

9 IFSP Meetings and Required Notices: A Crosswalk

| | Initial IFSP Development | Periodic IFSP Review | Annual IFSP Meeting | Interim IFSP |
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| Timeline: | 45-Days from program referral to the EI Service Coordinating Agency. 303.310; 303.342(a) | Must be conducted every 180-days or sooner if the family requests or when an early intervention service provider proposes to change current EI services 303.342(b) | Must be conducted within 90 days prior to 365 days (annually) from the date of the initial IFSP or most recent annual IFSP 303.342(c) | The child has an immediate need for one or more early intervention service; Exceptional family circumstances make it impossible to complete the child assessment before needed early intervention services begin. 303.345(a)(b)(2)(c) |
| Required Notices: | Service Coordinator sends the IFSP meeting notice (Form HEA 8039) in ADVANCE of the initial IFSP and in enough time to maximize the likelihood that all participants will be able to attend. 303.421; 303.342(2) | No meeting notice is required Note about PWN: Prior written notice (PWN) (Form HEA 8022) is given to the family by the service provider recommending a change to an existing EI service on a current IFSP; such as to add or delete an early intervention service. A copy of the prior written notice is given to the Service Coordinator which will “trigger” the need for an IFSP review. PWN requires 10-days advanced notice. 303.421; 303.342(2) | Service Coordinator sends the IFSP meeting notice (Form HEA 8039) to all participants early enough (no less than 10 days) before the IFSP meeting to maximize the likelihood that all participants will be able to attend. 303.421; 303.342(2) | Parent Consent (signature on the IFSP) 303.342 (2); 303.345 |

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| <p>Required Participants:</p> | <p>Parent(s) of the child Other family members, as requested by the parent An advocate, or person outside of the family, if the family requests; Service Coordinator Professionals who completed the evaluation, family and child assessments. EI Service Providers (as appropriate) (303.343)(a)</p> | <p>Parent(s) of the child Other family members, as requested by the parent An advocate, or person outside of the family, if the family requests Service Coordinator (303.343)(b)</p> | <p>Parent(s) of the child Other family members, as requested by the parent An advocate, or person outside of the family, if the family requests Service Coordinator Professionals who completed the evaluation, family and child assessments. EI Service Providers (as appropriate) (303.343)(a)</p> | <p>Parent Service Coordinator</p> |
| <p>Other Participants:</p> | <p>A Multidisciplinary Team that includes: at least one professional who conducted the evaluation or assessment of the child (3701-8-01-.1(2)(i); the Service Coordinator, the parent of the child, other family members, an advocate or person outside of the family as requested by the family, any individual who will be providing early intervention services when appropriate to the specific and individual needs of the child</p> | <p>If conditions warrant, provisions must be made for the participation of other representatives such as the professionals who completed the evaluation, family and child assessments and early intervention service providers. (303.343)(b)</p> | <p>The professionals who completed the evaluation, family and child assessments may participate by other means: telephone, have a knowledgeable representative present or make pertinent records available to the IFSP team. 303.343 (a)</p> | <p>If conditions warrant, provisions may be made for the participation of others (advocate, family members or professionals).</p> |

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| Notations: | The professionals who conducted the evaluation and assessment may participate by other means such as by telephone, have a knowledgeable representative present or make pertinent records available to the IFSP team. 303.343 (a) | Federal Regulations allow the IFSP review to be carried out by “other means” that is acceptable to the parents and other participants. | N/A | N/A |
| Purpose: | The child’s initial IFSP is developed using the results from the initial evaluation, family and child assessments when conducted.303.342 (a) | Determine the degree of progress toward achieving outcomes identified on the IFSP; determine if modifications to the plan are necessary. An IFSP review is also necessary when an early intervention service is added or taken off of the child’s IFSP.(303.342)(b) | Evaluate and revise the IFSP. Results from current evaluations and other information available from the assessments of the child and family must be used in determining early intervention services that are needed and will be provided (303.342)(c) | Conducted to address the immediate needs of the child and family. |
| Required Service Coordination Follow Up Activities: | A copy of the IFSP is given to parents within 10 calendar days (Emailed, Postal Mail or handed to parent during a face to face contact). 3701-8-10 (9) With consent from the parent a copy of the IFSP is given to all early intervention service providers listed on the IFSP. | A copy of the IFSP is given to parents within 10 calendar days (Emailed, Postal Mail or handed to parent during a face to face contact). 3701-8-10 (9) With consent from the parent a copy of the IFSP is given to all early intervention service providers listed on the IFSP. | A copy of the IFSP is given to parents within 10 calendar days (Emailed, Postal Mail or handed to parent during a face to face contact). 3701-8-10 (9) With consent from the parent a copy of the IFSP is given to all early intervention service providers listed on the IFSP. | A copy of the IFSP is given to parents within 10 calendar days (Emailed, Postal Mail or handed to parent during a face to face contact). 3701-8-10 (9) With consent from the parent a copy of the IFSP is given to all early intervention service providers listed on the IFSP. |

**Help Me Grow Early Intervention Program
Guidance Document**

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| <p>Service coordinator will actively seek and coordinate the provision of early intervention services identified on the child's IFSP. 303.13(b)(11); 303.24</p> | <p>Service coordinator will actively seek and coordinate the provision of early intervention services identified on the child's IFSP. 303.13(b)(11); 303.34</p> | <p>Service coordinator will actively seek and coordinate the provision of early intervention services identified on the child's IFSP. 303.13(b)(11); 303.34</p> | <p>Service Coordinator will schedule the family and child assessment and coordinate a meeting to develop the initial IFSP within 45-days of the referral.</p> |
| <p>Service Coordinator monitors the implementation of the IFSP. 303.34</p> | <p>Service Coordinator monitors the implementation of the IFSP. 303.34</p> | <p>Service Coordinator monitors the implementation of the IFSP. 303.34</p> | <p>Service Coordinator monitors the implementation of the IFSP. 303.34</p> |

Authorizing Rule: 3701-8-07.1 and 3701-8-10(9)

Federal Regulation: 34 CFR §303.13; §303.342; §303.343; §303.345; and §303.421