

Importing IFSP Reviews in the Database Guidance Document

Specific attention to the IFSP Services Page

Background: According to the Kansas Infant Toddler Services Procedure Manual, periodic IFSP reviews must be conducted every six months or more frequently if conditions are warranted, or as requested by the family. (Page XII-2).

The documents used in the review include the 3-page IFSP Review pages; which consists of an IFSP Review (Summary) page and the IFSP Review Agreement pages. Update any page of the IFSP for which there is new information or update the Review Summary Page. For example, follow-up of hearing or vision screening may be needed, or additional information for the My Child's Story could be noted.

This guidance document has been designed to show both the IFSP user's screens and the Administrative/Database Manager's screens. IFSP Reviews are typically completed by an IFSP user from the IFSP side of the database. However, administrative and data managers can view the review from the database side as well. There is an additional difference in the database concerning viewing a child's history of services from the initial IFSP through exit.

- IFSP users can only see the service history of a child by opening each individual IFSP and viewing the services.
- Database users can see the history by going to the Service tab in the database. This will show all services from all IFSPs.

How to add an IFSP Review

Step 1. To enter a review, select the child and view his record.

An IFSP user would see this screen. Click on the child's name to highlight it, then click on the view button.

The screenshot shows a web-based interface for managing IFSP records. At the top, there is a 'View' button and a status bar indicating 'Records: 57' and 'Selected Child: XXXXXXXXXX'. Below this is a 'Search Criteria' section with input fields for Case No., KSITS ID, Child Last Name, First Name, Parent Last Name, and Birth Date. There is also an 'Include Inactive' checkbox and 'Search' and 'Clear Criteria' buttons. To the right is a table with columns for Case No., Last Name, First Name, and Birth Date. The first row is highlighted in yellow. Below the table are 'Selected Child Forms' and 'Consent Forms' dropdown menus, each with a 'View / Print' button. A note at the bottom right says '*Select case then right click to view Quick Info'.

Case No	Last Name	First Name	Birth Date
150	April	May	04/201
35	Indiana	Gary	04/01/201
65	Alabama	Selma	03/2
70	Idaho	Spud	05/215
010	Utah	Jazz	12/22/

An administrator/data manager would also select the child to view, and then open the IFSP/ECO tab.

Kansas Department of Health and Environment **Infant/Toddler System** tiny-k Early Intervention Services KSXXA (KSXX)

Close Edit Diag Codes

Child & Family Information Health Information Eligibility & Transition Services **IFSP/ECO**

*Items in red are required

Case No: 14059 Sex: Male Birth Date: 10/26/2014 Status: Active

Age: 3 Years 1 Month 1 Day

Legal Name (Name on Birth or Adoption Certificate): Other Name (Alternate/A.K.A./Pre-Adoption Name):

First: Jax Middle: Ben Last: Jackson Gen: Other Name: First: Jax Middle: Ben Last: Jackson Gen:

Step 2. Find the IFSP in the list to be reviewed. Select the icon indicated. Hovering over this icon will produce a pop-up that says “Create Review”.

IFSP User View

IFSPs for: [Redacted]

Initial IFSP: 06/15/2017 Last Review: 11/21/2017 Most Recent Annual IFSP: 06/15/2017

Type	Date	Status	Icons
Review	11/21/2017	Complete	[Review Icon] [Lock Icon] [Review Icon]
Initial	06/15/2017	Complete	[Review Icon] [Lock Icon] [Review Icon] [ECO Icon]
Review	12/08/2015	Complete	[Review Icon] [Lock Icon] [Review Icon]
Initial	08/03/2015	Complete	[Review Icon] [Lock Icon] [Review Icon] [ECO Icon]
ECO Exit	12/08/2015		[Review Icon] [Lock Icon] [Review Icon] [ECO Icon]

New Entry Return to Lookup Request IFSP Transfer

Administrator/ Data Manager View

Kansas Department of Health and Environment **Infant/Toddler System** tiny-k Early Intervention Services KSXXA (KSXX) Logout

Child & Family Information Health Information Eligibility & Transition Services **IFSP/ECO**

IFSPs for: Jax Jackson (14059)

Initial IFSP: Last Review: Most Recent Annual IFSP:

Type	Date	Status	Icons
Initial			[Review Icon] [Lock Icon] [Review Icon] [ECO Icon]

New Entry Close Request IFSP Transfer



DO NOT USE THE NEW ENTRY BUTTON TO CREATE A REVIEW. Selecting “New Entry” produces a blank document. None of the existing IFSP information will be imported.

Step 3. Select the type of entry (Review) then, click on the Import Now button.

IFSP User View

Select the type of entry:

Interim Initial Review Annual

Administrator/ Data Manager View

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Child & Family Information Health Information Eligibility & Transition Services **IFSP/ECO**

Select the type of entry:

Interim Initial Review Annual

Step 4. Update any page of the Review IFSP or the Review Summary page for which there is new information, including health information; family resources, priorities and concerns; and my child's story.

Updating the Services Page on an IFSP Review

Make sure you are in the right place. It is recommended that services only be updated through the IFSP side of the database. The services page looks very different on the Administrative/Data Managers side of the database.

Members directly involved with your child and family either through joint visits, consultation, team meetings and face-to-face visits.

1. Primary Provider	2. Family Services Coordinator	3. Provider Name	4. Early Intervention Services	5. Methods	Frequency Intensity	Length	Location	Duration	6. Notes/ Environment where services will take place	7. Start Date	8. End Date
		Sabra Diehl, ECSE	Special Instruction	Face to Face Visits	One time every	60	Home	11/06/2017	05/07/2018		
		Sabra Diehl, ECSE	Family Service Coordination	Face to Face Visits	Monthly per Month	60	Home	11/06/2017	05/07/2018		

*If setting is not a natural environment, complete the justification.

-Notes for Entering/Editing Services -
When performing a Review, if any field other than the service end date is changed, the existing service must be ended and the modified service entered as a new service.
If a service is being extended beyond 1 year from the start date, enter the service as a new entry. Do not change the start/end dates of an existing service which is being extended or the service history will not be accurate.
(Description of Services and Funding Statement have been moved to the next page.)

IFSP User's view of the IFSP Services Page
From this page, directions include deleting old information. Deleted information is archived as history on the database side.

Administrative/Data Manager view of IFSP services from the Database side.

DO NOT DELETE information from this page, it will be deleted from all copies of IFSP's associated with it, as if the service did not happen.

Child & Family Information | Health Information | Eligibility & Transition | **Services** | IFSP/ECO

Active Services for: Dakota Remboldt (180)
(Services that have ended more than 21 days ago may not be edited.)

Primary Provider	FSC	Service Person	Agency	Service	Start Date	Stop Date
		Meg Hubin, PT	Ottawa-Wellsville Inf-Tod	Physical Therapy	03/21/2009	09/21/2009
		Melissa Gilliland, SLP	Ottawa-Wellsville Inf-Tod	Speech Language Pathology	03/21/2009	09/21/2009
		Meg Hubin, PT	Ottawa-Wellsville Inf-Tod	Family Service Coordination	03/21/2009	09/21/2009
		Melissa Gilliland, SLP	Ottawa-Wellsville Inf-Tod	Speech-Language Pathology	09/21/2008	03/21/2009
		Meg Hubin, PT	Ottawa-Wellsville Inf-Tod	Physical Therapy	09/21/2008	03/21/2009
		Meg Hubin, PT	Ottawa-Wellsville Inf-Tod	Family Service Coordination	09/21/2008	03/21/2009

Methods: Face to Face Visits Frequency: 12 visits per quarter Duration: 60 Location: Home

Close Window Add

On the services page of the IFSP, the services that were put in place at the prior IFSP will be imported to the Review. During a Review, these services should be discussed to ensure they continue to meet the child and family's needs.

members directly involved with your child and family either through joint visits, consultation, team meetings and face-to-face visits.

1. Primary Provider	2. Family Services Coordinator	3. Provider Name	4. Early Intervention Services	5. Methods	6. Frequency /Intensity	7. Length	8. Location	9. Start Date	10. End Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sabra Diehl, ECSE	Special Instruction	Face to Face Visits	One time every 2 weeks	60	Home	11/06/2017	05/07/2018
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sabra Diehl, ECSE	Family Service Coordination	Face to Face Visits	Minutes per Month	60	Home	11/06/2017	05/07/2018

*If setting is not a natural environment, complete the justification.

Add Service Edit Selected Delete Selected

- Notes for Entering/Editing Services -
When performing a Review, if any field other than the service end date is changed, the existing service must be ended and the modified service entered as a new service. If a service is being extended beyond 1 year from the start date, enter the service as a new entry. Do not change the start/end dates of an existing service which is being extended or the service history will not be accurate.
(Description of Services and Funding Statement have been moved to the next page.)

Duration, 9. Start Date: This date is not edited on a Review.

To continue a service as it is: If the service is continuing, just as it is, and NO dates or other information are changing, nothing needs to be done.

To continue a service into a new time period (extend a service): End the services for the previous time frame by entering the date of the Review into the End Date, **SAVE**, and re-write the service line with new Start and End Dates. Then delete the old service line for that service.

Do not extend a service into a new time period by just changing the end date.

When a service line was extended in the past, the service appeared to be written for a year, which is not consistent with a review of services at least every six months.

Early Intervention Service	Method	Frequency/ Intensity	Length	Location	Start Date	End Date
Family Service Coordination	Face to Face	Minutes/month	30	Home	5-7-2016	11-7-2017
Family Service Coordination	Face to Face	Minutes/month	30	Home	11-7-2017	3-28-2017

To change a service: If the service, method, frequency/intensity, length or location of a service is changing, first end the service as it has been delivered by entering the date of the IFSP Review. Add a new service line by selecting the Add Service button, and enter the service again with the new information. **SAVE** the changes, then delete the old service line.

NOTE: Changing the name of the Family Service Coordinator requires an IFSP Review meeting to be held with the family. Changing the name of other service providers is allowed without holding an IFSP Review Meeting with the family as long as all other information remains the same (service, method, frequency/intensity, length, location, start and end dates).

To end a service: If the service is ending, change the end date to the date of the IFSP Review, **SAVE** the changes, then delete the service line from the IFSP Review being worked on. The original service will be retained in the IFSP it was imported from and the stop date will be updated there. The service line will be retained in history and available on the services tab of the database side.

To add a new service line: After editing the existing service lines as outlined above, new services can be added by selecting the Add Service button. Information must be completed fully for each new service from the options provided.

Also important:

- If a service is provided in more than one location, there must be a service line for each location.
- The frequency/Intensity chosen must include the time (minutes, month) as well as the time period (per month, week, quarter).
- The length column is numeric only, no text entered will be saved or printed.
- Best practice is to write services for 6 months.
- The projected end date cannot be more than one year from the initial or annual IFSP date or the child's third birthday unless the child will receive summer services.
- It is recommended that Teaming not be entered into the services table, but instead be explained in the Description of Services.
- It is recommended to show just the current services on a child's IFSP, not the history of services.
- All part. C services provided to the child must be entered into the database and saved in the history of services.