

# IFSP Implementation Checklist



This checklist has been developed to help you organize and complete all Part C requirements for the IFSP implementation 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 Implementation, please refer to the *Infant and Toddler Connection of Virginia Practice Manual, Ch. 8 - IFSP Implementation and Review*.

## Steps – Service Delivery

- Monitor that services listed on the *IFSP* start within 30 days of the family’s signature on the *IFSP* unless otherwise specified on the services page of the *IFSP* (page 6). Document the date of the initial service appointment in the child’s EI record.
- Monitor that services are provided in accordance with *IFSP*.
- If other service providers note limited family/caregiver involvement:
  - Meet with family to determine if priorities and concerns have changed.
  - Determine if an *IFSP* review meeting needs to occur to modify outcomes/goals or services to include frequency of service.
- Ensure that service sessions are provided in the language normally used by the child, when appropriate and if feasible.
- Document all contacts with or on behalf of the child and family in the child’s EI record.
- Submit your contact logs or contact notes to the local lead agency monthly.
- Follow the “No Show Flow Chart” found in the *Infant & Toddler Connection of Virginia Practice Manual* to address no-show situations.
- If the child and family are lost to contact (without a no-show), contact the referral source, pediatrician, or other contact to request additional or updated information.
  - Document all attempts to contact the family.
  - If you are still unable to reach the family after multiple attempts within a 15-20 calendar day timeframe, send the family a letter stating that attempts to contact have been made, an *IFSP* review is possible, services are still available to them, need to contact service coordinator if wish to continue services. Include *Parental Prior Notice* form and, if child has Medicaid/FAMIS, *Early Intervention – Notice of Action* letter.
  - If there is no response from the family within 10 calendar days, then discharge the child.
  - Do not discharge the child from services unless no contact has been made by the family .
- If the family loses Medicaid/FAMIS coverage, assist the family in re-application if appropriate.
- Update the *Family Cost Share Agreement* with the family if significant financial changes occur or if there is a change in health insurance.
- Link the family to community resources as needed and appropriate.

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## Steps – IFSP Reviews

- Ensure that IFSP review meetings occur at least every 6 months and any time a change is made to the IFSP outcomes or services.
- Ensure that, at a minimum, the service coordinator and family participate in the IFSP review meeting.
- Provide the family with the *Parental Prior Notice* form (check “A meeting to revise or review the IFSP is needed.”).
- 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.)
- Provide the family with the *Confirmation of the Individualized Family Service Plan (IFSP) Schedule* form.
- Provide the *Confirmation of the IFSP Schedule* form or other written notification to other team members.
- Review and complete the appropriate sections of the *IFSP* form.
- Obtain parent consent (on page 9 of *IFSP*) for continued use of private insurance if services are increasing as a result of this IFSP review.
- Obtain physician certification for all services as required by payment source.
- Send copies of the child’s *IFSP* to the family, all providers of services specified on child’s *IFSP*; the pediatrician/primary care physician, etc. (with signed release from the parent).
- 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.)
  - Ask the family if you can share their decision with their pediatrician 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.)
  - Ask the family if you can share their decision with their pediatrician 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.)
  - For Medicaid recipients, provide the family with a completed *Early Intervention Services – Notice of Action* letter and explain the family’s right to appeal.

## Steps – Annual IFSP Review

- Ensure that Annual IFSP meetings must be conducted face-to-face within 365 days of the initial or previous annual IFSP meeting.
- Provide the family with the *Parental Prior Notice* form (check “A meeting to develop the annual IFSP and confirm eligibility is needed.”).
- 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.)
- Provide the family with the *Confirmation of the Individualized Family Service Plan (IFSP) Schedule* form.
- Provide the *Confirmation of the IFSP Schedule* form or other written notification to other team members.
- Determine ongoing eligibility annually, establishing eligibility by records when possible.
- If the family thinks the child is demonstrating age-appropriate skills and so declines the eligibility determination process:
  - Document the offer to determine the child’s ongoing eligibility.
  - Document the family’s decision not to pursue eligibility or services any longer.
  - Document in ITOTS the reason for discharge as “Completion of IFSP prior to reaching age 3.”
- Identify the eligibility determination team members, unless eligibility is established by records.
- If the child is no longer eligible:
  - Provide the family with the *Parental Prior Notice* form (check “Your child is not eligible for Infant & Toddler Connection of Virginia.”)
  - 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.)
  - For Medicaid recipients, provide the family with a completed *Early Intervention Services – Notice of Action* letter and explain the family’s right to appeal.

- If the child is determined to be eligible, proceed with IFSP development. Refer to the IFSP Development checklist and the *Infant & Toddler Connection of Virginia Practice Manual, Ch 7 – IFSP Development* for more information.

## **Steps – Transition**

- Share general transition information with the family and document this in the top section of the *IFSP* transition page.
- Develop a transition plan using the IFSP transition page at least 90 days and up to 9 months before the anticipated date of transition.
- Notify the Local Educational Agency (LEA) and the Virginia Department of Education, no later than April 1<sup>st</sup> and at least 90 days before the anticipated date of transition, of all children who are potentially eligible for ECSE services for the upcoming school year except for children whose parents have indicated they do not want this information shared. Remember: This notification is a referral for ECSE services.
- With parent consent, transmit child-specific information, including the child's *IFSP*, contact/progress notes, eligibility/assessment information, to the LEA.
- Assist family in exploring other programs of interest to them, which might include: Head Start, private preschools/daycare centers, and private therapy providers.
- Facilitate an individual transition conference, which should be held no earlier than 9 months prior to transition and no later than 90 days before transition from early intervention services.
  - Provide the family with the *Parental Prior Notice* form (check "The required transition planning conference is necessary.").
  - 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.)
  - Explain the purpose of the transition planning conference to the family.
  - Document transition plans, including when a family declines a transition conference, on the *IFSP* transition page and in a contact note.
  - If the LEA cannot attend, provide information about early childhood special education services through the school system.
- Ensure the transition conference is held and the transition plan developed as part of an initial or annual IFSP meeting(s) or during an IFSP review(s).
- Make every effort to attend Individualized Education Plan (IEP) meetings if invited by the school system or the family.

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## **Steps – Discharge and Determination of Child Progress at Exit**

- Provide the family with the *Parental Prior Notice* form (check “Your child is not eligible for Infant & Toddler Connection of Virginia.”).
- 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.)
- Provide families who are Medicaid recipients with a completed *Early Intervention – Notice of Action* letter and explain the family’s right to appeal this decision.
- Complete exit ratings for all three indicators on *Virginia Child Indicators Summary Form*.
- Enter discharge and child progress at exit information into ITOTS no later than 10 business days after discharge.
- Ensure that no *IFSP* services are delivered on or after a child’s 3<sup>rd</sup> birthday.

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