

# IFSP Development Checklist



This checklist has been developed to help you organize and complete all Part C requirements for the IFSP development process. This checklist is intended to be used as a companion tool after you have read the *Infant & Toddler Connection of Virginia Practice Manual*. For complete information about IFSP development, please refer to the *Infant and Toddler Connection of Virginia Practice Manual, Ch. 7 – IFSP Development*.

## Steps

- Schedule initial IFSP meeting within 45 days of receipt of referral unless there are mitigating family circumstances (noted on *Individual Child Data Form*).
- Ensure that the IFSP meeting is conducted in the family's native language or other mode of communication unless clearly not feasible to do so.
- Inform the family that including information in the *IFSP* about their resources, priorities, and concerns related to their child's development is voluntary.
- Encourage and support the family as they participate as full and equal members of the IFSP team.
- Review information with the IFSP team, including the family, that you may have already gathered and included on the *IFSP*, such as daily activities, family resources, priorities, and concerns, and Team Assessment Narrative.
- Discuss the outcomes the family wants to work on to enhance the child's development, engagement, social relationships and independence in family and community routines and activities.
- Discuss the family outcomes the family would like to include.
- Collaborate with the family and early intervention providers to identify strategies/activities and the necessary supports and services to achieve outcomes and enhance participation and learning in natural environments.
- Collaborate with the IFSP team, including the family, to complete the *IFSP* form in accordance with the instructions provided in Chapter 7 of the *Infant & Toddler Connection of Virginia Practice Manual*.
- Obtain signatures of the family and all other IFSP team members on the *IFSP* agreement.
- Offer the family a choice of Part C certified providers and obtain the parent's signature on the *IFSP Addendum* page indicating that he/she was offered this choice.
- If the family declines one of the services offered:
  - Provide the family with the *Declining Early Intervention Services* form (complete the top half of the form with the family).
  - Offer a copy of the *Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share*. Explain the parts that are relevant to this step. (This form must be offered, but the family may decline to receive another copy of this form. Document the family's choice to decline in a contact note.)
  - Ask the family if you can share their decision with their pediatrician and/or referral source if permission was not previously obtained.
- If family declines all services listed on the *IFSP*:



- Provide the family with the *Declining Early Intervention Services* form (check the third choice at the bottom portion of the form).
  - Offer a copy of the *Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share*. Explain the parts that are relevant to this step. (This form must be offered, but the family may decline to receive another copy of this form. Document the family's choice to decline in a contact note.)
  - Obtain the family's consent to make referrals to other appropriate resources/services as needed, including Part B services if the child is close to being age eligible for early childhood special education services.
  - Ask the family if you can share their decision with their pediatrician and/or referral source if permission was not previously obtained.
  - Document in ITOTS within 10 business days that the child was determined eligible but the family has declined services.
- If family requests a specific service, frequency, length, location, or method of delivery that rest of team does not believe is needed to meet outcomes developed:
- Provide the family with the *Parental Prior Notice* form (check the "Other" line and specify the reason for the refusal to provide the specific service).
  - Offer a copy of the *Notice of Child and Family Rights and Safeguards Including Facts About Family Cost Share*. Explain the parts that are relevant to this step. (This form must be offered, but the family may decline to receive another copy of this form. Document the family's choice to decline in a contact note.)
  - For Medicaid recipients, provide the family with a completed *Early Intervention Services – Notice of Action* letter and explain the family's right to appeal.
- Complete the *Family Cost Share Agreement or Temporary Family Cost Share Agreement* if not done earlier.
- Obtain physician signature for all services (as required by payment source).
- Send copies of the child's *IFSP* to the family, all providers of services specified on the child's *IFSP*; the pediatrician/primary care physician, etc. (with signed release from the parent).
- Complete the *Individual Child Data Form (ICDF)* for data entry into ITOTS.