

Section 5: IFSP Development/Annual IFSP Review Meeting

Introduction

A meeting must be conducted at least annually to evaluate the IFSP and revise its provisions, as appropriate. The results of any current evaluations and other information available from ongoing assessments of the child and family shall be used to determine any changes in the provisions of the IFSP [281–120.41 and 120.50].

Annual IFSP meeting process

The following table provides an overview of the seven stages of the process and requirements for the Annual IFSP Review meeting. Specific implementation procedures follow the overview.

Stage	Process	Description
1	Prepare for Annual IFSP Meeting	The Annual IFSP Review Meeting is held within one year of the Initial IFSP Meeting. The family is notified of the meeting. Ongoing assessment information of child and family is gathered. Decisions are made about additional evaluations needed.
2	Begin the Meeting	Participants are introduced at the beginning of the meeting. The purpose and intended results are reviewed, and the tone and details of the meeting are set.
3	Evaluate IFSP and Revise the Plan	The multidisciplinary IFSP team evaluates the effectiveness of the plan and determines needed changes.
4	Document Early Childhood Outcomes	The multidisciplinary IFSP team rates the child's developmental status in three domains based on evaluation results, as required for Early Childhood Outcomes data collection.
5	Review Parental Rights	Parental rights are reviewed and a copy provided to the family at the meeting.
6	Consent for Services	Parent signs or declines consent for services.
7	Finalize Paperwork and Communications	Service Coordinator (SC) completes all needed paperwork, including Consent for Services and Prior Written Notice. SC communicates the results of the meeting with parent identified partners (e.g. physician; referral source).

Procedures and documentation requirements for each stage of the process are described below.

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Stages 1: Prepare for annual IFSP review meeting

There are five steps to prepare for the Annual IFSP meeting that involve Service Coordinators, Families and IFSP team members.

Step	Action
1	<ul style="list-style-type: none"> • Service Coordinator (SC) has discussions with family and other team members about preparing for the upcoming annual review of the IFSP and completing evaluation requirements. • If an additional evaluation by a provider not already on the team is needed for decision-making at the Annual IFSP Review Meeting, SC completes a Prior Written Notice and facilitates the process of obtaining the evaluation.
2	SC schedules Annual IFSP Team Meeting with family, team members and new evaluator (if needed) to be within one year of the Initial IFSP Meeting.
3	<p>SC completes <i>IFSP Meeting Notice</i> and sends to all team members including the family.</p> <p>Note 1. The Meeting Notice must include the purpose of the Early ACCESS meeting, date, time, and location of the meeting and a list of those who are invited and/or planning to attend.</p> <p>Note 2. There is no required number-of-days a notice must be provided in advance. Family centered and collaborative practices indicate notice is timely enough to assure team members' participation.</p>
4	SC assures that IFSP team members' ongoing assessment and any new evaluation information are documented on <i>IFSP Evaluation and Assessment</i> . See Annual Child Assessment information in next block.
5	SC reviews and updates <i>Family Information</i> and <i>Family Statement</i> as needed.

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**Stage 1, Step 4:
Annual child
assessment** The IFSP Team shall conduct an annual assessment in preparation for the IFSP Annual Review for infants and toddlers in the Early ACCESS system. The IFSP Team is required to use an assessment framework, referred to as RIOT, to gather information about each child's developmental areas.

RIOT stands for:
R - Record review;
I - Interview;
O - Observation; and
T - Test.

At a minimum, the IFSP Team must complete a **T**est, using an assessment tool, which measures a child's skills in the developmental areas of concern. Information in the other areas of development that are not of concern must also be assessed; however, the IFSP Team may use any of the four components of the RIOT framework. In addition, a review of progress notes and ongoing assessment information on the *IFSP Outcomes* will provide important information for the child's annual assessment. The assessment information is shared at the IFSP Annual Review in order to discuss the child's development, progress and whether modifications or revisions of the IFSP outcomes or services are necessary.

The following developmental areas must be addressed and documented on the *IFSP Evaluations and Assessment* :

- Physical: Gross Motor
- Physical: Fine Motor
- Cognitive
- Communication
- Social/Emotional
- Adaptive
- Current Health Status of vision, hearing and nutrition (*Note*. Further guidance on annual assessment of vision, hearing and nutrition will be developed in the future).

**Stage 2:
Begin the
meeting**

The Service Coordinator starts the meeting:

- Introduce IFSP team members
- Review purpose and intended results of the meeting
- Set the tone and details of the meeting.

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Required participants of annual review

Required participants in the Annual IFSP Review Meeting must include:

- Parent(s) of the child.
- The Service Coordinator who has been designated by the agency to be responsible for the implementation of the IFSP (or the designee if the current Service Coordinator is unable to attend).
- A person or persons directly involved in conducting the evaluation(s) and assessment(s).

Other participants in the IFSP meeting may include:

- Other family members, as requested by a parent;
- An advocate or person outside the family, if a parent requests that the person participate;
- Persons who may be providing services to the child and family as appropriate; and/or
- A primary health care provider or designee [281–120.51].

Note. Consideration of participants should include the primary referral source, and all agencies providing direct and ongoing services and others as the family requests.

Alternative methods of meeting participation

The participation of a professional who has been directly involved in conducting evaluations, assessments, or medical diagnoses and who is unable to attend the IFSP meeting may be achieved through a variety of means including:

- Participate in a conference call;
 - Make pertinent records available at the meeting; or
 - Designate a qualified professional to attend the meeting and interpret the evaluation and assessment results and their service implications [281–120.52].
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Stage 3: Evaluate IFSP and revise the plan

The IFSP team evaluates the effectiveness of the plan using ongoing assessment and any new evaluation information and determines needed changes.

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**Stage 3:
Evaluate IFSP
and revise the
plan**
(Continued)

Completion of IFSP forms is necessary to meet state and federal requirements. Steps and forms to be completed are provided in the table below.

Step	Action	Documented on IFSP ...
1	Discuss findings from annual child assessment and the family's concerns, priorities and resources.	<ul style="list-style-type: none"> IFSP Evaluation and Assessment Family Statements, if family has changes
2	Determine and document needed child and/or family outcomes	IFSP Outcomes
3	Determine and document criteria, timelines, procedures and activities for each outcome.	IFSP Outcomes
4	Determine services needed to achieve the outcomes. Sort services into <i>Early Intervention Services</i> and <i>Other Services</i> (Link to Module 4 section on this).	EI Services
5	Determine where services are to be provided and document the proper setting (IT) code. Link to EI Services in Natural Environment section and Guidance for Calculating Setting (IT) Code.	Meeting Details <div style="border: 2px solid orange; padding: 5px; display: inline-block;"> ✓ C2 Services in NE </div>

**Stage 4:
Document early
childhood
outcomes**

The IFSP team makes decisions about the child's age-appropriate functioning in three areas and documents them. The annual assessment results shall inform the team of the extent to which the child is showing age-appropriate functioning in the three Early Childhood Outcomes areas.

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Stage 4:
Document early
childhood
outcomes
(continued)

√ C3
ECO

Steps and forms to be completed are provided in the table below.

Step	Action												
1	<p>IFSP team reviews data and information collected from the annual assessment.</p> <p><i>Note.</i> The IFSP team must consider information gathered from multiple methods and sources.</p>												
2	IFSP team determines a child's outcome rating). These data provide the evidence for determining the child's level of functioning and progress.												
3	<p>Service Coordinator records team ratings on the <i>Early Childhood Outcomes</i> forms in each of the following three areas, regardless of the Early ACCESS services the child receives.</p> <table border="1"> <thead> <tr> <th>Rating Category</th> <th>Documented on IFSP ...</th> <th>Documented in section...</th> </tr> </thead> <tbody> <tr> <td>Positive Social – Emotional Skills (including social relationships)</td> <td>Early Childhood Outcomes (ECO))</td> <td> <p>a. Check one box that reflects team rating</p> <p>b. Check either <input type="checkbox"/> Yes or No box, reflecting team decision.</p> <p>c. Complete information</p> </td> </tr> <tr> <td>Acquisition and Use of Knowledge and Skills (including early language and communication)</td> <td>Early Childhood Outcomes (ECO))</td> <td> <p>a. Check one box that reflects team rating</p> <p>b. Check either <input type="checkbox"/> Yes or No box, reflecting team decision.</p> <p>c. Complete information</p> </td> </tr> <tr> <td>Use of Appropriate Behaviors to Meet their Needs.</td> <td>Early Childhood Outcomes (ECO))</td> <td> <p>a. Check one box that reflects team rating</p> <p>b. Check either <input type="checkbox"/> Yes or No box, reflecting team decision.</p> <p>c. Complete information</p> </td> </tr> </tbody> </table>	Rating Category	Documented on IFSP ...	Documented in section...	Positive Social – Emotional Skills (including social relationships)	Early Childhood Outcomes (ECO))	<p>a. Check one box that reflects team rating</p> <p>b. Check either <input type="checkbox"/> Yes or No box, reflecting team decision.</p> <p>c. Complete information</p>	Acquisition and Use of Knowledge and Skills (including early language and communication)	Early Childhood Outcomes (ECO))	<p>a. Check one box that reflects team rating</p> <p>b. Check either <input type="checkbox"/> Yes or No box, reflecting team decision.</p> <p>c. Complete information</p>	Use of Appropriate Behaviors to Meet their Needs.	Early Childhood Outcomes (ECO))	<p>a. Check one box that reflects team rating</p> <p>b. Check either <input type="checkbox"/> Yes or No box, reflecting team decision.</p> <p>c. Complete information</p>
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Stage 5: Review parental rights

The Service Coordinator reviews and provides the *Early ACCESS Procedural Safeguards Manual for Parents* (Parental Rights in Early Intervention) with the family. See Section 7 for more guidance on procedural safeguards.

Stage 6: Consent for services

Whether the parent(s) consents or decline services, the *Consent for Early ACCESS Services* must be signed and completed. The contents of the IFSP must be fully explained to a parent and informed written consent from a parent must be obtained prior to the provision of early intervention services described in the IFSP.

Parents have the right to agree to all or some of the recommended services. Only the services consented to, by the parents, are provided to the child/family. If a parent does not provide consent for a particular early intervention service or withdraws consent after first receiving it, that service cannot be provided. [281–120.41 and 120.67(3)]

Complete the *Consent for Early ACCESS Services* using the following scenarios and instructions.

If parent...	Then ...
Gives consent to all recommended services	<ul style="list-style-type: none"> • Check box labeled: <i>I give consent for this IFSP and services as written</i> • Review consent rights with parent and check two boxes that start with “I understand...” • Ask parent(s) to sign and date Consent for Services
Give consent to some services, but declines a specific service(s)	<ul style="list-style-type: none"> • Check box labeled: <i>I give consent for all services listed on Prior Written Notice except</i>, and fill in name of declined service(s) • Review consent rights with parent and check two boxes that start with “I understand...” • Ask parent(s) to sign and date Consent for Services

See Section 8: Procedural Safeguards for further information about consent(s).

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Stage 7: Finalize paperwork and communications

The Service Coordinator finalizes understandings with the family, completes all needed paperwork and communicates the results of the meeting with parent identified partners. Some of the six steps can be completed at the meeting location or afterwards in another location.

Step	Action						
1	Review with the family when each consented early intervention service is scheduled to begin and address any questions they may have.						
2	<p>If the child is Medicaid eligible, ask parent to give consent to release information for Medicaid reimbursement. Complete <i>Parent/Guardian Authorization Form For Medicaid Reimbursement For IFSP Services</i> as the following table instructs, based upon the parent's decision.</p> <table border="1"> <thead> <tr> <th>If parent(s) ...</th> <th>Then ...</th> </tr> </thead> <tbody> <tr> <td>Consents to release information</td> <td> <ul style="list-style-type: none"> • SC completes top part of form • Parent signs and dates at the bottom of the form </td> </tr> <tr> <td>Declines consent to release information</td> <td> <ul style="list-style-type: none"> • SC completes top part of form • SC writes an X beside: Parent/Guardian declines to consent to release of information to Medicaid </td> </tr> </tbody> </table> <p>Note. The <i>Parent/Guardian Authorization Form For Medicaid Reimbursement For IFSP Services</i> gives agencies permission to share IFSP and billing information with Medicaid so the agency can be reimbursed for services provided. The Authorization form's purpose is not to be confused for consent to use Medicaid.</p>	If parent(s) ...	Then ...	Consents to release information	<ul style="list-style-type: none"> • SC completes top part of form • Parent signs and dates at the bottom of the form 	Declines consent to release information	<ul style="list-style-type: none"> • SC completes top part of form • SC writes an X beside: Parent/Guardian declines to consent to release of information to Medicaid
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Stage 7:
Finalize
paperwork and
communica-
tions
 (Continued)

Step	Action
3	<p>Discuss with the family who will get copies of the IFSP (physician; IFSP team members; others with appropriate releases).</p> <p><i>Note 1.</i> Assure that releases for information exchanges are current and have not expired.</p> <p><i>Note 2.</i> An Exchange of Information form may need to be completed at the meeting (or prior to) to allow for information to be exchanged with new providers from outside the network of Early ACCESS service providers.</p>
4	<p>Document meeting attendance on <i>IFSP Meeting Notice</i>.</p>
5	<p>Complete all required forms for Annual IFSP Meeting (see table in Stage 7, Step 5 p.5-45).</p> <p><i>Note.</i> Includes PWN.</p>
6	<p>Send copies of IFSP forms to IFSP team members and others for whom the family has signed a release of information, as agreed upon with the family in Step 3.</p>

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Stage 7, Step 5: The Service Coordinator assures that the following forms are completed, filed in the child's record, and turned in for data entry, unless noted otherwise.
Required forms for annual IFSP meeting

IFSP Forms	Required or Optional
Family Information	Needed if any changes
Family Statements	Needed if any changes
IFSP Evaluations and Assessments	Required
IFSP Outcomes	Required
IFSP Early Intervention Services	Required
Early Childhood Outcomes (ECO)	Required
Meeting Details	Required
IFSP Transition Plan	May be needed depending on age
Service Coordination Log	Kept by Service Coordinator
Consents, Notices, Authorizations	
Exchange of Information	Needed for other agency providers
Release of Health Information	Needed for outside health records
Medicaid Release	Needed for child with Medicaid
Prior Written Notice	Required
Consent for Services	Required
Meeting Notice	Required