

IFSP PDF Upload/Download Guidance

Intro/background

The downloadable IFSP was created to assist FSC's in writing an IFSP or IFSP review on a visit without the need for internet connection.

Adobe Acrobat is required for editing IFSP(s). This is a free download which is available at <https://get.adobe.com/reader/>. The IFSP was designed to be editable and should not have problems as long as this program is downloaded.

The Downloadable IFSP works differently than the web based IFSP. **There is no session time limit and the data is not updated in the database until the IFSP is uploaded.** While it is not necessary to save when switching between pages, frequent saving is encouraged. It is necessary to save upon completing the document, uploading final document, or before exiting out of Adobe.

Only an IFSP generated by the Kansas ITS database can be uploaded to the Kansas ITS database; e.g. a user cannot create a Downloadable IFSP from an outside document (such as the state provided Word document) and upload it into the Kansas ITS database. A blank downloaded IFSP **CANNOT** be used as an editable document to later be uploaded to different children.

A downloadable IFSP is specific to an individual child's case number. When an IFSP is downloaded, the Kansas ITS database will register each individual IFSP with a specific data code e.g. like a barcode. The IFSP can be downloaded once and will then be locked on the IFSP/ECO tab until an upload occurs. A second download is not possible during this time.

Store the downloaded IFSP temporarily on the Family Service Coordinator's laptop or table. Edit, adjust, update or make changes to the downloaded IFSP.

Programs will need to develop a system for "sharing" a downloaded IFSP with team members. Getting all the updated information on ONE finalized IFSP prior to uploading.

Upload back into the database. The uploaded IFSP must match the specific data code. This is a safeguard to make sure that child's specific information updates the correct file. A second attempt to upload **WILL** replace previous information. The database will give you a notice before you can upload a second time and ask if you want to replace the first upload.

During the file upload, data checks are performed on required fields. A notice will be given if any corrections are needed before the IFSP can be uploaded. IFSP user then hits the "mark complete" button. If the Admin has the "Require Approval" feature on for the IFSP user, the "mark complete" button changes the status to "pending" and sends to the supervisor to be reviewed. The supervisor then has the ability to make edits or reject the IFSP. After the IFSP has been marked complete, the ability to unlock an IFSP is the same.

Important Notes to remember:

- Import from the most recent IFSP or create an Initial IFSP.
- Only IFSP(s) created after 7/1/2018 will have the downloadable functionality. IFSP(s) created prior to this cannot be downloaded for editing or uploaded.

- A downloadable IFSP is specific to an individual child's case number. It cannot be used as a blank IFSP, editable document to be uploaded to different children.
- When you import an IFSP and download it, the upload of that IFSP must match exactly to its specific download, e.g Like barcode.
- During the file upload data checks are performed on required fields. A notice will be given if any corrections are needed before the IFSP can be uploaded.
- After an IFSP has been uploaded the database is not updated until the IFSP is marked complete.

Create the IFSP prior to downloading it. (this is the same as it's always been)

- If this is the initial IFSP for a child, click “new entry”; Select the type “Initial”
 - Click “continue”; The IFSP opens to the first page.
 - If you work on the document prior to downloading, click “save” before you close it.
 - To simply create a copy to download, click cancel, then close.
 - This will return you to the list of IFSP's and the downloadable icon will appear.
- If this is any other type of IFSP, go to the list of available IFSP's
 - click the sheet of paper with green arrow, to “create review”
 - select the type of IFSP and then click “import now”.
 - The IFSP will open to the first page in edit mode.
 - If you work on the document prior to downloading, click “save” before you close it.
 - To simply create a copy to download, click cancel, then close.
 - This will take you back to the list of IFSP's and now the review is downloadable.

Click the download button indicated to download a copy of the IFSP to your laptop or tablet.

The screenshot shows the Kansas Infant/Toddler System interface. At the top, there are logos for the Kansas Department of Health and Environment and tiny-k Early Intervention Services. Below the logos are navigation tabs: Child & Family Information, Health Information, Eligibility & Transition, Services, and IFSP/ECO. The main content area is titled "IFSPs for: Jax Jackson (14059)". It displays summary information: Initial IFSP: 07/01/2017, Last Review: (blank), and Most Recent Annual IFSP: 07/01/2017. Below this is a table with columns for Type, Date, and Status. The table contains three rows: two for 'Initial' and 'Review' types with red 'X' icons, and one for 'Initial' type with a date of 07/01/2017 and a status of 'Complete'. To the right of the table are icons for 'Upload PDF' and 'Download PDF'. Below the table are buttons for 'New Entry', 'Close', and 'Request IFSP Transfer'. Red arrows point from the text 'Upload PDF' and 'Download PDF' to their respective icons in the interface.

Download the IFSP to your laptop or tablet.

In chrome: When downloading an IFSP in Chrome with a PDF viewer extension installed, the IFSP will open in a new tab for viewing. Before the IFSP can be edited, it must be downloaded and opened with Adobe Acrobat. To download the IFSP, click the "Download" icon located in the upper right-hand corner (highlighted in red). This will open the save dialog for selecting where to save the document.



In Internet Explorer : When downloading an IFSP in Internet Explorer you will see the dialog below shown at the bottom of the screen. Click the arrow next to "Save" (as indicated above) to open the dropdown, then select "Save As" to open the save dialog for selecting where to save the document

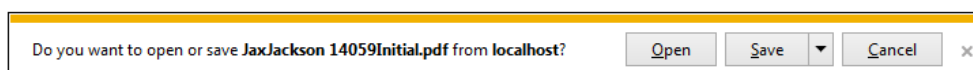
Child & Family Information Health Information Eligibility & Transition Services **IFSP/ECO**

IFSPs for: Jax Jackson (14059)

Initial IFSP: 07/01/2017 Last Review: Most Recent Annual IFSP: 07/01/2017

Type	Date	Status	ECO	PDF	Check	Download	Print	Share
Initial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial	07/01/2017	Complete	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

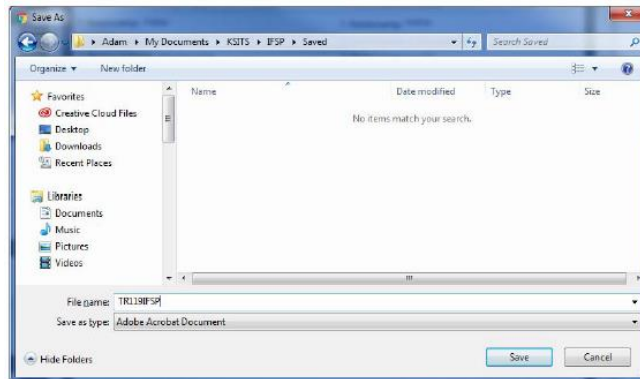
[New Entry](#) [Close](#) [Request IFSP Transfer](#)



Click to "Save As"

Save the Downloaded IFSP to your laptop or tablet.

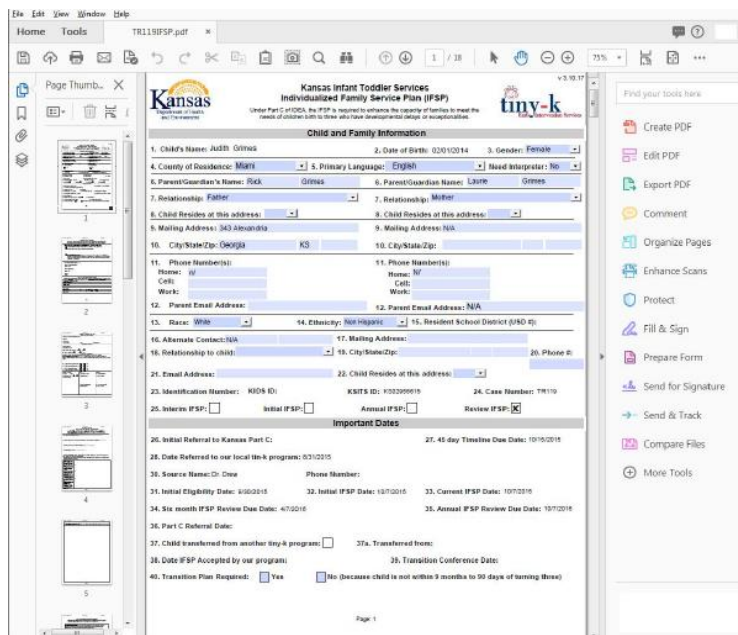
Once you have completed the action previously mentioned for your browser, the save dialog shown below will open. This is for selecting where to save the file. Enter a name for the file (any name can be used), select a location for the file, then click "Save" to save the file. Be sure to note the location of the file being saved, you will need to know this when opening or uploading the file later.



IFSP is ready to be created/edited in Adobe Acrobat

Once you have downloaded the IFSP, open Adobe Acrobat and use the "Open" option under "File" to locate and open the file. From here you may begin editing the IFSP. Fields in light blue are the fields that may be edited.

The PDF works differently than the web based IFSP. There is no session time limit and the data is not updated in the database until the IFSP is uploaded. While it is not necessary to save when switching between pages, frequent saving is encouraged.



Kansas Infant Toddler Services Individualized Family Service Plan (IFSP)

Under Part C of IDEA, the IFSP is required to enhance the capacity of families to meet the needs of children with or without developmental delay or handicaps.

Child and Family Information

1. Child's Name: Judith Grimes	2. Date of Birth: 02/01/2014	3. Gender: Female
4. City of Residence: Miami	5. Primary Language: English	6. Need Interpreter: No
7. Parent/Guardian's Name: Rick Grimes	8. Parent/Guardian Name: Larne Grimes	
9. Relationship: Father	10. Relationship: Mother	
11. Child Resides at this address:	12. Child Resides at this address:	
13. Mailing Address: 343 Alexandria	14. Mailing Address: N/A	
15. City/State/Zip: Georgia	16. City/State/Zip: KS	
17. Phone Number(s): Home: N/A, Cell: N/A, Work: N/A	18. Phone Number(s): Home: N/A, Cell: N/A, Work: N/A	
19. Parent Email Address:	20. Parent Email Address: N/A	
21. Race: White	22. Ethnicity: Not Hispanic	23. Resident School District (RSD ID):
24. Alternate Contact: N/A	25. Mailing Address:	26. Phone ID:
27. Relationship to child:	28. City/State/Zip:	
29. Email Address:	30. Child Resides at this address:	
31. Identification Number: KIDS ID: KIDS ID: 1932099010	32. Case Number: TM110	
33. Inters IFSP: <input type="checkbox"/> Initial IFSP: <input type="checkbox"/> Annual IFSP: <input type="checkbox"/> Review IFSP: <input checked="" type="checkbox"/>		

Important Dates

24. Initial Referral to Kansas Part C:	27. 45-day Timeline Due Date: 10/15/2015	
25. Date Referred to our local tiny-k program: 03/12/2015		
26. Source Home ID: One	Phone Number:	
27. Initial Eligibility Date: 10/22/15	28. Initial IFSP Date: 10/12/15	29. Current IFSP Date: 10/12/15
30. Six-month IFSP Review Due Date: 4/7/2016	31. Annual IFSP Review Due Date: 10/12/2015	
32. Part C Referral Date:		
33. Child transferred from another tiny-k program: <input type="checkbox"/>	34. Transferred from:	
35. Date IFSP Accepted by our program:	36. Transition Conference Date:	
37. Transition Plan Required: <input type="checkbox"/> Yes <input type="checkbox"/> No (because child is not within 9 months to 90 days of turning three)		

Page: 1

Service table is different on the Downloadable IFSP

The downloaded IFSP is worked on “off-line”. Changes were made to the service table to indicate the imported services that are ending and new services that will be in place once the IFSP is uploaded.

The top portion is where imported services will be shown and a checkbox has been added to the end of each row for indicating that the service is ending with this IFSP. New services can be entered in the second set.

Child's Name: _____ DOB: _____ IFSP Date: _____

Summary of Services

Services and supports are determined following the development of functional IFSP outcomes. They are designed to enhance the capacity of the family in supporting their child's development and to promote the child's learning and development through functional participation in family and community activities. Each child will be teamed, at a minimum, quarterly with the entire intervention team (which may include team members not listed below) with the Primary Provider taking the lead. The services listed below reflect the specific team members directly involved with your child and family through face-to-face visits or joint visits.

1. Primary Provider 2. Family Services Coordinator	3. Provider Name	4. Early Intervention Services	5. Methods	6. Number of visits	7. In what period of time (week, month, quarter)	8. How long are visits? (in minutes)	9. Where will services take place?	10. Start Date (Locked after 21 days)	11. End Date (editable)	End Service
Imported Services- Only the end date may be changed. Use the checkbox to indicate services NOT being continued with this IFSP.										
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
Enter New Services Below										
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>
<input type="checkbox"/>										<input type="checkbox"/>

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

Check boxes to end services.



List new services



Uploading the IFSP when completed

When the "Upload PDF" button (highlighted in red above) is clicked, a popup to choose the file will open. Click the "Choose File" button to open the upload dialog.

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

IFSPs for: Jax Jackson (14059)

Initial IFSP: 07/01/2017 | Last Review: | Most Recent Annual IFSP: 07/01/2017

Type	Date	Status	ECO	PDF	IFSP	Upload PDF
Initial			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initial	07/01/2017	Complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New Entry | Close | Request IFSP Transfer

Hint: Make all edits to the IFSP while it is downloaded. Only upload completed IFSPs.

Select file to upload:

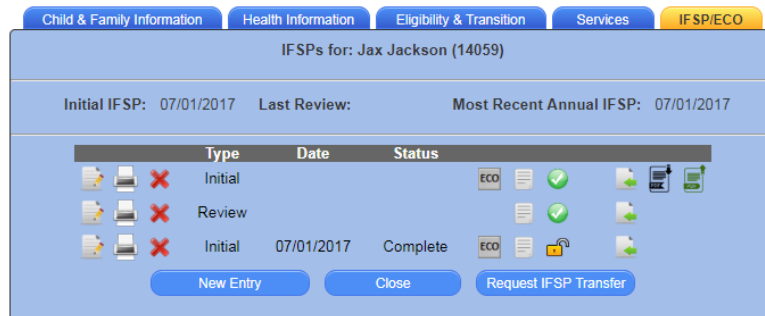
Choose File | No file chosen

Upload | Cancel

Use the upload dialog to navigate to the location where the PDF was saved. Select the file, then click "Open"



Once you have selected the file, you will notice the name of the file being uploaded is now shown (highlighted in red). Click "Upload" to proceed.



During the file upload data checks are performed on required fields. A notice will be given if any corrections are needed before the IFSP can be uploaded. After an IFSP has been uploaded the database is not updated until the IFSP is marked complete. All processes for this remain the same.