Eligibility Determination, Assessment for Service Planning and IFSP Development Flow Chart

Initial Eligibility Established by Records: Diagnosed Condition (SC or EIP)

Initial Eligibility Established by Records: Delay or Atypical (EIP)

Initial Eligibility Cannot be Established by Records (SC plus 2 disciplines)
Tool required in all areas unless some/all completed before referral

Initial Assessment for Service Planning
- SC plus 2 disciplines or SC plus 1 EIP and outside assessment report(s) from other discipline(s)
- Tool Required

Initial IFSP Meeting
(SC, family, plus 1 additional individual (EIP))

Annual Eligibility Established by Records: Diagnosed Condition (SC or EIP)

Annual Eligibility Established by Records: Delay or Atypical (EIP)
Using contact notes

Annual Eligibility Cannot be Established by Records (SC plus 2 disciplines)
Using contact notes, progress notes (written or verbal) or tool (if contact notes, progress reports not available) to cover all areas

Annual Assessment for Service Planning
- Generally, this is not a separate step. Narrative section of IFSP is written based on ongoing assessment as documented in contact notes, progress reports of current provider(s)
- If existing info not available or sufficient, bring in 1 – 2 disciplines, as needed
- Tool not required

Annual IFSP Meeting
(SC, family, plus 1 additional individual (EIP))

See “Preparing for the Annual IFSP Flow Chart” for additional detail about the annual eligibility, annual assessment for service planning and annual IFSP steps.