

Individualized Family Service Plan

Introduction

For each enrolled infant or toddler, the Infant-Toddler Program (ITP) must ensure the development, review, and implementation of an individualized family service plan (IFSP) developed by a multidisciplinary team, which includes the parent.

IFSP Development and Review

1. For a child referred to the ITP and determined to be eligible, a meeting to develop the initial IFSP must be conducted within the initial 45-day time period.
2. A review of the IFSP for a child and the child's family must be conducted every six 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:
 - a. The degree to which progress toward achieving the results or outcomes identified in the IFSP is being made; and
 - b. Whether modification or revision of the results, outcomes, or early intervention services identified in the IFSP is necessary.
3. A meeting must be conducted on at least an annual basis to evaluate and revise, as appropriate, the IFSP for a child and the child's family. The results of any current evaluations and assessment of the child and other information available from the family must be used in determining the early intervention services that are needed and will be provided.
4. IFSP meetings must be conducted:
 - a. In settings and at times that are convenient for the family; and
 - b. 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.
5. IFSP meeting arrangements must be 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.
6. The contents of the IFSP must be fully explained to the parents and informed written consent must be obtained prior to the provision of early intervention services described in the IFSP. Each early intervention service must be provided as soon as possible and not more than 30 days after the parent provides consent for that service.

IFSP Team Meetings

1. The initial meeting and each annual IFSP team meeting to evaluate the IFSP must include the following participants:
 - a. The parent or parents of the child;
 - b. Other family members, as requested by the parent, if feasible to do so;
 - c. An advocate or person outside of the family, if the parent requests that the person participate;
 - d. The service coordinator responsible for implementation of the IFSP;

- e. A person or persons directly involved in conducting the evaluations and assessments of the child; and
 - f. As appropriate, persons who will be providing early intervention services to the child and family.
2. If a person listed in paragraph 1 is unable to attend a meeting, arrangements must be made for the person's involvement through other means, including one or more of the following:
 - a. Participating in a telephone conference call;
 - b. Having a knowledgeable authorized representative attend the meeting; and
 - c. Making pertinent records available at the meeting.
3. Each periodic IFSP review must provide for the participation of persons identified in paragraph 1.A through 1.D. If conditions warrant, provisions must be made for the participation of other representatives identified in paragraph 1.E. and F.
4. Each public agency or EIS provider who has a direct role in the provision of early intervention services is responsible for making a good faith effort to assist each eligible child in achieving the outcomes in the child's IFSP. However, no public agency or EIS provider can be held accountable if an eligible child does not achieve the growth projected in the child's IFSP.

Content of the IFSP

1. The IFSP must include a statement of the infant or toddler's present levels of physical development (including vision, hearing, and health status), cognitive development, communication development, social and emotional development, and adaptive development based on the information from that child's evaluation and assessments.
2. With the concurrence of the family, the IFSP must include a statement of the family's resources, priorities, and concerns related to enhancing the development of the child as identified through the family-directed assessment.
3. The IFSP must 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:
 - a. The degree to which progress toward achieving the results or outcomes identified in the IFSP is being made; and
 - b. Whether modifications or revisions of the expected results or outcomes, or early intervention services identified in the IFSP are necessary.
4. The IFSP must include a statement of the specific early intervention services, based on 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 including:
 - a. The frequency, intensity, method, length, duration, and location of delivering the early intervention services;
 - i. *Frequency* means the number of days or sessions that a service will be provided;
 - ii. *Intensity* means whether the service is provided on an individual or group basis;
 - iii. *Method* means how a service is provided;

- iv. *Length* means the length of time the service is provided during each session of that service (such as an hour or other specified time period);
 - v. *Duration* means 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 or her IFSP); and
 - vi. *Location* means actual place where the early intervention services will be provided.
- b. A statement that each early intervention service is provided in the natural environment for that child or service to the maximum extent appropriate, or a justification as to why an early intervention service will not be provided in the natural environment;
 - c. The determination of the appropriate setting for providing early intervention services to an infant or toddler including any justification for not providing a particular early intervention service in the natural environment for that infant or toddler must be:
 - i. Made by the IFSP Team (which includes the parent and other team members); and
 - ii. Based on the child's outcomes that are identified by the IFSP Team;
 - d. The payment arrangements, if any; and
 - e. To the extent appropriate, the medical and other services that the child or family needs or is receiving through other sources, but that are neither required nor funded under the ITP.
5. The IFSP must include the name of the service coordinator from the profession most relevant to the child's or family's needs (or who is otherwise qualified to carry out all applicable responsibilities), who will be responsible for facilitating the implementation the early intervention services identified in a child's IFSP, including transition services, and coordination with other agencies and persons.
6. The IFSP must include the steps and services to be taken to support the smooth transition of the child from Part C services to preschool services under Part B of IDEA, to the extent that those services are appropriate or other appropriate services. The IFSP transition plan must include:
- a. Discussions with, and training of, parents, as appropriate, regarding future placements and other matters related to the child's transition;
 - b. Procedures to prepare the child for changes in service delivery, including steps to help the child adjust to, and function in, a new setting;
 - c. Confirmation that child find information about the child has been transmitted to the LEA and SEA;
 - d. With parental consent, transmission of additional information needed by the LEA to ensure continuity of services from the Part C program to the Part B program, including a copy of the most recent evaluation and assessments of the child and the family and most recent IFSP; and
 - e. Identification of transition services and other activities that the IFSP Team determines are necessary to support the transition of the child.

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 parent consents and the following conditions are met:

1. An interim IFSP is developed that includes:
 - a. The name of the service coordinator who will be responsible for facilitating the implementation of the interim IFSP and coordinating with other agencies and persons; and
 - b. The early intervention services that have been determined to be needed immediately by the child and the child's family.
2. Evaluations and assessments are completed within the 45-day timeline.