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.

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

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

Administrator/ Data Manager View

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.

11/30/17

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

IFSP User View

Administrator/ Data Manager View

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.

<u>Updating the Services Page on an IFSP Review</u>

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.

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.

11/30/17

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.

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.

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 <u>NO dates or other information are changing,</u> 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.

11/30/17

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.

11/30/17