

Section 5: IFSP Development/Initial Individualized Family Service Plan (IFSP) Meeting

Introduction

The Initial IFSP Meeting is the first meeting where the multidisciplinary team gathers to:

- determine eligibility of the child for Early ACCESS services, based on the multidisciplinary evaluation and assessments completed within 45 days of referral, and
 - develop an Individualized Family Service Plan (IFSP) for eligible child/family or
 - assists the family in accessing needed resources if child is determined not eligible for Early ACCESS [281–120.34].
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Multidisciplinary definition

Multidisciplinary team means the involvement of two or more qualified disciplines of different professional backgrounds who complete the evaluation activities and development of the IFSP [281–120.4].

Initial IFSP meeting and development process

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

Stage	Proces	Description
1	Prepare for Initial IFSP Meeting	The initial IFSP meeting is held within 45 calendar days of the referral to Early ACCESS and after all evaluation and assessments have been completed. The family is notified of the IFSP meeting [281–120.34]. <div style="border: 1px solid orange; padding: 5px; display: inline-block; margin-top: 10px;">√ C7 45 day timeline</div>
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	Determine Eligibility	The multidisciplinary IFSP team reviews strengths and concerns of evaluation results and determines eligibility of child for early intervention services.

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Initial IFSP meeting and development process (continued)

Stage	Process	Description
4	Develop the Plan	The multidisciplinary IFSP team develops child and/or family outcomes, based upon family priorities, and determines activities and services needed to achieve those outcomes.
5	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.
6	Consent for Services	Parent signs or declines consent for services.
7	Finalize Paperwork and Communications	Service Coordinator completes all needed paperwork and 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.

Stage 1: Background prepare for initial IFSP meeting

The parent(s) and other IFSP team members must be notified in writing in advance of initial, periodic, annual, and transition IFSP meetings. The following table outlines Service Coordinator actions to prepare for the initial IFSP meeting.

Step	Action
1	Checks that all evaluations and assessments are or will be completed within 45 days of referral to Early ACCESS.
2	Initiates discussion with parents regarding required and other participants invited to the IFSP meeting; location; and scheduling of the meeting to meet 45 day timeline. <i>Note.</i> The IFSP meeting(s) must be conducted in settings and at times that are convenient to families and in the native language of the family or other mode of communication used by the family (unless it is clearly not feasible to do so).

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Stage 1:

**Background
prepare for
initial IFSP
meeting
(continued)**

Step	Action
3	Completes the <i>IFSP Meeting Notice</i> and sends to invited participants, including referral source with family approval [281-120.37].
4	Prepares for Initial IFPS meeting; gathers paperwork; etc.

Required participants

Required participants in the initial IFSP 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 [281–120.35].

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 [281–120.36].

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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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Stage 3: Determine eligibility

Early ACCESS eligibility is determined for children from birth to three years. The child's eligibility determination is recommended based on review of evaluation and/or other records documentation. The decision is made based upon the Early ACCESS definition of eligibility (see also Section 3 Comprehensive Identification).

“Eligible children” means infants and toddlers from birth to the age of three years who meet **one** of the following criteria:

1. Have a condition, based on informed clinical opinion, known to have a high probability of resulting in later delays in growth and development if early intervention services are not provided [34 CFR 303.16(b); 303.300(c)]; or
 2. Have a developmental delay, which is a 25 percent delay as measured by appropriate diagnostic instruments and procedures and based on informed clinical opinion, in one or more of the following developmental areas:
 - cognitive development;
 - physical development including vision and hearing;
 - communication development;
 - social or emotional development; or
 - adaptive development [281-120.4].
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**Stage 3:
Determine
eligibility
(continued)**

The following seven possible scenarios describe options for the multidisciplinary team eligibility decision. Subsequent actions unique to each scenario are also provided.

If the child is determined	And the family...	And...	Then...
Eligible	agrees to EA services	no further assessments are needed	<ul style="list-style-type: none"> • SC documents eligibility decision using the team's agreed upon eligibility reason: <ul style="list-style-type: none"> – Check Yes – Check either Known Condition or 25% delay in Basis for Eligibility. • Multidisciplinary team develops an IFSP; see Stage 4 Developing the Plan.
Eligible	agrees to EA services	further discipline specific assessment is needed	<ul style="list-style-type: none"> • SC documents eligibility decision using the team's agreed upon eligibility reason: <ul style="list-style-type: none"> – Check Yes – Check either Known Condition or 25% delay in Basis for Eligibility. • Multidisciplinary team develops an IFSP, including evaluations/assessments needed from specific discipline provider(s). See Stage 4 Developing the Plan.

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Stage 3: Determine eligibility (continued)

If the child is determined	And the family...	And...	Then...
Eligible	accepts some services	refuses other services.	<ul style="list-style-type: none"> • SC documents eligibility decision using the team's agreed upon eligibility reason: <ul style="list-style-type: none"> – Check Yes – Check either Known Condition or 25% delay in Basis for Eligibility. • Multidisciplinary team develops an IFSP; see Stage 4 Developing the Plan. • SC documents all recommended services on the PWN. SC indicates all accepted services on EI services page • SC indicates specific services declined by the parent on the <i>Consent for Early ACCESS Services</i>.
Eligible or Not eligible	Declines to hold an Initial IFSP meeting	-	<ul style="list-style-type: none"> • SC completes <i>Steps when evaluation completed and parent declines IFSP meeting</i> (see next block and Table).
Eligible	Declines all recommended services	-	<ul style="list-style-type: none"> • SC completes <i>Steps for when parent declines all EA services</i> (see next block and Table).
Not eligible	Agrees to hold Initial IFSP meeting	-	<ul style="list-style-type: none"> • SC completes steps for children determined not eligible (see next block and Table).

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Steps for when parent declines all EA services

The parent has the right to decline any of the needed early intervention services recommended by the IFSP team. If the parent declines one or more EI services, the Service Coordinator makes reasonable efforts to ensure the parent:

- is fully aware of the nature of the services that would be available;
- understands that the child will not be able to receive the service(s) unless consent is given [281–120.41 and 120.67(3)].

The following steps outline Service Coordinator responsibilities, including documentation, for when parent(s) decline all EA services.

Step	Action	Documents on...
1	SC and the parent explore and consider other appropriate community options, as appropriate	SC log and/or Meeting Details notes section
2	SC documents eligibility decision using the team's agreed upon eligibility reason: <ul style="list-style-type: none"> • Check Yes and • Check either Known Condition or 25% delay in Basis for Eligibility 	Meeting Details
3	SC documents all services declined by the parent	Consent for Early ACCESS Services
4	SC completes a <i>Prior Written Notice</i> describing parental decision to decline services and gives copy to parent [281-120.67(3)]	Prior Written Notice
5	SC provides information so the family can contact Early ACCESS in the future, if needed	Prior Written Notice
6	SC completes required forms for data entry and filing	See next table

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Steps for when parent declines all EA services
(continued)

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.

IFSP Forms	Required or Optional
Intake/Referral	Required
Family Information	Required
Family Statements	Required (whether family consents or declines)
IFSP Evaluations and Assessments	Required
Meeting Details	Required
Service Coordination Log	Required
Consents, Notices, Authorizations	
Consent for Evaluation with PWN	Required
Exchange of Information	Required, if used
Release of Health Information	Required if used
Prior Written Notice	Required
Meeting Notice	Required
Consent for Services (declining)	Required

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Section 5: IFSP Development/Initial Individualized Family Service Plan (IFSP) Meeting, Continued

Steps when evaluation completed and parent declines IFSP meeting

Occasionally, a parent will choose to not hold the Initial IFSP meeting. Procedures for this situation are in the table below.

Step	Action	Documents on...
1	Service Coordinator (SC) and the parent explore and consider other appropriate community options, as appropriate.	Service Coordinator log
2	SC completes a <i>Prior Written Notice</i> describing the following: <ul style="list-style-type: none"> • Initial IFSP Meeting was declined by parent • Parent was informed that eligibility would not be determined and EI services would not be provided. 	Prior Written Notice
3	SC provides information so the family can contact Early ACCESS in the future, if needed.	Prior Written Notice
4	SC completes required forms for data entry and filing, including case closure on IFSP Intake/Referral; check <input type="checkbox"/> <i>Parent withdrew consent for evaluation and/or IFSP completion. No further action in Early ACCESS.</i>	See next table for required forms

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.

IFSP Forms	Required or Optional
Intake/Referral	Required
Family Information	Required
Family Statements	Required (whether family consents or declines)
IFSP Evaluations and Assessments	Required
Service Coordination Log	Required
Consents, Notices, Authorizations	
Exchange of Information	Required, if used
Release of Health Information	Required if used
Prior Written Notice	Required
Consent for Evaluation with Prior Written Notice	Required

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Steps when child not eligible

The following steps outline Service Coordinator responsibilities, including documentation for children determined not eligible for Early ACCESS.

Step	Action	Documented on form...
1	SC attempts to explore other appropriate community options with the family, if appropriate.	Prior Written Notice, SC Log
2	SC provides information so the family can contact Early ACCESS in the future, if needed.	Prior Written Notice
3	SC documents eligibility decision: <ul style="list-style-type: none"> • Check <i>No</i> and • leave <i>Basis for Eligibility</i> blank. 	IFSP Meeting Detail
4	SC completes <i>Prior Written Notice</i> describing decision made to not provide services and gives copy to parent.	Prior Written Notice
5	SC provides and reviews <i>EARLY ACCESS PROCEDURAL SAFEGUARDS MANUAL FOR PARENTS</i> for legal parameters of the law for Early ACCESS services.	IFSP Meeting Details

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Steps when child not eligible
(continued)

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.

IFSP Forms	Required or Optional
Intake/Referral	Required
Family Information	Required
Family Statements	Required (whether family consents or declines)
IFSP Evaluations and Assessments	Required
Meeting Details	Required
Service Coordination Log	Required
Consents, Notices, Authorizations	
Consent for Evaluation with Prior Written Notice	Required
Exchange of Information	Required, if used
Release of Health Information	Required, if used
Meeting Notice	Required
Prior Written Notice	Required

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Contents of IFSP

There are requirements for the contents of the IFSP [281 – 120.40].

Stage 4: Develop the plan

The multidisciplinary IFSP team develops an IFSP for each eligible child, including:

- child and/or family outcomes based upon family priorities and how they will be monitored,
- activities to achieve the outcomes, and
- services needed to achieve those outcomes and enhance the child’s health and development and the family’s capacity to meet their child’s needs.

Completion of IFSP forms is necessary to meet state and federal compliance monitoring requirements.

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

Step	Action	Documented on IFSP form...
1	Discuss findings from child assessments and the family’s concerns, priorities and resources.	IFSP Evaluation and Assessment Family Statements
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

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Stage 4:
Develop the
plan
(continued)

Step	Action	Documented on IFSP ...
4	Determine services needed to achieve the outcomes. Sort services into <i>Early Intervention Services</i> and " <i>Other Services</i> ".	EI Services
5	Determine where services are to be provided and document the proper setting (IT) code.	Meeting Details. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> ✓ C2 Services in NE </div>

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Stage 5:
Document early
childhood
outcomes

√ C3
 ECO

The multidisciplinary IFSP team makes decisions about the child’s age-appropriate functioning in three areas and documents them. 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 comprehensive, multidisciplinary evaluation and 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 Early Childhood Outcome (ECO) 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> a. Check one box that reflects team rating b. Check <input type="checkbox"/> Not Applicable because this is the child’s Initial IFSP. c. Complete information </td> </tr> <tr> <td>Acquisition and Use of Knowledge and Skills (including early language and communication)</td> <td>Early Childhood Outcomes (ECO)</td> <td> a. Check one box that reflects team rating b. Check <input type="checkbox"/> Not Applicable because this is the child’s Initial IFSP. c. Complete information </td> </tr> </tbody> </table>	Rating Category	Documented on IFSP ...	Documented in section...	Positive Social – Emotional Skills (including social relationships)	Early Childhood Outcomes (ECO)	a. Check one box that reflects team rating b. Check <input type="checkbox"/> Not Applicable because this is the child’s Initial IFSP. c. Complete information	Acquisition and Use of Knowledge and Skills (including early language and communication)	Early Childhood Outcomes (ECO)	a. Check one box that reflects team rating b. Check <input type="checkbox"/> Not Applicable because this is the child’s Initial IFSP. c. Complete information
Rating Category	Documented on IFSP ...	Documented in section...								
Positive Social – Emotional Skills (including social relationships)	Early Childhood Outcomes (ECO)	a. Check one box that reflects team rating b. Check <input type="checkbox"/> Not Applicable because this is the child’s Initial IFSP. c. Complete information								
Acquisition and Use of Knowledge and Skills (including early language and communication)	Early Childhood Outcomes (ECO)	a. Check one box that reflects team rating b. Check <input type="checkbox"/> Not Applicable because this is the child’s Initial IFSP. c. Complete information								

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Section 5: IFSP Development/Initial Individualized Family Service Plan (IFSP) Meeting, Continued

Stage 5:

Document early childhood outcomes (continued)

√ C3
ECO

Step	Action		
3	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.		
	Rating Category	Documented on IFSP ...	Documented in section...
	Use of Appropriate Behaviors to Meet their Needs.	Early Childhood Outcomes (ECO)	a. Check one box that reflects team rating b. Check <input type="checkbox"/> Not Applicable because this is the child's Initial IFSP. c. Complete information

Stage 6: Consent for services

The parent(s) may consent or decline services. 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 [281-120.41 and 120.67(3)].

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.

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Section 5: IFSP Development/Initial Individualized Family Service Plan (IFSP) Meeting, Continued

**Stage 6:
Consent for
services
(continued)**

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 on the form 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, and fill in name of declined service(s).</i> • Review consent rights on the form 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 consents.

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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 (e.g. physician; referral source). Some of the seven 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 on Medicaid, ask parent to give consent to release information for Medicaid reimbursement. Complete <i>Parent/Guardian Authorization 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>Consent(s) 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 ...	Consent(s) 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
If parent(s) ...	Then ...						
Consent(s) 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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Section 5: IFSP Development/Initial Individualized Family Service Plan (IFSP) Meeting, Continued

**Stage 7:
Finalize
paperwork and
communications**
(Continued)

Step	Action
3	Discuss with the family who will get copies of the IFSP (referral source; IFSP team members; others with appropriate releases). <i>Note.</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 providers from outside the network of Early ACCESS service providers.
4	Document meeting attendance on <i>IFSP Meeting Details</i> .
5	Complete all required forms for Initial IFSP Meeting (see table below).
6	Communicate outcome of meeting with referral source if signed release is obtained. More information about these procedures can be found in Referral: Communication with Referral Source in Section 2.
7	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 2.

**Stage 7, Step 5:
Required forms
for initial IFSP
meeting**

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.

IFSP Forms	Required or Optional
Family Information	Required
Race/Ethnicity Letter	Required <i>Note.</i> Follow your agency's procedures for where to file this particular form (same procedure as Part B)
Family Statements	Required (whether family consents or declines)
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 begin as needed

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Section 5: IFSP Development/Initial Individualized Family Service Plan (IFSP) Meeting, Continued

Stage 7, Step 5:
Required forms
for initial IFSP
meeting
(continued)

IFSP Forms	Required or Optional
Service Coordination Log	Kept by Service Coordinator
Consents, Notices, Authorizations	
Consent for EA Evaluation with Prior Written Notice	Required
Exchange of Information	Required for other agency providers
Release of Health Information	Required for outside health records
Medicaid Release	Required for child with Medicaid
Consent for Services	Required
Meeting Notice	Required
Prior Written Notice (for EI Services)	Required

**Federal
indicator of
children served**

√ C5/C6
Children
Served

Data about the number and percentage of children served in Part C early intervention (Early ACCESS) are collected and reported annually in a federal indicator in order to show Regional and State performance. All states collect data on the number of children served (children on an IFSP) and have set targets. Each AEA/Early ACCESS Region is to meet the state target, which is reported in the Part C *Annual Performance Report* available at www.iowa.gov. Iowa collects Indicator C5 (birth to one) and C6 (birth to three) information on the IFSP Meeting Details page.