

1.B.3 Individualized Family Service Plan (IFSP) Development, Implementation, and Review

I Policy Index:

	Policy #:	1.B.3
	Distribution:	Public
	Date Policy Developed:	1/30/2013
	Public Participation	2/7/2013 – 4/7/2013
	Date Policy Revised	6/19/2013
	Date OSEP Approved Policy:	6/26/2013
	Date Policy Signed:	7/01/2013
	Date Policy Effective:	7/01/2013
	Responsible Authority	BWEIP Manager

II Purpose:

The purpose of this policy is to describe how the Baby Watch Early Intervention Program (BWEIP) and its early intervention (EI) programs ensure compliance with the requirements of part C in the development, implementation, and review of an Individualized Family Service Plan (IFSP).

III Definition(s):

Assessment:

Assessment means the ongoing procedures used by qualified personnel to identify the child's unique strengths and needs and the EI services appropriate to meet those needs throughout the child's eligibility. These procedures include the assessment of the child and the family.

Consent:

Consent consists of the following:

- The parent has been fully informed of all information relevant to the activity for which consent is sought and in the parent's native language when possible;
- The parent understands and agrees in writing to the carrying out of the activity for which the parent's consent is sought;
- The parent understands that the granting of consent is voluntary on the part of the parent and may be revoked at any time; and
- If a parent revokes consent, that revocation is not retroactive (i.e., it does not apply to an action that occurred before the consent was revoked).

Day:

Day means calendar day, unless otherwise indicated.

Early Intervention (EI):

Early Intervention (EI) refers to programs or services which are selected in collaboration with parents, and are designed to meet the developmental needs of a child and the needs of the family to assist in the child's development.

Early Intervention (EI) Records:

Early Intervention (EI) records are all records regarding a child that are required to be collected, maintained, or used under part C and Federal regulations. EI records are also referred to as “education records”.

Early Intervention (EI) Services:

Early Intervention (EI) services are developmental services that

- Are provided under public supervision;
- Are selected in collaboration with the parents;
- Are provided at no cost, except, where Federal or State law provides for a system of payments by families, including a schedule of sliding fees;
- Are designed to meet the developmental needs of an infant or toddler with a disability and the needs of the family to assist appropriately in the infant’s or toddler’s development, as identified by the IFSP team;
- Meet the standards of Utah and part C, in which EI services are provided, including the requirements of part C;
- Are provided by qualified personnel;
- To the maximum extent appropriate, are provided in natural environments; and
- Are provided in conformity with an IFSP.

Evaluation:

Evaluation means the procedures used by qualified personnel to determine a child’s initial and continuing eligibility under part C, consistent with the definition of infant or toddler with a disability and Utah’s eligibility criteria.

Individualized Family Service Plan (IFSP):

An Individualized Family Service Plan (IFSP) is a working document agreed upon by EI service providers and family members to address the special needs of eligible children from birth to three (3).

Infant or Toddler with a Disability (Child):

A child under three (3) years of age who needs EI services because s/he is experiencing a developmental delay in one or more of the following areas:

- Cognitive development;
- Physical development, including vision and hearing;
- Communication development;
- Social or emotional development;
- Adaptive development; or
- Is diagnosed with a physical or mental condition that has a high probability of resulting in a developmental delay.

Local Education Agency (LEA):

A Local Education Agency (LEA) refers to the public school district (Part B Preschool Program) where the family resides.

Native Language:

The language normally used by that individual, or, in the case of a child, the language normally used by the parents of the child.

Natural Environments:

These are the settings that are natural or typical for a same-aged child without a disability, which may include the home or community settings, and the child and family's daily routines.

Parent:

A biological or adoptive parent of a child, a foster parent, a guardian generally authorized to act as the child's parent or authorized to make EI, educational, health, or developmental decisions for the child, an individual acting in the place of a biological or adoptive parent with whom the child lives or an individual who is legally responsible for the child's welfare, or a surrogate parent, as assigned by the BWEIP.

Part B:

Part B of IDEIA supports states in providing special education and related services to all children and youth with disabilities from ages three (3) to twenty-two (22).

Part C:

Part C of IDEIA supports states in providing EI services for infants and toddlers with disabilities from birth to age three (3) and their families.

Service Coordination:

Service coordination is those services provided by a service coordinator to assist and enable a child and their family to receive EI services and procedural safeguards under part C of IDEIA.

State Education Agency (SEA):

The State Educational Agency (SEA) is the Utah State Office of Education.

IV Principles and Procedure:

A. Post-Referral Timeline: (45-day Timeline Requirement):

1. The initial evaluation and the initial assessments of the child and family and the initial IFSP meeting shall be completed within forty-five (45) days from the date the EI program receives the referral of the child.
 - a. The forty-five (45) day timeline shall **not** apply when:
 - 1) The child or parent is unavailable to complete the initial evaluation, the initial assessments, or the initial IFSP meeting due to exceptional family circumstances (see attachment 1) as documented in the child's EI records; or
 - 2) The parent has not provided consent for the initial evaluation or the initial assessments of the child, despite documented repeated attempts by the EI program to obtain parental consent.
 - b. In the event the described exceptions exist, the EI program shall:
 - 1) Document in the child's EI records the exceptional family circumstances or repeated attempts by the EI program to obtain parental consent;
 - 2) Complete the initial evaluation, the initial assessments of the child and family, and the initial IFSP meeting as soon as possible, when the documented exceptional family circumstances no longer exist or parental consent is obtained for the initial evaluation and the initial assessment of the child; and
 - 3) Develop and implement an interim IFSP, to the extent appropriate, if parental consent is obtained and EI services have been determined to be needed before the evaluation and assessments are completed.
 - c. The initial family assessments shall be conducted within the forty-five (45) day timeline, if the parent concurs, and even if other family members are unavailable.

- d. If a child is referred less than forty-five (45) days prior to his/her third (3rd) birthday, the EI program is **not** required to conduct the initial evaluation, assessment, or IFSP meeting. In the event the child may be eligible for preschool services or other services under part B of IDEIA, with parental consent, the EI program shall refer the child to the SEA and appropriate LEA.

B. Consent and Prior Written Notice:

1. The contents of the IFSP shall be fully explained to the parents and informed written consent shall be obtained prior to the provisions of EI services described in the IFSP.
 - a. The parents of a child may determine at any time whether they, their child, or other family members will accept or decline EI services under part C.
 - b. Parents may decline a service after first accepting it, without jeopardizing other EI services.
2. Prior written notice shall be provided to parents a reasonable time before the EI program proposes, or refuses, to initiate or change the identification, evaluation or placement of their child, or the provision of early intervention service to the child or that child's family.

C. Timeline for Provision of Services:

1. Each EI service shall be provided as soon as possible and no later than within forty-five (45) days after the parent provides written consent for that service (Day one (1) of the forty-five (45) days being the day the consent is given).

D. IFSP Meetings:

1. Types of IFSP meetings include:
 - a. Initial IFSP Meeting: For a child referred to BWEIP and determined to be eligible for part C services, a meeting to develop the initial IFSP shall be conducted within the forty-five (45) day time period (See [Post-Referral Timeline](#) section).
 - b. Periodic Review: A review of the IFSP for a child and their family shall be conducted every six (6) months or more frequently if conditions warrant, or if the family requests such a review. The review may be carried out by a meeting or by another means that is acceptable to the parents and other participants. The purpose of the periodic review is to determine:
 - 1) The degree to which progress toward achieving the results or outcomes identified in the IFSP is being made; and
 - 2) Whether modification or revision of the results, outcomes, or EI services identified in the IFSP is necessary.
 - c. Annual Meeting to evaluate the IFSP and Eligibility Determination and: A meeting shall be conducted on an annual basis (within thirty (30) days of the annual IFSP) to evaluate and revise, as appropriate, the IFSP for a child and their family, and to determine ongoing eligibility, unless the child is within 60 days of their 3rd birthday.
 - 1) The results of any current evaluations and other information available from ongoing assessments of the child and family shall be used in determining the EI services that are needed and to be provided.
 - 2) A child continues to be eligible for EI services who has:

- a. A diagnosed physical or mental condition (Baby Watch DX list); or
 - b. A delay greater than one (1.0) standard deviation below the mean or below the sixteenth (16th) percentile in any developmental domain; or
 - c. Met the eligibility criteria due to an Informed Clinical Opinion.
- 2) If the evaluation determines that a child is not initially eligible or no longer eligible for EI services, the EI program shall provide the parent with prior written notice that includes information about the parent's right to dispute the eligibility determination through dispute resolution mechanisms, such as requesting a due process hearing, mediation, or how to file a State Complaint.
2. Accessibility and convenience of IFSP meetings shall:
- a. Be conducted in settings and at times that are convenient for the family.
 - b. Be conducted in the native language of the family or other mode of communication used by the family, unless it is clearly not feasible to do so.
 - c. Ensure meeting arrangements are made with, and written notice provided to, the family and other participants early enough before the meeting date to ensure that they will be able to attend.

E. IFSP Meeting Attendance:

1. Initial and Annual IFSP Team Meetings: Each initial meeting and annual IFSP Team meeting scheduled to evaluate the IFSP shall include the following participants:
 - a. The parent(s) of the child;
 - b. Other family members, as requested by the parent(s), if feasible to do so;
 - c. An advocate or an individual outside of the family, if the parent(s) request that such person participate;
 - d. The service coordinator designated by the EI program to be responsible for implementing the IFSP;
 - e. A person(s) directly involved in conducting the initial and or ongoing evaluations and assessments of the child and the family; and
 - f. As appropriate, persons who will be providing EI services to the child or family.
 - g. If a person listed above is unable to attend a meeting, arrangements shall be made for the person(s) involvement through other means, including one (1) of the following:
 - 1) Participating in a telephone conference call;
 - 2) Having a knowledgeable authorized representative attend the meeting; and/or
 - 3) Making pertinent records available at the meeting.
2. Periodic Review: Each periodic review shall include the participation of the following persons:
 - a. The parent(s) of the child;
 - b. Other family members, as requested by the parent(s), if feasible to do so;

- c. An advocate or person outside of the family, if the parent(s) requests that the person participate; and
- d. The service coordinator designated by the EI program to be responsible for implementing the IFSP.
- e. If conditions warrant, provisions shall be made for the participation of other participants in initial review, and annual IFSP meetings.

F. Content of an IFSP:

1. The IFSP is developed by the IFSP Team at the IFSP meeting(s). It includes, but is not limited to the following:
 - a. Demographic Data: Name, date of birth, ethnicity, and primary language spoken in the home.
 - b. Significant Dates: Date for projected initiation of the services (as soon as possible after the IFSP meeting and within 45 days) and the anticipated duration of those services.
 - c. Information About the Child's Status: The IFSP shall include a statement of the child's present levels of physical development (including vision, hearing, and health status), cognitive development, communication development, social or emotional development, and adaptive development based on the information from his/her evaluation and assessments.
 - 1) The development of this section shall meet the following requirements:
 - a) Involves the family as full partners;
 - b) Incorporates parental knowledge of, and understanding of the child into the design of EI services to be provided;
 - c) Ensures the use of non-technical, understandable language; and
 - d) Includes results of assessments performed in all of the areas listed above, including levels of development, which is based on professionally accepted objective criteria.
 - d. Family Information: With the concurrence of the family, the IFSP shall include a statement of the family's resources, priorities, and concerns related to enhancing the development of the child as identified through a Family Assessment Tool.
 - e. Results or Outcomes: The IFSP shall include a statement of the measurable results or measurable outcomes expected to be achieved for the child (including pre-literacy and language skills, as developmentally appropriate for the child) and family, and the criteria, procedures, and timelines used to determine:
 - 1) The degree to which progress toward achieving the results or outcomes identified in the IFSP is being made; and
 - 2) Whether modifications or revisions of the expected results or outcomes, or EI services identified in the IFSP are necessary.
 - f. EI Services: The IFSP shall include a statement of the specific EI services, based on goals determined by family routines and scientifically based peer reviewed research (to the extent practicable), that are necessary to meet the unique needs of the child and the family to achieve the results or outcomes identified in the IFSP, including the:
 - 1) Frequency: The number of days or sessions that a service will be provided during a time period (week or month);
 - 2) Intensity: Whether the service is provided on an individual or group basis;
 - 3) Method: How a service is provided;

- 4) Length: The length of time the service is provided during each session of that service (such as an hour or other specified time period);
 - 5) Duration: Projecting when a given service will no longer be provided (such as when the child is expected to achieve the results or outcomes in his/her IFSP); and
 - 6) Location: The actual place(s) where a service will be provided.
- g. Natural Environments: The IFSP shall include EI services provided in the natural environment for that child or service to the maximum extent appropriate or a justification as to why an EI service will not be provided in the natural environment (See BWEIP policy 1.B.9 Statewide System of Early Intervention Services).
- 1) The determination of the appropriate setting for providing EI services to a child, including any justification for not providing a particular EI service in the natural environment for him/her shall be:
 - a) Made by the IFSP Team (which includes the parent and other team members);
 - b) Consistent with the provisions in part C, including those that allow services to be provided in settings other than the natural environment that are most appropriate, as determined by the parent and the IFSP Team, only when EI services cannot be achieved satisfactorily in a natural environment; and
 - b) Based on the child's outcomes that are identified by the IFSP Team in the IFSP.
 - 2) Justification Statement shall include:
 - a) An explanation of why the outcome cannot be met if the service is provided in the natural environment;
 - b) An explanation how services provided in this location may be generalized within activity settings and routines of the family; and
 - c) A description of a plan including timelines and supports necessary to move the service delivery to achieve the outcomes to the natural environment.
- h. Payment Arrangements: The IFSP shall include any payment arrangements.
- i. Other Services: To the extent appropriate, the IFSP shall also:
- 1) Identify medical and other services that the child or family needs or is receiving through other sources, but that are neither required nor funded under BWEIP; and include a description of the steps the service coordinator or family may take to assist in securing services not currently being provided.
- j. Dates and Duration of Services: The IFSP shall include:
- 1) The projected date for the initiation of each EI service, which shall be as soon as possible after the parent consents to the service and no later than forty-five (45 days); and
 - 2) The anticipated duration of each service.
- k. Service Coordinator: The IFSP shall include:
- 1) The name of the service coordinator from the profession (including service coordination, physical therapy, occupational therapy, registered nurse, etc.) most relevant to the child's or family's needs, who will be responsible for implementing the EI services identified in a child's IFSP, including transition services, and coordination with other agencies and persons.
- l. Transition from EI Services: The IFSP shall include the steps and services to be taken to support a smooth transition of the child from the BWEIP services to part B preschool services or other services, as appropriate.
- 1) The transition steps and services shall include, but not limited to:
 - a) Discussions with, and training of, parents, as appropriate, regarding future

- placements and other matters related to the child's transition, including Referral Notification to the SEA/LEA, unless the parent declines this notification in writing;
- b) Completion of a transition plan including procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in a new setting and identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child;
 - c) With parental consent, transmission of the EI record needed by the LEA to ensure continuity of services from the BWEIP to part B, including a copy of the most recent evaluation and assessments of the child and the family, and most recent IFSP; and
- m. Signatures, Titles, and Dates: The IFSP shall include the date of the meeting, signatures, and titles of all parties in attendance.
- n. Interim IFSP
 Early intervention services for an eligible child and the child's family may commence before the completion of the evaluation and assessments, if the following conditions are met:
- 1) Parental consent is obtained.
 - 2) An interim IFSP is developed that includes:
 - a) The name of the service coordinator who will be responsible for implementing the interim IFSP and coordinating with other agencies and persons;
 - b) The early intervention services that have been determined to be needed immediately by the child and the child's family, and;
 - c) Evaluations and assessments are completed within the 45-day timeline. See Timely, Comprehensive, Multidisciplinary, Evaluation and Assessment Policy

G. Responsibility and Accountability:

1. Each public agency or EI program that has a direct role in the provision of EI services is responsible for making a good faith effort to assist each eligible child in achieving the outcomes in the child's IFSP.
2. However, part C does not require that any public agency, including BWEIP or EI programs be held accountable if an eligible child does not achieve the growth projected in the child's IFSP.

V Authority:

- 34 CFR §303.209 [*Transition to preschool and other programs;*](#)
- 34 CFR §303.303 [*Referral procedures;*](#)
- 34 CFR §303.310 [*Post-referral timeline \(45 days\);*](#)
- 34 CFR §303.321 [*Evaluation of the child and assessment of the child and family;*](#)
- 34 CFR §303.340 [*Individualized family service plan – general;*](#)
- 34 CFR §303.342 [*Procedures for IFSP development, review, and evaluation;*](#)
- 34 CFR §303.343 [*IFSP Team meeting and periodic review;*](#)
- 34 CFR §303.344 [*Content of an IFSP;*](#)
- 34 CFR §303.400 [*General responsibility of lead agency for procedural safeguards;*](#)
- 34 CFR §303.420 [*Parental consent and ability to decline services; and*](#)
- 34 CFR §303.421 [*Prior written notice and procedural safeguards notice.*](#)

VI Related Directive(s):

BWEIP policy 1.B.7 [Timely, Comprehensive, Multi-disciplinary, Evaluation and Assessment](#); and.
BWEIP policy 1.B.9 [Statewide System of Early Intervention Services](#)

VII Revision Log:

January 2013: **New** policy.

June 2013: **Referenced** attachment. **Incorporated** suggestions. **Added** Interim IFSP section F. IFSP Content.

		<i>7-01-13</i>
Susan Ord, BWEIP Program Manager		Date

Attachment 1

S:\BWEI\GRANTEE MTGS\2011\August 17, 2011 Delay reasons

Provider Circumstances	Family Circumstances
Holiday and/or seasonal breaks	Cancel—no reason given
Late attempts to schedule or reschedule service	Child or Family Illness
Scheduling difficulties—provider can't meet family schedule	Extreme weather conditions or natural disaster ²
Service provider not assigned	Missed appointment
Staff not available (shortage, sick leave)	Moved / could not be located
Unable to find Interpreter	Not responding to contact attempts
<i>School District Circumstances</i>	Requested service be rescheduled
	Withdrew child from program
	<i>Late Enrollment</i> ³

Notes:

1. The sub-categories displayed in the ***italicized and bolded font*** are only available in the dropdowns for transition meeting delays.

2. For the 'Extreme weather conditions or natural disaster' Family Circumstance sub-category, the idea is that a planned visit could not occur due to weather conditions out of the normal. For example, there might be road closures or official weather report warnings, when a program would be knowingly putting staff in danger if they were to ask them to travel under those conditions. BWEIP's expectations are that a program would reschedule a visit to write an IFSP or a transition meeting in poor weather conditions, thereby possibly avoiding a delay