



Procedures
for the

Development
Review, &
Evaluation

of the
IFSP

Module 5

Produced by NICHCY, 2014

Theme D | Individualized Family Service Plan

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

Module 5

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Procedures for Development,  
Review, & Evaluation of the IFSP

**Module 6**

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Contents of the IFSP

Module 7

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Meetings of the IFSP Team

## In this module, you'll learn:

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- 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
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- Requirements regarding the use of the family's native language

## Purpose of the IFSP

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The IFSP has two general purposes:

- |                                                                                                                                                 |                                                                                                                                                                                   |
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| <ul style="list-style-type: none"><li>▪ to <b>set reasonable developmental goals</b> for the infant or toddler with a disability; and</li></ul> | <ul style="list-style-type: none"><li>▪ to <b>state the services</b> the early intervention program will coordinate &amp; provide for the child (and his or her family)</li></ul> |
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## Who Develops the IFSP?

### The IFSP Team!

The team that develops the initial & annual IFSP includes...

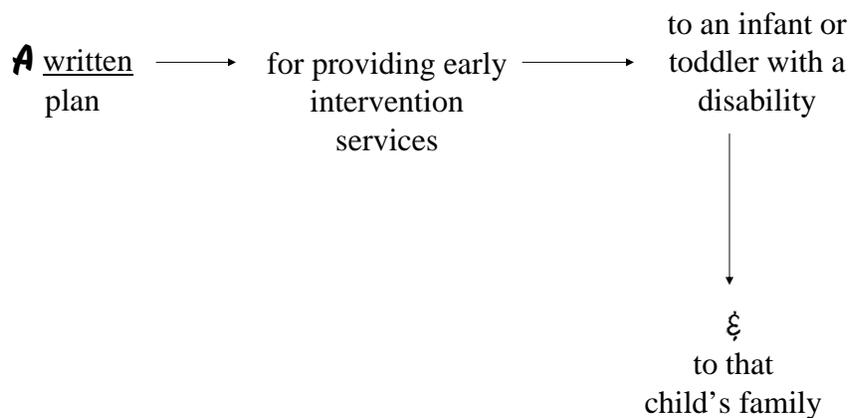


\* If requested by the parent

- 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)

## Definition of "IFSP" at §303.20

*Individualized family service plan or IFSP is...*



## 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!**