

Technically Speaking – How Does Your IFSP Measure Up?

I. IFSP Information

Y/N Comments

Does the Initial IFSP date match the date the parents and Child Service Coordinator signed the IFSP in Section VI?		
Is the team information complete?		
Is the name of the agency listed – not just the address?		

II. Family's Concerns, Priorities and Resources

Y/N Comments

If the family chose not to complete this section, is there a statement indicating this?		
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III. Summary of Child's Present Abilities & Strengths

Y/N Comments

Are all 7 domains of development addressed and clearly labeled in the initial IFSP?		
Does the description include strengths and information beyond scores?		
Does the information for each domain include the date of the evaluation, the name of the evaluator, and the procedure used?		
Are the results of additional evaluations added to this section?		

IV. IFSP Outcomes

Y/N Comments

Is there a target date for the outcome?		
Is a revised target date clearly indicated when appropriate?		
Do outcomes reflect needs and strengths identified in Sections II and III?		
Is "Achieved" or "Discontinued" along with a date written in the Status column when the outcome is no longer being worked on?		
Does the Activities section include actions, methods, and procedures that are clear?		
Are there outcomes addressing transition for a child near 30 months of age?		

V. IFSP Service Delivery Plan	Y/N	Comments
Are all services listed in outcomes included in the service delivery plan?		
Is the frequency and intensity along with an indication of individual or group stated?		
Is the cost column completed?		
Have parents and coordinative agencies initialed changes in services?		
Does the Service Provider column indicate the name of the agency, not just the name of the individual provider?		
Is there a statement of why, if the service is not being provided in the most natural environment?		

VI. Parent/Coordinative Agency Agreement	Y/N	Comments
Is this section signed by the Parent, Child Service Coordinator (and surrogate parent if appropriate)?		
Is this section signed by the appropriate coordinative agencies?		

VII. IFSP Review	Y/N	Comments
Is it clear who participated in the review and how they participated?		
Is the review signed by the parents and the Child Service Coordinator?		
Is the current status of the outcomes clear?		

In General	Y/N	Comments
Are revisions to each section clearly indicated?		
Are the pages numbered correctly and in sequence?		

So, your IFSP is technically correct, but “Does Your IFSP Make the Grade? (Use this additional checklist from the NC Early Intervention Branch to review your IFSP for aspects that reflect a quality plan for children and their families.)

Does Your IFSP Make the Grade? Quality IFSPs for Infants, Toddlers, and Their Families

	Y/N	Comments
Are all the parts complete and written legibly?		
Is the family's language used as much as possible and are abbreviations avoided?		
Does the make up of the team reflect the concerns, resources, and priorities of the family?		
Is the child and family assessment information useful for designing interventions?		
Are informal resources used in addition to formal services?		
Are outcomes functional for children and families?		
Are outcomes integrated across disciplines?		
Are outcome activities integrated into family routines and natural environments?		
Are outcome target dates short range and realistic?		
Does the review convey how things are going for the child and family?		

So, you have a quality IFSP that makes the grade but “Technically Speaking – How Does Your IFSP Measure Up?” (Use this additional checklist from the NC Early Intervention Branch to review your IFSP for technical details that are important for a complete and accurate plan.)

