Procedures for Development, Review, & Evaluation of the IFSP (Module 5)

Theme D | Individualized Family Service Plan

Every child receiving early intervention services under Part C must have an IFSP

Module 5

Procedures for Development, Review, & Evaluation of the IFSP

Module 6

Contents of the IFSP

Module 7

Meetings of the IFSP Team
In this module, you’ll learn:

- **Definition & purpose** of the IFSP
- **Who** develops the IFSP
- **Timelines** for IFSP development and review
- **Procedures** the lead agency must follow before scheduling an IFSP meeting
- Requirements regarding the use of the family’s native language

**Purpose of the IFSP**

The IFSP has two general purposes:

- to **set reasonable developmental goals** for the infant or toddler with a disability; and
- to **state the services** the early intervention program will coordinate & provide for the child (and his or her family)
Who Develops the IFSP?

The IFSP Team!
The team that develops the initial & annual IFSP includes…

- the parent(s) of the child
- other family members *(if feasible)*
- an advocate or person outside the family *
- the service coordinator
- person(s) directly involved in conducting the evaluations & assessments
- those who will be providing EI services to the child or family (as appropriate)

* If requested by the parent

Definition of “IFSP” at §303.20

Individualized family service plan or IFSP is...

A written plan → for providing early intervention services → to an infant or toddler with a disability → to that child’s family
Definition of “IFSP” continued

According to IDEA, the IFSP must:

- **be based** on the evaluation and assessment (as described in IDEA)
- **include** specific content
- **be developed** in keeping with specific IFSP procedures
- **be implemented** as soon as possible after parental consent is given

Timelines for IFSP Development & Review

Meeting to **Develop** the IFSP
Within the 45-day post-referral timeline

Periodic Review of the IFSP
Every 6 months, or more frequently if warranted or requested by family

Meeting to **Evaluate** the IFSP
At least annually
**Required Procedures for IFSP Meetings**

Lead agency and EI providers must:

- Ensure meetings are conducted in settings & at times convenient to the family
- Notify parents of the meeting
- Take steps as necessary to ensure that parents understand the proceedings of the IFSP meeting

**Final Points about IFSP Procedures**

- The contents of the IFSP must be **fully explained** to parents
- Parents’ informed **written consent** must be obtained before EI services in the IFSP may be provided
- Lead agency may not use due process to challenge a parent’s refusal to provide consent
- A copy of each evaluation, assessment, and IFSP must be provided to parents at no cost as soon as possible after each IFSP meeting
Round-Up Time!