

Section 5: IFSP Implementation/Ongoing Assessment

Introduction

At this stage in the IFSP process, early intervention and other services recorded on the IFSP are implemented.

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C1
Timely
Services

All IFSP members communicate and work collaboratively as they implement the services and monitor the progress made toward achieving the IFSP outcomes.

Ongoing assessment by service providers occurs as early intervention services are provided. Ongoing assessment information is used for decision-making throughout the time the child/family receives Early ACCESS services [281–120.47].

Implementation of EI services

Service providers implement their services, beginning with the Initial IFSP meeting and as outlined in the IFSP (frequency, intensity, duration, natural environments, etc.). If these are substantial changes to services, then service providers are to communicate with the family and Service Coordinator and request a periodic review.

Purpose of ongoing assessment

The purpose of ongoing assessment is to identify:

- Child's unique strengths and needs
 - The effectiveness of interventions and activities
 - Services appropriate to meet the child's needs
 - Family's changing resources, priorities and concerns
 - Supports and services necessary to enhance the family's capacity to meet the developmental needs of the child shall be included within ongoing assessment.
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Rationale for ongoing assessment

Ongoing assessment information enables the IFSP team to determine the degree to which the child and family are making progress toward achieving the desired outcomes and whether modifications or revisions of the IFSP outcomes or services are necessary.

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IFSP Implementation/ Additional evaluation needs

As providers and service coordinators get to know a child and family better over time and ongoing assessment yields more understandings, new concerns may be identified. If an evaluation and expertise from a professional is needed by someone not presently on the IFSP team, arrangements to obtain them need to be made. The following procedures outline steps to take.

Step	Action	Notes
1	IFSP team member (family and/or service provider) notifies Service Coordinator of need for additional evaluation.	
2	Service Coordinator completes Prior Written Notice (PWN).	A new consent for evaluation is NOT needed.
3	Service Coordinator makes arrangements to have an evaluation done by a qualified evaluator who has expertise in needed area of concern.	If the concern was identified by a service provider, the service coordinator works with that provider to determine options for the new qualified evaluator. The provider also communicates with the new evaluator to share needed information.
4	Service Coordinator assigns web IFSP permission to the new evaluator and provides notification of access.	
5	New evaluator conducts evaluation with child/family within 30 days.	Note. Once a child is on an IFSP, any new evaluation/assessments are considered a “new service” (i.e. assessment is included in the definition of most EI services. Since all IFSP services must be initiated within 30 days, this applies to new assessments).

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**IFSP
Implementation
/Additional
evaluation
needs**
(continued)

Step	Action	Notes						
6	<p>The IFSP Team determines if new services are needed.</p> <table border="1" data-bbox="548 499 964 1020"> <thead> <tr> <th data-bbox="548 499 756 535">If ...</th> <th data-bbox="756 499 964 535">Then ...</th> </tr> </thead> <tbody> <tr> <td data-bbox="548 535 756 688">There is a need for a new service to be added</td> <td data-bbox="756 535 964 688">Service Coordinator schedules an IFSP meeting</td> </tr> <tr> <td data-bbox="548 688 756 1020">There is no need for a new service</td> <td data-bbox="756 688 964 1020">Service Coordinator documents information for review at the next Periodic/Annual meeting</td> </tr> </tbody> </table>	If ...	Then ...	There is a need for a new service to be added	Service Coordinator schedules an IFSP meeting	There is no need for a new service	Service Coordinator documents information for review at the next Periodic/Annual meeting	Follow procedures for Periodic/Annual IFSP Review.
If ...	Then ...							
There is a need for a new service to be added	Service Coordinator schedules an IFSP meeting							
There is no need for a new service	Service Coordinator documents information for review at the next Periodic/Annual meeting							
7	The evaluator enters assessment information into IFSP before the IFSP meeting.							
8	IFSP team including the new evaluator holds an IFSP meeting to review assessment results and determine needed outcomes and services.	<ul style="list-style-type: none"> • Follow procedures for Periodic/Annual IFSP Review, Stages 2, 3, 4, and 5. • The IFSP team determines whether the child/family is in need of services. In some circumstances, it may be that newly recommended activities can be provided by a current team member without the services of an additional service provider. 						

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Ongoing assessment requirements

Various ongoing assessment requirements should be implemented.

- Ongoing assessment is conducted by providers of IFSP early intervention services and those listed as responsible on the *IFSP Outcomes*
 - Ongoing assessment shall, at a minimum, implement the criteria, timelines, procedures and activities outlined for each *IFSP outcome*.
 - Verbal or written feedback shall be provided to parents regarding ongoing assessment of their child.
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Coordinating and monitoring delivery of services

Between IFSP meetings, Service Coordinators have the responsibility to:

- Facilitate the timely delivery of EI services
 - Coordinate and monitor the delivery of available services
 - Coordinate the performance of evaluations and assessments (if written as outcomes on IFSP)
 - Coordinate with medical and health providers
 - Assist families in identifying and accessing available resources and services needed and actions to meet those needs
 - Use family-centered practices in all contacts with families
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When parent withdraws consent for a service being provided

The following steps are to be taken when a parent withdraws consent for the delivery of a service and continues to give consent for the remaining EI and other services written on the IFSP [281–120.67(1)c.].

- Schedule a periodic or annual IFSP meeting to gather the IFSP team for decision making, and
- Follow procedures for type of meeting chosen (Periodic or Annual).

Note. SC will need to complete a new EI services and Consent for EA Services. On the Consent, check box labeled: *I give consent for all services listed on Prior Written Notice except*, and fill in name of declined service(s).

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Changes to services over time

Changes to the EI and Other services may need to occur over the child and family's time in Early ACCESS:

- Change in service provider/coordinator
- Family moved to new location
- Drop a service that had been provided (and was documented on last IFSP).

The following table provides change codes to be used on the *IFSP EI Services* template to indicate those changes to IFSP team members and data entry personnel. Use these change codes when the child remains in Early ACCESS.

Note. Iowa IFSP refers to an Iowa funded IFSP; it does not necessarily mean that IFSP was written by Iowa providers.

Code	Type of Change	Description
MGS	Met outcome or outcome not appropriate, still receiving services	Met outcome or outcome not appropriate, still receiving services, continuing IFSP.
PDS	Parent declined services	One or more services discontinued at parent request, continuing IFSP
MAK *	Moved residence to another region, known to continue	Moved residence to another Regional Grantee (AEA boundaries), known to continue Iowa IFSP.
CAD *	Change in attending district	Change in attending district within Regional Grantee (AEA boundaries), outside Regional Grantee or outside state, continuing Iowa IFSP, no change in residence.
CRD *	Change in resident district	Change in resident district within same Regional Grantee (AEA boundaries), continuing Iowa IFSP.
CRI *	Change in roster information	Change in roster information, continuing Iowa IFSP in same district.

* **Note.** Changes with asterisk do not necessarily require an IFSP meeting in order to be made (though they may be made during IFSP meetings). The change codes can be indicated on a copy of the child/family's IFSP Early Intervention Services template and turned in for IMS data entry.

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Inability to contact family and/or implement IFSP

At times, the Service Coordinator or EI Service Providers are unable to contact families whose children have an IFSP and/or unable to provide EI services. The following guidelines describe timelines for considerations of “unable to contact.”

Note. The following guidelines may be effective in resolving most cases where IFSP team members are unable to connect with a family. Always use your professional judgment on the timelines in these procedures. The intended result of these procedures is: Families are engaged in Early ACCESS. Do not exit a child unnecessarily if you have information that suggests you should extend these timelines.

If ...	Then ...
<p>If the IFSP Service Provider and/or Service Coordinator are unable to provide a service or unable to communicate with families,</p>	<ul style="list-style-type: none"> • IFSP team members must communicate with the Service Coordinator and problem-solve from there. Make repeated and varied attempts to schedule another appointment. • Document all attempts to contact in service log (all IFSP team members). <p>Note. Service Coordinator, with appropriate consent for release of information, may want to contact the primary medical provider or the referral source (if other than parent) to ask for assistance in contacting the family.</p> <p>Note. If the family is involved with Dept. of Human Services, the Service Coordinator should contact the child’s social worker to obtain a new address. If the Service Coordinator is unable to contact the social worker, contact the Early ACCESS State Liaison to DHS.</p>

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**Inability to
contact family
and/or
implement
IFSP**
(continued)

If ...	Then ...
<p>If unable to establish contact with the family within one month of the missed appointment,</p>	<ul style="list-style-type: none"> • Then Service Coordinator mails a letter to the parents indicating attempts to make contact. The letter states request for parents to contact Service Coordinator within 2 weeks <i>STOP IFSP SERVICES LETTER</i> • Document all attempts to contact in service log (all IFSP team members). <p><i>Note.</i> Service Coordinators may want to send a registered letter that requires signature upon receipt. Use of registered letters is at agency discretion (has an extra fee).</p>
<p>The family does not contact the Service Coordinator and/or Service Provider within 14 calendar days of sending the first letter,</p>	<ul style="list-style-type: none"> • The Service Coordinator mails a second letter indicating that services will end unless contact is made within 7 days. • Document all attempts to contact in service log (all IFSP team members).

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Inability to contact family and/or implement IFSP
(continued)

If ...	Then ...
<p>The family does not contact the Service Coordinator after 21 calendar days from the first mailed letter,</p> <p>Or</p> <p>Service Coordinator receives confirmation that the first registered letter was received by the family and there is no response within 21 days</p> <p>Or</p> <p>The first letter comes back undelivered and there is no communication with the family within 21 days</p>	<ul style="list-style-type: none"> • Exit the child from Early ACCESS by following Section 6 Transition, all steps of <i>Stage 4: Exit from Early ACCESS</i> procedures. Use the code UNK (Unknown/Attempts) for final exit reason. • Document summary of attempts to contact on the Transition Plan, referring the reader to notes in service log(s). <p><i>Note.</i> The team will not be able to conduct all of Step 1 of Stage 4, specifically “Review Transition Plan with the family,” but the team will need to document which transition activities, if any, were completed.</p>
<p>If the Service Coordinator receives some type of communication from the family indicating they no longer want EA services,</p>	<ul style="list-style-type: none"> • Exit the child from Early ACCESS by following Section 6 Transition, all steps of <i>Stage 4: Initial IEP/ Exit Part C meeting</i>. Use the code SDP (Parent Declined Services) for final exit reason.
<p>The family is still interested in Early ACCESS before the web-IFSP exit has been implemented,</p>	<ul style="list-style-type: none"> • Schedule next appointment • Provide services as record in the IFSP, and • Withdraw the exit
<p>The family contacts SC/providers after exiting has occurred and is still interested in Early ACCESS.</p>	<ul style="list-style-type: none"> • Complete a new Intake referral and indicate that the child was previously in Early ACCESS and • Follow procedures in Section 2 <p><i>Note.</i> When designing the second multi-disciplinary evaluation, team will need to consider timeliness of prior evaluations and assessment data (from prior service provision days).</p>