

Section 2: Interim IFSP/Comprehensive Identification Procedures

Interim IFSP requirements

Early ACCESS services may be provided to a child and family before the comprehensive multidisciplinary evaluation is completed. If services are initiated prior to completion of the evaluation, an interim IFSP is developed. The 45 day timeline must be followed and appropriate documentation completed.

An interim IFSP would be developed in the following scenarios:

| If ... | Then ... |
|---|---|
| <p>a child has obvious immediate needs, and signed parental consent is obtained</p> <p>Example. A toddler with a recent diagnosis of autism spectrum disorder, whose family needs immediate intervention for behavioral management of sleeping and routines.</p> | <p>develop an interim IFSP and continue to conduct the timely evaluation and family assessment.</p> |
| <p>exceptional child or family circumstances (see documentation information below) make it impossible to complete the evaluation and family assessment within the 45-day time frame.</p> <p>Example. An infant with complex medical needs who has frequent illnesses and hospitalizations.</p> | <p>develop an interim IFSP. (A plan must be established to describe needed assessments, which provides necessary documentation for third party billing (e.g., Medicaid requirements).</p> |

Continued on next page

Section 2: Interim IFSP/Comprehensive Identification Procedures, Continued

Interim IFSP procedures

Steps used by the Service Coordinator to develop the Interim IFSP include:

| Step | Action |
|-------------|--|
| 1 | During the intake or the comprehensive multidisciplinary evaluation process, discuss with the family, the possibility that the child may not be eligible for Early ACCESS services. |
| 2 | Obtain signed parental consent. |
| 3 | Schedule an interim IFSP meeting to address provision of services. Note. The IFSP must include the name of the Service Coordinator responsible for implementation of the interim IFSP. |
| 4 | Schedule the comprehensive multidisciplinary child evaluation and family assessment to meet the 45-day timeline requirement for completion of the evaluation and having the IFSP meeting. |
