guidance Document, pgs. 25-26 (http://www.ksits.org/guidance_docs.htm), 34 CFR §303.344 (d)(iv)(3)

Question 5: What if family schedule changes week to week and we may be having some visits at home and some at daycare but do not know ahead of time? How does that go in service table?

Number of visits in the natural environment. List how many visits will occur in a given period (10 visits in a quarter, 2 visits per month). In a primary provider approach to teaming, it is important to give you and your team flexibility in meeting the needs of the family. In this case, a quarterly approach to monitoring home visits might be most appropriate. Therefore, if you need more visits when initially meeting with the family and less visits two months later you do not have to change the IFSP until it is time to review it. Additionally, in a quarterly timeframe, you can give yourself and the family some space in that timeline (e.g., nine not 12 visits in the quarter) so you are not trying to make up for missed visits.

How long are visits? Indicate length of visits. The length of visits should be individualized to meet the needs of the family. If the family indicates that an hour and half would work best for them every other week, then on the IFSP you write 90 minutes 5 times a quarter. Please note: Not every family needs or wants an hour visit every other week. IFSPs are designed to meet the individual needs of each family. Time ranges are not acceptable (30-60 minutes).

Natural Environments where services will take place. List the natural environment where service will take place (e.g., child’s home, childcare, Early Head Start). If the service is provided in more than one location, then, both locations should be indicated, and an additional line added to the summary of services.

Resource: IFSP Guidance Document, pg. 26 (http://www.ksits.org/guidance_docs.htm), 34 CFR §303.344.

Question 6: Does the state have recommended language for description of service page.

The description of services guidance in the IFSP Guidance document states: Provide more information regarding services as necessary. (e.g., Mary is going to receive services at home and Early Head Start until the new baby comes; our initial plan is to have the OT provide services in the home with support from our SLP so both Charlene and Sam have additional strategies to getting Jason to communicate without getting frustrated). This statement should be

specific to the child and family, and not a general statement used on every IFSP. Remember a general description of teaming is provided at the top of the page and does not need to be restated.

The IFSP QIR document, under the Best Practices column includes the statement: Description of services is individualized and clearly indicates services consistent with the Mission and Key Principles [of early intervention].

If there is a change in services during the review, this section can be used to explain the changes.

Resource: IFSP Guidance Document and Quality Indicator Rubric
(http://www.ksits.org/guidance_docs.htm)

Question 7: What do you write on the review page if you are updating the my child story page?

Review information may be written on the Review Summary or the IFSP pages.

If the IFSP pages are updated, the Summary may simple state the purpose of the review. For example: Met with family for a 6-month update of IFSP, please see IFSP pages for updates. Or, met with family for transition planning meeting.

It is recommended that the pages of the IFSP be updated as appropriate for the type of review held.

For a 6-month review: All pages should be briefly reviewed with the family and any updates noted. The outcomes page progress section is typically completed during the 6-month review, but can be updated any time it is needed.

For other reviews, only those pages that correspond to the purpose of the review need to be addressed. For example, during transition, only transition pages may need to be updated.

Resources: 34 CFR 303.342

Question 8: Who needs to attend IFSP meetings? If a team member cannot attend how do I indicate their participation on the IFSP agreement pages?

Initial and Annual IFSP meetings: The parent(s), other family members as requested by the parents and an advocate or person outside of the family, if requested by the parent; the service coordinator; a person or persons directly involved in conducting the evaluations and assessments; and as appropriate, persons who will be providing early intervention services to the child or family. The family and Family Services Coordinator (FSC) attend the meeting in person. The FSC is indicated on the top portion of the signature page. Other team members, if unable to attend the meeting, are listed at the bottom of the signature page and their involvement is indicated (by report, by phone conference, or web-conference)

6 month or other reviews: Team members who must participate in the six-month review include the family and those they wish to attend as listed above and the FSC. Other team members participate as warranted. In Kansas this has typically included the team members who have worked with the family and child over the time period covered by the review.

6-month reviews are typically held in person with the family but may be conducted by phone conferencing, web-conferencing, or other electronic means acceptable to the family.

Resources: 34 CFR §303.343, Kansas Infant-Toddler Services Procedure Manual, Section XII-3, Kansas Infant-Toddler Services, Individual Family Service Plan (IFSP) Guidance Document, pgs 33-34.

Question 9: Can you clarify the difference between update and reviews; and between the 6-month reviews and other types of review?

Update - An update to the IFSP involves updating information for which a meeting to discuss the information is not necessary. In Kansas, updating the name of a provider, other than the FSC, has been allowed without holding an IFSP meeting. Other types of information that may be updated without holding a meeting are follow-up of health, hearing screen or vision screening, and demographic information such as a change of address.

6 Month Review – The six-month review must occur within six months from the date the IFSP is written/signed. It includes a review of all pages of the IFSP with updated information noted either on the Summary Review page, or on the individual pages of the IFSP.

Annual Review- The annual review meeting is held within one year of the initial IFSP meeting. It may be held early if appropriate to do so. It includes a review of all pages of the IFSP with updated information noted on the individual pages of the IFSP.

Other types of reviews- Other types of reviews held include transition reviews in which only certain pages of the IFSP may be updated. The three-page IFSP Review document must also be included. Example to bring a service provider in for a joint visit, I would bring service page and IFSP review pages.

In the regulations, a Periodic review is the review conducted at least every 6-months or more or more often if conditions warrant or as requested.

Periodic Review – see 34 CFR §303.342 and 34 CFR §303.343.

Annual Review – see 34 CFR §303.342

Kansas Infant-Toddler Services Procedure Manual, Section XII-2.

- All Federal Register references are from V 76, No. 188