

Late IFSP Reasons Consolidation

Federal Regulations for Timelines and IFSP Meetings [34 CFR 303.342(a)(b)(c); 303.20]

- A. The first IFSP meeting is held after the initial evaluation (including any assessments of the infant or toddler and family) and determination of eligibility. The initial IFSP meeting must be conducted within the 45-calendar-day time period from receipt of the referral for the initial evaluation. The meeting is to be scheduled at a mutually convenient time and place for the family and other participants. [303.342]

- B. Each initial meeting and each annual IFSP Team meeting to evaluate the IFSP must the parent or parents of the child. [§ 303.343]

Due to this requirement if an IFSP is over 45 days, a late reason must be chosen within the database. Those reasons have been consolidated to better meet federal requirements. All previous reasons will now fit within two major categories. Those two categories include Family Circumstance and Part C Staff Error.

Foster Care Late IFSP Reasons: Foster care reasons are now included within either Family Circumstance or Part C Staff Error. The “parent” as defined within the “Who Can Sign” document is able to delay the 45-day time due to family circumstances. Reason under this category will be noted in the database as “Family Circumstance” and will be considered compliant. System based or staff errors will be considered “Part C Staff Errors” and will be considered non-compliant.

Explanation of Late IFSP Reasons: Family Circumstance is to only be used when the family is unable to attend the meeting. As families are required participants, the meeting can be delayed in order to meet this requirement. All other reasons are to be considered Part C Staff Error.

Documentation: Supporting Documentation of any late reason chosen in the database must be kept in the child’s record. This documentation would include, but is not limited to, all attempts to contact parents, caseworkers, others “acting as a parent”, etc. It is recommended that providers use the Family Service Coordination Activity Log for documentation of FSC activities. This log can be found at <http://www.ksits.org/forms.htm>.

The following is a sample list of how the previous reasons have been consolidated into the categories:

Updated Family Circumstance Reasons: These reasons would be family identified reasons for delaying the conference and would be considered compliant.

- **Family Circumstance – Family delayed due to child’s illness or hospitalization**
 - **Example of Previous reasons used:**

Child was ill, and / or hospitalized
Family Circumstance – Child scheduled for surgery or hospitalization

- **Family Circumstance – Family requested a delay / family wants to reschedule**

- **Example of Previous reasons used:**

Family was not available for numerous scheduled visits
Family agreed to services, but was not ready to write an IFSP
Family did not respond to phone calls or letters for evaluation
Family moved, and we were unable to locate within the 45 days
Family Circumstance - Family did not return phone calls or respond
Family Circumstance - Family delayed or rescheduled evaluation
Family Choice - Family not ready for services
Family Choice - Family delayed or rescheduled IFSP
Family Circumstance - failed to show for scheduled meetings conference, meeting rescheduled
Child in Foster Care and scheduled to be moved
Child in Foster Care - Transferred or moved

- **Family Circumstance – Weather delay**

- **Example of Previous reasons used:**

Extreme weather – examples include, flooding, blizzard, tornado. Acts of nature

Updated Part C Error Reasons: These are professional-based or system-based errors and are considered **noncompliant**.

- **Part C Error- Unable to coordinate with an interpreter**

- **Example of Previous reasons used:**

Unable to find interpreter for Non-English-speaking family
Unable to hire interpreter for parents who are deaf
Unable to coordinate with an interpreter

- **Part C Error- Delayed signatures due to system errors**

- **Example of Previous reasons used:**

Child in Foster Care - Waiting on signature from case worker
Child in Foster Care- Difficulty locating bio parent and foster parent is willing to act as “parent”

- **Part C Error- Staff cancels/reschedules meeting for personal/team reasons**

- **Example of Previous reasons used:**

Staff Cancels / reschedules meeting for personal / team reason
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- **Part C Error- Other system-based reasons**

- **Example of Previous reasons used:**

Other system-based reasons
